

APPENDIX 1



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

Burray Community Association
SC044768

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)

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

SCIO Constitution

Trustee recruitment and appointment

Board Members are nominated and seconded by Members, and elected at Annual General or Special General Meetings. The people serving on the Board are the Charity Trustees

Objectives and activities

Charitable purposes

Promote the wellbeing of the residents of Burray and its close neighbourhood by supporting educational, cultural, social and recreational activity meeting the needs of the community. Foster a community spirit improving conditions and quality of residence.

Summary of the main activities in relation to these objects

Provide, manage, maintain and develop Burray Community Hall and the adjacent Play Park

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Achievements and performance

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

Burray Community Association's financial year from September 2023 to August 2024 saw steady positive progress, and continued financial stability, along with some significant developments in terms of medium to longer term planning. Many of the activities required to keep the Hall and Playpark running to an acceptable and safe standard are routine, and effectively unseen, but nevertheless essential. So, once again, volunteers from the Committee ensured that electricity and internet deals were obtained and sustained, water use was monitored and exemptions from payment granted, the Hall, and the Playpark toilets were cleaned and maintained, the matters highlighted as most urgent in the annual external Playpark Safety Inspection Report were attended to or repaired, the Playpark was inspected for basic safety once a month and the results recorded, the insurance was reviewed, approved and renewed, the Safeguarding policy for children and vulnerable adults was updated, food hygiene standards were sustained, the "Orcadian" box was supplied, money was counted and bills of all sorts paid, invoices were issued, the Hall electrical systems, fire systems and fire extinguishers were inspected and validated, pest control and pest proofing was implemented and monitored, music and other licences were obtained as necessary, etc., etc.. The list is formidable and endless. Fortunately, we have been supported by an enthusiastic Community, with major fund raising events such as last year's Burns Supper, and the annual Plant Sale, bringing in significant amounts of money. We welcomed the input of the former "Burray Bairs" playgroup, becoming a formal sub-group within the Community Association, and helping to sustain the size of the active BCA Committee at a record level for another year. The Hall and Play Park continue to be well and regularly used, for Table Tennis, the "Be Active-Long Life" group, "Fun Fridays", Thursday's Playgroup, "Tea and Tech", Ceilidhs, travelling Community Theatre, an increasingly frequent and popular range of Craft Sessions, and regular annual events like the Summer Fun Day, the Football 7-a-Side, and the Christmas Tree Lighting. Notably, however, in 2023-2024 we benefitted from the input of more than 80 local folks, who gave their views to the Burray Community Survey undertaken on our behalf by Voluntary Action Orkney. The Survey confirmed the value that local people place on the facilities provided by BCA, but also gave us some clear pointers towards the things we need to try to do to develop and improve, lifting our eyes to the horizon to engage in forward planning. This allowed us to develop and approve a four-point plan to concentrate on over the coming years;

- Community Engagement and Committee Development
- Energy System and Hall Heating
- Internal Physical Infrastructure and Layout of the Hall
- Family Playpark Enhancement

Financial review

Brief statement of the charity's policy on reserves

Historically, Burray Community Association has aimed to have at least £3,000 in reserves at any given time. Since incorporation in 2014, the actual level of reserves has exceeded this amount by at least a factor of five.

Details of any deficit

None

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)

[Redacted signature area]

Full name(s)



Position (e.g. Chair)

Chair

Secretary

Date

10/01/25

10/01/25

BURRAY COMMUNITY ASSOCIATION

SC044768



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	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	1,421				1,421	1,191
Legacies					-	
Grants		5,249			5,249	15,851
Receipts from fundraising activities	6,093				6,093	4,120
Gross trading receipts	10,019				10,019	6,003
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	17,533	5,249	-	-	22,782	27,165
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	17,533	5,249	-	-	22,782	27,165
A3 Payments						
Expenses for fundraising activities					-	9,950
Gross trading payments	4,442				4,442	13,093
Investment management costs					-	
Payments relating directly to charitable activities	6,056	9,101			15,157	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other	1,142				1,142	986
A3 Sub total	11,640	9,101	-	-	20,741	24,029
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	11,640	9,101	-	-	20,741	24,029
Net receipts / (payments)	5,893	(3,852)	-	-	2,041	3,136
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	5,893	(3,852)	-	-	2,041	3,136

