

## Instructions

On the INCOME tab enter your unit's name, charity number (if applicable) and year end date, in B3, B4 and B5 respectively . These will copy across to subsequent pages. Do not add these manually to

On the INCOME tab enter all of the income for the year, starting in cell A8. Add the value into the relevant column of the sheet (for example column E for subscriptions income). In the method select the method of payment from the list. The sheet will add up the values in each column automatically and provide an overall total in cell O7. Use the reference column to record any

All totals will copy across to the relevant subsequent pages.

On the EXPENDITURE tab enter all of the expenditure for the year starting in cell A8. Add the value into the relevant column of the sheet (for example column F for subscriptions). In the method select the method of payment from the list. The sheet will add up the values in each column automatically and provide an overall total in cell P5. In the reference column you can add in detail

In the STATEMENT OF INCOME AND PAYMENTS, the values for the current year will automatically copy for the previous sheets. Add in the values from the previous year in column D. The sheet will

In the STATEMENT OF BALANCES tab, add in the relevant start and end of year bank balances and the amount held in cash at the start and end of the year. Add in the value of any cheques written during the year, but not cashed at the year end. The values in B13 and B20 should be the same.

In the TRUSTEES REPORT tab add in your district and division details (as relevant - delete one of the lines if you do not require both). Add in the name of the trustees (unit leaders), the registered address (as is registered with OSCR) and the total number of girls who have been in the unit within the year in line 25 (not necessarily all at the same time). In line 26, if your accounts vary

In the INDEPENDENT EXAMINER tab, once the accounts have been examined, the independent examiner should add their name, address and signature.

The STATEMENT OF BALANCES and TRUSTEES ANNUAL REPORT needs to be signed by the leader who pr

3RD PARTY FUNDRAISING: if your unit has raised money for another charity, the amount raised should be shown in the 'INCOME' tab, and the expenses/donation in the 'EXPENDITURE' tab. These 2 values must be the same. For example, if you hold a coffee morning for Children In Need, the money collected (i.e. £43.50) should be shown in 'INCOME' and £43.50 should be shown also in 'EXPENDITURE'. This could be the whole £43.50 was donated to Children in Need, or £38 was donated to Children in Need & £5.50 was spent on tea/coffee/biscuits for the event. Please note: The money your unit receives in donations or subscriptions (whether OSCR registered

Some things to be mindful of:

Accounts are still required even if your unit is not OSCR registered; You are looking after someone else's money and have a duty to take care of it and account for what you have done with it.

Your accounts MUST be independently examined

The independent examiner should have no connection with the charity trustees that might inhibit their ability to carry out an impartial examination. The following people will normally be considered

- a. the charity trustees or anyone else who is closely involved in the administration of the
- b. a major donor or major beneficiary of the charity
- c. a close relative, spouse, partner, business partner or employee of any of the people

The independent examiner need not be an accountant. If you are having trouble finding someone to sign off your accounts, please speak to your commissioner in the first instance. The independent examiner should NOT be your local commissioner if she is linked at all with your unit (i.e. she is a

repared the accounts .

**INCOME****80th Dundee****Unit: Brownies****Charity number: 40422****Year end date: 30.06.25**

<b>Date</b>	<b>Received from</b>	<b>Method</b>	<b>Reference</b>	<b>Membership subscriptions</b>
<b>TOTALS</b>				<b>£1,330.00</b>
03.06.24	virgin money	Bank transfer	cash back	
03.06.24	72nd B	Bank transfer	Ink	
02.07.24	virgin money	Bank transfer	cash back	
15.08.24	Holly P	Bank transfer	Holly P subs	£35.00
20.08.24	Zara T	Bank transfer	Zara T subs	£35.00
02.09.24	virgin money	Bank transfer	cash back	
24.09.24	Amber A	Bank transfer	Amber A subs	£35.00
24.09.24	lillia M	Bank transfer	lillia M subs	£35.00
24.09.24	Airlie R	Bank transfer	Airlie R subs	£35.00
30.09.24	Zara T	Bank transfer	Zara T subs	£35.00
01.10.24	Rosie B	Bank transfer	Rosie B subs	£35.00
02.10.24	virgin money	Bank transfer	cash back	
16.10.24	Holly P	Bank transfer	Holly P subs	£35.00
21.10.24	Rebecca E	Bank transfer	Rebecca E subs	£35.00
22.10.24	Sophie W	Bank transfer	Sophie W subs	£35.00
28.10.24	Anya	Bank transfer	anya C subs	£35.00
28.10.24	Sasha A	Bank transfer	Sahsa A subs	£35.00
01.11.24	Zoe	Bank transfer	Moana 2	
04.11.24	virgin money	Bank transfer	cash back	
04.11.24	E C	Bank transfer	E C subs	£35.00
11.11.24	Elsie	Bank transfer	Elsie subs	£35.00
19.11.24	lillia M	Bank transfer	Moana 2	

