

# APPENDIX 1

# OSCr

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	11	2018		31	10	2019

## Reference and administration details

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

Dalbeattie Community Minibus

SC 045164

c/o Dalbeattie High School  
Haugh Road  
Dalbeattie

Postcode DG5 4AR

## 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				Dalbeattie Scout Group
2				Dalbeattie Community Initiative
3				Dalbeattie High School
4				Dalbeattie High School
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
nil	

## Structure, governance and management

### Type of governing document

The charity is controlled by its governing document, a constitution, and constitutes a Scottish Charitable incorporated Organisation (SCIO). The charity was previously an unincorporated association but changed its legal form to a SCIO in October 2014.

### Trustee recruitment and appointment

Trustees are appointed by the AGM, held in June. There must be at least four trustees at any one time. Management meetings are held quarterly and are open to representatives of all member organisations.

## Objectives and activities

### Charitable purposes

To provide affordable and accessible transport for non-profit organisations in Dalbeattie and the surrounding areas, thereby promoting and facilitating social, cultural, sporting and educational opportunities for the community.

### Summary of the main activities in relation to these objects

The charity owns, maintains and makes available for hire an accessible minibus. The charity also provides training and support for volunteer drivers. Approximately 28 different user groups are currently members of the charity and make use of the minibus at least once during the year. Annual mileage of the minibus is around 12,000 miles.

## APPENDIX 1

### Achievements and performance

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

The past year has seen a slight increase in the number of groups using the minibus. Up from 24 to 27.

Trip numbers, passenger numbers and total annual mileage were very similar to last year.

The Committee has continued to hold hire prices at 65p per mile, therefore absorbing the higher fuel prices on behalf of user groups.

Our basic operating profits were still very similar to last year, helped by very low maintenance costs.

No major changes to the operation of the minibus are required by the trustees at this time.

Feedback from user groups remains very positive and it is felt that the minibus continues to serve a valuable purpose in the community, in line with the stated purposes of the SCIO.

### Financial review

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

It is the policy of the trustees to ensure that the charity retains sufficient funds to cover at least three months of normal expenditure as well as additional funding of approximately £2000 to cover unexpected contingencies. The charity currently holds well in excess of this amount in its bank accounts.

#### Details of any deficit

No deficit in reserves or running costs.

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

The High School continues to offer booking, day to day accounting and cleaning services to assist the operation of the vehicle. An honorarium is provided to the clerical staff in the school office each year in appreciation of their work.

## APPENDIX 1

### 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)

Full name(s)

Position (e.g. Chair)

Chair

Date 29<sup>th</sup> June 2020

## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2018		31	10	2019

### 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					-	
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	5,554				5,554	6,879
Interest					-	1
<b>A1 Sub total</b>	<b>5,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,554</b>	<b>6,880</b>
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,554</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,554</b>	<b>6,880</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	4,258				4,258	4,573
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	60
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
<b>A3 Sub total</b>	<b>4,258</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,258</b>	<b>4,633</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>4,258</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,258</b>	<b>4,633</b>
<b>Net receipts / (payments)</b>	<b>1,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,295</b>	<b>2,247</b>
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>1,295</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,295</b>	<b>2,247</b>



## 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	17,748				17,748	15,501
	Surplus / (deficit) shown on receipts and payments account	1,295				1,295	2,248
						-	
						-	
	Cash and bank balances at end of year	19,043	-	-	-	19,043	17,749
	(Agree balances with receipts and payments account(s))	- 0	-	-	-	- 0	

	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	Mini Bus				16,701
		Total	-	-	16,701

	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	-	-

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

[Redacted Signature Area]

Date of  
approval

10/4/23  
10/4/22

## Section C Notes to the Accounts

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

All remaining funds are unrestricted

### C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

### 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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### C4b Trustee expenses - details

	Number of trustees	£

### C5 Transactions with trustees and connected persons

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

### C6 Other information

## Dalbeattie Community Minibus SCIO

SC045164

## 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 £
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-

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## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
Total	-	-	-	-

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## 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 £
Provision of Transport	5,554				5,554	6,383
VAT Claims					-	495
					-	
					-	
					-	
					-	
					-	
Total	5,554	-	-	-	5,554	6,878

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## 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 £
Running costs	4,258				4,258	4,861
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	4,258	-	-	-	4,258	4,861

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Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Registered charity number	Charity name						
		Dalbeattie Community Minibus						
On the accounts of the charity for the period		SC 045164						
		Period start date				Period end date		
		Day	Month	Year		Day	Month	Year
		01	11	2018	to	31	10	2019
Set out on pages								(remember to include the page numbers of additional sheets)
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</p> <ol style="list-style-type: none"> <li>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> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>							
Signed:	[Redacted Signature]					Date:	14/04/2023	
Name:								
Relevant professional qualification(s) or body (if any):								
Address:								