# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Dec-24

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 19.29 | | | | | | | | GBP19.29 | paid in cash | |
| | GBP- | | | | | | | 30.00 | | | | GBP30.00 | paid in cash | |
| | GBP- | | | | | 91.65 | | | | | | GBP91.65 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | 140.94 | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -407.29 |
| Net Expenses | GBP140.94 |
| Net Income | GBP- |
| | -584.23 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Jan-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP92.13 | | | | | 08/01/2025 |
| | GBP108.50 | | | | | 21/01/2025 |
| Total: | GBP92.13 | GBP- | GBP- | GBP- | GBP200.63 | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 29.59 | | | | | | | | | paid in cash | |
| | GBP- | | | | 120.00 | | | | | | | | 29/01/2025 | 011 051 |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -484.23 |
| Net Expenses | GBP149.59 |
| Net Income | GBP200.63 |
| | -432.96 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Feb-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP136.53 | | | | | 22/02/2025 |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 35.91 | | | | | | | | GBP35.91 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | 132.11 | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -432.96 |
| Net Expenses | GBP35.91 |
| Net Income | GBP136.53 |
| | -332.34 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Mar-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 51.34 | | | | | | | | GBP51.34 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -332.34 |
| Net Expenses | GBP51.34 |
| Net Income | |
| | -383.68 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Apr-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | | 204.00 | | | | | | | GBP204.00 | 22/04/2025 | 011 052 |
| | GBP- | | 28 | | | | | | | | | GBP28.00 | paid in cash | |
| | GBP- | | | | | | | 39.88 | | | | GBP39.88 | paid in cash | |
| | GBP- | | | 16.60 | | | | | | | | GBP16.60 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -383.68 |
| Net Expenses | GBP288.48 |
| Net Income | |
| | -672.16 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: May-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 43.21 | | | | | | | | GBP43.21 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -672.16 |
| Net Expenses | GBP43.21 |
| Net Income | |
| | -715.37 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Jun-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP147.39 | | | | GBP147.39 | 02/06/2025 |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 40.58 | | | | | | | | GBP40.58 | paid in cas | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -715.37 |
| Net Expenses | GBP40.58 |
| Net Income | GBP147.39 |
| | -608.56 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Jul-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP164.31 | | | | GBP164.31 | 08/07/2026 |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | | 153.00 | | | | | | | GBP153.00 | 19/07/2026 | 011 053 |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -608.56 |
| Net Expenses | GBP153.00 |
| Net Income | GBP164.31 |
| | -597.25 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Aug-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 12.20 | | | | | | | | GBP12.20 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -597.25 |
| Net Expenses | GBP12.20 |
| Net Income | |
| | -609.45 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Sep-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | | | | 5.50 | | | | | 5.50 | paid in cash | |
| | GBP- | | | | | | 13.68 | | | | | 13.68 | paid in cash | |
| | GBP- | | | 73.11 | | | | | | | | 73.11 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -609.45 |
| Net Expenses | GBP92.29 |
| Net Income | |
| | -701.74 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Oct-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP128.08 | | | | GBP128.08 | 28/10/2024 |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | | 108.00 | | | | | | | GBP108.00 | 28/10/2025 | 011 054 |
| | GBP- | | | | | | 3.83 | | | | | GBP3.83 | paid in cash | |
| | GBP- | | | 13.26 | | | | | | | | GBP13.26 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -701.74 |
| Net Expenses | GBP125.09 |
| Net Income | GBP128.08 |
| | -698.75 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Nov-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | | | | 28.94 | | | | | GBP28.95 | paid in cash | |
| | GBP- | | 14 | | | | | | | | | GBP14.00 | paid in cash | |
| | GBP- | | | 61.63 | | | | | | | | GBP61.63 | paid in cash | |
| | GBP- | | | | | | | 17.06 | | | | GBP17.06 | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -698.75 |
| Net Expenses | GBP121.64 |
| Net Income | |
| | 820.39 |

Cheques not presented

# Treasurer's Financial Reporting Sheet

Club / Group Name: St Leonard's Mother & Toddler Group
Reporting Month: Dec-25

Note:
In order for the Works functions in this template to work properly, you must enter information into all cells outlined in red.

