

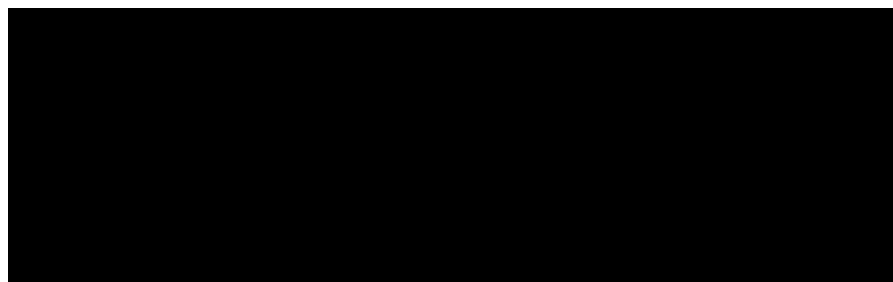
# **Burntisland Out of School Service**

Scottish Charity No: SC043503

## **Annual Report & Financial Statements**

For the Year ended

**31 March 2025**



**Burntisland Out of School Service**

**Annual Report & Statement of Account**  
Year ended 31 March 2025

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**Burntisland Out of School Service**

**Trustees' Annual Report**

Year ended 31 March 2025

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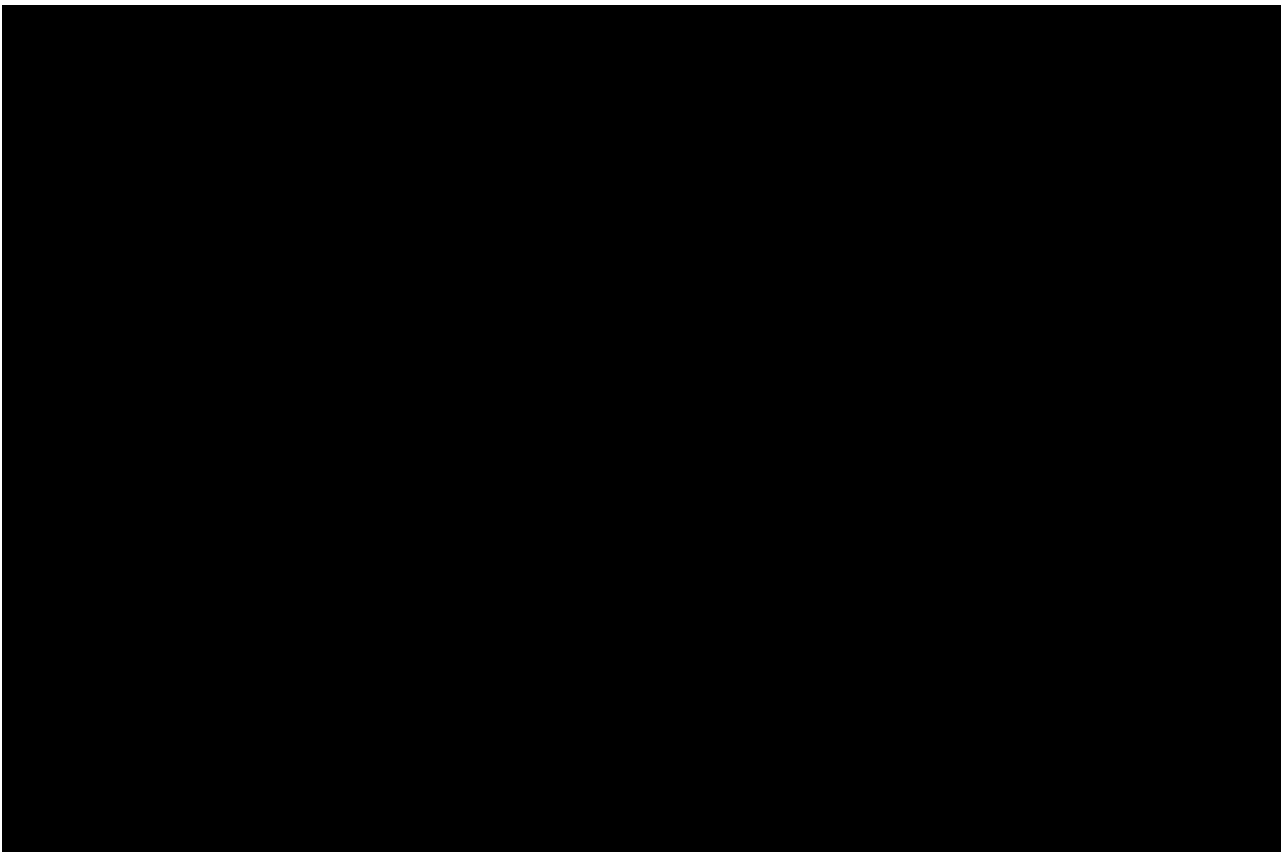
The charity trustees present their report together with the financial statements and the Independent Examiner's report for the year ended 31 March 2025

