

Trustees' Annual Report for Roslin Parent and Toddler Group

For the year ended 28th June 2025

The trustees present their report together with financial statements and the independent examiner's report for the year ended 28th June 2025.

Reference & Administrative Information

Charity name

Roslin Parent and Toddler Group

Charity Number

SC020262

Address

Roslin Community Hall
Pentland View Place
Roslin
EH25 9ND

Current Trustees

Sara Twigg	Chair
Luisa Parkinson	Treasurer
Kirsty Alexander	Secretary
Tom Bishop	Ordinary Member
Lynn Ferguson	Ordinary Member
Laura Wilson	Ordinary Member

Other trustees who served during the year

Maria Cummings as secretary

Constitution

The group was set up and recognised as a Scottish Charity a number of years ago. The Group is administered in accordance with the terms of the Group Constitution as per the Scottish Pre School Play Association recommended constitution. All those attending the playgroup, paying a weekly fee, are members of the group.

Appointment of Trustees

The management committee consists of the charity's trustees. Membership of the management committee is open to all parents and guardians of children who attend the group.

Management

The trustees are responsible for the weekly running of the group and its governance. Parents/guardians of children attending the group are encouraged to get involved and help in the running of the group and additional fundraising/activities. We have volunteers who

help with the smooth running of the group, including set up and packing up. Our group is entirely run by volunteers and there are no paid employees.

Objectives and Activities

Charitable purposes

To provide a social, educational and stimulating environment for babies and children from birth to five years old and their parents/guardians from Roslin and surrounding communities, one morning every week. We act in accordance with and in furtherance of the aims of the Scottish Pre School Play Association.

Activities

Our activities are all about providing a safe, friendly, welcoming and stimulating environment for babies and pre-school children. A range of equipment from active toys such as slides, to arts and crafts activities, and books are available for all age ranges. At the end of each session, we sing and babies/children are provided with musical instruments.

In addition, we supplement this with activities such as a Halloween and Christmas Party (with a visit from Santa) and various craft activities.

Achievements and Performance

Attendance at the group has been steady throughout the year with around 10-20 families enjoying the group each session. It remains a popular resource for parents, grandparents and guardians in Roslin and the wider local community. We have some babies and many bigger toddlers who very much enjoy the space and wide variety of toys to play with. The playgroup is great for pre-school children of all ages and parents, many with more than one child enjoying the possibility of bringing multiple children to the same group. Many friendships are forged, among the children and the guardians, and both benefit from the weekly meet.

Due to the continued cost of living crisis and generally good regular attendance at the group, the small fee of £1.50 for attending the group remains a suggested fee, so that no one feels that cost is a barrier to attending the group. We ran a stall at the Roslin Fete to raise awareness of the group, especially amongst new parents and people moving to Roslin. As there had been regular attendance of the group by small babies and their parents, it was decided to extend the hall hire by 30 minutes each week to allow the hall to heat up to a comfortable temperature in winter in time for the start of the group.

Financial Review

Our main source of funding continues to be a small suggested fee charged for those who attend the group. We received a donation from Penicuik Rotary via Roslin Village Group towards the running of the group. We pay a reduced hall hire charge due to our charitable status and have regular attendance at the group. The toys and equipment used at the group are generally updated through local donations and are insured to the value of £1000 to allow replacement in case of the loss of everything in one go. Therefore, we have not had any need for additional fundraising.

Reserves

The Charity holds funds representing income earned but not yet utilised in supporting charitable activities. On 28th June 2025 the charity held £1,358.21 and the trustees consider this to be sufficient to allow them to plan renewal of insurance and payment of hall hire.

Plans for future periods

The current suggested fee for attendees provides enough funds for additional outings, crafts and activities, and to refresh our toy stock. No additional fundraising is deemed necessary at this point.

Approved by the Trustees on 3rd February 2026 and signed on their behalf by:



Sara Twigg (Chair)



Luisa Parkinson (Treasurer)

Statement of Receipts and Payments of Accounts for Roslin Parent and Toddler Group for Year Ended 28th June 2025

Receipts	2025	2024
Takings	931.15	915.33
Fundraising and Donations	75.00	100.00
Bank interest	0.00	0.00
Personal Loan	0.00	0.00
Total receipts	1006.15	1015.33
Payments		
Loan Repayment	0.00	0.00
Refreshments	205.52	140.10
Hall Hire	208.41	168.00
Parties and Events	46.83	81.40
Toys and Craft	81.23	40.59
Insurance	204.79	182.94
Cleaning	0.00	0.00
Gifts	99.30	40.00
Total Payments	846.08	653.03
Surplus/Deficit	160.07	362.30

Statement of Balances at 28th June 2025 for Roslin Parent and Toddler Group

	28/06/2025	28/06/2024
Bank and cash in hand	1358.21	1198.14
Closing balances		
Petty Cash	35.64	708.14
Bank Balance	1322.57	490.00
Liability	0.00	0.00

All funds are restricted.

Approved by committee on 3rd February 2026 and signed on their behalf



Luisa Parkinson (Treasurer)

Notes to the accounts

We were able to open a bank account for the charity at the beginning of June 2024, having not had one for several years. It took a while to sort some of the petty cash so that was deposited this financial year in July 2024.

As we have a suggested fee, the weekly takings are not always a multiple of £1.50. Our takings are still in cash only and in an increasingly cashless society this sometimes means members choose to pay for several sessions in one go, resulting in increased weekly variability in the takings but a similar amount of takings in the long run. In addition, the member buying the weekly refreshments or craft items is recompensed from the cash takings and sometimes chooses to take a rounded down amount, resulting in a small addition to the takings.

The insurance is arranged through Early Years Scotland and is composed of a membership fee and insurance fee. There was a slight mix-up resulting in us paying the wrong membership fee, but this was corrected through an additional payment.

The hall hire rates were increased by Midlothian Council and there was the additional payment in October to extend the hall hire by 30 minutes prior to the group to ensure the hall was warm enough.

Independent Examiner's Report to the Trustees of Roslin Baby and Toddler Group

I report on the accounts of the charity for the year ended 28 June 2025 which consist of the Statement of Receipts and Payments and the Statement of Balances.

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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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

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
 - 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.



Name: Chris Dickson

Relevant Professional qualification/professional body: Chartered Accountant / The Institute of Chartered Accountants Scotland

Address: 99 Parkgrove Terrace Edinburgh, EH4 7RT

Date: 26th March 2026