

## APPENDIX 1

**OSCR**

Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	09	2023		31	08	2024

**Reference and administration details**

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Ashley Road Primary School PTA


SC 035043

45 Ashley Road

Aberdeen

Postcode AB10 6RU

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 (or body) entitled to appoint trustee (if any)
1		Chair		
2		Treasurer		
3		Vice-Chair		
4		Secretary		
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
[REDACTED]	Resigned 11 November 2025

## Structure, governance and management

Type of governing document

The organisation is an unincorporated association, run according to an agreed constitution.

Trustee recruitment and appointment

The Trustees are appointed at the AGM each year. Trustees are limited by the constitution to 4 years consecutive service.

## Objectives and activities

Charitable purposes

To advance the education of the pupils attending the school by providing or assisting in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

Summary of the main activities in relation to these objects

The PTA organised a number of events during the year to raise funds, such as a Summer Fayre, Christmas Fayre and School Disco's. The PTA also sold school uniforms.

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### Achievements and performance

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

The total funds raised during the year, from fund raising activities, was £18k. The most significant fund raising event was the summer fayre.

Uniform sales contributed to a net loss for the year of £1k.

A routine annual donation of £5k was provided to the Head Teacher, which allows the Head Teacher to invest in school facilities and special events for the pupils, in addition to other charitable activities totalling £12k.

In summary, the charity operated at net loss of £0.2k for the year.

### Financial review

#### Brief statement of the charity's policy on reserves

The Association's finances were entirely run using two bank accounts and the aim is to maintain sufficient funds in both to cover normal operating cashflows:

Main account not lower than ~£2,000.

Uniform account not lower than ~£2,000.

#### Details of any deficit

None.

#### Donated facilities and services (if any)

None.



Enter charity name below

Enter SC No. below

Ashley Road Primary School PTA

sc 035043



## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	2023		31	08	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 £
<b>A1 Receipts</b>						
Donations	0	0	0	0	0 -	2,123
Legacies	0	0	0	0	0 -	0
Grants	0	0	0	0	0 -	0
Receipts from fundraising activities	29,409	0	0	0	29,409 -	26,170
Gross trading receipts	10,870	0	0	0	10,870 -	7,743
Income from investments other than land and buildings	0	0	0	0	0 -	0
Rents from land & buildings	0	0	0	0	0 -	0
Gross receipts from other charitable activities	0	0	0	0	0 -	0
					-	
<b>A1 Sub total</b>	40,279 -	0 -	0 -	0 -	40,279 -	36,035 -
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets	0	0	0	0	0 -	0
Proceeds from sale of investments	0	0	0	0	0 -	0
<b>A2 Sub total</b>	0 -	0 -	0 -	0 -	0 -	0 -
<b>Total receipts</b>	0 -	0 -	0 -	0 -	0 -	0 -
<b>A3 Payments</b>						
Expenses for fundraising activities	11,067	0	0	0	11,067 -	9,454
Gross trading payments	12,161	0	0	0	12,161 -	5,585
Investment management costs	0	0	0	0	0 -	0
Payments relating directly to charitable activities	17,250	0	0	0	17,250 -	20,329
Grants and donations	0	0	0	0	0 -	0
Governance costs:					-	
Audit / independent examination	0	0	0	0	0 -	0
Preparation of annual accounts	0	0	0	0	0 -	0
Legal costs	0	0	0	0	0 -	0
Other	0	0	0	0	0 -	0
					-	
<b>A3 Sub total</b>	40,478 -	0 -	0 -	0 -	40,478 -	35,368 -
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	0	0	0	0	0 -	0
Purchase of investments	0	0	0	0	0 -	0
<b>A4 Sub total</b>	0 -	0 -	0 -	0 -	0 -	0 -
<b>Total payments</b>	40,478 -	0 -	0 -	0 -	40,478 -	35,368 -
<b>Net receipts / (payments)</b>	(199) -	0 -	0 -	-	(199) -	667 -
<b>A5 Transfers to / (from) funds</b>	0	0	0	0	0 -	0
<b>Surplus / (deficit) for year</b>	(199) -	0 -	0 -	0 -	(199) -	667 -

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### Other optional information

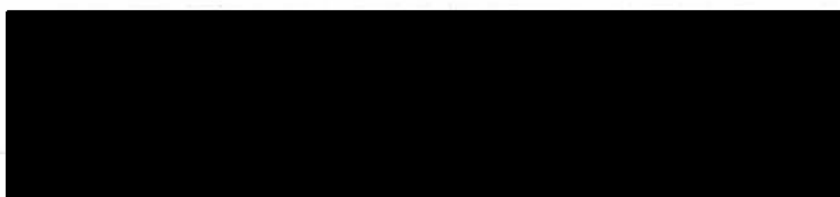
### Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)  
*OSCR will accept  
digital or typed  
signatures*

Full name(s)



Position (e.g. Chair)

Chair

Treasurer

Date

05/03/2025

05/03/2025

## Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	51,205	0	0	0	51,205 -	50,538
	Surplus / (deficit) shown on receipts and payments account	(199)	0	0	0	(199) -	667
						-	
						-	
	Cash and bank balances at end of year	51,007 -	0 -	0 -	0 -	51,007 -	51,205 -
	(Agree balances with receipts and payments account(s))						

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments	N/A			
	Total		-	-

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets	N/A				
	Total		-	-	-

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities	N/A			
	Total		-	-

Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
B5 Contingent liabilities	N/A			
	Total		-	-

Signed by one or two trustees on behalf of all the trustees

Signature\*

Print Name

Date of approval

		05/03/2026
		05/03/2026

\* Please note - OSCR will accept digital or typed signatures

## Section C Notes to the Accounts

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

Cash held at the bank.