| Income | Dues Paid | Fundraising Cash In | Donations & Gift Aid | Miscellaneous Cash in | Total | Date Banked |
|---|---|---|---|---|---|---|
| | GBP115.49 | | | | GBP115.49 | 27/12/2026 |
| Total: | | GBP- | GBP- | GBP- | | |

| Expenses | total | craft | craft | Snacks | Hall hire | Insurance | Craft & Activities | Books & Toys | Admin / Stationary | Excursions / Trips | Party / Events | Total | Date of chq | chq no. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | GBP- | | | 15.97 | | | | | | | | GBP15.97 | paid in cash | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| | GBP- | | | | | | | | | | | | | |
| Total: | GBP- | | - | - | - | - | - | - | - | - | - | | | |

| Club Funds Summary | Totals |
|---|---|
| Starting Balance | -820.39 |
| Net Expenses | GBP15.97 |
| Net Income | GBP115.49 |
| | -720.87 |

Cheques not presented

**Income**

| Date | Fees | Fundraising | Donations & | Misc | Total | | Check | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Jan | GBP200.63 | GBP- | GBP- | GBP- | GBP200.63 | | 0.00 | 1 | | | |
| Feb | GBP136.53 | GBP- | GBP- | GBP- | GBP135.53 | | 0.00 | 1 | | | |
| March | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| April | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| May | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| June | GBP147.39 | GBP- | GBP- | GBP- | GBP147.39 | | 0.00 | 1 | | | |
| July | GBP164.31 | GBP- | GBP- | GBP- | GBP164.31 | | 0.00 | 1 | | | |
| August | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| Sept | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| Oct | GBP128.08 | GBP- | GBP- | GBP- | GBP128.08 | | 0.00 | 1 | | | |
| Nov | GBP- | GBP- | GBP- | GBP- | GBP- | | 0.00 | 1 | | | |
| Dec | GBP115.49 | GBP- | GBP- | GBP- | GBP115.49 | | 0.00 | 1 | | | |
| **Total** | **GBP892.43** | | | | **GBP892.43** | | | 1 | | | |

**Expenditure**

| Date | Snack | Hall Hire | Insurance | Craft & Activities | Books & Toys | Admin & Stationery | Excursions / Trips | Party / Event | Total | Check | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Jan | GBP29.59 | GBP120.00 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP149.59 | GBP- | FixIt |
| Feb | GBP35.91 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP35.91 | GBP- | Good |
| March | GBP51.34 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP51.34 | GBP- | Good |
| April | GBP16.60 | GBP204.00 | GBP- | GBP28.00 | GBP39.88 | GBP- | GBP- | GBP- | GBP288.48 | GBP- | Good |
| May | GBP43.21 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP43.21 | GBP- | FixIt |
| June | GBP40.58 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | | GBP40.58 | GBP- | Good |
| July | GBP- | GBP153.00 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP153.00 | GBP- | Good |
| August | GBP12.20 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP12.20 | GBP- | Good |
| Sept | GBP73.11 | GBP- | GBP- | GBP19.18 | GBP- | GBP- | GBP- | GBP- | GBP92.29 | GBP- | Good |
| Oct | GBP13.26 | GBP108.00 | GBP- | GBP3.83 | GBP- | GBP- | GBP- | GBP- | GBP125.09 | GBP- | Good |
| Nov | GBP61.63 | GBP- | GBP- | GBP42.94 | GBP17.06 | GBP- | GBP- | GBP- | GBP121.63 | GBP- | Good |
| Dec | GBP15.97 | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP- | GBP15.97 | GBP- | Good |
| **Total** | **393.40** | **585.00** | | **93.95** | **56.94** | | | | **1,129.29** | | FixIt |

## St Leonard's Mother & Toddler Group

## Statement of Receipts and Payments

**FOR THE YEAR ENDED 31 DECEMBER 2024**

| | | Notes | 2025 | | 2024 |
|---|---|---|---|---|---|
| | | | £ | | £ |
| | **RECEIPTS** | | | | |
| | **Receipts from Charitable Activities** | | | | |
| | Membership Fees | | GBP 892.43 | | GBP 650.87 |
| | **Voluntary Receipts** | | | | |
| | Fund Raising Activities | | | | |
| | Donations & Gift Aid | | | | |
| | Miscellaneous Income* | | | | |
| | **Total Receipts** | | **892** | | **651** |
| | **PAYMENTS** | | | | |
| | **Cost of Charitable Activities** | | | | |
| | Hall Hire** | | GBP 585.00 | | GBP 480.00 |
| | Catering | | GBP 393.40 | | GBP 240.00 |
| | Insurance | | | | GBP 91.65 |
| | Trips & Excursions | | | | |
| | Parties & Events | | | | GBP 50.00 |
| | Administrative & Stationary (craft) | | GBP 93.96 | | GBP 30.00 |
| | Other Miscellaneous Running Costs | | GBP 39.88 | | |
| | **Total Payments** | | **1129** | | **892** |
| Surplus / (Deficit) for the Period | | | -237 | | -241.51 |

The Notes on page 4 form an integral part of these accounts.

