

Annual Report & Financial Statements for the year ending 31st March 2025
Scottish Charity No SC016430

BURNTISLAND TOLL COMMUNITY CENTRE

Annual Report & Financial Statements

For the year ended

31st March 2025



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Scottish Charity No SCO16430

Reference & Administrative Information

Charity Name: Toll Community Centre, Burntisland SCIO

Scottish Charity No: SCO16430

The Charities Principal Address: East Toll Park
Kirkcaldy Road
Burntisland
KY3 9HA

Website Address: www.tollcentre.org.uk

Charity Trustees on date of approval including office held:

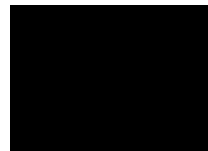


Name of other trustees during the period:

Resigned May 2024



Independent Examiner:



Bankers:

Co-operative Bank
Business Customer Services
PO Box 250
Skelmersdale
WN8 6WT

Trustees Savings Bank
Henry Duncan House
120 George Street
Edinburgh
EH2 4LH

Structure, Governance & Management

Governing Document

The Toll Community Centre and Hub is a Scottish Charitable Incorporated Organisation (SCIO) incorporated on 27th January 2017 and governed by its Constitution effective from the same date. The charity was previously a charitable trust granted charitable status over 40 years ago.

Trustee Recruitment & Appointment

Membership of the charity is open to individuals aged 16 or over who support the Charitable purposes.

The Trustees who meet regularly during the year are responsible for the management and administration of the charity.

Objectives & Activities

The Charities Charitable Purpose

As set out in the "Constitution" and "The Charities and Trustees Investments (Scotland) Act 2005" the purpose(s) of Toll Community Centre, Burntisland SCIO are the following:

- The advancement of education
- The advancement of health
- The advancement of citizenship or community development
- The advancement of the arts, heritage, culture or science
- The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

Any other purpose that may reasonably be regarded as analogous to any of the preceding purposes.

Summary of the main activities in relation to these objectives

The Mission Statement for Toll Community Centre is to advance citizenship and community development in Burntisland, and surrounding areas, by providing a focus for community projects, activities and outcomes for the community, young and old, as well as being home to Burntisland Out of School Club and Burntisland Playgroup

Achievements & Performance for 2024-2025

Chairperson's Message

With staff resignations, this has proved to be another very challenging year and the continued operation of the Centre has only been possible with the support and goodwill of both the trustees and the Caretaker. Unfortunately, both Zumba classes and the Wednesday Club stopped during the year, but with the appointment of a New Centre Manager – [REDACTED] in Feb 2025, we are confident that growing the customer base will be a high priority. The Community Hub continued to operate effectively throughout the year staffed by enthusiastic volunteers and as well as recycling goods, making available low cost food and volunteering opportunities, it showed an overall profit for the year.

I would like to take this opportunity to express my sincere thanks to all of the trustees, staff and volunteers for their support, commitment, dedication and hard work in maintaining the operation of the Community Centre and the Community Hub.

David Mitchell

Toll Community Centre and Toll Community Hub Facilities

Infrastructure – the main focus for the Toll Community Centre was to ensure that the Centre met latest guidelines for Fire and Safety and the electrical system was updated to meet the requirements of the latest guidelines and regulations.

H & S Compliance - Toll Community Centre and Hub have both now had linked up fire safety alarms installed, as well as Carbon Monoxide detectors, compliant with H&S regulations, which is checked weekly, alongside the regular fire alarm testing.

Social Media – New social media accounts have been put in place for the Toll Community Centre so that the community of Burntisland can be kept up to date with our news and events.

Accounting and record keeping – The Treasurer and Centre Manager have investigated record keeping for the community hub and improvements continue to be implemented. Accounting took advantage of the facilities of Quickbooks online but this has now moved to use of the Xero accounting package. Links have been put in place with both bank accounts and further work is in progress to update signatories to the accounts.

Hall Hire – A review of hall hire charges has identified that mid week rates could be more competitive and lower prices have now been implemented for mid week hires. Review of letting agreements with our major customers – Burntisland Out of School Service and Burntisland Playgroup – has identified that an independent review would be advantageous in ensuring that rental rates continue to be both competitive and realistic.

Personnel – The complement of staff employed by the Toll Community Centre include – Centre Manager, Caretaker and Cleaner and although full staffing hasn't been achieved continuously due to vacancies and recruitment, the centre has continued to function and thanks are given to staff who have shown a high degree of commitment and to trustees who have helped out as required

Volunteers – We are very fortunate to have the support of our fabulous volunteers, who work tirelessly, on a weekly basis to support the running of the Community Hub as a Charity shop, recycling a vast range of pre-loved items, provision of Fairshare Food, and helping in the centre office. These volunteers have all undertaken volunteer training including customer service, communication, record keeping and team working. The volunteers all enjoy the “giving back and supporting the Community”. The volunteers have all met up socially, on several occasions, where new and lasting friendships have been established.

