South Queensferry Rangers Unit

Income Record **From** 01-Jul-25 **To** 30-Jun-26

Date	Ref.	Description	Amount Received		Members Subscription	Donations Received	Unit Fund-raising	3rd Party Fund-raising	Bank Interest	Gift Aid	Grants Received	Trips	Residential Events	Misc. Income	check
			Bank	Cash											
Totals			**272.00**	**0.00**	**272.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	-
08/09/2025	46	Holly Sodergren Subs	35.00		35.00										-
04/11/2025	47	Julia Francis Subs	35.00		35.00										-
04/11/2025	47	Hollie Millar Subs	35.00		35.00										-
05/02/2026	48	Holly Sodergren Subs	35.00		35.00										-
10/02/2026	48	Hollie Millar Subs	35.00		35.00										-
11/02/2026	48	Julia Francis Subs	35.00		35.00										-
10/03/2026	49	Sam Bryant subscription	62.00		62.00										-
															-
															-
															-
															-
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South Queensferry Rangers Unit

Expenditure Record

	From	To
	01-Jul-25	**30-Jun-26**

			Amount Paid													
Date	Chq no or Ref.	Description	Bank	Cash	Unit Fundraising	3rd Party Fund-raising	Census Money	Materials/ Crafts	Property Costs/ Rental	Trips	Residential Events	Admin, Postages & Stationery	Training	Badges & Resources	Misc. Expenses	
Total			**310.50**	**0.00**	**0.00**	**0.00**	**310.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.50**	**0.00**
16/03/2026	25	Subscription	310.00				310.00									0.00
19/05/2026	50	bank service charge for cheque	0.50												0.50	0.00
																0.00
																0.00
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																0.00
																0.00

Receipts and Payments Account
For the Year ended **30 June 2026**

South Queensferry Rangers Unit

Charity Number: **SC051695**

	2026	2025
Receipts		
Membership Subscriptions	272.00	185.00
Donations received	-	-
Unit Fundraising	-	-
3rd Party Fundraising	-	-
Bank Interest	-	-
Gift Aid	-	-
Trips	-	-
Residential events	-	300.00
Grants received	-	-
Miscellaneous Income	-	-
Total Receipts	**272.00**	**485.00**
Payments		
Fundraising expenses		
Unit fundraising	-	
3rd Party Fundraising/Donation	-	
Payments for charitable activities		
Census money	310.00	585.00
Materials/crafts	-	-
Property costs/rent	-	-
Trips	-	-
Residential events	-	300.00
Admin/Postage & Stationery	-	-
Training	-	-
Badges & Resources	-	-
Miscellaneous Expenditure	0.50	-
Total Payments	**310.50**	**885.00**
Surplus/(Deficit) for year	**(38.50)**	**(400.00)**

Statement of Balances
As at 30 June 2026
South Queensferry Rangers Unit
Charity Number: SC051695

	2026	2025
Opening Balances		
Cash	6	6
Bank	83.39	483.39
Surplus/(Deficit) for year	**-38.5**	-400
Total	**50.89**	**89.39**
Closing Balances		
Cash	6.00	6
Bank	44.89	83.39
less outstanding cheques	0	
Total	**50.89**	**89.39**

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): ______ Unit Leader

Date: 1/8/26

Statement of Balances Check 0.00 0.00

Bank Reconciliation		
		£
Opening bank balance (1)		83.39
plus Income as per cashbook (2)		272.00
less Expenditure as per cashbook (3)		-310.50
Closing balance @ (4)	30/06/2026	£44.89
Balance according to Bank Statement (5)		
plus deposits made in period not showing on bank statement		
less outstanding transactions (6)		
		0
Total (7)		£0.00

Reconciled?(8) £44.89

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)	30/06/2026	£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 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.

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

BANK OF SCOTLAND

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
WEST LOTHIAN
EH30 9QH

Your Account Statement
Statement sheet number: **46**
Issue date: **01 October 2025**

Your Account
Sort Code: **80-22-60**
Account number: **17596166**
Branch: **The Direct Business (802260)**

POGA2AD000000

Account Activity

Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
08 Sep 25	FPI	C SODERGREN HOLLY SODERGREN 400000001630075676 800234 10 06SEP25 18:17		35.00	118.39
TOTALS			**0.00**	**35.00**	

Payment Types:

BGC - Bank Giro Credit
COM - Commission
CSQ - Cash/Cheque(s)
DR - Overdrawn Balance
MPO - Mobile Payment Out
SCR - Refund Debit
SO - Standing Order
BP - Bill Payments
COR - Correction
DD - Direct Debit
EUR - Euro Cheque
PAY - Counter withdrawal
SDC - Collection Credit
SUR - Excess Management Reversal
CHG - Charge
CPT - Cashpoint
DEB - Debit card
IB - Internet Banking
PSV - Paysave
SDD - Collection Debit
CHQ - Cheque(s)
CSH - Cash
DEP - Deposit
MPI - Mobile Payment In
SAL - Salary
SDR - Reversal Credit

