



Girlguiding

City of Edinburgh

Charity Number (if applicable) SC051695
Unit South Queensferry Rangers
District/Division: Inverclyde

Accounts Checklist 2025

	Unit Leader	District Commissioner
Unit name is on each sheet	✓	
Unit charity number (if app) is on each sheet	✓	
Accounts have a Receipts and Payments account	✓	
Have all the units bank accounts been included within one Receipts and Payments account	✓	
Accounts have a statement of balances	✓	
Do the two totals on the Statement of Balances match	✓	
Has the statement of Balances been signed by the unit guider	✓	
Accounts add up	✓	
Accounts have Trustees report	✓	
Trustees Report has been signed	✓	
The number of girls in unit is on Trustees Report	✓	
The units address is stated and matches the OSCR Return	✓	
Are the accounts significantly different from last year? If yes why (eg large event undertaken, large change in number of girls within the unit, fundraising activity etc). Briefly include in trustees report if they are very different	X	
Accounts have an independent examiners report	✓	
Has the independent examiner signed their report and given name and address	✓	
Bank statement attached for each account held covering the year end	✓	
OSCR annual return has been completed online	✓	

Signed [Signature] Date 25/8/25 Unit Leader
Signed _____ Date _____ District Commissioner



01-Jul-24 30-Jun-25

[illegible]

Expenditure Record

From

To

01-Jul-24

30-Jun-25

[illegible]

Receipts and Payments Account
For the Year ended

30 June 2025

South Queensferry Rangers

Charity Number:

SC051695

	2025	2024
Receipts		
Membership Subscriptions	185.00	175.00
Donations received	-	-
Unit Fundraising	-	-
3rd Party Fundraising	-	-
Bank Interest	-	-
Gift Aid	-	-
Trips	-	-
Residential events	300.00	-
Miscellaneous Income	-	-
Total Receipts	485.00	175.00
Payments		
<u>Fundraising expenses</u>		
Unit fundraising	-	
3rd Party Fundraising/Donation	-	
<u>Payments for charitable activities</u>		
Census money	585.00	672.00
Materials/crafts	-	-
Property costs/rent	-	-
Trips	-	-
Residential events	300.00	-
Admin/Postage & Stationery	-	-
Training	-	-
Badges & Resources	-	-
Miscellaneous Expenditure	-	-
Total Payments	885.00	672.00
Surplus/(Deficit) for year	(400.00)	(497.00)

Statement of Balances
As at 30 June 2025
South Queensferry Rangers
Charity Number: SC051695

	2025	2024
Opening Balances		
Cash	6	6
Bank	483.39	980.39
Surplus/(Deficit) for year	-400	-497
Total	89.39	489.39

Closing Balances		
Cash	6.00	6
Bank	83.39	483.39
less outstanding cheques	0	
Total	89.39	489.39

Assets & Liabilities:

In addition to the above cash & bank balances, the unit has equipment to the value of:

£0.00

Liabilities at the year end (if appropriate) amount to:

£0.00

- This represents money owed to ??? for ??? (delete if not relevant)

Prepared by (signature): 
 Date: 25/8/25

Unit Leader

Bank Reconciliation		
		£
Opening bank balance ⁽¹⁾		508.39
plus Income as per cashbook ⁽²⁾		485.00
less Expenditure as per cashbook ⁽³⁾		-885.00
Closing balance @ ⁽⁴⁾	30/06/2025	£108.39
Balance according to Bank Statement ⁽⁵⁾		83.39
plus deposits made in period not showing on bank statement		
less outstanding transactions ⁽⁶⁾		
		0
Total ⁽⁷⁾		£83.39

Reconciled?(8) £25.00

To do the reconciliation, make the following calculations:

1. Write down your opening balance (this is the amount you had in your bank account at the end of last period (this will be filled in for you)
2. Add to this the income total for the period (from your cashbook) (this will be filled in for you)
3. Subtract the expenditure for the period (from your cashbook) (this will be filled in for you)
4. Record this total (CALCULATED FOR YOU)
5. Enter balance per bank statement on the last day of the period
6. Subtract any cheques that have been issued but not cleared through the bank yet. List each separately using the cheque number, enter all amounts as positive, spreadsheet
- 7, this is the total of the balance per bank statement, plus any items still to go into the bank account, less any amounts still to come out (CALCULATED FOR YOU)
8. Check that the amount in number 4 above is the same as that in number 7 above. If it is, your accounts are reconciled against your bank account/cash tin.

