



**COCKENZIE AND PORT SETON COMMUNITY GALA**

**TRUSTEES ANNUAL REPORT AND ACCOUNTS**

**30 JUNE 2024**

**Charity Number SC048123**

**GF ACCOUNTANCY SERVICES LTD**

Chartered Certified Accountants  
4 Rowanhill Way  
Port Seton  
EH32 0SZ

# **COCKENZIE AND PORT SETON COMMUNITY GALA**

## **TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2024**

Scottish Charity Number SC048123

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# COCKENZIE & PORT SETON COMMUNITY GALA

## TRUSTEES ANNUAL REPORT FOR THE YEAR TO 30TH JUNE 2024

Scottish Charity Number SC048123

### *Reference and administration details*

**Charity name:** Cockenzie & Port Seton Community Gala

**Registered charity No:** SC048123

**Charity's principle address:** c/o Port Seton Centre  
South Seton Park  
Port Seton  
East Lothian  
EH32 0BQ

### Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee Name	Office	Dates Acted if not whole years
1		Chairperson	Appointed 5 <sup>th</sup> September 2024
2		Treasurer	
3		Secretary	Appointed 5/9/24 Resigned 30/4/25
4		Vice Chairperson	Appointed 5 <sup>th</sup> September 2024
5		Trustee	
6		Trustee	
			Resigned as Chairperson June 2024
			Resigned as Secretary June 2024
		Minute Secretary	Appointed 5/9/24 Resigned 12/1/25
		Trustee	Resigned June 2024
		Trustee	Resigned June 2024
		Trustee	Resigned June 2024

The following individuals resigned as general committee members since the last report:-

[REDACTED] all resigned  
June 2024

The following individuals are general committee members at the date of this report:-

[REDACTED]

The officers and trustees are appointed at the Annual General Meeting.

## **COCKENZIE & PORT SETON COMMUNITY GALA**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR TO 30TH JUNE 2024**

Scottish Charity Number SC048123

#### ***Structure, governance and management***

##### **Type of governing document**

Cockenzie and Port Seton Community Gala is a registered charity and the purposes and administration arrangements are set out in our constitution.

##### **Trustee recruitment and appointment**

Membership of the organisation shall be open to individuals who are interested in keeping this historical and family event running for all local children to enjoy.

The members must adhere to the rules, regulations and responsibilities of a trustee.

The recruitment of trustee committee will take place on the first meeting after the AGM each year.

The trustee management will consist of no more than 12 people.

- They must reside in East Lothian
- Adhere to the constitution
- Be dedicated to assisting this unique event to successfully keep it going

Trustee membership will be automatically revoked if the member does not adhere to the rules and regulations set out by our charitable status and constitution.

Office bearers will be re-elected each year and the following positions must be filled :-

Chairperson, Vice Chairperson Secretary & Treasurer.

Any other post as determined by the Annual General Meeting.

*Trustees will attend a minimum three meetings per calendar year.*

# COCKENZIE & PORT SETON COMMUNITY GALA

## TRUSTEES ANNUAL REPORT FOR THE YEAR TO 30TH JUNE 2024

Scottish Charity Number SC048123

### *Objective and activities*

#### **Charitable purpose**

The objects of the organisation is to preserve a much loved, historical event in Cockenzie and Port Seton. This is not only an important tradition within the town but also extends to all of East Lothian. This is very much a family event and it is an integral part of Cockenzie and Port Seton's annual calendar. We have strived to build up strong relationships within the community. It is vital that we receive local support to assist in generating finances to cover the ever-increasing costs that holding such an event entails. The dedication of all involved shows the strong commitment that we as trustees share. Our vision is for this special event to keep on running for many generations to come.

### *Achievements and Performance*

This year's Gala Day was held on 1<sup>st</sup> June 2024, which was a successful day enjoyed by all the gala court and the community. Our King, Queen and court were chosen at a traditional picking night, and the highest honour went to [REDACTED].

[REDACTED] and their court had a very traditional gala with a double crowning ceremony followed by a parade round the village to allow local residents and visitors the opportunity to wave as they passed.

We are an ever-evolving committee and ask for feedback and suggestions every year. This enables us to rectify any issues and try out new ideas.

We are extremely grateful to have been supported by the following organisations, groups and individuals (this list is not exhaustive) :-

Port Seton Community Centre and staff, Management Committee, Port Seton Community Centre, Community Police officers, Port Seton Coop, Cockenzie Primary School, Port Seton Bowling Club, Cockenzie and Port Seton Legion, Port Seton Community Council, Inchcape. Seagreen, Foundation Scotland, Platinum Property Solutions, The Boatie Blest, Seton Burns Club, Olive Richardson, East Lothian Council and to all of the wonderful local businesses who support our gala year-on-year. These include but are not limited to, The Thorntree Inn, Bene's, the many hairdressers and beauticians who donate raffle prizes and members of the community who donate their time to assist.

