

APPENDIX 1



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 | June | 2023 | To | 31 | May | 2024 |

Reference and administration details

| | |
|---------------------------------|-----------------------------------------|
| Charity name | Lochinver Pre-School Centre Association |
| Other names charity is known by | Lochinver Pre-School Association |
| Registered charity number | SC003705 |
| Charity's principal address | Lochinver Pre-School |
| | Lochinver Primary |
| | Lochinver |
| Sutherland | |
| Postcode IV27 4LF | |

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 | | Secretary | | |
| 2 | | Chairperson | | |
| 3 | | | | |
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| 14 | | | | |
| 15 | | | | |

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

Type of governing document

See Constitution

Trustee recruitment and appointment

See Constitution

Objectives and activities

Charitable purposes

See Constitution

Summary of the main activities in relation to these objects

See Constitution

APPENDIX 1

Achievements and performance

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

See Chairperson's Report

Financial review

Brief statement of the charity's policy on reserves

Reserves held to cover utility bills and maintenance costs of the building

Details of any deficit

Donated facilities and services (if any)

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Other optional information

During the course of this year, a significant fundraising effort took place for an upgrade of the building required for its continuing use.

Declaration

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

Signed on behalf of the charity's trustees

| | | |
|-----------------------|-------------|-----------|
| Signature(s) | <div></div> | |
| Full name(s) | | |
| Position (e.g. Chair) | | Secretary |
| Date | 31/12/24 | |

LOCHINVER PRE-SCHOOL

Charity No SC003705

| | 2023-24 | 2022-23 | 2021-22 |
|------------------------------------------------------|------------------------|-----------------------|----------------------|
| Statement of balances as at 31 May | £ | £ | £ |
| Bank Opening Balances | 31/05/2023 | 31/05/2022 | 31/05/2021 |
| Treasurer's Account | 13,481.94 | 10,894.85 | 10,130.82 |
| Bonus Ball Account No 1 | 34.35 | 16.87 | 50.79 |
| Bonus Ball Account No 2 | - | 17.35 | 17.35 |
| New Bonus Ball Account No 1 | 5,601.55 | 4,914.55 | 4,406.55 |
| Total | <u>19,117.84</u> | <u>15,843.62</u> | <u>14,605.51</u> |
| Total Income | 31,244.73 | 7,507.38 | 4,264.82 |
| Total Expenditure | <u>(37,024.75)</u> | <u>(4,233.16)</u> | <u>(3,026.71)</u> |
| | <u>(5,780.02)</u> | <u>3,274.22</u> | <u>1,238.11</u> |
| | 13,337.82 | 19,117.84 | 15,843.62 |
| Bank Closing Balances | 31/05/2024 | 31/05/2023 | 31/05/2022 |
| Treasurer's Account | 8,318.42 | 13,481.94 | 10,894.85 |
| Bonus Ball Account No 1 | 9.83 | 34.35 | 16.87 |
| Bonus Ball Account No 2 | - | - | 17.35 |
| New Bonus Ball Account No 1 | 5,009.57 | 5,601.55 | 4,914.55 |
| Total | <u>13,337.82</u> | <u>19,117.84</u> | <u>15,843.62</u> |
| Difference | - | - | - |
| Income and Expenditure for the year to 31 May | 31/05/2024 | 31/05/2023 | 31/05/2022 |
| Income | | | |
| Fundraising | 3,031.87 ¹ | 34.01 | 693.72 ⁸ |
| Grants | - | 500.00 ⁴ | - |
| Donations | 22,894.48 ² | - | 46.97 |
| Other | - | 20.00 | 380.00 ⁹ |
| Bank Interest | 130.38 | 48.37 | 5.13 |
| Rent | 4,500.00 | 6,218.00 ⁵ | 2,394.00 |
| Bonus Ball old A/C | - | - | 37.00 |
| Bonus Ball | 688.00 | 687.00 | 708.00 |
| | <u>31,244.73</u> | <u>7,507.38</u> | <u>4,264.82</u> |
| Expenditure | | | |
| Electricity | 2,724.79 | 2,710.07 ⁶ | 807.80 |
| Water | 643.28 | - | - |
| General | - | - | - |
| Other | - | - | 600.00 ¹⁰ |
| Parties and Outings | - | - | - |
| Play Equipment | - | - | - |
| Building upgrade project | 31,028.78 ³ | | |
| Maintenance | 780.49 | 70.92 | 70.92 |
| Equipment | 199.98 | - | - |
| Insurance | 217.57 | 856.67 | 766.78 |
| Telephone & Internet | 670.37 | 595.50 | 581.21 |
| Fundraising costs | 309.49 | - | - |
| Bonus Ball Payments | 450.00 | - ⁷ | 200.00 |
| | <u>37,024.75</u> | <u>4,233.16</u> | <u>3,026.71</u> |
| Net surplus/shortfall | <u>- 5,780.02</u> | <u>3,274.22</u> | <u>1,238.11</u> |