Partnership Working - We are delighted to continue with our Service Level Agreement with Fife Council to support community needs and events. This is reviewed annually to ensure that Toll Community Centre meets the terms and conditions of the grant. A representative from Fife Council attends most monthly meetings and AMM. Most of our expenses are covered by income generated by the Toll Centre Room and Hall hires (with Burntisland Playgroup and BOSS being our major customers, the Toll Community Hub, in Burntisland High Street as a charity shop, as well as funding applications and fundraising efforts

We continue to work in partnership with Fareshare initiative, where we purchase low priced fresh food, fruit and vegetable, for which we sell to all, in the community, without profit. This is ensuring that we allow families and individuals in the community to be resilient and self-sufficient and that we are contributed to the zero waste food outcomes.

We have also maintained our regular donations, from Stephen’s the Bakers on a Wednesday, of rolls and cakes, these are packaged up by volunteers and offered to the community for a nominal donation.

Toll Community Hub - The community Hub was initially set up to offer a free space for agencies to meet clients and was well received to start with, but sadly, with the increasing charity shop hours and lack of publication, there was not sufficient footfall, community engagement, for these agencies to sustain a presence. It is a priority for Trustees to re-establish contact to promote these services once again.

The charity shop continues to open regularly throughout the week, contributes to the income of Toll Community Centre and continues to enjoy great footfall and volunteers all enjoy serving the public.

User Groups - The Community Centre continues to be the base of Burntisland Out of School and holiday care provision as well as Burntisland Playgroup. Both groups report to enjoy, new and improve relations with the staff and Trustees. The proposed extension in the garden, to offer sheltered entrances for parents, during Covid, is no longer a priority and the Toll Community Centre have accepted plans from Burntisland Playgroup to putting in place improved facilities within the garden area.

As part of our commitment to building community resilience, social isolation and loneliness, a number of activities are being run at the Toll Community Centre. A sitter size fitness class is run in the foyer of the centre, which is well attended by a cross section of the community, particularly 60+ age group and enjoys a good attendance. This provides a great healthy living and fitness session for the community. The class attendance fees make this initiative self-sustainable.

Youth Club – The Centre hosted Junior and Senior Youth Clubs run by Fife Council and a number of volunteers. This was a very welcome provision for youth activities which have been sorely lacking in recent years.

Sewing Group – This class continues to run on a Monday evening and is well attended, and a waiting list is operated for this class. The class have a maximum of 10 and members continue to develop their skills in making, modifying and repair of their personal items, helping towards sustainability and waste reduction of clothing. We are proud to have the skills, experience and motivation of an inclusive sewing instructor.

Community Events

- The trustees were successful in organising Santa's Sleigh to tour the streets of Burntisland supported by, as well as a Great Dane, dressed up as Santa's Helper. Local children received sweets during the tour. There was huge community support and complimentary comments following this successful night, where crowds of children were waiting the imminent arrival of Santa to their street.
- St Serfs Church in Burntisland requested Toll Community Centre to contribute to their "lights at Christmas" appeal by lining the gardens at side with Christmas trees. Toll Community Centre erected a rooted tree, in order that it can continue to flourish afterwards. The tree was decorated by local children who made individual items, with support of one of the Trustees.

Forward Projections – Moving Forward

Moving forward from a difficult and challenging year, the Trustees of the Toll Community Centre are determined to consolidate existing rental agreements – with Burntisland Playgroup, BOSS, and the Sewing Class. We are also keen to explore new project ideas and opportunities and to grow our membership. The Trustees have developed a new membership form and are actively seeking new members to join as members of the Centre and also for these members to put themselves forward for consideration as Trustees.

We would also welcome feedback from customers and members so that we can prepare Future plans that match the needs of the local community.

As a charity, in conjunction with the newly appointed Centre Development Manager, staff and Trustee, we seek to improve better use of our centres and its facilities. We have carried out, and will continue to, maintain attractive and welcoming building, inside and out. We will meet with Burntisland Development Trust to evaluate their community findings, particularly in relation to Toll Community Centre, to ascertain how we can look to develop the communities wants and needs.

As part of Fife Council Service Level Agreement, our named contact is keen to undertake a health check/ review and training for all Trustees to ensure that there is a greater understanding of roles and responsibilities and appropriate training, where appropriate.

