

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	1	9	2024	To	31	8	2025

Reference and administration details

Charity name	NORTH BERWICK VOLUNTEER CAR SCHEME ASSOCIATION
Other names charity is known by	
Registered charity number	SC 006385
Charity's principal address	36 ST. BALDREDS RD NORTH BERWICK EAST LoTHIAN  Postcode EH39 4PY

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	Mr Gordon Symon	Chair		
2	Mr Richard Vinnicombe	Vice Chair		
3	Mr James Meston	Hon Treasurer		
4	Mr Hugh Trevor	Hon Secretary		
5	Mrs Anne Holmes	Member		
6	Mr Bill Waugh	Member		
7	Mrs Rosemary Taylor	Member		
8	Ms Liz Martin	Member		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## 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

The Association is a charitable unincorporated association and the purposes and administration arrangements are set out in our constitution.

Trustee recruitment and appointment

All of the Association's Trustees are appointed or re-appointed by the members at our Annual General Meeting which is held in October each year.

## Objectives and activities

Charitable purposes

We provide a door-to-door transport service for people in North Berwick and surrounding area who would otherwise be unable, or find it very difficult to, travel from their homes for local health / welfare related appointments and also for shopping and social purposes. With pressures generally on community transport, the Scheme has greatly extended, and now operates over seven days, and also extends to Hospitals in Edinburgh and Livingston, with the result that the numbers using the Scheme have significantly increased.

Summary of the main activities in relation to these objects

Drivers This service, when operating, is provided by local volunteer drivers using their own car and is organised through our Co-ordinator. During the year, seven new drivers were recruited, one retired, ending the year with a total of 45.

Publicity We continue to promote our service locally, when operating, including regular advertisements/leaflets in the community and social media and special events.

Coffee Morning Our annual Coffee Morning held in October, was promoted as usual this, and again proved most successful, raising £1091.

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

### Achievements and performance

#### Journeys Undertaken

The level of journeys undertaken for clients has increased as a result of the lifts to Hospitals in Edinburgh. This is now clearly indicated below. Breakdown of journeys have not been recorded, only the total.

Health Centre's – East Lothian  
East Lothian Community Hospital - Haddington ( Roodlands )  
Royal Infirmary - Edinburgh  
Western General Hospital – Edinburgh  
The Eye Pavilion – Edinburgh  
St Johns Hospital - Livingston  
Dentist  
Optician  
Chiropodist  
Physiotherapist  
Day Centre  
Hairdresser  
Shopping  
Stroke Group  
Church  
Other

Total Lifts Arranged – 1154    Weekly Average - 22

## Financial review

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

Our reserve at the end of this year stands at £5351.

### Details of any deficit

Our deficit for this period was £1324.

### Donated facilities and services (if any)

Our drivers are offered an allowance (35p per mile) towards their petrol / running costs, but many choose not to accept this allowance, effectively donating it to the Association.

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## Other optional information

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s) Mr Jim Meston

Position (e.g. Chair) Treasurer

Date March 2026

## Receipts and payments accounts

For the period  
from

1

September

2024

to

31

August

2025

### Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	13,237				13,237	13,438
Legacies					-	
Grants					-	
Receipts from fundraising activities	1,091				1,091	948
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>14,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,328</b>	<b>14,386</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,328</b>	<b>14,386</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	74				74	83
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	15,552				15,552	14,428
Grants and donations					-	
Governance costs					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other	26				26	25
					-	
<b>A3 Sub total</b>	<b>15,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,652</b>	<b>14,536</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,652</b>	<b>14,536</b>
<b>Net receipts / (payments)</b>	<b>(1,324)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,324)</b>	<b>(150)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>(1,324)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,324)</b>	<b>(150)</b>





## North Berwick Volunteer Car Scheme Association

SC 006385

**Additional analysis (1)**

## Analysis of receipts and payments

## 1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Clients/ Drivers	12,562				12,562	13,326
Dirleton Fete	300				300	
Bass Rock Community Group	100				100	
Fidra Nursing Home	50				50	
Volunteer Gatherings	225				225	112
					-	
					-	
<b>Total</b>	<b>13,237</b>				<b>13,237</b>	<b>13,438</b>

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
<b>Total</b>			-	

## 3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>					-	

## 4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Salaries	11,926				11,926	10,442
Telephone calls	145				145	201
Mileage Allowance	2,829				2,829	3,379
Insurance	221				221	196
Administration	14				14	22
AGM Catering	62				62	42
NI Contributions	184				184	
Mobile Phone	-				-	
Gift					-	21
Volunteer Gathering	171				171	125
					-	
<b>Total</b>	<b>15,552</b>				<b>15,552</b>	<b>14,428</b>

### Additional analysis (2)

## 5 Breakdown of unrestricted funds

	Unrestricted funds	Restricted funds	Reserves	Fundraising costs	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
Donations	13,237				13,237	13,438
Legacies						
Grants						
Receipts from fundraising activities	1,091				1,091	948
Gross trading receipts						-
buildings						
Rents from land & buildings						
Gross receipts from other charitable activities						
<b>Sub total</b>	<b>14,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,328</b>	<b>14,386</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>14,328</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,328</b>	<b>14,386</b>
<b>Payments</b>						
Expenses for fundraising activities	74				74	83
Gross trading payments					-	
Investment management costs						
Payments relating directly to charitable activities	15,552				15,552	14,428
Grants and donations					-	
Governance costs					-	
Audit / independent examination					-	
Preparation of annual accounts	26				26	25
Legal costs					-	
					-	
					-	
<b>Sub total</b>	<b>15,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,652</b>	<b>14,536</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>15,652</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,652</b>	<b>14,536</b>
<b>Net receipts / (payments)</b>	<b>(1,324)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,324)</b>	<b>(150)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>(1,324)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,324)</b>	<b>(150)</b>

Nature and purpose of funds	Source of funds	Use of funds
<p>1. <b>General fund</b></p> <p>2. <b>Special fund</b></p>	<p>1. <b>General fund</b></p> <p>2. <b>Special fund</b></p>	<p>1. <b>General fund</b></p> <p>2. <b>Special fund</b></p>

# OSCr

Office of the Scottish Charity Regulator

## Independent examiner's report on the accounts

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**Report to the trustees/members of** Charity name  
North Berwick Volunteer Car Scheme Association

**Registered charity number** SC 006385

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	September	2024	to	31	August	2025

**Set out on pages** 1 to 10

(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. 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 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 examiner's 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.

**Signed:**

**Name:**

James Ian Donald

**Date:**

9<sup>th</sup> April 2026

**Relevant professional qualification(s) or body (if any):**

**Address:**

Fresh Springs, 5b Highfield Road  
North Berwick  
EH39 4BW