

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	01	07	2023	To	31	07	2024

Reference and administration details

Charity name	Tayport Amateur Dramatics and Musical Society
Other names charity is known by	TAMS / TADAMS
Registered charity number	SC021723
Charity's principal address	51 Provost Black Drive
	Tayport
	Fife
	Postcode: DD6 9HD

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 appoint trustee (if any)
1	Chair		
2	Vice Chair		
3	Secretary		
4	Treasurer		
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

Unincorporated Association – Constitution

Trustee recruitment and appointment

Objectives and activities

Charitable purposes

The advancement of the Arts, Heritage or Science

Summary of the main activities
in relation to these objects

Promoting and encouraging the appreciation of music and acting in the local community by preparing and giving public performances of a good technical and artistic standard.

APPENDIX 1

Achievements and performance

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

In October 2023, the society staged the play, The 39 Steps. There were only 2 public performances of this after having to cancel one performance due to Storm Babet.

In December 2023, the society organised, produced, and performed “Elf – The Musical” There were 6 public performances of the show.

In Apr 2023, the society staged a youth cast show, Aladdin Jr., and held 4 public performances of this show

Fundraising events included 2 coffee mornings with craft tables, a Bowling Pro-Am, and show raffles and prize draws. We also sold society hoodies and show t-shirts to cast and crew

The society has again tried to put on performances that appeal to a wide group and are continuing with this strategy going forward.

Financial review

Brief statement of the charity’s policy on reserves

The reserves of the Society shall be devoted to furthering the objectives of the society or to charitable purposes.

Details of any deficit

Donated facilities and services (if any)

APPENDIX 1

Other optional information


There was a profit of £2,609 for the year.

Our June 2024 production of Sister Act, had to be postponed due to unfortunate circumstances, and the figures for the year include a loss of £5,096 in relation to this show. We are staging this in December 2024 instead, and hope to recoup some if not all of this loss, then.

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)		
Position (e.g. Chair)	Chair / Vice Chair	Treasurer
Date	26/09/2024	26/09/2024

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

All funds are unrestricted and are available for general purposes in accordance with the charity's purposes.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

C3b Trustee remuneration - details

Authority under which paid		£
	Stage Manager Fee - Dec 2023 Christmas Production	300
	Stage Manager Fee - Apr 2024 Youth Production	300
	Stage Manager Fee - Jun 2024 Summer Production	300

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

X

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

TAYPORT AMATEUR DRAMATIC & MUSICAL SOCIETY

SC 021723

Receipts and payments accounts

For the period from	Period 1 (2023)			to	Period 2 (2024)		
	Month	Day	Year		Month	Day	Year
	01	07	2023		31	07	2024

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						
Donations	1,715				1,715	6,860
Legacies	-				-	-
Grants	-				-	-
Receipts from fundraising activities	3,722				3,722	6,154
Gross trading receipts	58,199				58,199	48,174
Income from investments other than land and buildings	-				-	1
Rents from land & buildings	-				-	-
Gross receipts from other charitable activities	-				-	-
	-				-	-
A1 Sub total	63,635	-	-	-	63,635	61,189
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-				-	-
Proceeds from sale of investments	-				-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	63,635	-	-	-	63,635	61,189
A3 Payments						
Expenses for fundraising activities	535				535	1,576
Gross trading payments	58,573				58,573	53,236
Investment management costs	-				-	-
Payments relating directly to charitable activities	-				-	-
Grants and donations	350				350	830
Governance costs:						
Audit / independent examination	-				-	-
Preparation of annual accounts	-				-	-
Legal costs	-				-	-
Other	-				-	-
	-				-	-
A3 Sub total	59,459	-	-	-	59,459	55,642
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	1,567				1,567	2,742
Purchase of investments	-				-	-
A4 Sub total	1,567	-	-	-	1,567	2,742
Total payments	61,026	-	-	-	61,026	58,384
Net receipts / (payments)	2,609	-	-	-	2,609	2,805
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	2,609	-	-	-	2,609	2,805

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	19,301				19,301	16,496
	Surplus / (deficit) shown on receipts and payments account	2,609				2,609	2,805
						-	-
						-	-
	Cash and bank balances at end of year	21,911	-	-	-	21,911	19,301
	(Agree balances with receipts and payments account(s))						