We have developed a volunteer handbook, in conjunction with Fife Voluntary Action, along with identifying appropriate training and development for our volunteers to ensure that all volunteers can work more independent, whilst having a "go to" guide so that they may confidently deal with differing requests asked of them.

As part of our ethos to promote and advance internship, and to build resilience within the town we are keen to bring services and agencies back into the town, to use the private space within the central location of the Hub, in the high street.

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After emerging from an extremely difficult and challenging year, the Trustees are keen to monitor, improve and evaluate initiatives and projects, to ascertain if they are operating successfully and deliver necessary outcomes, whilst meeting the needs of the community and ensuring that a more robust PVG application process be in place.

Financial Review

Statement of Reserves Policy

The Trustees consider that £50,000 should be held as a general reserve to enable them to meet their obligations should funding be withdrawn or reduced severely.

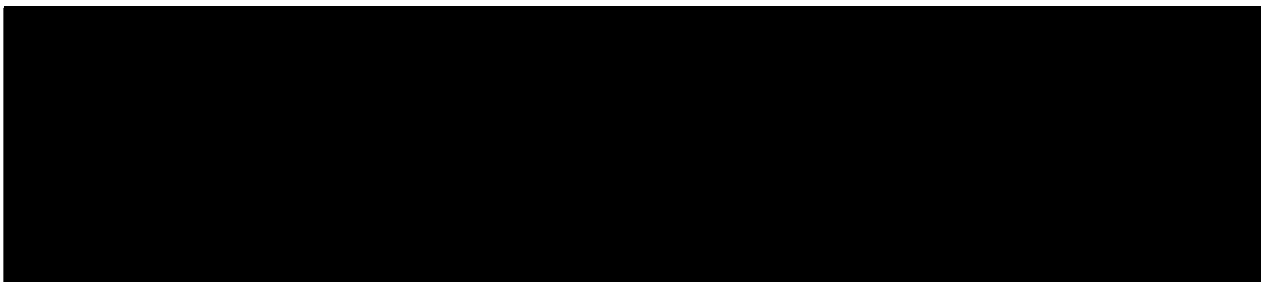
Details of any deficit:

Details of Donated Facilities & Services:

Statement of Trustees Responsibilities

The members of the Charity must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year. The members of the Charity are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustees Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.



Receipts & Payments Account
Year Ended 31st March 2025

| | Notes | Un Restricted | Restricted Funds | Total 2025 | Total 2024 |
|---|-------|------------------|---------------------|------------------|------------------|
| Receipts | | | | | |
| Donations | | 283.00 | 0.00 | 283.00 | 1,322.31 |
| Receipts from Fundraising Activities | 1 | 18,056.14 | 0.00 | 18,056.14 | 15,415.35 |
| Other Charitable Activities | 2 | 41,129.86 | 0.00 | 41,126.96 | 31,465.71 |
| Grants | 3 | 0.00 | 26,881.00 | 26,881.00 | 39,091.76 |
| Bank Interest | | 1,080.49 | 0.00 | 1,080.49 | 503.14 |
| Total Receipts | | 60,549.49 | 26,881.00 | 87,430.49 | 87,798.27 |
| Payments | | | | | |
| Expenses from Fund Raising Activities | 4 | 2,776.12 | 0.00 | 2,776.12 | 4,388.31 |
| Expenses from Charitable Activities | 5 | 54,138.59 | 16,881.00 | 71,019.59 | 91,449.39 |
| Independent Examination | | 250.00 | 0.00 | 250.00 | 250.00 |
| Governance Costs | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Payments | | 47,164.71 | 16,881.00 | 74,045.71 | 96,087.60 |
| Net Receipts/(Payments) | | 3,384.78 | 10,000.00 | 13,384.78 | (8,289.43) |
| Transfer between Funds | | 0.00 | 0.00 | | |
| Surplus/(Deficit) for Year | | 3,384.78 | 10,000.00 | 13,384.78 | 3,201.90 |
| Statement of Balances as at 31st March 2025 | | | | | |
| | | Un Restricted | Restricted Funds | Total 2025 | Total 2024 |
| Balances at Start of Year | | 88,189.15 | 0.00 | 88,189.15 | 96,478.58 |
| Surplus/(Deficit) for Year | | 3,384.78 | 10,000.00 | 13,387.78 | (8,289.43) |
| Balances at End of Year | | 91,573.93 | 10,000.00 | 101,73.93 | 88,189.15 |
| Other Assets | | | | | |
| See note 6 | | | | 726,000 | 726,000 |
| Liabilities | | | | | |
| No Outstanding Liabilities | | | | | |

Financial Statements approved by the Charity and signed on its behalf by:



Dated.....12th Sep. 2025.....