Cash Reconciliation		
Opening cash balance ⁽¹⁾		6
plus Income as per cashbook ⁽²⁾		0.00
less Expenditure as per cashbook ⁽³⁾		0.00
Closing balance @ ⁽⁴⁾	30/06/2025	£6.00
Balance according to Cash Tin		

Reconciled? (6) £6.00

To do the reconciliation, make the following calculations:

1. Write down your opening balance (this is the amount you had in your cash tin at the end of last period (this will be filled in for you)
2. Add to this the income total for the period (from your cashbook) (this will be filled in for you)
3. Subtract the expenditure for the period (from your cashbook) (this will be filled in for you)
4. Record this total (calculated)
5. Enter balance per cash tin on the last day of the period
6. Check that the amount in number 4 above is the same as that in number 5 above. If it is, your accounts are reconciled against your cash tin. If they

**Trustees Annual Report
For the year end 30 June 2025**

Charity (Unit) Name: South Queensferry Rangers

Charity Number: SC051695

District Name: Queensferry

Division Name: Inveralmond

Charity Trustees: Unit Guider: [Sam Bryant](#)

Assistant Guider: [Fiona Venelle](#)

Assistant Guider [Elinor Dobie](#)

Assistant Guider [Name](#)

Charity Address

The above charity (unit) is an unincorporated association. It has no written constitution, but operates in accordance with the Guiding Manual, published by Girlguiding UK the operating name of the Guide Association.

Its Trustees are the volunteer adult leaders trained and appointed as guiders in terms of the guiding manual. Annual up date training is available throughout the year.

The charity's aim is to deliver a programme of informal education in accordance with the ethos and principles of Girlguiding UK. During the above period the charity provided this programme to 8 girls.

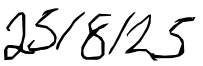
The charity's main income is subscription income. The charity aims to hold sufficient cash funds to meet all expenditure due and anticipated during a 2 month period.

During the year the trustees did not receive any remuneration.

Signed on behalf of the trustees by



Signature



Date:

Name: 

**Independent examiners Report
For the year end 30 June 2025
For South Queensferry Rangers
Charity Number: SC051695**

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiners Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent Examiners Statement

In the course of my examination, no matter has come to my attention

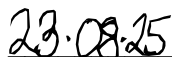
- which gives me reasonable cause to believe that in any material respect the
- 1 requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signature



Date

Name: Lesley Mair

Address:

41 Haggan Crescent
Dunfermline
KY11 4PU

Unit: South Queensferry Rangers Unit

District/division: Cramond/Inveralmond

Key Information Template 2025

Bank Account details

Bank Name	Bank of Scotland
Bank Branch	The Direct Business
Bank Account Name	South Queensferry Ranger Unit
Bank Account Number	17596166
Bank Account Sort Code	80-22-60
Bank Account Signatories	1) Sam Bryant 2) Fiona Venelle 3) Elinor Dobie 4)

OSCR registered Units: Yes

OSCR Charity Number	SC051695
OSCR Online Password	
OSCR Main Contact Name	Sam Bryant
OSCR Trustees (Leaders)	Sam Bryant Fiona Venelle Elinor Dobie 4)

HMRC registered Units (for Gift Aid): Yes / No

HMRC Charities Reference	
HMRC Government Gateway ID	
HMRC Government Gateway Password	
HMRC Government Gateway Security Answers	
HMRC Authorised Official (<i>person that is main contact and submits claims</i>)	
HMRC Responsible Persons (<i>2 other leaders/commissioners</i>)	1) 2)

This information will not be used by County of Edinburgh Guiding. It is held on behalf of your unit as information to be passed on to each unit team should any of the information be lost or mislaid.



Your account statement

Issue date: 1 October 2024

Rg 2



015293 PD0EAD4-20241002-09067-017535

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
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Your branch: THE DIRECT BUSINESS
Sort code: 80-22-60 Account number: 17596166
BIC: BOFSGB51SDP
IBAN: GB05 BOFS 8022 6017 5961 66

TREASURERS ACCOUNT

SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 30 Aug 2024	£508.39
Total Paid In	£25.00
Total Paid Out	£0.00
Balance On 10 Sep 2024	£533.39

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
30 Aug 24		STATEMENT OPENING BALANCE			508.39
10 Sep 24	FPI	KAREN WILKINSON BRONWYN CBBPI1323085502808 827009 10 10SEP24 13:23	25.00		533.39
10 Sep 24		STATEMENT CLOSING BALANCE	25.00	0.00	533.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

PMJ20PV3100000

100701529300010002

11

Your account statement

Issue date: 1 November 2024

POB



018612 PD0EA04-20241102-47848-019011
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Sort code: 80-22-60 Account number: 17596166
BIC: BOFSGBS1SDP
IBAN: GB05 BOFS 8022 6017 5961 66

TREASURERS ACCOUNT SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 01 Oct 2024	£533.39
Total Paid In	£50.00
Total Paid Out	£0.00
Balance On 18 Oct 2024	£583.39