	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 trustees

Signature

Print Name

Date of approval

26/09/2023

26/09/2023

PROFIT & LOSS

GENERAL	2023/24	2022/23	2021/22	2020/21	2019/20
Membership	£4,830.00	£4,950.00	£2,475.00	£55.00	£2,535.00
Fundraising	£3,186.52	£4,538.87	£2,844.51	£0.00	£986.01
Donations	£1,364.64	£1,079.53	£0.00	£21.00	£5,074.00
Interest Received	£0.00	£1.48	£0.16	£11.32	£12.48
NODA Membership	-£230.00	-£215.00	-£163.00	-£72.00	-£163.00
Insurance	-£1,086.27	-£762.64	-£653.18	-£775.91	-£709.64
Equipment	-£1,739.13	-£2,742.29	£0.00	£0.00	-£728.78
Excursions/Refunds	£0.00	£0.00	£0.00	-£28.00	£28.00
Sundry Costs	-£982.99	-£1,036.55	-£976.65	-£250.46	-£519.75
GENERAL	£5,342.77	£5,813.40	£3,526.84	-£1,039.05	£6,514.32
AUTUMN PLAY	£1,197.52	£0.00	£0.00	£0.00	£2,465.65
CHRISTMAS SHOW	£4,105.70	£5,375.08	-£728.35	£0.00	£0.00
KIDS SHOW	-£1,339.83	£2,251.40	£0.00	£0.00	£0.00
SUMMERSHOW	-£5,096.55	-£6,730.33	£68.62	£0.00	-£1,669.47
Previous Year Costs	-£105.24	-£3,094.86	£0.00	-£1,660.97	-£4,767.20
Next Years Costs	-£1,495.00	-£809.89	£0.00	£0.00	-£500.00
TOTAL PROFIT (LOSS)	£2,609.37	£2,804.80	£2,867.11	-£2,700.02	£2,043.30

BALANCE SHEET

Assets & Liabilities	B/Fwd	For Year	Year End
Cash	£167.77	£949.92	£1,117.69
Current a/c	£17,548.13	£1,659.45	£19,207.58
Savings a/c	£1,585.38	£0.00	£1,585.38
TOTAL	£ 19,301.28	£ 2,609.37	£ 21,910.65

Reserves	B/Fwd	For Year	Year End
Reserves as at 30.06.2012	£15,657.00		£15,657.00
General (Jul 2012 On)	£22,420.14	£5,342.77	£27,762.91
Productions (Jul 2012 On)	-£18,775.86	-£2,733.40	-£21,509.26
TOTAL	£19,301.28	£2,609.37	£21,910.65

SHOWS	AUTUMN	CHRISTMAS	KIDS	SUMMER
	39 STEPS	ELF	ALADDIN	SISTER ACT
	2023/24	2022/23	2021/22	2020/21
Ticket Sales	✓ £2,089.00	£18,296.85	£7,982.30	£3,027.70
Net TS Commission	£17.99	-£48.89	£5.00	£0.00
Raffles	£239.00	£1,512.00	£495.00	£0.00
Programmes	£14.40	£275.00	£191.41	£0.00
Refreshments	£290.32	£653.66	£784.85	£0.00
T-Shirts/Sponsors	£0.00	£51.49	£40.50	-£17.00
SumUp Fees	-£2.75	£49.62	-£11.68	-£0.05
Licence/Libs/Music	-£108.00	-£4,496.36	-£2,268.64	-£500.00
Rehearsal Hall	-£400.00	-£2,127.90	-£1,230.50	-£1,798.10
Theatre Hire	£0.00	-£1,270.70	-£471.30	£0.00
Stage Costs	-£653.46	-£5,705.26	-£4,406.46	-£236.08
Wardrobe Costs	-£19.08	-£296.26	-£204.03	-£2,955.00
Production Fees/Gratuities	-£159.75	-£2,443.75	-£2,101.50	-£2,500.00
Advertising	-£68.15	-£95.87	-£49.79	-£118.02
Sundry Costs	-£42.00	-£247.93	-£94.99	£0.00
FINANCIAL YEAR TOTAL	£1,197.52	£4,105.70	-£1,339.83	-£5,096.55

APPENDIX 3



Independent examiner's report on the accounts

v2

Report to the
trustees/members of

Registered charity
number
On the accounts of the
charity for the period

Charity name

Tayport Amateur Dramatic and Musical Society

SC021723

Period start date

Day	Month	Year
01	07	2023

Period end date

Day	Month	Year
31	07	2024

Set out on pages

(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 ~~[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:

*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.