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	28,825	5,559			34,384	31,248
	Surplus / (deficit) shown on receipts and payments account	5,893	(3,852)			2,041	3,136
						-	
						-	
	Cash and bank balances at end of year		34,718	1,707	-	-	36,425
(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		

Date of approval

		Approval

Section C Notes to the Accounts

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

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
CLDD Grant for Tea 'n Tech support programme	OIC CLDD	1	5,249
Total			5,249

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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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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C4b Trustee expenses - details

(Personal Purchase Refunds)

	Number of trustees	£
Xmas Tree Lighting supplies	1	61
Community entertainment events and playpark maintenance	1	192
CLDD Equipment	1	950
Hall maintenance, community events, etc	1	878

C5 Transactions with trustees and connected persons

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

C6 Other information

1 Donations

2 Grants	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
VAO - community support events (ceilidhs etc)			-	1,000
OIC CLLD - entertainment gear (games consoles, etc)			-	6,996
SRBCC - Pest Control			-	427
VAO - outdoor play equipment			-	400
Lottery Fund - Fun Friday events for children			-	3,852
5G Grant - online familiarisation programme			-	3,176
OIC CLLD - Community Tea 'n Tech support programme		5,249	5,249	
			-	
Total	-	5,249	5,249	15,851

	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 £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	

[illegible]

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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
Receipts						
Donations	1,421				1,421	1,191
Legacies					-	
Grants					-	
Receipts from fundraising activities	6,093				6,093	4,120
Gross trading receipts	10,019				10,019	6,003
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	17,533	-	-	-	17,533	11,314
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	17,533	-	-	-	17,533	11,314
Payments						
Expenses for fundraising activities					-	
Gross trading payments	4,442				4,442	13,093
Investment management costs					-	
Payments relating directly to charitable activities	6,056				6,056	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Insurance	1,142				1,142	986
Sub total	11,640	-	-	-	11,640	14,079
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	11,640	-	-	-	11,640	14,079
Net receipts / (payments)	5,893	-	-	-	5,893	(2,765)
Transfers to / (from) funds					-	(29)
Surplus / (deficit) for year	5,893	-	-	-	5,893	(2,794)

Nature and purpose of funds

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BURRAY COMMUNITY ASSOCIATION

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Additional analysis (3)

6 Breakdown of restricted funds

	OSC CLUD - Community Team Tech Support Programme	Fun Filings for Children in the Community	SG Promotional Grant - online mobilisation for community						Total restricted funds	Total restricted funds last period
Receipts										
Donations									-	
Legacies									-	
Grants	5,249								-	
Receipts from fundraising activities									5,249	15,851
Gross trading receipts									-	
Income from investments other than land and buildings									-	
Rents from land & buildings									-	
Gross receipts from other charitable activities									-	
Sub total	5,249								5,249	15,851
Receipts from asset & investment sales										
Proceeds from sale of fixed assets									-	
Proceeds from sale of investments									-	
Sub total										
Total receipts	5,249								5,249	15,851
Payments										
Expenses for fundraising activities									-	10,291
Gross trading payments	5,249	3,852							9,101	
Investment management costs									-	
Payments relating directly to charitable activities									-	
Grants and donations									-	
Governance costs:									-	
Audit / independent examination									-	
Preparation of annual accounts									-	
Legal costs									-	
Sub total	5,249	3,852							9,101	10,291
Payments relating to asset and investment movements										
Purchases of fixed assets									-	
Purchase of investments									-	
Sub total										
Total payments	5,249	3,852							9,101	10,291
Net receipts / (payments)		(3,852)							(3,852)	5,560
Transfers to / (from) funds										
Surplus / (deficit) for year		(3,852)							(3,852)	5,560

Nature and purpose of funds

The SG Promotional Grant awarded in 2022-23 was underspent by £1707 and this was subsequently carried over to 2023-24. As there was no additional spend against this grant during 2023-24, the same amount has been carried over to 2024-25 as an unrestricted spend

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

Independent examiner's report on the accounts v2						
Charity name BURRAY COMMUNITY ASSOCIATION						
Registered charity number SC044768						
Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	09	2023	to	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*]~~

- 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

- 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:

Date:

27 January 2025

*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.

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