We are extremely fortunate to have so many people assist us every year. The safety of all who take part and attend our Gala Day is paramount. We have produced Volunteer packs for all parents/carers which they are given early on to make them aware of the tasks involved in preparing for Gala Day. We hold volunteer meetings and provide training on each role. One of the main volunteering duties are parade stewards. We brief them several times before Gala Day and on the day itself. Our strict compliance to health and safety regulations has been commended by Police Scotland and East Lothian Council.

# COCKENZIE & PORT SETON COMMUNITY GALA

## TRUSTEES ANNUAL REPORT FOR THE YEAR TO 30TH JUNE 2024

Scottish Charity Number SC048123

### *Financial review*

#### **Reserves**

As a result of the surplus of £6,882 for this year the charity held unrestricted funds of £21,765 at the year end.

#### **Trustees Remuneration and Expenses**

The trustees did not receive any remuneration or expenses during the year.

#### **Funding**

Funding of the Gala Day is achieved through various fundraising activities and the generosity of donations received from local organisations and individuals.

### *Declaration*

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

#### **Signed on behalf of the charity's trustees**

<b>Signature</b>		
<b>Full name</b>		
<b>Position</b>	Chairperson	Treasurer
<b>Date</b>	30th June 2025	30th June 2025

# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## RECEIPTS AND PAYMENTS ACCOUNT

### FOR THE YEAR TO 30TH JUNE 2024

Receipts	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023
Donations & Sponsorship	4	4,400	0	4,400	2,058
Fundraising Events	5	6,490	0	6,490	5,525
Gala Day Income	6	2,460	0	2,460	2,733
Programme Adverts & Messages		1,685	0	1,685	2,105
Collecting Tins		429	0	429	932
Total Receipts		<b>15,464</b>	<b>0</b>	<b>15,464</b>	<b>13,353</b>
<b>Payments</b>					
<u>Fundraising &amp; Publicity Costs</u>					
Programme Preparation & Printing		1,025	0	1,025	1,111
Easter Egg Hunt Costs		130	0	130	328
Gala Ball Costs Paid Direct		150	0	150	220
Halloween Costs		30	0	30	21
Klone's Band Payment & Hall Hire		600	0	600	0
Ladies Night Disco		200	0	200	0
Valentine's Disco Costs		290	0	290	0
Raffle Tickets & Prizes		79	0	79	0
Psychic Night Hall Hire		50	0	50	0
Ceilidh Costs		0	0	0	511
Santa's Grotto Costs		0	0	0	464
Total Payments for Fundraising & Publicity Costs		<b>2,554</b>	<b>0</b>	<b>2,554</b>	<b>2,655</b>
<u>Payments for Charitable Activities</u>					
Gala Day Costs	7	4,043	0	4,043	6,744
Total Payments for Charitable Activities		<b>4,043</b>	<b>0</b>	<b>4,043</b>	<b>6,744</b>
<u>Grants Relating to Charitable Activities</u>					
Remembrance Day Wreath & Flowers		55	0	55	23
Total Payments for Grants		<b>55</b>	<b>0</b>	<b>55</b>	<b>23</b>

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# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## RECEIPTS AND PAYMENTS ACCOUNT

### FOR THE YEAR TO 30TH JUNE 2024

Payments (Continued)	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<u>Governance Costs</u>					
Accountancy Fees		408	0	408	690
Flowers, Gifts, meeting costs etc.		96	0	96	126
Insurance		1,125	0	1,125	1,193
Printing Stationery & Postage		69	0	69	317
Bank Charges		12	0	12	20
New Board for King		220	0	220	0
Minor Equipment & Repairs		0	0	0	20
PSMC Affiliation Fee		0	0	0	500
Total Governance Costs		<u>1,930</u>	<u>0</u>	<u>1,930</u>	<u>2,866</u>
<u>Purchase of Fixed Assets</u>					
Lap Top & Radios		0	0	0	741
		<u>0</u>	<u>0</u>	<u>0</u>	<u>741</u>
Total Payments		<u>8,582</u>	<u>0</u>	<u>8,582</u>	<u>13,029</u>
Surplus/(deficit) for the year		6,882	0	6,882	324
Balances brought forward		14,883	0	14,883	14,559
Balances carried forward		<u>21,765</u>	<u>0</u>	<u>21,765</u>	<u>14,883</u>



# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## STATEMENT OF BALANCES AS AT 30TH JUNE 2024