BANK OF SCOTLAND

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
WEST LOTHIAN
EH30 9QH

Your Account Statement
Statement sheet number: **47**
Issue date: **01 December 2025**

Your Account
Sort Code: **80-22-60**
Account number: **17596166**
Branch: **The Direct Business (802260)**

POGA2AD000000

10070119140003 0003

Account Activity

Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
04 Nov 25	FPI	DR G J FRANCIS & M JULIA 000000000371208920 089286 10 04NOV25 11:58		35.00	153.39
04 Nov 25	FPI	N MILLAR HMILLAR SUB 200000001654761753 804614 10 04NOV25 14:07		35.00	188.39
TOTALS			**0.00**	**70.00**	

Payment Types:

BGC - Bank Giro Credit
COM - Commission
CSQ - Cash/Cheque(s)
DR - Overdrawn Balance
MPO - Mobile Payment Out
SCR - Refund Debit
SO - Standing Order

BP - Bill Payments
COR - Correction
DD - Direct Debit
EUR - Euro Cheque
PAY - Counter withdrawal
SDC - Collection Credit
SUR - Excess Management Reversal

CHG - Charge
CPT - Cashpoint
DEB - Debit card
IB - Internet Banking
PSV - Paysave
SDD - Collection Debit

CHQ - Cheque(s)
CSH - Cash
DEP - Deposit
MPI - Mobile Payment In
SAL - Salary
SDR - Reversal Credit

BANK OF SCOTLAND

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
WEST LOTHIAN
EH30 9QH

Your Account Statement
Statement sheet number: **48**
Issue date: **27 February 2026**

Your Account
Sort Code: **80-22-60**
Account number: **17596166**
Branch: **The Direct Business (802260)**

POGA2AD000000

10070118900002003

Account Activity

Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
05 Feb 26	FPI	C SODERGREN HOLLY SODERGREN 500000001711075867 800234 10 05FEB26 12:26		35.00	223.39
10 Feb 26	FPI	N MILLAR HMILLAR SUB 600000001713575635 804614 10 10FEB26 13:18		35.00	258.39
11 Feb 26	FPI	DR G J FRANCIS & M JULIA 000000000382613473 089286 10 11FEB26 09:52		35.00	293.39
TOTALS			**0.00**	**105.00**	

Payment Types:

BGC - Bank Giro Credit
COM - Commission
CSQ - Cash/Cheque(s)
DR - Overdrawn Balance
MPO - Mobile Payment Out
SCR - Refund Debit
SO - Standing Order
BP - Bill Payments
COR - Correction
DD - Direct Debit
EUR - Euro Cheque
PAY - Counter withdrawal
SDC - Collection Credit
SUR - Excess Management Reversal
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DEB - Debit card
IB - Internet Banking
PSV - Paysave
SDD - Collection Debit
CHQ - Cheque(s)
CSH - Cash
DEP - Deposit
MPI - Mobile Payment In
SAL - Salary
SDR - Reversal Credit

BANK OF SCOTLAND

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
WEST LOTHIAN
EH30 9QH

Your Account Statement
Statement sheet number: **49**
Issue date: **01 April 2026**

Your Account
Sort Code: **80-22-60**
Account number: **17596166**
Branch: **The Direct Business (802260)**

POGA2AD0000000

Account Activity

Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
10 Mar 26	FPI	SAMANTHA BRYANT SAMS SUBSCRIPTION 60144300255106000N 608407 10 10MAR26 14:43		62.00	355.39
16 Mar 26	CHQ	000025	310.00		45.39
TOTALS			**310.00**	**62.00**	

Payment Types:

BGC - Bank Giro Credit
COM - Commission
CSQ - Cash/Cheque(s)
DR - Overdrawn Balance
MPO - Mobile Payment Out
SCR - Refund Debit
SO - Standing Order
BP - Bill Payments
COR - Correction
DD - Direct Debit
EUR - Euro Cheque
PAY - Counter withdrawal
SDC - Collection Credit
SUR - Excess Management Reversal
CHG - Charge
CPT - Cashpoint
DEB - Debit card
IB - Internet Banking
PSV - Paysave
SDD - Collection Debit
CHQ - Cheque(s)
CSH - Cash
DEP - Deposit
MPI - Mobile Payment In
SAL - Salary
SDR - Reversal Credit

BANK OF SCOTLAND

SOUTH QUEENSFERRY RANGER UNIT
34 STEWART CLARK AVENUE
SOUTH QUEENSFERRY
WEST LOTHIAN
EH30 9QH

Your Account Statement
Statement sheet number: **50**
Issue date: **01 June 2026**

Your Account
Sort Code: **80-22-60**
Account number: **17596166**
Branch: **The Direct Business (802260)**

POGA2AD0000000

10070118900000030003

Account Activity

Date	Pmnt Type	Details	Paid Out (£)	Paid In (£)	Balance (£)
19 May 26	PAY	SERVICE CHARGES REF : 483776857	0.50		44.89
TOTALS			**0.50**	**0.00**	

Payment Types:

