

APPENDIX 1



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	Nov	2022	To	31	Oct	2023

Reference and administration details

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

Scottish Workplace Networking for LGBT (SWAN)
SWAN; SWAN LGBT Networking
SC045169

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				
3		Secretary		
4				
5				
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9				
10				
11				
12				
13				
14				
15				
16				

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	The charity has a constitution.
Trustee recruitment and appointment	Trustees are recruited at Annual General Meetings by existing trustees using informal contacts and making requests to SWAN's mailing list. A call for Trustee interest has been issued prior to the 2024 AGM.

Objectives and activities

Charitable purposes	The promotion of equality and diversity” charitable purpose as outlined in the Charities and Trustee Investment (Scotland) Act 2005
Summary of the main activities in relation to these objects	The promotion of inclusivity and helping to eliminate discrimination in Scottish workplaces through the hosting of business networking events focussed on LGBT people and open to all, to meet in a safe and welcoming environment where they can be themselves and meet other LGBT people, bringing together people from public, private, and third sector organisations.

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Achievements and performance

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

During this period, SWAN returned to holding "in-person" networking events, after a prolonged pause relating to the Covid pandemic.

Our first event took place on 24th November. We were very kindly hosted by George Watson's College, Edinburgh for our "Are You Being Served" event. We heard from our friends at Equality Network about their Rainbow Mark accreditation scheme and from George Watson's College about their school Diversity and Inclusion programmes.

Moving into early 2023, our next event "Our History: Real Voices" held to mark LGBT History Month took place at the University of Edinburgh and featured speakers talking about their stories of Lothian Gay and Lesbian Switchboard from a volunteer and service user perspective. We were also given exclusive access to historic LGBT community resources held in the Lothian Health Services Archive, and heard about the work to gather, document and curate these rare and precious parts of LGBT history in Edinburgh.

Finally, our last event of this charity year was held on 9th June, hosted by our friends at SQA and featured Scottish Adoption, who held a fascinating session on adoption for LGBT+ people. We were also privileged to hear from two LGBT+ couples on their experience of adoption.

Finally, following a direct approach to SWAN, our Chair was invited to speak at a Pride lunch at the offices of Sheppard Robson, Architects in Glasgow on the history of Pride celebrations in the days before Mardi Gras August 2023.

During this period, we have continued to meet as a Board of Trustees and have taken the opportunity to retain virtual meetings to maximise Trustee attendance and minimise unnecessary travel.

Financial review

Brief statement of the charity's policy on reserves

The charity aims to maintain at least £500 in reserves in order to fund future expenditure. It aims to maintain reserves in excess of this minimum, by seeking grants and donations, income from Community Lottery sales and by sharing costs of events with hosts and raising funds at those events or by donation.

Details of any deficit

None

Donated facilities and services (if any)

Appendix 1 includes details of organisations that have supported SWAN.

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Other optional information

The following organisations have provided SWAN support towards the charity's costs this year:

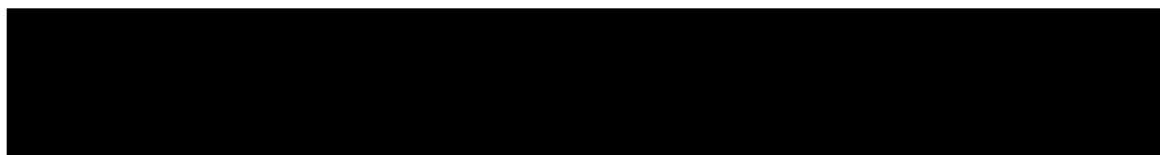
Glasgow Community Lottery
Rainbow Lottery
Sheppard Robson, Architects

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

A large black rectangular box used to redact the signature of the trustee.

Full name(s)

Position (e.g. Chair)

Chair	Secretary
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Date

7.5.24	xx
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Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2022		31	10	2023

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 £
A1 Receipts						
Donations	110				110	25
Legacies					-	
Grants	337				337	243
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					-	
					-	
A1 Sub total	447	-	-	-	447	268
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	447	-	-	-	447	268
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	331				331	158
Grants and donations					-	
Governance costs:						
Audit / independent examination	60				60	50
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	391	-	-	-	391	208
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	391	-	-	-	391	208
Net receipts / (payments)	56	-	-	-	56	60
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	56	-	-	-	56	60

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	1,273				1,273	1,213
	Surplus / (deficit) shown on receipts and payments account	56				56	60
						-	
						-	
	Cash and bank balances at end of year	1,274	-	-	-	1,274	1,273
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

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

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

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

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

Signature

Print Name

Date of
approval

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 £
	110				110	25
					-	-
	-				-	
					-	
Total	110	-	-	-	110	25
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £		Total current period to nearest £	Total last period to nearest £
	-			-	
Yaldi Lottery	223			223	228
Rainbow Lottery	115			115	15
				-	
Total	337	-		337	243
	-	-		-	

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

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 £
Governance	60				60	60
IT	331				331	158
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	391	-	-	-	391	218
	-	-	-	-	-	-

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	110				110	25
Legacies					-	
Grants	337				337	243
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					-	
Sub total	447	-	-	-	447	268
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	447	-	-	-	447	268
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	331				331	158
Grants and donations					-	
Governance costs:						
Audit / independent examination #	60				60	50
Preparation of annual accounts						
Legal costs					-	
#					-	
Sub total	391	-	-	-	391	208
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	391	-	-	-	391	208
Net receipts / (payments)	56	-	-	-	56	60
Transfers to / (from) funds					-	
Surplus / (deficit) for year	56	-	-	-	56	60

Nature and purpose of funds	
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99	99
100	100

Funds will be used for continuing charitable activities in next financial year

APPENDIX 3



Independent examiner's report on the accounts

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Report to the trustees/members of

Charity name

SCOTTISH WORKPLACE NETWORKING FOR LGBT (SWAN)

Registered charity number

SC045169

On the accounts of the charity for the period

Period start date

Day

Month

Year

to

Period end date

Day

Month

Year

1

NOV

2022

31

OCT

2023

Set out on pages

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

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.

Basis of independent examiner's statement

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.

Independent examiner's statement

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

Signed:

Name:

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

Address:

MAY 2024

*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.