**Reference & Administrative Information**

**Charity Name:** Burntisland Out of School Service

**Also known as:** BOSS

**Charity Number:** SC043503



## **Burntisland Out of School Service**

### **Trustees' Annual Report**

Year ended 31 March 2025

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#### **Structure, Governance & Management**

Burntisland Out of School Service (BOSS) was established as a Scottish Charitable Incorporated Organisation (SCIO) on 19 October 2012. It is a membership organisation governed by its constitution. Membership of BOSS is open to anyone aged 16 or over who is:

- A parent or guardian of children attending BOSS, or
- Anyone else living or working in Burntisland or the surrounding area who supports the aims of the organisation.

The membership elect annually from their number a Board of charity trustees that is responsible for the management and administration of the charity. The Board employs a staff team led by the manager to deliver the services provided by BOSS.

#### **Objectives & Activities**

The charity's purposes are to:

- Promote the care and education of children in need of care out of school hours and to promote the provision of recreation and leisure activities with the object of improving their conditions of life
- Advance the education and training of persons providing such care, education and recreational facilities.

To achieve the above purpose BOSS runs an after-school club and provides holiday play-schemes during school holidays and in-service days.

#### **Achievements & Performance**

BOSS has continued to provide the highest quality childcare that is both affordable and assessable during 2024-25. Our after-school club, breakfast club and holiday clubs remain popular with the number of sessions increasing slightly year on year. We have maintained the quality recognised in our most recent inspection (2022) by focusing on meeting the needs of our service users by building relationships both with children and their families and the team conducting regular consultations with the children.

We are thankful for donations of £1,000 from the Big Green Market, £100 from Coop Community Fund and £100 from Scottish Enterprise Charity Fund and these funds help activities and resources for the children to benefit from.

**Burntisland Out of School Service**

**Trustees' Annual Report**

Year ended 31 March 2025

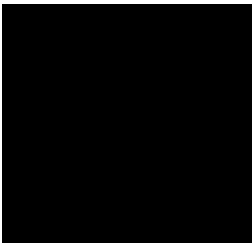
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**Financial Review**

Income for the year was £113,806 principally from fees for the services provided a grant from Fife Council and fundraising. With expenditure of £115,478 BOSS had a deficit of £1,672 which was funded from the reserves brought forward from the previous year. At the 31 March 2025 BOSS held total funds of £57,805.

The Trustees consider it prudent to hold a general reserve or contingency fund equivalent to 6 months running costs or £50,000 to cover overheads and liabilities and, should income decline, allow time to secure other funding. At the 31 March 2025 BOSS had a general reserve of £57,805 and had met this target.

This report was approved by the charity trustees on 24 September 2025 and signed on their behalf by:



.....  
Treasurer

## **Burntisland Out of School Service**

### **Independent Examiner's Report**

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I report on the financial statements of the charity for the year ended 31 March 2025 which are set out on pages 7 to 9.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("the 2006 Regulations").