BGC - Bank Giro Credit
COM - Commission
CSQ - Cash/Cheque(s)
DR - Overdrawn Balance
MPO - Mobile Payment Out
SCR - Refund Debit
SO - Standing Order
BP - Bill Payments
COR - Correction
DD - Direct Debit
EUR - Euro Cheque
PAY - Counter withdrawal
SDC - Collection Credit
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DEB - Debit card
IB - Internet Banking
PSV - Paysave
SDD - Collection Debit
CHQ - Cheque(s)
CSH - Cash
DEP - Deposit
MPI - Mobile Payment In
SAL - Salary
SDR - Reversal Credit

Girlguiding
City of Edinburgh

Charity Number (if applicable)___SC051695____________
Unit_____South Queensferry Rangers Unit________

District/Division: _____Inveralmond___________

Accounts Checklist 2026

	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		
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 __________________________ Date __________ Unit Leader

Signed __________________________ Date __________ District Commissioner

Girlguiding
City of Edinburgh

Unit: __South Queensferrry Rangers___________

District/division: ___Inveralmond_____________

<u>Key Information Template 2026</u>

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	802260
Bank Account Signatories	1) Sam Bryant 2) Fiona Venelle 3) 4)

OSCR registered Units: Yes

OSCR Charity Number	SC051695
OSCR Online Password	
OSCR Main Contact Name	Sam Bryant
OSCR Trustees (Leaders)	1)Sam Bryant 2)Fiona Venelle 3) 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 *(person that is main contact and submits claims)*	
HMRC Responsible Persons *(2 other leaders/commissioners)*	1) 2)

<u>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.</u>

Independent examiners Report
For the year end 30 June 2026

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

1 which gives me reasonable cause to believe that in any material respect the 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.

L Mair

Signature

Date

Name: Lesley Mair

Address: 41 Haggan Crescent
Dunfermline
KY11 4PU

Girlguiding

GO SUBS 2026

Payable invoice - Invoice Unpaid on (05-03-2026)

INVOICE 2693692/2026 2693692 Queensferry Ranger Unit

Number of volunteers to be paid for at this level:		**1**
Number of girl members to be paid for at this level:		**4**
Total members to be paid for at this level:		**5**
Girlguiding:	**£36.00**	
Scotland Country/Region:	**£16.50**	
City Of Edinburgh County:	**£9.50**	
Inveralmond Division:	**£0.00**	
Queensferry District:	**£0.00**	
Subscription to pay per head:		**£62.00**
Total amount due:		**£310.00**

Important information if paying by cheque: please read the below information carefully to avoid any delays!

1. Annual Subscription 2026 Payment Slip (**page 2 of your downloaded invoice**) must be sent with your cheque
2. Please **do not use staples, Sellotape or paperclips** to join your cheque to the payment slip. Cheques should be kept loose in the envelope.

How To Pay:

Please complete the next steps below:

1. Print **both pages** of this 'Annual 2026 Subscription Payment Slip'. This is a two-page PDF document, your Invoice (Page 1) and your Annual 2026 Subscription Payment Slip (Page 2)
2. Make sure your cheque is for the full amount on the official invoice and made payable to '**Girlguiding**'.
3. Write 'Invoice Number 2693692/2026' on the back of the cheque.
4. Send your cheque and your Annual 2026 Subscription Payment Slip to the address details on the payment slip. Please remember to include your Country/Region name e.g. Girlguiding - Scotland Region in the address

Next steps:

When we receive your cheque the invoice payment status will show as '**Payment in progress**'. This will show while the banking and clearing process is completed. You do not need to take any action if you see this status.

Once your invoice shows '**Paid in Full**' print this as a receipt for your own accounting records.

If your invoice shows '**Problem with Payment**' the level's main contact will receive an email detailing what the error is and how to correct the error. If this is not you, please speak to them for more information.

Girlguiding

GO SUBS 2026

ANNUAL SUBSCRIPTION 2026 PAYMENT SLIP

2 6 9 3 6 9 2 / 2 0 2 6

Please send the whole of this page with your cheque

Country/Region:	**Scotland Country/Region**
County:	**City Of Edinburgh County**
Level Number:	**2693692**
Level Name:	**2693692 Queensferry Ranger Unit**

Number of girls to be paid for at this level:	**4**
Number of volunteers to be paid for at this level:	**1**
Total members to be paid for at this level:	**5**
Total amount due:	**£310.00**

Membership Number ________________________

Your Name (please print) ____________________________________

Date ___/___/______

Please check that your cheque has:

- The correct date
- **"Girlguiding" as the payee**
- The correct amount in both words and numbers
- **Post your cheque and the payment slip to**

  Your Country/Region Name (from the top of this payment slip),
  Girlguiding Trading
  80 George Richards Way, Broadheath
  Altrincham
  Cheshire
  WA14 5ZR

- Authorised signatures
- Invoice Number **2693692/2026** on the reverse

No receipt will be issued, so please continue to check the Subscription tab of Go!.
Your payment receipt will be recorded on your invoice. When the payment status reads "Paid in Full", you can print page 1 of the PDF for your accounting records.