

APPENDIX 3

OSCR

Scottish Charity Regulator

Report to the trustees/members of

Registered charity number

On the accounts of the charity for the period

Set out on pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

Independent examiner's report on the accounts

v2

Charity name
Burntisland Playgroup

SC014372

Period start date			to	Period end date		
Day	Month	Year		Day	Month	Year
1	08	2024		31	07	2025

(remember to include the page numbers of additional sheets)

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.

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.

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

Signed
Name

Date:

11/10/25

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

Address:

Burntisland Playgroup

SC014372



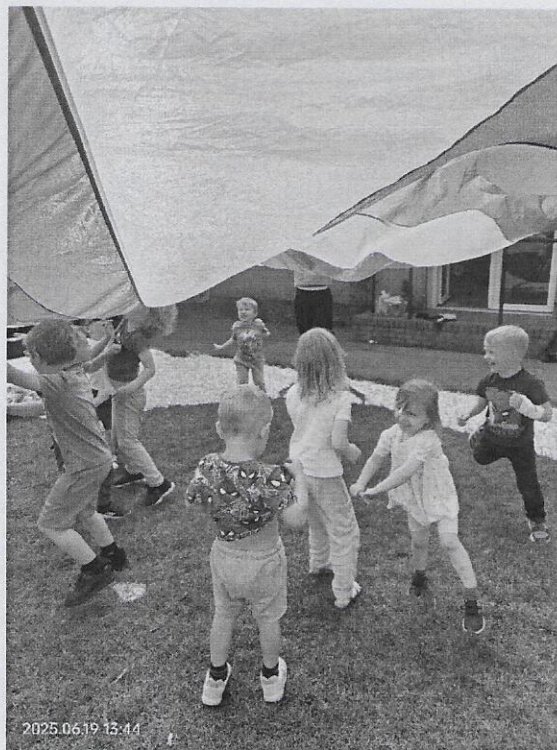
Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	8	2024		31	07	2025

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	5,412				5,412	
Legacies					-	
Grants	115,037				115,037	105,245
Receipts from fundraising activities	1,785				1,785	883
Gross trading receipts	3,884	34,136			38,020	35,594
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	126,118	34,136	-	-	160,254	141,722
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	126,118	34,136	-	-	160,254	141,722
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments	116,715				116,715	119,632
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	60				60	60
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	116,775	-	-	-	116,775	119,692
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	116,775	-	-	-	116,775	119,692
Net receipts / (payments)	9,343	34,136	-	-	43,479	22,030
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	9,343	34,136	-	-	43,479	22,030



**Burntisland Playgroup A.G.M.
1st October 2025
Toll Community Centre 7.15pm**



Why join the Committee?

Behind every child enjoying a great time at Playgroup, there's a Committee hard at work.

Burntisland Playgroup depends on its Committee for day-to-day management of the Playgroup, and for fundraising. As it stands, the funding we get from Fife Council is not enough to cover our costs, so a large part of what we do is fundraising to address this deficit. Although this year will be challenging to fundraise we are still hoping we can come up with some initiatives to help generate some funds.

We all consider Playgroup to be an amazing place for our children to learn. It's very satisfying to be a part of the machinery that makes it all possible, and an active parent population is a real asset to the Playgroup.

Here are some things people have said:

I joined the Committee because... working for small charities, I know that they need as much help as they can get. In the future when my children are older, I think I will do more in the way of voluntary work, but at the moment the Committee appeals as it is possible to fit in applying for grants with my work and family.

I joined the Committee because... I felt that being a part of the 'hub' would complement what I was doing in my everyday life as a stay at home mum, and utilize some of the skills I valued in my working life.

I joined the Committee because... I wanted to give something back to the Playgroup and see what I could offer.

I joined the Committee because... I feel the Playgroup is such a great place for my child and I want to help support it and ensure it continues running.

You might find it gives back as much as you give it...

- Connection with other people at Playgroup: the Committee is a great way to get to know people you might not otherwise meet. Other parents, staff and other agencies all working together towards a shared goal – it's quite a team builder.
- Connection with the local community: Burntisland is a town with a strong identity and the Playgroup has a valuable place at its heart. Local businesses and parents like to be associated with us and it's rewarding to continue the good work that staff and previous Committees have done before.
- A real knowledge of what goes into your child's daily routine.
- Developing new skills and confidence, especially if you are taking time out of work to care for kids.
- Tremendous satisfaction when the job is done well!

Please don't hesitate to ask existing Committee members if you have any questions!

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As always, we've had another busy and successful year in the playgroup and the children have enjoyed lots of learning opportunities such as our beach and forest visits, library visits, exploring the outdoor space and our local community, for which we have so much to enjoy. We have had continuing opportunities to grow our own plants and produce with the children in our recently upgraded outdoor space. We continued with our stay and play sessions where parents were welcome to come and spend time with their children in the setting. Families have watched their children flourish in the playgroup environment and we remain very lucky to have this amazing early years setting for our children to start their journey into education. We give a huge thanks to the hard work of all the staff for their continued commitment to making the playgroup a child-centred, holistic, early years experience.

