Receipts and Payments Account				
For the Year ended	**Thursday, Jur**			
unit name- overtype this!				
Charity Number: SC0xxxxx				
	2022		**2021**	
Receipts				
Membership Subscriptions				
Donations received				
Unit Fundraising				
3rd Party Fundraising				
Bank Interest				
Gift Aid				
Trips				
Residential events				
Miscellaneous Income				
Total Receipts				
Payments				
Fundraising expenses				
Unit fundraising				
3rd Party Fundraising/Donation				
Payments for charitable activities				
Census money				
Materials/crafts				
Property costs/rent				
Trips				
Residential events				
Admin/Postage & Stationery				
Training				
Badges & Resources				
Miscellaneous Expenditure				
Total Payments				
Surplus/(Deficit) for year				

Statement of Balances				
As at	**Thursday, Jun**			
unit name - overtype this!				
Charity Number:	*SC0xxxxx*			
	2022		**2021**	
Opening Balances				
Cash				
Bank				
Surplus/(Deficit) for year				
Total				
Closing Balances				
Cash				
Bank				
less outstanding cheques				
Total				
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: _____				
Statement of Balances Check	0.00		0.00	

Bank Reconciliation		
		£
Opening bank balance (1)		
plus Income as per cashbook (2)		
less Expenditure as per cashbook (3)		
Closing balance @ (4)	44742	
Balance according to Bank Statement (5)		
plus deposits made in period not showing on bank statement		
less outstanding transactions (6)		
Total (7)		
Reconciled?(8)		£0.00
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)		

Cash Reconciliation		
Opening cash balance (1)		
plus Income as per cashbook (2)		
less Expenditure as per cashbook (3)		
Closing balance @ (4)	44377	
Balance according to Cash Tin		
Reconciled? (6)		£0.00
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 bank statement on the last day of the period				5. Enter balance per cash tin 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				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			
	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.							

Trustees Annual Report

For the year end 30 June 2022

Charity (Unit) Name:	*unit name - overtype this*	
Charity Number:	*SCOxxxx overtype this or delete if not registered*	
District:	*District name - overtype this*	
Division:	*Division name - overtype this*	
Charity Trustees:	Unit Guider:	*name*
	Assistant Guider	*name*
	Assistant Guider	*name*
	Assistant Guider	*name*
Charity Address	*main postal address for unit should be the same as OSCR if you are OSCR regi*	

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 ?? 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 2022

For *unit name - overtype this!*

Charity Number: *SCOxxxx overtype this or delete if not registered*

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) 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.

_____ _____

Signature Date

Name:

Address: