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Reference and administration details

Trustees' Annual Report for the period							
	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	01	Sept	2023	To	31	Aug	2024

Charity name	Pitreavie PTC
Other names charity is known by	
Registered charity number	SC047464
Charity's principal address	

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to if any)
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

Structure, governance and management

Type of governing document

The charity is governed by a constitution detailing structure, governance and management.

Trustee recruitment and appointment

The membership consists of parents/carers of children attending Pitreavie Primary School as selected by the Parent Forum at the AGM. Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson's casting vote shall be used only in the event of a tie.

Objectives and activities

Charitable purposes

The Advancement of Education

Summary of the main activities in relation to these objects

1. to promote close co-operation and communication between parents and teachers
2. to study and discuss matters of mutual interest relating to the education, welfare and experiences of pupils
3. to engage in activities which support and advance the education and experiences of pupils attending the school
4. to promote partnership between the school, pupils and all parents
5. to work in partnership with the school to create a welcoming school that is inclusive of all parents.

APPENDIX 1

Achievements and performance

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

We hosted another October disco and our first movie night both of which were very well attended.
We organised a traditional Christmas fayre and contributed towards a Christmas show outing as well as the individual class parties.
This year saw the PTC purchase various equipment which will be available to the whole school, specifically playground equipment, library resources and books as well as library and ASC furniture.

Financial review

Brief statement of the charity's policy on reserves

There will be a minimum reserve of £750 at any time and a maximum reserve of £7,500

Details of any deficit

The accounts to 31 August 2024 detail a deficit for the year of £847. This is mainly due to the summer 2023 ice cream van treat provided by the PTC as a standalone whole school event, cost £800. The closing bank account still sits at a healthy £2,962.

Donated facilities and services (if any)

Pitreavie Primary School and Fife Council for the use of the facilities and surrounding green areas for fundraising events.

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)	<div></div>	
Full name(s)	<div></div>	
Position (e.g. Chair)	Treasurer	
Date	31 August 2024	

Pitreavie PTC

SC047464



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	September	2023		31	August	2024

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	185				185	223
Legacies					-	-
Grants	25,478				25,478	-
Receipts from fundraising activities	2,248				2,248	2,134
Gross trading receipts					-	-
Income from investments other than land and buildings	95				95	30
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
					-	-
A1 Sub total	28,006	-	-	-	28,006	2,387
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	28,006	-	-	-	28,006	2,387
A3 Payments						
Expenses for fundraising activities	712				712	282
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities					-	-
Grants and donations	28,141				28,141	4,847
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	28,854	-	-	-	28,854	5,129
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	28,854	-	-	-	28,854	5,129
Net receipts / (payments)	(847)	-	-	-	(847)	(2,742)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(847)	-	-	-	(847)	(2,742)

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	3,810				3,810	6,551
	Surplus / (deficit) shown on receipts and payments account	(847)				(847)	(2,742)
						-	-
						-	-
	Cash and bank balances at end of year	2,962	-	-	-	2,962	3,809
	(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	-	-

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

Signature

Print Name

Date of
approval

31 August 2024

Section C Notes to the Accounts

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

The Purpose of the funds are to meet our aims and Objectives as committed to within the constitution

The Advancement of Education, which will be achieved by the following methods:

1. to promote close co-operation and communication between parents and teachers
2. to study and discuss matters of mutual interest relating to the education, welfare and experiences of pupils
3. to engage in activities which support and advance the education and experiences of pupils attending the school

C2 Grants

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

C3a Trustee remuneration

<p>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)</p>	<p>x</p>
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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)	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

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SC047464

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	185				185	223
Legacies					-	-
Grants	25,478				25,478	-
Receipts from fundraising activities	2,248				2,248	2,134
Gross trading receipts					-	-
buildings	95				95	30
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
Sub total	28,006	-	-	-	28,006	2,387
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	28,006	-	-	-	28,006	2,387
Payments						
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Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities					-	-
Grants and donations	28,141				28,141	4,847
Governance costs:						
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
					-	-
Sub total	28,854	-	-	-	28,854	5,129
Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
Sub total	-	-	-	-	-	-
Total payments	28,854	-	-	-	28,854	5,129
Net receipts / (payments)	(847)	-	-	-	(847)	(2,742)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(847)	-	-	-	(847)	(2,742)
Nature and purpose of funds						

Pitreavie PTC

SC047464

Additional analysis (3)

6 Breakdown of restricted funds

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
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					-	
Sub total	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
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	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						

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**

Signed:
Name:

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

Address:

Independent examiner's report on the accounts

v2

Charity name
Pitreavie PTC

SC047464

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	September	2023	to	31	August	2024

1-6

(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.

Date:

4/10/24

Institute of Chartered Accountants of Scotland

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**