	Notes	2024 £	2023 £
<b>BANK AND CASH IN HAND</b>			
Opening balances		14,883	14,559
Surplus / (deficit) for the year		6,882	324
		<u>21,765</u>	<u>14,883</u>
Consisting of:-			
Cash in Hand		1,245	214
Balance at Bank		20,520	14,669
		<u>21,765</u>	<u>14,883</u>
<b>RESERVES</b>			
General Fund	2	21,765	14,883
Restricted Funds	3	0	0
		<u>21,765</u>	<u>14,883</u>
<b>ASSETS</b>			
Equipment - at purchase cost (cumulative)		2,425	2,425
Garage – at purchase cost		5,000	5,000
		<u>7,425</u>	<u>7,425</u>
<b>DEBTORS</b>			
Nil		<u>0</u>	<u>0</u>
<b>LIABILITIES</b>			
Estimates of amounts due	8	<u>980</u>	<u>408</u>

Approved by the trustees and signed on their behalf

, Treasurer

Date : 24th June 2025

# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## NOTES TO THE ACCOUNTS

### FOR THE YEAR TO 30TH JUNE 2024

#### 1. ACCOUNTING POLICIES

##### Basis of accounting

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

#### 2. UNRESTRICTED FUNDS

Incoming Resources	15,464
Resources Expended	8,582
	<hr/>
Net resources for year	6,882
Balances brought forward	14,883
Balances carried forward	<hr/> <hr/>

This fund represents the accumulated surplus to date.

#### 3. RESTRICTED FUNDS

There are no restricted funds.

#### 4. DONATIONS & SPONSORSHIP RECEIVED

	<u>2024</u>	<u>2023</u>
Balloon Man	50	50
Bowling Club – Football Medals	50	50
Fiducia Sponsorship	350	350
Grant from Foundation Scotland	1,000	0
Inchcape Donation	1,500	0
Local Giving	500	0
Prestonpans Gala	900	0
Heather McDonald	50	0
Port Seton Management Committee	0	750
Howden's Joinery	0	400
Anonymous Donation	0	200
Other Individual Donations	0	8
Sea Green Sponsorship	0	250
	<hr/> <hr/>	<hr/> <hr/>
	4,400	2,058

# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## NOTES TO THE ACCOUNTS

### FOR THE YEAR TO 30TH JUNE 2024

#### 5. FUNDRAISING INCOME

	<u>2024</u>	<u>2023</u>
Gala Ball (Net Proceeds)	770	1,209
Picking Night	236	413
Easter Egg Hunt	282	310
Parent Fundraiser Ladies Night	741	1,567
Psychic Night	1,063	60
Elvis Raffle	66	0
Bake Sale	323	0
Football Cards	780	0
Guess Buddy's Birthday	74	0
Halloween Raffle	129	0
Klones Fundraiser	961	0
Valentines Disco	848	0
Wheelbarrow Raffle	217	0
Ceilidh	0	389
Halloween Hampers	0	78
Santa's Grotto	0	1,025
Smarties Tubes	0	389
Thorntree Karaoke	0	85
	<u>6,490</u>	<u>5,525</u>

#### 6. GALA DAY INCOME

	<u>2024</u>	<u>2023</u>
Gala Photo Money	795	810
Gala Week Events– Football. Pet Show Etc.	112	206
Stall Holders	210	525
Money from Shows	1,000	840
Food Bags	343	325
	<u>2,460</u>	<u>2,706</u>

# COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

## NOTES TO THE ACCOUNTS

### FOR THE YEAR TO 30TH JUNE 2024

#### 7. GALA DAY EXPENDITURE

	<u>2024</u>	<u>2023</u>
Flowers	420	461
Prizes, Gifts & Trophies	339	303
Gala Day Decorations & Banners	221	224
Photography Costs	0	840
Bands & Entertainment	1,100	725
Hire of Chairs, Security, Marquee, Car, Generators etc.	529	1,894
Alpaca's, Mini Zoo, Pony Ride Hire Costs	290	430
ELC Licenses	167	167
Sundry Expenses	40	186
Food Costs	338	371
Paramedic	599	569
Kings Crown, Cloak & Costume etc.	0	474
Play Ranger	0	100
	<u>4,043</u>	<u>6,744</u>

#### 8. LIABILITIES

An estimate of the liabilities at the balance sheet date are as follows:

	<u>2024</u>	<u>2023</u>
Accountants Fee's	480	408
Mini Zoo Balance due	500	0
	<u>980</u>	<u>408</u>

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COCKENZIE AND PORT SETON COMMUNITY GALA**

**Registered charity No:** SC048123

We report on the accounts of the charity for the year to 30th June 2024 which are set out on pages 5 to 10.

### **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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Regulations does not apply. It is our responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to our attention.

### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

Our examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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, we do not express an audit opinion on the view given by the accounts.

### **INDEPENDENT EXAMINER'S STATEMENT**

In the course of our examination, no matter has come to our attention:

Which gives us 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 Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or

To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**tered Certified Accountants**

**Date : 30th June 2025**