**STATEMENT OF BALANCES**

| | **Funds Reconciliation** | | **2025** | | **2024** |
|---|---|---|---|---|---|
| | Cash at Bank & in Hand | | -642 | | -400 |
| | Surplus/(Deficit) for year | | -237 | | -242 |
| | **Cash at Bank & in Hand – 31/12/2025** | | -879 | | -642 |

The Notes on page 4 form an integral part of these accounts.

| | | | | | |
|---|---|---|---|---|---|
| In addition to the balances above the unit has assets to the value of | | | NIL | | NIL |

Approved by the trustees on 28/09/2025 and signed on their behalf by

| | | | | | |
|---|---|---|---|---|---|
| Kirsty Holder (Chair) | *Kirsty Holder* | Date: | | | 28/09/2026 |
| Matthew Strugnell (Treasur | *Matthew Strugnell* | Date: | | | 28/09/2026 |

# St Leonard's Mother & Toddler Group

## Notes to the Accounts

**FOR THE YEAR ENDED 31 DECEMBER 2024**

1 **Basis of Accounting**

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 **Nature and purpose of funds**

All funds held are unrestricted and may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the group.

3 **Related Party Transactions**

The group insurance policy includes Trustee Indemnity Insurance for all its trustees. No other remuneration was paid to the trustees or to any connected persons during the year (2015: Nil).

4 **Cost of Charitable Activities**

Parties and Events includes amounts spent on Easter Eggs, Christmas presents and Christmas Party, Halloween party and the annual summer party that is held for the children.

Other Miscellaneous running costs includes amounts spent on books, toys and arts and crafts.

Missing a bank statement for February deposit but we have a slip stating money was put in
The £108.50 Jan 25 pay in slip is missing

**APPENDIX 3**

OSCR
Scottish Charity Regulator

# Independent examiner's report on the accounts V2

| | |
|---|---|
| **Report to the trustees/members of** | St Leonard's Toddler Group |
| **Registered charity number** | **SC035188** |

**On the accounts of the charity for the period**

| Period start date | | | | Period end date | | |
|---|---|---|---|---|---|---|
| Day | Month | Year | | Day | Month | Year |
| 01 | 01 | 2025 | **to** | 31 | 12 | 2025 |

| | |
|---|---|
| **Set out on pages** | (remember to include the page numbers of additional sheets) |

| | |
|---|---|
| **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 (as amended). 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 examiner's statement** | My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 view given by the accounts. |
| **Independent examiner's statement** | In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]<br><br>1. which gives me reasonable cause to believe that in any material respect the requirements:<br>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and<br>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations<br><br>have not been met, or<br><br>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. |

| | | | |
|---|---|---|---|
| **Signed**:** | Jill Graham | **Date:** | 30/9/26 |
| **Name:** | Jill Graham | | |
| **Relevant professional qualification(s) or body (if any):** | N/A | | |
| **Address:** | 20 Brunton Gardens | | |
| | Markinch | | |
| | Fife | | |
| | KY7 6EX | | |

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.
** OSCR will accept digital or typed signatures

**APPENDIX 3**

## Disclosure section

Only complete if the examiner needs to highlight material problems.

| | |
|---|---|
| **Give here brief details of any items that the examiner wishes to disclose** | |

**FAPPENDIX 1**

OSCR

Office of the Scottish **Charity Regulator**

| Trustees' Annual Report for the period | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Period start date | | | | Period end date | | |
| | Day | Month | Year | | Day | Month | Year |
| From | 01 | 01 | 2025 | To | 31 | 12 | 2025 |

## Reference and administration details

| | |
|---|---|
| **Charity name** | St Leonard's Toddler Group |
| **Other names charity is known by** | |
| **Registered charity number** | **SC035188** |
| **Charity's principal address** | St Leonards Church of Scotland, 2 Brucefield Avenue |
| | Dunfermline |
| | Fife |
| | **Postcode KY11 4SX** |

