

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	August	2023	To	31	July	2024

Reference and administration details

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

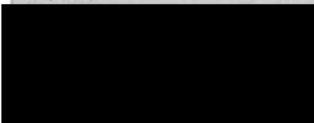
Friends of Low Port Primary School SCIO
SC047942
6 Deacons Court, Linlithgow
Postcode: EH49 6BT

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			
2	Vice-Chair		
3	Co Treasurer		
4			
5			
6			
7			
8			
9			
10			
11	Secretary	20/03/24	
12	Co Treasurer	25/10/23	
13	Chair		
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
	16/05/2024
	28/06/2024

## Structure, governance and management

### Type of governing document

The Charity is a Scottish Charitable Incorporated Organisation (A SCIO). It was registered in its current legal form on 17 November 2017. It has a single tier structure and as such the trustees are the members of the charity.

### Trustee recruitment and appointment

The trustees form the board of the charity. There is no restriction on who can be a trustee of the charity (other than employees and those disqualified from acting as a trustee). Appointment of trustees is by majority vote at a board meeting. There must be a minimum of three trustees. There is no maximum number of trustees.

## Objectives and activities

### Charitable purposes

The advancement of education and the advancement of citizenship or community development.

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

Fundraising and social activities in support of Low Port Primary School.

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### Achievements and performance

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

A quiz night, Disco (in May and November) and a Spring Fair raised £1,163, £1,448 and £663 respectively.

£1,154 was donated to the school to help fund P6/P7 camp places.

£1,375 was donated to the school to fund a play kitchen.

£4,000 was donated to the school to help fund the new STEM area.

### Financial review

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

To continue to support the school as required.

#### Details of any deficit

N/A

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

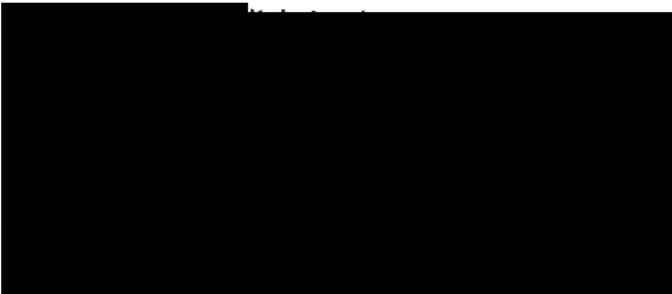
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Other optional information

Declaration

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

Signed on



Position (e.g. Chair)    Treasurer

Date    20/03/2025

**Statement of Income and Expenditure for Year ending 31 July 2024:**

	Unrestricted Funds:	Restricted Funds:	Year end 2023/24	Year end 2022/23
	£	£	£	£
<b>Receipts</b>				
Fundraising	14,596		14,596	11,220
Donations	294		294	835
Grants			-	-
Gift Aid			-	-
<b>Total Receipts</b>	<b>14,890</b>	<b>-</b>	<b>14,890</b>	<b>12,055</b>
<b>Payments</b>	£	£	£	£
Fundraising Costs	8,655		8,655	9,860
Charitable Costs	190		190	125
Grant and Donations	7,876	250	8,126	2,951
Governance Costs			-	-
<b>Total Payments</b>	<b>16,720</b>	<b>250</b>	<b>16,970</b>	<b>12,936</b>
<b>(Deficit)/Surplus for Year</b>	<b>- 1,831</b>	<b>- 250</b>	<b>- 2,081</b>	<b>- 881</b>

**Statement of Balances as at 31/07/2024:**

	Unrestricted Funds:	Restricted Funds:	Year end 2023/24	Year end 2022/23
	£	£	£	£
Opening Bank	6,012	842	6,855	7,736
(Deficit)/Surplus for the year	- 1,831	- 250	- 2,081	- 881
<b>Closing bank</b>	<b>4,182</b>	<b>592</b>	<b>4,774</b>	<b>6,855</b>
<b>Bank Balance</b>				
<b>Deposit Account</b>	<b>4,182</b>	<b>592</b>	<b>4,774</b>	<b>6,855</b>

**Notes to the accounts for the year ended 31 July 2024**

**1. Basis of Accounting**

These accounts have been prepared on the receipts and payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

Regulations 2006 (as amended)













## APPENDIX 3

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Scottish Charity Regulator

		<b>Independent examiner's report on the accounts</b>						v2		
<b>Report to the trustees/members of</b>	Friends of Low Port Primary School SCIO									
<b>Registered charity number</b>	SC047942									
<b>On the accounts of the charity for the period</b>	Period start date					Period end date				
	Day	Month	Year	to		Day	Month	Year		
	01	August	2023			31	July	2024		
<b>Set out on pages</b>								(remember to include the page numbers of additional sheets)		
<b>Respective responsibilities of trustees and examiner</b>	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.									
<b>Basis of independent examiner's statement</b>	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.									
<b>Independent examiner's statement</b>	<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>									
<b>Signed:</b>						<b>Date:</b>	22/04/2025			
<b>Name:</b>										
<b>Relevant professional qualification(s) or body (if any):</b>	Chartered Accountant (South Africa)									
<b>Address:</b>										

\*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.

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### 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