

## APPENDIX 1

**OSCR**

Scottish Charity Regulator

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	08	2024	To	31	07	2025

**Reference and administration details**

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

Friends of Dalmeny Primary
SC036643
Dalmeny Primary School
Carlowrie Crescent
Dalmeny
Postcode EH30 9TZ

**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	Bethany Nelson	Chair	Aug 2025 - present	
2	Jane Bushell	Treasurer	Dec 2023 - present	
3	Rachel Pyne	Secretary	Aug 2024 - present	
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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
Kerry O'Boyle	Aug 24 – July 25
Julie Bain	Aug 24 – July 25

## Structure, governance and management

Type of governing document

Friends of Dalmeny Primary is a charitable unincorporated association and the purpose and administration arrangements are set out in our constitution dated 24<sup>th</sup> June 2005.

Trustee recruitment and appointment

The trustees are appointed or reappointed by members, who are the parents/carers of pupils at Dalmeny Primary School, at our first committee meeting of the new school year in August.

The trustees meet at least 8 times a year to make decisions on fund raising, spending and policy.

## Objectives and activities

Charitable purposes

The objectives of the association are to advance the education of the pupils attending Dalmeny Primary School by providing or assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object the association may:

- (a) foster more extended relations between the staff, parents and others associated with the school; and
- (b) engage in activities which support the school and advance the education of the pupils attending it.

Summary of the main activities in relation to these objects

In this financial year we have applied for and been awarded several grants for school activities including a community garden, ipad styluses and Lego Spike for coding. We have also raised funds through our Christmas and summer fayre, Halloween disco and a stall at the local church fayre.

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### Achievements and performance

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

We have supported the school children through purchasing: community garden materials, ipad styluses, a portable/outdoor speaker, kapla bricks, chess sets, bug viewers, bean bags, blinds, and gifting books. We have also established an opportunity fund and funded transport for school trips.

### Financial review

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

The forum started the financial year with £12,502 and ended with £16,180 an increase of £3,678. This surplus is mainly due to the timing of the Ineos Lego grant of £3,859 which was awarded at the end of the financial year and has now been spent on Lego Spike during the 25-26 financial year. Discussions continue as to how the reserves can be best spent to support the school in line with our objectives.

#### Details of any deficit

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



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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) <small>OSCR will accept digital or typed signatures</small>		
Full name(s)	JANE BUSHELL	BETHANY NELSON
Position (e.g. Chair)	Treasurer	CHAIR
Date	13/2/26	13/02/26

## Friends of Dalmeny Primary School

SC036643



## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2024		31	07	2025

## 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		443			443	750
Legacies					-	-
Grants	503	4,994			5,497	488
Receipts from fundraising activities	3,397				3,397	3,743
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	3,899	5,437	-	-	9,336	4,981
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	3,899	5,437	-	-	9,336	4,981
<b>A3 Payments</b>						
Expenses for fundraising activities	739				739	1,374
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	3,576	1,343			4,919	2,623
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	4,316	1,343	-	-	5,659	3,997
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	4,316	1,343	-	-	5,659	3,997
<b>Net receipts / (payments)</b>	(416)	4,094	-	-	3,678	984
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	(416)	4,094	-	-	3,678	984

## 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	12,307	195			12,502	11,518
	Surplus / (deficit) shown on receipts and payments account	(416)	4,094			3,678	984
						-	
						-	
	Cash and bank balances at end of year	11,891	4,289	-	-	16,180	12,502
(Agree balances with receipts and payments account(s))							
B2 Investments	Details			Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £	
B3 Other assets	Details			Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B4 Liabilities	Details			Fund to which liability relates	Amount due to nearest £	Last year to nearest £	
B5 Contingent liabilities	Details			Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £	
Signed by one or two trustees on behalf of all the trustees		Signature*	Print Name		Date of approval		
		Jane Bushell	Jane Bushell		04/02/26		

## Section C Notes to the Accounts

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

The objectives of the association are to advance the education of the pupils attending Dalmeny Primary School by providing or assisting in the provision of facilities for education at the school (not normally provided by the local education authority) and in furtherance of this object the association may:

(a) foster more extended relations between the staff, parents and others associated with the school; and

(b) engage in activities which support the school and advance the education of the pupils attending it.

### C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
City of Edinburgh council - annual contribution	EDI council	1	503
Ineos - Lego Spike & camp shortfall	INEOS	2	4,059
Community c / cala community chest - Ipad styluses	Com. council	1	435
Tesco Blue tokens - community garden		1	500
		Total	5,497

### 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
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Authority under which paid

£

### C3b Trustee remuneration - details


### C4a Trustee expenses

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

£

### C4b Trustee expenses - details


### C5 Transactions with trustees and connected persons

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

### C6 Other information

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		<b>Independent examiner's report on the accounts</b>		v2	
<b>Report to the trustees/members of</b>	Charity name	Friends of Dalmeny Primary School			
<b>Registered charity number</b>		SC036643			
<b>On the accounts of the charity for the period</b>	Period start date	Day	Month	Year	Period end date
		01	08	24	to 31 07 25
<b>Set out on pages</b>	(remember to include the page numbers of additional sheets)				
<b>Respective responsibilities of trustees and examiner</b>	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.				
<b>Basis of independent examiner's statement</b>	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.				
<b>Independent examiner's statement</b>	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: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> 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.				
<b>Signed**:</b>	[Signature]		<b>Date:</b> 19/3/26.		
<b>Name:</b>	BILIAN B HUTTEN				
<b>Relevant professional qualification(s) or body (if any):</b>	N/A				
<b>Address:</b>	10 FORTH PARK DALMENY STATION SOUTH QUEENS FERRY EH30 9HB				

\*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