

Name
Trustees' Annual Report for the period
1 September 2024 to 31 August 2025

Reference and Administration Details

Charity name	Friends of Mansfield Traquair Centre
Registered charity number	SC028026
Charity's principal address	15 Mansfield Place Edinburgh Postcode EH3 6BB

Names of the charity trustees on date of approval of Trustee's Annual Report

Trustee name	Office (if any)	Dates acted	Bodies appointing trustees FMTC committee or AGM
Morag Austin	Convener	01/09/2024 to 31/08/2025	
Muriel Buchanan	Secretary	01/09/2024 to 31/08/2025	
Christine Lawrie	Treasurer	01/09/2024 to 31/08/2025	
Mary MacLeod		01/09/2024 to 31/08/2025	
Richard Love		01/09/2024 to 31/08/2025	
Maggie Hughes		01/09/2024 to 31/08/2025	
Jennifer Swanson		01/09/2024 to 31/08/2025	

Names of all other charity trustees during the period

Name	Dates acted if not for whole year
Lorna Bell	11 May 2025 to 31 August 2025 Co-opted
Hugh Lockhart	11 May 2025 to 31 August 2025 Co-opted
Jennifer Sharp	1 September 2024 to 31 March 2025

Structure, governance and management

Type of governing document	Constitution Friends of Mansfield Traquair Centre is an unincorporated charitable association regulated by a written constitution
Trustee recruitment and appointment	The committee, which usually meets every two to three months, are the charity's trustees. Committee members are either elected annually from the membership at the Annual General meeting or co-opted by the committee during the year. Under the constitution there must be a minimum of five and not more than ten elected members. Day to day administration of the Charity is conducted by the committee members.

Objectives and activities

Charitable purposes	To further the charitable objects of the Mansfield Traquair Trust, in particular with regard to the preservation, for the benefit of the public at large, of the former Catholic Apostolic Church, Mansfield Place, Edinburgh
---------------------	---

Summary of the main activities in relation to these objects	<ul style="list-style-type: none"> • encourage the preservation, development and improvement of its features of artistic and architectural interest including the interior mural paintings of Phoebe Traquair and Andrew Hutton; • stimulate public interest in, and care for, the history and character of the church • hold and promote informative and educational meetings, exhibitions, lectures, publications, conferences, publicity and any other schemes of a charitable nature
---	---

Achievements and performance

	<p>We opened for 11 days September 2024 to July 2025 and for 13 days during the Edinburgh Fringe We therefore staffed 24 Open Days, with 4698 visitors plus 57 private tours with 377 visitors. We now charge £5 per head for tours</p> <p>We issued one newsletter to all members with copies to the Central Library and Library of Scotland.</p> <p>Our main source of income continues to be from subscriptions, donations and sales of cards, books etc, pertaining to the murals. Our online presence has shown itself in our much increased number of visitors and the installation of credit card facilities for both sales and donations has increased our income.</p> <p>Membership of the Charity is open to anyone. At 31 August 2025 the Charity had 133 individual and 3 Patron members</p>
--	--

Financial Review

Brief statement of the charity's policy on reserves	The charity's policy is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives.
Details of any surplus/deficit	The charity had a net surplus of £8594 (2024: net deficit of £241)

Declaration

The Trustees declare that they have approved the Trustees' report above		
Signatures	<div>Muriel Buchanan</div> <div>Christine Lawrie</div>	
Full Name	Muriel Buchanan	Christine Lawrie
Position	Secretary	Treasurer
Date	10/03/2026	10/03/2026

Friends of Mansfield Traquair Centre Scottish Charity No SC028026
Accounts for 12 months 1 September 2024 to 31 August 2025

Statement of Receipts and Payments

	Note	Unrestricted Funds 2025	Total funds last period 2024
A1: Receipts			
Donations		6223	6043
Sales and postage		4379	3154
Gift Aid/GASDS recovery		1657	976
Tours/Talks/Events		1535	784
Bank Interest		192	143
Miscellaneous		18	

A2: Receipts from Charitable Activities

Membership fees	4	610	970
-----------------	---	-----	-----

Total receipts		14614	12070
-----------------------	--	--------------	--------------

A3: Payments

Grants and donations	4		5000
Governance costs			
AGM	4		110
Insurance		401	390
New sale items	5	1122	1959
New IT hardware			2609
Payments directly related to charitable activities	5	4497	2243

Total payments		6020	12311
-----------------------	--	-------------	--------------

Surplus (Deficit) for year		8594	(241)
-----------------------------------	--	-------------	--------------

STATEMENT OF BALANCES

		Unrestricted Funds	Total last period
B1: Cash Funds		2025	2024
	Cash and Bank balances at start of year	11874	12115
	Surplus (Deficit) shown on Receipts and Payments account	8594	(241)
Note 4	Cash and Bank balances at end of year	20468	11874

B3: Other Assets			
	Stock	2232	3286

C1: Nature and purpose of funds	All funds are unrestricted. The charity's policy is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives.
---------------------------------	--

C2: Grants	Type of activity supported		No of grants	£
				x

C3A: Trustee remuneration			
No remuneration paid during the period to any charity trustee			X

C4A: Trustee expenses	
No expenses paid during the period to any charity trustee	X

Additional analysis

4. Payments relating directly to charitable activities

	Unrestricted Funds	
	2025	2024
Fringe Registration and costs	295	394
Postage, stationery, telephone, printing	1397	1237
Miscellaneous including Paypal and Dona charges	967	171
Photography	741	
IT Costs	1097	441
Totals	4497	2243

Notes to the Accounts – For 12 months 1 September 2024 to 31 August 2025

Basis of Accounting:

The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Regulations 2006 (as amended).

Nature and Purpose of Funds:

The Trustees maintain a single unrestricted fund administered at the discretion of the Committee of the Friends of Mansfield Traquair Centre in furtherance of the general objectives of the Charity.

Bank balance and Grant: The bank account is unusually high as no grant was issued to the Mansfield Traquair Trust at last year's AGM. Funds were held back as we expected to make a considerable contribution to the new desk layout. However Heritage Portfolio took on this task with a small contribution from us for particular items we wanted.

A substantial grant will be issued to the Trust at this year's AGM.

AGM: Papers were issued by email so no printing or postage costs

Postage, stationery, telephone, printing: 2 newsletters – one relating to previous year, leaflets, postcards, CD and DVD inserts and labels and date cards

Stock: Stock is valued at cost price. Large stock purchased of new version of Elizabeth Cummings book which has sold very well as well as our other books. New items: Bookmarks and Lens cloths.

New IT hardware and costs. Web site developed with ongoing costs for hosting and upgrades. New Trustee and Volunteer password protected sections. New Useful Links to other PAT murals.

Miscellaneous: New banner for beside donation box, display stands, Floor light

Insurance: This covers stock, volunteers and visitors during Open Days

Membership Fees: Some received during August 2024 and included in the previous accounting period.

Independent examiner's report on the accounts

Report to the trustees/members of	Friends of Mansfield Traquair Centre
Registered charity number	SC028026
On the accounts of the charity	for the period 1 September 2024 to 31 August 2025
Set out on pages	1 - 5

Respective responsibilities of trustees and examiner	<p>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.</p>
Basis of independent examiner's statement	<p>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.</p>
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> • 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 <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>

Signed:	Hilary M Smellie	Date	13/2/26
Name:	HILARY MARGARET SMELLIE		
Relevant professional qualification(s) or body (if any):	C.A. (RET'D)		
Address:	WILLOW COTTAGE		
	STATION ROAD		
	CHOBHAM SURREY		
	GU24 8AL		

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose

--

--