19.11.24	Airlie R	Bank transfer	Moana 2	
19.11.24	Holly P	Bank transfer	Moana 2	
19.11.24	Rosie B	Bank transfer	Moana 2	
19.11.24	HMRC	Bank transfer	HMRC	
25.11.24	Sasha A	Bank transfer	Moana 2	
25.11.25	E C	Bank transfer	Moana 2	
25.11.24	Rachel P	Bank transfer	Rachel P subs	£35.00
02.12.24	virgin money	Bank transfer	cash back	
02.12.24	Anya	Bank transfer	Moana 2	
03.12.24	rebecca E	Bank transfer	Moana 2	
03.01.25	Holly P	Bank transfer	Holly P subs	£35.00
06.01.25	Airlie R	Bank transfer	Airlie R subs	£35.00
13.01.25	Zara T	Bank transfer	Zara T subs	£35.00
24.01.25	Amber A	Bank transfer	Amber A subs	£35.00
27.01.25	Elsie	Bank transfer	Elsie subs	£35.00
27.01.25	Anya	Bank transfer	anya C subs	£35.00
29.01.25	Rosie B	Bank transfer	Rosie B subs	£35.00
03.04.25	virgin money	Bank transfer	cash back	
10.04.25	Bella C	Bank transfer	Bella C subs	£35.00
11.04.25	Cara M	Bank transfer	Cara M	£35.00
31.04.25	Guides	Bank transfer	GGD subs	
03.05.25	virgin money	Bank transfer	cash back	
22.05.25	Anya	Bank transfer	anya C subs	£35.00
22.05.25	Zara T	Bank transfer	Zara T subs	£35.00
22.05.25	Holly P	Bank transfer	Holly P subs	£35.00
23.05.25	Rachel P	Bank transfer	Rachel P subs	£35.00
06.06.25	Ruby B	Bank transfer	Ruby B subs	£35.00
15.06.25	Evie C	Bank transfer	Evie C	£35.00
20.06.25	Elle/erin	Bank transfer	Elle/ Erin subs	£140.00
13.06.25	Evie C	Bank transfer	Evie C	£35.00
13.06.25	80th rainbows	Bank transfer	Dontion	

17.06.25	Tilda N	Bank transfer	Tilda N	£70.00
16.06.25	Bella C	Bank transfer	Bella C subs	£35.00

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<b>Grants received</b>	<b>Miscellaneous</b>	<b>TOTAL</b>
<b>£120.00</b>	<b>£94.37</b>	<b>£2,149.40</b>
	£0.04	<b>£0.04</b>
	£42.99	<b>£42.99</b>
	£0.35	<b>£0.35</b>
		<b>£35.00</b>
		<b>£35.00</b>
	£0.19	<b>£0.19</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
	£0.18	<b>£0.18</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
	£50.00	<b>£50.00</b>
	£0.17	<b>£0.17</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£5.00</b>

		<b>£5.00</b>
		<b>£5.00</b>
		<b>£5.00</b>
		<b>£501.03</b>
		<b>£5.00</b>
		<b>£5.00</b>
		<b>£35.00</b>
	£0.11	<b>£0.11</b>
		<b>£5.00</b>
		<b>£5.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
	£0.28	<b>£0.28</b>
		<b>£35.00</b>
£120.00		<b>£120.00</b>
	£0.06	<b>£0.06</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£35.00</b>
		<b>£140.00</b>
		<b>£35.00</b>
		<b>£64.00</b>

		<b>£70.00</b>
		<b>£35.00</b>
		<b>£0.00</b>

## EXPENDITURE

**Unit:** 80th Dundee Brownies

**Charity number:** 40422

**Year end date:** 30.06.25

Date	Payee	Method	Reference	Meeting expenses
<b>TOTAL</b>				<b>£0.00</b>
03.06.24	Rachel D	Bank transfer	bridge activity	
03.06.24	Zoe	Bank transfer	ink (R missing)	
04.06.24	argos	Bank transfer	ink (R missing)	
25.06.24	asda	Bank transfer	asda (R missing)	
01.07.25	Beth L	Bank transfer	fist aid kits (r missing)	
15.08.24	Asda	Bank transfer	Asda (1)	
27.08.24	asda	Bank transfer	Asda (2)	
29.08.24	Zoe	Bank transfer	asda (R missing)	
02.09.24	Zoe	Bank transfer	asda (R missing)	
26.09.24	Guides shop	Bank transfer	guide shop (3)	
01.10.24	asda	Bank transfer	asda (4)	
22.10.24	asda	Bank transfer	asda (5)	
29.10.24	asda	Bank transfer	asda (6)	
30.10.24	Zoe	Bank transfer	Moana 2	
25.11.24	Guides shop	Bank transfer	guide shop (7)	
20.01.25	Guides shop	Bank transfer	guide shop (8)	
21.01.25	asda	Bank transfer	asda (9)	
11.02.25	asda	Bank transfer	asda (10)	
20.2.25	Zoe	Bank transfer	Go subs (11)	
04.03.25	asda	Bank transfer	asda (12)	
19.05.25	Zoe	Bank transfer	asda (R missing)	
24.06.24	asda	Bank transfer	asda (13)	

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Membership subscriptions	Property costs and rent	Unit Fundraising	3rd Party Fundraising	Trips	Residential events
£1,176.00	£0.00	£0.00	£0.00	£210.00	£0.00
				£210.00	
£1,176.00					