With special thanks to the fundraising committee, we have had a range of extremely successful events throughout the year to raise our profile and raise funds to continue to support our amazing facility. We kicked off our fundraising events with the Big Green Market in November 2024, raising £213, followed by a stand at the Burntisland Primary School Christmas Fayre raising £189. Our most successful event this year was the Spring Open Day, obtaining six new applications for future places in the playgroup, along with raising £513.51 which was very fortunately match funded by Lauren Moncrieff and Bank of Scotland securing an additional £500. We secured two part-time funded places for the 2025-2026 academic year as a result of the Spring Open Day. To finish off the fundraising events this year, the staff and children in the playgroup further boosted our funds by £766.60 by completing a sponsored walk event in June 2025. We would like to extend a special thanks to Gerry McPherson and Total Energy who donated £600. Overall, we have had a great year of fundraising and boosting our profile in the local community!

In terms of staffing, we are so lucky to continue to have an amazing team here at the playgroup. We have [redacted] as our playgroup manager and [redacted] and [redacted] as our Early years team and we have had the continued support of our relief staff members Emma Lorrain-Smith and Sarah Henderson (currently on maternity leave) for which we are very grateful. We also have [redacted] as our playgroup cook, the children love the hot meals that [redacted] provides and we thank [redacted] again for always going above and beyond to ensure our children receive a healthy meal each day and special memories for celebratory events. Lastly, we also had the continued support of [redacted] our long-term treasurer and we cannot stress how much we greatly appreciate everything [redacted] has and continues to do for playgroup. All of our staff continue to go above and beyond to make events at playgroup exciting and memorable for the children and families and we would like to extend our special thanks to them for this.



As the current committee members' children have now moved on from the playgroup, we will be stepping down as office bearers and fundraisers, minus [REDACTED] who will continue her role as treasurer. We hope that many of you will consider taking on roles within the committee to ensure the longevity of the playgroup. Current members are committed to supporting new committee members in their new roles, particularly with upcoming fundraisers already in place (Halloween event, Big Green Market November 2025) and Christmas Open Day (December 2025). I will also support the new Chairperson, along with our manager [REDACTED], to develop a streamlined appraisal process for the 2025-2026 staff appraisals.

As always, we would like to extend our thanks to our parents and carers. Without you playgroup would not be here and you continue to support all of the events organised by the committee to ensure that our children receive exceptional care at Burntisland Playgroup. We look forward to another successful year, of learning, growing and making memories.

Many thanks,
[REDACTED]

Accounts to be presented at the meeting.

Manager's Report 2024- 2025

Welcome and thank you all for choosing to bring your child to our playgroup and for coming to our AGM. I am sure we will try to keep to the task in hand and work through this AGM quickly.

The academic year 2024 to 2025 saw us start with strong numbers of children, mostly of returning children which really shows how much families appreciate and like what we do. We increased our intake throughout the year until we were at capacity most days. We were fortunate enough to help with transitioning 9 children into primary one and 4 into nursery in June 2025. Most of these children and families chose to stay with us from the start of their early education so it was extra special to share in the journey to Primary One. Although it is always bittersweet to see children off to school and nursery, it is heartwarming to see them in the playground and hear all their stories and see their faces excited. Our core staffing team has remained myself, [REDACTED] We welcomed [REDACTED] to our relief staff and [REDACTED] is currently on maternity leave. I am truly blessed for the staff team that I have. We are incredibly supportive of each other and the girls are very understanding of the chaos in my brain.

We continued our outdoor learning and visited various areas of Burntisland with the children. We went to the woods (not over our last visit!), the beach, the train station, the parks, the high street, library, banking hub and the war memorial frequently. We also started our monthly visit to the care home. All the children really enjoyed these outings and regularly asked to go back or again in the same week. Our group learning varied from bugs to people who help us! We visited the ambulance to support our learning.

We started the year with the same stay and plays as we normally do, however soon to increase engagement we introduced parent helpers to the woods and the beach. We had our Christmas carol concert, as well as Sport's Day and picnics with parents too!

We ended the year with our summer term. We participated in civic week which was themed as "Halfway to Christmas!" We asked the children what they wanted to dress up as and they chose "grinch's." Unfortunately we did not win but some of us won individual prizes of an ice cream from Novellis. Playgroup closed for summer in July with an end of term party which was lots of fun for all!

Thanks as always must go to the committee, who have ensured the running of the group has continued. The committee held success events throughout the year – The Big Green Market, sponsored mile and a Spring Fair which was overwhelmingly successful! Thank you to all who supported playgroup this year. As always a special thanks to [REDACTED] our treasurer, who is still working away in the background, also [REDACTED] who is always willing to help with grant applications.



Thank you to the continuous support of the management committee and staff of the Toll Centre.

We look forward to working with the new committee in the year ahead and having the opportunity to share in your children's care and education. We are always around if you have any concerns or questions, so feel free to talk with the staff any time.

