

APPENDIX 1



Scottish Charity Regulator

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	Aug	2023	To	31	July	2024

Reference and administration details

Charity name	Gordon Park ELC
Other names charity is known by	
Registered charity number	SC006527
Charity's principal address	

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				
2				
3				
4				
5				
6				
7				
8				
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

Registered Charity as from the 12th of August 1987 which is governed by Early Years Scotland.

Trustee recruitment and appointment

Trustees are elected on an annual basis at a general meeting every October. Candidates are elected and then seconded by a quorum of members, by the show of hands.

Objectives and activities

Charitable purposes

To provide a care and education setting that implements

- Getting it right for every child (GIRFEC),
- Building the ambition,
- A Curriculum for excellence,
- Pre-Birth to three guidelines,
- Care inspectorate guidelines and all other relevant local and National Guidelines.

Summary of the main activities in relation to these objects

Gordon Park ELC is a small friendly setting, providing a varied and informative Early Years Education for Children aged 2 – 5 years in Ellon and surrounding areas.

The setting is open 5 days a week, providing care for pre-schoolers as well as eligible children.

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Achievements and performance

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

- Appointed a Family Learning Practitioner, funded by a grant from Robertson Trust.
- Implemented Fussy Eating and Big Emotions workshops for the Nursery and the Community.
- Fully implemented the Family app, which was introduced to help support the administration of children and finances.
- We continue to be heavily funded by Aberdeenshire Council, due to the number of eligible children attending the setting. We anticipate that ratio between eligible and privately funded children will continue to be weighted towards eligible children for some time.
- Peep training implemented for staff.
- Implementation of Xero accounting software.
- Creation and implementation of Emergency Planning.

Financial review

Brief statement of the charity's policy on reserves

Details of any deficit

N/A

Donated facilities and services (if any)

N/A

APPENDIX 1

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) <i>OSCR will accept digital or typed signatures</i>	<div></div>	
Full name(s)		
Position (e.g. Chair)		
	Chair	Treasurer
Date	28/04/25	28/04/25



Gordon Park ELC

Receipts and payments accounts						
For the period from	Period start date			to	Period end date	
	01	AUGUST	2022		31	JULY
	01	AUGUST	2023		31	JULY

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 £
A1 Receipts						
Funded Fees - AAC	112 403				112 403	97 226
2S Fees - paid cash/DD/Childcare Vouchers					-	2 610
Fundraising	1 298				1 298	3 828
Funded Snacks					-	1 543
Easy Fundraising					-	59
Transfer to account					-	255
Additional support					-	1 124
Interest	308				308	15
Grants/Trusts/Foundations	4 880				4 880	4 417
Family Learning		15 000			15 000	15 000
Sustainable fund					-	75
A1 Sub total	118 889	15 000	-	-	133 889	126 152

**A2 Receipts from asset &
investment sales**

Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-

Total receipts	118 889	15 000	-	-	133 889	126 152
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A3 Payments

2 Simple					-	600
Apex Payroll Provider					-	522
Audit & Accountancy Fees	100				100	
Bank Charges	148	17			165	79
Bank Transfer					-	9
Care Inspectorate					-	17
Creative Enrolment - Pension	4 580	205			4 785	2 730
Disclosure Scotland - PVG/SSSC					-	159
Expenses	4 326	985			5 311	2 132
Family App					-	
Fundraising Expenses	11				11	755
Garden Equipment					-	
Gifts		200			200	649 54
HMRC	4 011	293			4 304	2 399
Insurance	611				611	816
IT Software & Consumables	3 450				3 450	
Legal & Professional Fees	756				756	
Petty Cash					-	
Postage Freight & Courier	6				6	
Printing & Stationery	1 030	5			1 035	
Rent	10 069				10 069	4 174
Resources	2 614	522			3 136	5 804
Snack		10			10	
Staff food & drink	109	11			120	
Subscriptions	3 009				3 009	158
Telephone & Internet	1 013				1 013	1 142
Training Courses	2 119	510			2 629	150
Travel & Subsistence	441	35			476	
Uniforms		14			14	167
Wages	71 992	11 340			83 332	59 698
Website					-	415
A3 Sub total	110 395	14 147	-	-	124 542	82 576

**A4 Payments relating to asset and
investment movements**

Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-



Gordon Park ELC

Receipts and payments accounts						
For the period from	Period start date			to	Period end date	
	01	AUGUST	2022		31	JULY
	01	AUGUST	2023		31	JULY

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 £
<i>Total payments</i>	110 395	14 147	-	-	124 542	82 576
<i>Net receipts / (payments)</i>	8 494	853	-	-	9 347	43 576
<i>A5 Transfers to / (from) funds</i>					-	
<i>Surplus / (deficit) for year</i>	8 494	853	-	-	9 347	43 576

Section B Statement of balances

Categories	Details	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 £
B1 Cash funds	Cash and bank balances at start of year	29 446	15 000			44 446	18 627
	Robertson Trust					-	
	Surplus / (deficit) shown on receipts and payments account	8 494	853			9 347	25 819
						-	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	37 940	15 853	-	-	53 793	44 446
		-	-	-	-	-	17 757

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees on behalf of all the	Signature	Print Name	Date of approval

APPENDIX 3



**Report to the
trustees/members of**

**Registered charity
number**

**On the accounts of the
charity for the period**

Set out on pages

Independent examiner's report on the accounts

v2

Charity name

SC

Period start date

Day

Month

Year

to

Period end date

Day

Month

Year

01

AUG

2023

31

JULY

2024

(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 (as amended). 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 2006 Accounts Regulations. 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 view given by the accounts.

**Independent examiner's
statement**

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

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:

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

Address:

Date:

27/04/2024

*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.

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