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<b>Admin, stationery / postage</b>	<b>Training</b>	<b>Badges and resources</b>	<b>Miscellaneous expenditure</b>	<b>TOTAL</b>
<b>£0.00</b>	<b>£0.00</b>	<b>£529.69</b>	<b>£0.00</b>	<b>£1,915.69</b>
		£12.00		<b>£12.00</b>
		£42.99		<b>£42.99</b>
		£85.98		<b>£85.98</b>
		£15.00		<b>£15.00</b>
		£36.37		<b>£36.37</b>
		£25.00		<b>£25.00</b>
		£28.39		<b>£28.39</b>
		£7.70		<b>£7.70</b>
		£4.05		<b>£4.05</b>
		£50.22		<b>£50.22</b>
		£10.00		<b>£10.00</b>
		£38.06		<b>£38.06</b>
		£11.25		<b>£11.25</b>
				<b>£210.00</b>
		£19.80		<b>£19.80</b>
		£37.80		<b>£37.80</b>
		£20.95		<b>£20.95</b>
		£21.75		<b>£21.75</b>
				<b>£1,176.00</b>
		£17.39		<b>£17.39</b>
		£14.97		<b>£14.97</b>
		£30.02		<b>£30.02</b>

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## Receipts and Payments Account

For the Year ended

30.06.25

Unit name

80th Dundee Brownies

Charity Number

40422

	2025	2024
<b>Receipts</b>		
Membership Subscriptions	£1,330.00	£1,973.00
Donations received	£64.00	£235.00
Unit Fundraising	£0.00	£0.00
3rd Party Fundraising	£0.00	£0.00
Bank Interest	£0.00	£0.00
Gift Aid	£501.03	£1,111.32
Trips	£40.00	£310.00
Grants received	£120.00	£45.28
Residential events	£0.00	£0.00
Miscellaneous Income	£94.37	£0.00
<b>Total Receipts</b>	<b>£2,149.40</b>	<b>£3,674.60</b>

## Payments

### Fundraising expenses

Unit fundraising	£0.00	£0.00
3rd Party Fundraising/Donation	£0.00	£0.00

### Payments for charitable activities

Subscriptions	£1,176.00	£965.00
Meeting expenses	£0.00	
Property costs/rent	£0.00	£0.00
Trips	£210.00	£509.65
Residential events	£0.00	£0.00
Admin/Postage & Stationery	£0.00	£128.97
Training	£0.00	£0.00
Badges & Resources	£529.69	£288.79
Miscellaneous Expenditure	£0.00	£110.00
<b>Total Payments</b>	<b>£1,915.69</b>	<b>£2,002.41</b>

Surplus/(Deficit) for year	<b>£233.71</b>	<b>£1,672.19</b>
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Statement of balances

For the year ended 30.06.25  
Unit name 80th Dundee Brownies  
Charity Number 40422

	2025	2024
Opening Balances		
Cash	£0.00	£0.00
Bank	£1,677.95	£5.76
Surplus/(Deficit) for year	£233.71	£1,672.19
Total	£1,911.66	£1,677.95

Closing Balances		
Cash	£0.00	£0.00
Bank	£2,024.60	£1,677.95
less outstanding cheques	£0.00	£0.00
Total	£2,024.60	£1,677.95

Assets & Liabilities:

In addition to the above cash & bank balances, the unit has equipment to the value of:	£0.00
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Prepared by (signature): \_\_\_\_\_ Z.Fordyce Unit Leader

Date:  
06.07.25\_\_\_\_\_  
\_\_\_\_\_





## Trustees Annual Report

**For year ended:** 30.06.25

**Charity (Unit) Name:** 80th Dundee Brownies

**Charity Number** 40422

**District** East

**Division** INSERT DIVISION

**Charity Trustees**

Unit leader:	Zoe Fordyce
Unit / assistant leader:	Janet Peggie
	Susan Grant
ADD IN ADDITIONAL ROWS IF REQUIRED	

**Charity Address**

50 Huntly Road  
Dundee  
DD4 7SY

The above charity (unit) is an unincorporated association. It has no written constitution, but operates in the policies and procedures, published by Girlguiding, the operating name of the Guide Association.

Its trustees are the volunteer adult leaders trained and appointed as per the Girlguiding policies and pro training is available throughout the year.

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

The charity's main income is subscription income. The charity aims to hold sufficient cash funds to mee due and anticipated during a 2 month period. *If the accounts for the year differ substantially from those year, add in a short explanation as to why (for example, a trip or large camp).*

During the year the trustees did not receive any remuneration.

Signed on behalf of the trustees by

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Signature

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Date:

Name:

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# **Independent examiners report**

**For the year ended 30.06.25**

**For 80th Dundee Brownies**

**Charity number 40422**

## 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) (a) to (c) 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)

## Independent Examiners Statement

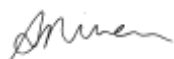
In the course of my examination, no matter has come to my attention

- 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.

Signature



Date 13.10.25

Name: Alison Niven

Address: 21 Pitempton Road, Dundee, DD3 9SZ