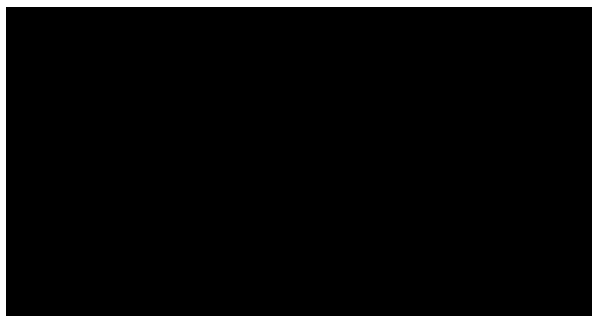
I have satisfied myself that the charity is not subject to audit under Regulation (10)(1)(d) of the 2006 Regulations and is eligible for independent examination. I have therefore examined the charity's accounts as required under section (44)(1)(c) of the 2005 Act and Regulation 11 of the 2006 Regulations. In carrying out my examination I have followed the guidance issued to independent examiners by the Office of the Scottish Charity Regulator (OSCR).

My role is to state whether any material matters have come to my attention giving me cause to believe:

1. that accounting records were not kept as required by section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of Regulation 9 of the 2006 Regulations; or
4. that there is further information needed for a proper understanding of the accounts.

#### **Independent examiner's statement**

I have completed my examination and I have no concerns in respect of any of the areas listed above and I have found no other matters that require drawing to your attention.



Date: 25 / 09 / 2025

## Burntisland Out of School Service

### Statement of Receipts & Payments

Year ended 31 March 2025

	Unrestricted Funds	Restricted Funds	2025 Total	2024 Total
	£	£	£	£
<b>Receipts</b>				
Fees	110,467	-	110,467	105,941
Grants	-	2,000	2,000	2,000
Fundraising	1,339	-	1,339	2,753
Total receipts	111,806	2,000	113,806	110,694
<b>Payments</b>				
Staffing costs	87,866	2,000	89,866	77,708
Training	300	-	300	-
Snacks & consumables	7,034	-	7,034	6,162
Administration	2,302	-	2,302	1,984
Rent	15,522	-	15,522	15,349
Governance	454	-	454	382
Total payments	113,478	2,000	115,478	101,585
<b>Surplus/(deficit)</b>	<b>(1,672)</b>	<b>-</b>	<b>(1,672)</b>	<b>9,109</b>

Burntisland Out of School Service

Statement of Balances  
At 31 March 2025

	Unrestricted Funds	Restricted Funds	2025 Total	2024 Total
	£	£	£	£
Opening bank & cash balances	59,477		59,477	50,368
Surplus/(deficit)	(1,672)	-	(1,672)	9,109
Closing bank and cash balances	57,805	-	57,805	59,477
<b>Assets</b>				
Debtors	Unrestricted fund		211	-
Laptop	"		454	200
Smart TV	"		480	480
Play Station 4	"		320	320
8 Kindle Fire tablets	"		500	500
Amazon Echo	"		60	60
Mobile phone	"		100	100
<b>Liabilities</b>				
Toll Centre - rent	Unrestricted fund		2,814	1,428

Approved by the charity trustees on 24 September 2025 and signed on their behalf by:

.....  
Treasurer



## Burntisland Out of School Service

### Notes to the Financial Statements

Year ended 31 March 2025

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#### 1. Accounting Policies

These accounts have been prepared on the Receipts & Payments basis in accordance with:

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended in 2010).

Income and expenditure are recognised when received or paid out.

The Charity maintains:

- (a) A general unrestricted fund for the day-to-day running of the charity which is expendable at the discretion of the management committee in furtherance of the charity's objects, and
- (b) A number of restricted funds that consist of monies received from sponsors which relate to a specific project and are donated to fund a particular purpose (see note 3).

#### 2. Trustee Remuneration & Expenses

None of the trustees or connected persons received remuneration from the charity.

No expenses were paid to trustees.

#### 3. Movement in Restricted Funds

During the year the charity maintained one restricted income fund for a contribution towards staff costs funded by Fife Council.

Restricted to:	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Staff costs	-	2,000	2,000	-	-
Total	-	2,000	2,000	-	-