**Names of the charity trustees on date of approval of Trustees' Annual Report**

| | Trustee name | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|---|---|---|---|---|
| **1** | Kirsty Holder | Chair | | |
| **2** | Fiona Mackenzie | Vice-Chair | | |
| **3** | Matthew Strugnell | Treasurer | | |
| **4** | Pam Moor | Secretary/Treasurer | | |
| **5** | | | | |
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**APPENDIX 1**

## Reference and administration details

**Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)**

| Name | Dates acted if not for whole year |
|---|---|
| | |
| | |
| | |

## Structure, governance and management

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|---|---|
| **Type of governing document** | The charity is an unincorporated association. It is governed by its constitution which was adopted on 24 April 2007. The group was granted charitable status by OSCR on 22 October 2003. |
| **Trustee recruitment and appointment** | The management committee, which normally meets on a quarterly basis, are the charity's trustees. Membership of the management committee is open to all parents and guardians of children in the group.<br><br>Trustees are elected at the Annual General Meeting which is normally held in September. Under the constitution, there must be a minimum of three elected trustees. |

## Objectives and activities

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| **Charitable purposes** | The aim of the group is to advance the education and social development of pre-school children with the emphasis on the play experience. The group seeks to provide safe and satisfying group play and learning and to encourage other charitable activities through which the parents may support the development of the children. |
| **Summary of the main activities in relation to these objects** | The group has continued to welcome a number of new childminders to the session, each bringing with them a mix of children and new ideas for further educational play.<br><br>More adults took an active role and the group format changed with structured snacks and snack time. Children were encouraged to sit together at a table and observe tidying up time.<br><br>New toys were introduced and structured areas of play were set up around the room with themed sessions encouraging new learning.<br><br>Parties were continued to be held during session times to celebrate seasonal events, e.g. Easter, Halloween and Christmas and the end of term parties which continue to be our most enjoyable. |

## APPENDIX 1

## Achievements and performance

**Summary of the main achievements of the charity during the financial period**

It was a busy year with a noticeable increase in attendance which is highlighted in our accounts. This was thanks to the hard work and dedication of a core group of volunteers who changed the way the class was run to betterment.

As with every yearly toy tidy, we continued our toy and book refresh, where several old toys were given to charity and the purchase of new toys for the children.

The development of a structured snack and art time was progressed and it was noticeable that all children enjoyed all sitting together at a table at a specific time during the session. Our goal of introducing a calm and more involved snack time has worked wonders and to allowed the children to share and help with the set up and tidy up.

We continued to offer a safe and welcoming space and despite continued inflation, decided to keep our prices the same. We are one of the lowest priced groups in the city and continue to provide the same level of service.

A new kitchen was installed at the church hall meaning better facilities to provide better and more balanced food for the children.

More money was spent on snacks throughout the year due to increased membership. We also provided more fruit options and catered for the parents and guardians.

New members were recruited via social media, word of mouth and we continued to use our Facebook page as a means of updating everyone. which remains the best source of sharing information. New committee members were introduced.

We continued to ensure compliance with GDPR.

## Financial review

**Brief statement of the charity's policy on reserves**

There is no agreed policy on reserves. However, we ensure we have over £1000 in reserves every year to cover all our major expenses in case of emergencies or lack of income from fees. We are now charged £17 per hour over the course of the year for the hall let, which with total cost varying month to month depending on usage. Insurance costs are £92 per year (2025 delayed payment into 2026) This does not include expenditure for snacks for the children and art/craft materials, which are largely covered by fees charged to carers, or for outings and parties which it's the group's aim to fundraise against the costs of these, where possible.

| | |
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| **Details of any deficit** | In 2025 there was a deficit of £237.<br><br>We took in more money that 2024 but rising food costs and increased snacks have cost us more. However we are still in a secure financial place and take it good money every session. |
| **Donated facilities and services (if any)** | |



## APPENDIX 1

## Other optional information

**FUTURE PLANS**

Our future plans are to try and increase the levels of attendees we get on a weekly basis whilst still looking after the ones we have. We continue to be self-sufficient with reserves in the bank to offset any deficits.

We continue with the aim to be not only a place where kids can learn to play and grow together but a place for the parents or guardians to get together over a coffee and biscuit and share their experiences and feel they have a supportive group who understand and can compassionately listen.

We love our kids, adults and operating model and seek to continue to provide the high level of service to our community.

## Declaration

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

| | | |
|---|---|---|
| **Signature(s)** | *Matthew Strugnell* | |
| **Full name(s)** | Matthew Strugnell | |
| **Position (e.g. Chair)** | Treasurer | |
| **Date** | 28/09/2025 | |