Notes¹ Fundraising events for upgrades² Donations towards upgrades required for registration: £22,884.28³ Cost of upgrades summer 2023: £31,028.78

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

| | | Independent examiner's report on the accounts | | | | | | v2 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------|----|-----------------|-------|-------------------------------------------------------------|----|
| Report to the trustees/members of Registered charity number On the accounts of the charity for the period Set out on pages | Charity name | Lochinver Pre-School Association | | | | | | |
| | Registered charity number | SC003705 | | | | | | |
| | Period start date | | | | Period end date | | | |
| | Day | Month | Year | | Day | Month | Year | |
| | 01 | June | 2023 | to | 31 | May | 2024 | |
| | | | | | | | (remember to include the page numbers of additional sheets) | |
| Respective responsibilities of trustees and examiner Basis of independent examiner's statement Independent examiner's statement | <p>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.</p> <p>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.</p> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. | | | | | | | |
| Signed: Name: Relevant professional qualification(s) or body (if any): Address: | | | | | | | | |

*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.

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

Lochinver Pre-School Centre Association

Chairperson's report 2023-24

Lochinver Pre-School Centre Association is a registered charity which has previously been registered with the Highland Council and the Care Inspectorate to provide pre-school education for children in Assynt. More recently, day to day operations have been managed by CALA – the centre is called “Lochinver ELC”. In 2023 Highland Council took over the running of the ELC.

Lochinver Pre-School Centre Association Committee, made up of parents/carers of attending children, aims to meet up several times a year, and is responsible for organising fundraising and maintaining the Pre-School building. It also helps to pay for any extras that will benefit the children. The current Chair is [REDACTED], while [REDACTED] continues as Secretary/Treasurer which provides continuity in the running of the Association with the relatively short period children spend at the ELC.

Following the retirement of long serving [REDACTED] (Senior Playworker) in March 2022, the remaining staff [REDACTED], joined by [REDACTED], continued to run the Lochinver Early Learning Centre, supported by the CALA Area Manager. [REDACTED] was appointed Senior Playworker. When [REDACTED] departed the post, and [REDACTED] was appointed as Senior Playworker.

During the latter part of this period, the Association approached Highland Council regarding issues with staff support and retention under CALA, and the arrangement with CALA subsequently ceased at the end of June 2023. Highland Council took over the service provision from August 2023, after upgrade works were undertaken by the Association in the summer break to satisfy Care Inspectorate new service registration requirements, with a lease agreement in place to use the existing building.

After it came to light that significant upgrades were required in order to meet Care Inspectorate requirements, largely due to the introduction of provision for younger children, before HC could register the service in the Pre School building. LSPCA launched a fundraising programme and arranged for the necessary work to be carried out during the summer break. Efforts consisted of raising awareness locally, hosting several successful community based fundraising events, submitting funding applications and setting up a Crowdfunder page. Local businesses, community groups and private individuals connected to the area also donated towards the project costs. Significant time and effort was put in by volunteers, working with the contractors to make all this happen in time for the new school year. Without the generosity of the community it could not have gone ahead.

[REDACTED] was seconded from Achilitbuie ELC as Senior Playworker from August 2023 when the ELC re-opened under Highland Council, [REDACTED] continued in her post and part-time / relief staff were recruited. The closer connection with the Primary School has proved beneficial.

Thanks as always to everyone who helped out during the year, and a very big thank you to the staff, who are very much appreciated for their hard work, enthusiasm and support to parents and carers - they continue to make Lochinver ELC a very special place for the children.

[REDACTED]
Secretary (pp Chairperson)