Annual Report & Financial Statements for the year ending 31st March 2025
Scottish Charity No SCO16430

Notes to the Accounts

| | 2025 | 2024 |
|--|-------------------|-------------------|
| 1. Receipts from Fundraising Activities | | |
| Community Hub & Pop Up Shop | 17,967.64 | 5,155.87 |
| Community Events | | 10,251.98 |
| Crafters | 88.50 | 0.00 |
| | £18,056.14 | £15,407.85 |
| 2. Other Charitable Activities | | |
| Photocopying | 4,425.52 | 1,055.63 |
| Income from Hall Rental | | |
| BOSS | 11,633.75 | 14,569.33 |
| Playgroup | 19,521.14 | 7,134.75 |
| Polling Station | 1,000.00 | |
| Public Hall Rental | 1,770.00 | 2,000.00 |
| Deposits for Hall Rental | 1,065.00 | 1,440.00 |
| Slimming World | | 1,260.00 |
| Exercise Class | 595.00 | 1,784.00 |
| Rhymetime | | 1,280.00 |
| Sewing Class | 725.00 | 240.00 |
| Wednesday Club | 210.00 | 555.00 |
| Pizza Van | | 77.00 |
| Rag Bag | 184.45 | |
| | £41,129.86 | £31,395.71 |
| 3. Grants | | |
| Awards for All | | 10,000.00 |
| Fife Council SLA | 26,881.00 | 26,098.00 |
| No One Left Behind | | 2,993.76 |
| Garden Annexe | (4,995.00) | |
| | £21,886.00 | £39,091.76 |
| 4. Expenses from Fundraising Activities | | |
| Community Events | | 308.91 |
| Santa's Sleigh & Grotto | | 191.90 |
| Big Fun Fitness | 225.00 | 1,575.00 |
| Sewing Class | 2,375.00 | 2,312.50 |
| Youth Club Expenses | 176.12 | |
| | £2,776.12 | £4,388.31 |

Notes to the Accounts cont'd

5. Expenses from Charitable Activities

| | | |
|---|-------------------|-------------------|
| Staff & Pay Roll Costs | 31,383.60 | 48,112.25 |
| Restricted – Travel & IT Infrastructure | 524.72 | 687.72 |
| Advertising/Promotional | 342.53 | 1,066.97 |
| Toll Centre | | |
| Insurance | 1,706.46 | 1,634.36 |
| Telephone/Comms (incl Hub) | 1,816.41 | 1,904.45 |
| IT & Equipment Costs | 0.00 | 2,459.00 |
| Utilities | 10,543.66 | 8,649.63 |
| General Office Expenses | 671.68 | 805.46 |
| Refund of Hall Deposits | 550.00 | 950.00 |
| Repairs & Cleaning | 2,816.78 | 8,234.46 |
| Printing, Postage & Stationery | 3,219.92 | 2,149.71 |
| Bank Charges | 108.00 | 224.46 |
| Staff Training | 0.00 | 434.60 |
| Community Hub | | |
| Insurance | 0.00 | 290.80 |
| Rent | 6,822.59 | 7,520.88 |
| Council Tax | 506.88 | 525.89 |
| Expenses | 190.73 | 486.10 |
| Crafter's Commision | 87.70 | |
| Utilities | 416.33 | 1,979.65 |
| Fareshare | 3,755.00 | 2,799.00 |
| Rental of Lockups | 561.60 | 534.00 |
| | £66,024.59 | £91,449.39 |

**6. Assets of Toll Community Centre SCIO
as at 31st March 2025**

| | |
|---------------------|-----------------|
| Buildings | £600,000 |
| Fixtures & Fittings | £60,000 |
| Business Items | £10,000 |
| Stock | £1,000 |
| | £671,000 |

**7. Trustee Remuneration and Related
Party Transactions** Nil

8. Nature & Purpose of Funds

The statements of accounts for the year show the financial figures for the Charity.
The funds are made up of the following

| | |
|-----------------------------------|--------------------|
| Co-op Bank Account | 17,746.58 |
| TSB Bank Account | 81,576.64 |
| Cash in Hand (For Banking) | 2,250.71 |
| TOTAL | £101,573.93 |

Independent Examiner's Report on the Accounts

Report to the trustees of Toll Community Centre SCIO
Registered charity number SC016430
On the accounts of the charity for the period to 31st March 2025
Set out on Pages 8-11

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.

