



**Girlguiding**

City of Edinburgh

Charity Number (if applicable) SC 050953  
Unit 4th Guides  
District/Division: Shurbank/Tran

**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	No.	
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	Not yet	

Signed Juan Brown

Date 22/5/2025 Unit Leader

Signed \_\_\_\_\_

Date \_\_\_\_\_ District Commissioner



**Receipts and Payments Account**  
**for the Year ended**

**30 June 2025**

**for the City of Edinburgh**

**Charity Number:**

**SC050953**

**2025**

**2024**

**Receipts**

Membership Subscriptions

3,320.00

2,685.00

Donations received

-

Unit Fundraising

158.74

204.60

3rd Party Fundraising

-

Bank Interest

54.86

44.18

Gift Aid

-

Trips

310.00

678.00

Residential events

4,747.00

7,738.98

Miscellaneous Income

-

**Total Receipts**

**8,590.60**

**11,350.76**

**Payments**

**Fundraising expenses**

Unit fundraising

-

3rd Party Fundraising/Donation

-

**Payments for charitable activities**

Census money

1,813.50

1,568.00

Materials/crafts

452.44

316.65

Property costs/rent

220.00

200.00

Trips

739.00

885.54

Residential events

5,085.00

7,368.19

Admin/Postage & Stationery

31.68

73.95

Training

30.00

Badges & Resources

340.73

323.70

Miscellaneous Expenditure

44.24

1,310.46

**Total Payments**

**8,756.59**

**12,046.49**

Surplus/(Deficit) for year

**(165.99)**

**(695.73)**

**Statement of Balances**  
**As at 30 June 2025**  
**4th City of Edinburgh**  
**Charity Number: SC050953**

	2025	2024
<b>Opening Balances</b>		
Cash	0	
Bank	1945.43	2641.16
Surplus/(Deficit) for year	-165.99	-695.73
Total	1779.44	1945.43
<b>Closing Balances</b>		
Cash	0.00	
Bank	2,735.95	1945.43
less outstanding cheque	135.00	
less outstanding cheque	821.51	
Total	1,779.44	1945.43

**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): Rusand Brown

Unit Leader

Date: 22/07/2025

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

Charity (Unit) Name: 4th City of Edinburgh

Charity Number: SC050953

District Name: Starbank

Division Name: Forth

Charity Trustees: Unit Guider: Susan Brown

Assistant Guider: Laura Crichton

Assistant Guider Name

Assistant Guider Name

Charity Address 15 Silverknowes Eastway  
Edinburgh  
EH4 5NE

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.

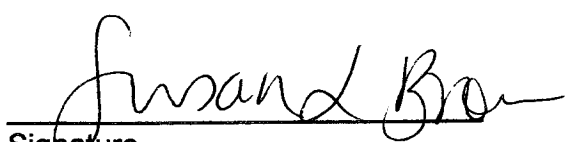
Its Trustees are the volunteer adult leaders trained and appointed as guiders in terms of the guiding manual. Annual up date training is available throughout the year.

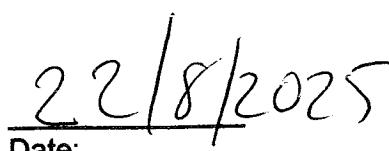
The charity's aim is to deliver a programme of informal education in accordance with the ethos and principles of Girlguiding UK. During the above period the charity provided this programme to 30 girls.

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: Susan Brown

**Independent examiners Report  
For the year end 30 June 2025**

**For 4th City of Edinburgh**

**Charity Number: SC050953**

**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.

Am Haswell  
Signature

22/8/2025  
Date

Name: Andrew Haswell

Address: 1B Silverknowes Road  
Edinburgh  
EH4 5NX

Account Name  
ST SERFS GUIDE COMPANY

Account No 00250430 Sort Code 83-19-10 Page No 1 of 2



Royal Bank  
of Scotland

AMY BEAUMONT  
15 SILVERKNOWES EASTWAY  
EDINBURGH  
EH4 5NE

Treasurers Account

Summary	
Statement Date	01 JUL 2025
Period Covered	31 MAY 2025 to 01 JUL 2025
Previous Balance	£5,998.14
Paid In	£341.09
Withdrawn	£3,563.28
New Balance	£2,775.95
BIC	RBOSGB2L
IBAN	GB69RBOS83191000250430

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
31 MAY 2025	BROUGHT FORWARD			5,998.14
02 JUN	Automated Credit SEITZ C GRACE SEITZ-MORAN FP 02/06/25 0241 2554570084321015SO	40.00		6,038.14
03 JUN	Cheque 000235		3,563.28	2,474.86
06 JUN	Automated Credit VERITY LEEMAN EMILY SAVAGE CAMP FP 06/06/25 1332 33005227419103869	100.00		2,574.86
12 JUN	Automated Credit VERITY LEEMAN EMILY SAVAGE CAMP FP 12/06/25 1536 31325080312026410	150.00		2,724.86
27 JUN	Interest 15JUN GRS 00250430	11.09		2,735.95
01 JUL	Automated Credit SEITZ C GRACE SEITZ-MORAN FP 01/07/25 0234 4746738084320315SO	40.00		2,775.95