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Oct 24		STATEMENT OPENING BALANCE			533.39
18 Oct 24	FPI	N MILLAR HOLLIE MILLAR CAMP 600000001441365794 804614 10 18OCT24 08:37	50.00		583.39
18 Oct 24		STATEMENT CLOSING BALANCE	50.00	0.00	583.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

100701529300010002

100701661200010002

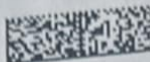
Your account statement

Issue date: 31 January 2025

PG 4



017475 PD0EA04-20250201-39689-022832
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Your branch: THE DIRECT BUSINES

Sort code: 80-22-60 Account number: 17596166

BIC: BOFSGBS1SDP

IBAN: GB05 BOFS 8022 6017 5961 66

Our records indicate that your business is eligible for FSCS
deposit protection.
Further details can be found on the Useful Information page.

TREASURERS ACCOUNT SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 01 Nov 2024	£583.39
Total Paid In	£100.00
Total Paid Out	£0.00
Balance On 31 Jan 2025	£683.39

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Nov 24		STATEMENT OPENING BALANCE			583.39
06 Jan 25	FPI	MS H E GANDY & MR SARAH HG 000000000336134619 089300 10 06JAN25 20:12	25.00		608.39
22 Jan 25	FPI	DR G J FRANCIS & M JULIA 000000000337760638 089286 10 22JAN25 07:09	25.00		633.39
28 Jan 25	FPI	N MILLAR HOLLIE MILLAR FEES 100000001489805310 804614 10 28JAN25 20:59	25.00		658.39
31 Jan 25	FPI	KAREN WILKINSON BRONWYN CBBPI0749180219423 827009 10 31JAN25 07:49	25.00		683.39
31 Jan 25		STATEMENT CLOSING BALANCE	100.00	0.00	683.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

FPI - Faster Payment

Your account statement

Issue date: 1 April 2025

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015856 PD0EA02-20250402-16370-018521
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Your branch: THE DIRECT BUSINES
Sort code: 80-22-60 Account number: 17596166
BIC: BOFSGBS1SDP
IBAN: GB05 BOFS 8022 6017 5961 66

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TREASURERS ACCOUNT SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 31 Jan 2025	£683.39
Total Paid In	£250.00
Total Paid Out	£585.00
Balance On 27 Mar 2025	£348.39

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Jan 25		STATEMENT OPENING BALANCE			683.39
21 Mar 25	CHQ	000022		585.00	98.39
27 Mar 25	FPI	N MILLAR H. MILLAR CAMP PAY 600000001531471056 804614 10 27MAR25 18:56	250.00		348.39
27 Mar 25		STATEMENT CLOSING BALANCE	250.00	585.00	348.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque

FPI - Faster Payment

Your account statement

Issue date: 1 May 2025

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015700 PD0EA02-20250502-43713-018367
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Your branch: THE DIRECT BUSINESS
Sort code: 80-22-60 Account number: 17596166
BIC: BOFSGBS1SDP
IBAN: GB05 BOFS 8022 6017 5961 66

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Further details can be found on the Useful Information page.

TREASURERS ACCOUNT SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 01 Apr 2025	£348.39
Total Paid In	£35.00
Total Paid Out	£0.00
Balance On 08 Apr 2025	£383.39

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
01 Apr 25		STATEMENT OPENING BALANCE			348.39
08 Apr 25	FPI	3RD STH QUEENSFERR J.FRANCIS T1 SUBS 000000000346812872 089299 10 08APR25 12:22	35.00		383.39
08 Apr 25		STATEMENT CLOSING BALANCE	35.00	0.00	383.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

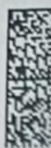
FPI - Faster Payment

Your account statement

Issue date: 1 July 2025

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015981 PD0EA04-20250702-54060-018871



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Your branch: THE DIRECT BUSINESS
Sort code: 80-22-60 Account number: 17596166
BIC: BOFSGBS1SDP
IBAN: GB05 BOFS 8022 6017 5961 66

Our records indicate that your business is eligible for FSCS
deposit protection.
Further details can be found on the Useful Information page.

TREASURERS ACCOUNT

SOUTH QUEENSFERRY RANGER UNIT

Account summary

Balance On 01 May 2025	£383.39
Total Paid In	£0.00
Total Paid Out	£300.00
Balance On 17 Jun 2025	£83.39

Account activity

Date	Payment		Paid In (£)	Paid Out (£)	Balance (£)
	Type	Details			
01 May 25		STATEMENT OPENING BALANCE			383.39
17 Jun 25	CHQ	000023		300.00	83.39
17 Jun 25		STATEMENT CLOSING BALANCE	0.00	300.00	83.39

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

CHQ - Cheque