## C2 Grants

[illegible]

### 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)

X

### C3b Trustee remuneration - details

Authority under which paid

£

N/A

#### C4a Trustee expenses

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

#### C4b Trustee expenses - details

	Number of trustees	£
Expenses relating to fund raising activities	4	11,067

### C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
Trustee	Expenses	11,067	0

### C6 Other information

Expenses to cover the costs of purchases relating to fundraising activities, such as the Summer Fayre, Christmas Fayre and Disco's. No outstanding balances as at the year end.



**Additional analysis (1)****Analysis of receipts and payments****1 Donations**

	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 £
N/A					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-

**2 Grants**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
N/A			-	
			-	
			-	
			-	
<b>Total</b>	-	-	-	-

**3 Gross receipts from other charitable activities**

	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 £
Fundraising events	29,409	0	0	0	29,409 -	28,293
Trading activities	10,870	0	0	0	10,870 -	7,743
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	40,279 -	0 -	0 -	0 -	40,279 -	36,035 -

**4 Payments relating directly to charitable activities**

	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 £
Primary 1 classroom	4,500	0	0	0	4,500 -	0
Head Teacher Fund	5,000	0	0	0	5,000 -	5,000
Every classroom	900	0	0	0	900 -	920
Annual Playground Fund	300	0	0	0	300 -	300
Playground plants	650	0	0	0	650 -	0
Sensory Roomn	2,500	0	0	0	2,500 -	0
Other (School Panto, P7 show, P7 year books, Glee coats, author visits)	2,800	0	0	0	2,800 -	14,109
					-	
					-	
					-	
<b>Total</b>	17,250 -	0 -	0 -	0 -	17,250 -	20,329 -



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**Additional analysis (2)****5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Funds held at bank</b>						
<b>Receipts</b>						
Donations	0	0	0	0	0 -	0
Legacies	0	0	0	0	0 -	0
Grants	0	0	0	0	0 -	0
Receipts from fundraising activities	29,409	0	0	0	29,409 -	28,293
Gross trading receipts	10,870	0	0	0	10,870 -	7,743
buildings	0	0	0	0	0 -	0
Rents from land & buildings	0	0	0	0	0 -	0
Gross receipts from other charitable activities	0	0	0	0	0 -	0
<b>Sub total</b>	<b>40,279 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>40,279 -</b>	<b>36,035 -</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets	0	0	0	0	0 -	0
Proceeds from sale of investments	0	0	0	0	0 -	0
<b>Sub total</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>
<b>Total receipts</b>	<b>40,279 -</b>	<b>0 -</b>	<b>0 -</b>	<b>-</b>	<b>40,279 -</b>	<b>36,035 -</b>
<b>Payments</b>						
Expenses for fundraising activities	11,067	0	0	0	11,067 -	9,454
Gross trading payments	12,161	0	0	0	12,161 -	5,585
Investment management costs	0	0	0	0	0 -	0
Payments relating directly to charitable activities	17,250	0	0	0	17,250 -	20,329
Grants and donations	0	0	0	0	0 -	0
Governance costs:					-	
Audit / independent examination	0	0	0	0	0 -	0
Preparation of annual accounts	0	0	0	0	0 -	0
Legal costs	0	0	0	0	0 -	0
					-	
<b>Sub total</b>	<b>40,478 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>40,478 -</b>	<b>35,368 -</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets	0	0	0	0	0 -	0
Purchase of investments	0	0	0	0	0 -	0
<b>Sub total</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>
<b>Total payments</b>	<b>40,478 -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>40,478 -</b>	<b>35,368 -</b>
<b>Net receipts / (payments)</b>	<b>(199) -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>(199) -</b>	<b>667 -</b>
<b>Transfers to / (from) funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0 -</b>	<b>0</b>
<b>Surplus / (deficit) for year</b>	<b>(199) -</b>	<b>0 -</b>	<b>0 -</b>	<b>0 -</b>	<b>(199) -</b>	<b>667 -</b>

**Nature and purpose of funds**

Funds held at bank.

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**Additional analysis (3)****6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
Transfers to / (from) funds					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-

Nature and purpose of funds

# APPENDIX 3



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

Signed\*\*:

Name:

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

Address:

## Independent examiner's report on the accounts

v2

Charity name

Ashley Road Primary School PTA

SC 035043

Period start date

Day

Month

Year

01

09

2023

to

Period end date

Day

Month

Year

31

08

2024

(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 ~~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.

Date:

6/3/2026

AICPA

\*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.

\*\*OSCR will accept digital or typed signatures.

## 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

H/A