

APPENDIX 1

OSCr

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	26	June	2023	To	25	June	2024

Reference and administration details

Charity name	Dundee Howff Conservation Group (SCIO)
Other names charity is known by	
Registered charity number	SC048492
Charity's principal address	

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			
3			
4			
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

Constitution

Trustee recruitment and appointment

Nil

Objectives and activities

Charitable purposes

The advancement of heritage by preserving and conserving the burial memorials located within Dundee Howff burial ground, Dundee, Scotland, to allow all persons and future generation of people within Dundee, Scotland, UK, and overseas to be able to visit or view these nationally important and historic burial markers. This is the second oldest burial site in Scotland (1564 to 1866)

Summary of the main activities in relation to these objects

1. To digitally map the whole site including all the locations of the 200o+ burial markers
2. To record all the visible inscriptions and decay on all the burial markers
3. To forensically photograph all the burial markers
4. To transcribe all burial records in relation to the Howff
5. To conduct 3D photography of each burial marker
6. To build a free to use map and website
7. To carry out tours of the site to finance the groups activities

APPENDIX 1

Achievements and performance**Summary of the main achievements of the charity during the financial period**

1. During this period and due to the coronavirus pandemic, the group suspended face to face activities in the burial ground.
2. Burial book transcribing is still taking place

Financial review**Brief statement of the charity's policy on reserves**

As the charity do not have a large outgoing in relation to cash there is no requirement for reserves

OFFICIAL

Details of any deficit

Nil

Donated facilities and services (if any)

Dundee City Council allow meeting rooms to be used free of charge for meetings

3

APPENDIX 1

Other optional information

Volunteer work within the burial site is seasonal and usually goes from mid-April to September each year. As the recording of stones depends on the weather conditions and number of recording days have had to be cancelled due to inclement conditions.

The group are still seeking funding for the restoration and relocation of the 14th century burial marker and at present the stone is being preserved under approved coverings.

The group have a number of cameras and SD cards that can be loaded to volunteers who wish to learn the basic of photography and 3D photography.

All volunteers are given full briefings in relation to health and safety on site and also instructed on how to fill out the detailed recording forms.

The group will provide a number of tours each year and are quite happy to provide private guided tours.

Members of the group are willing to go out into the community and give power point presentations to allow those that cannot attend a tour be given access to the historical information.

Due the COVID 19 Pandemic the group has been in hibernation but is due to restart recordings in the Howff Spring/Summer 2025

Declaration

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	26	June	2023	To	25	June	2024

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

Signed on behalf of the charity's trustees

OFFICIAL

Signature(s)		
Full name(s)		
Position (e.g. Chair)	Chair Vice Chair Secretary	VICE CHAIR
Date	24 Mar 25	26 March 2025

APPENDIX 1

Other optional information

Volunteer work within the burial site is seasonal and usually goes from mid-April to September each year. As the recording of stones depends on the weather conditions and number of recording days have had to be cancelled due to inclement conditions.

The group are still seeking funding for the restoration and relocation of the 14th century burial marker and at present the stone is being preserved under approved coverings.

The group have a number of cameras and SD cards that can be loaded to volunteers who wish to learn the basic of photography and 3D photography.

All volunteers are given full briefings in relation to health and safety on site and also instructed on how to fill out the detailed recording forms.

The group will provide a number of tours each year and are quite happy to provide private guided tours.

Members of the group are willing to go out into the community and give power point presentations to allow those that cannot attend a tour be given access to the historical information.

Due the COVID 19 Pandemic the group has been in hibernation but is due to restart recordings in the Howff Spring/Summer 2025

Declaration

Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
From 26	June	2023	To	25	June	2024	

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
Vice Chair
Secretary

Chair

Date

24 Mar 25

24 MAR 25

Accounting

DHCG received their SCIO SC048492 on 26 Jun 2018

Accounting period will run:

From: 1 Jul Jun 2023

To 30 Jun 2024

Carried forward on 1 Jul 2024 was £667.62

Transactions between 1 Jul 2023 and 30 Jun 2024 is:

Income:

Nil

Outgoings

Nil

Income Total 1 Jul 2023 to 30 Jun 2024:

Nil

Total outgoings 1 Jul 2023 to 30 Jun 2024:

Nil

Total left in account for period 1 Jul 2023 to 30 Jun 2024

£667.62

Region \ Specialist Section -----

Dundee Howff Conservation Group SCIO SC048492			
From 1 Jul 2023 To 30 Jun 2024			
Account Code		Budget	Total
	Donations from individuals	0	
	Donations from companies	0	
	Donations from open door events	0	
	Other Events	0	
	Awards/Grants	0	
	Private Tours	0	
	Group Tours	0	
	Interest Receivable	0	
	Donation from Dundee Howff Conservation Group	0	
	All Other Income	0	
	Exisiting Balance Brought Forward	667.62	
TOTAL INCOME			667.62
EXPENDITURE			
	Training	0	
	Travelling	0	
	Catering & Subsistence	0	
	Accommodation costs/rental	0	
	Printing	0	
	Merchandise Costs	0	
	Venue Costs	0	
	Audit and Accountancy	0	
	All Other Professional Fees	0	
	Subscriptions	0	
	Postage and Delivery	0	
	Stationery	0	
	Software & Hardware Costs	0	
	Books	0	
	Photography	0	
	Cost of Exhibitions	0	
	Advertising	0	
	Gardening equipment	0	
	Insurance		
	All Other Expenses		
TOTAL EXPENDITURE			-
SURPLUS / DEFICIT			667.62
	Opening cash and bank balance 1 Jul 2023	667.62	
	Closing cash and bank balance 30 Jun 2024	667.62	
Signed:			
Date:	24-Mar-25		

SPECIALIST SECTIONS - Budget Template for Events

INCOME

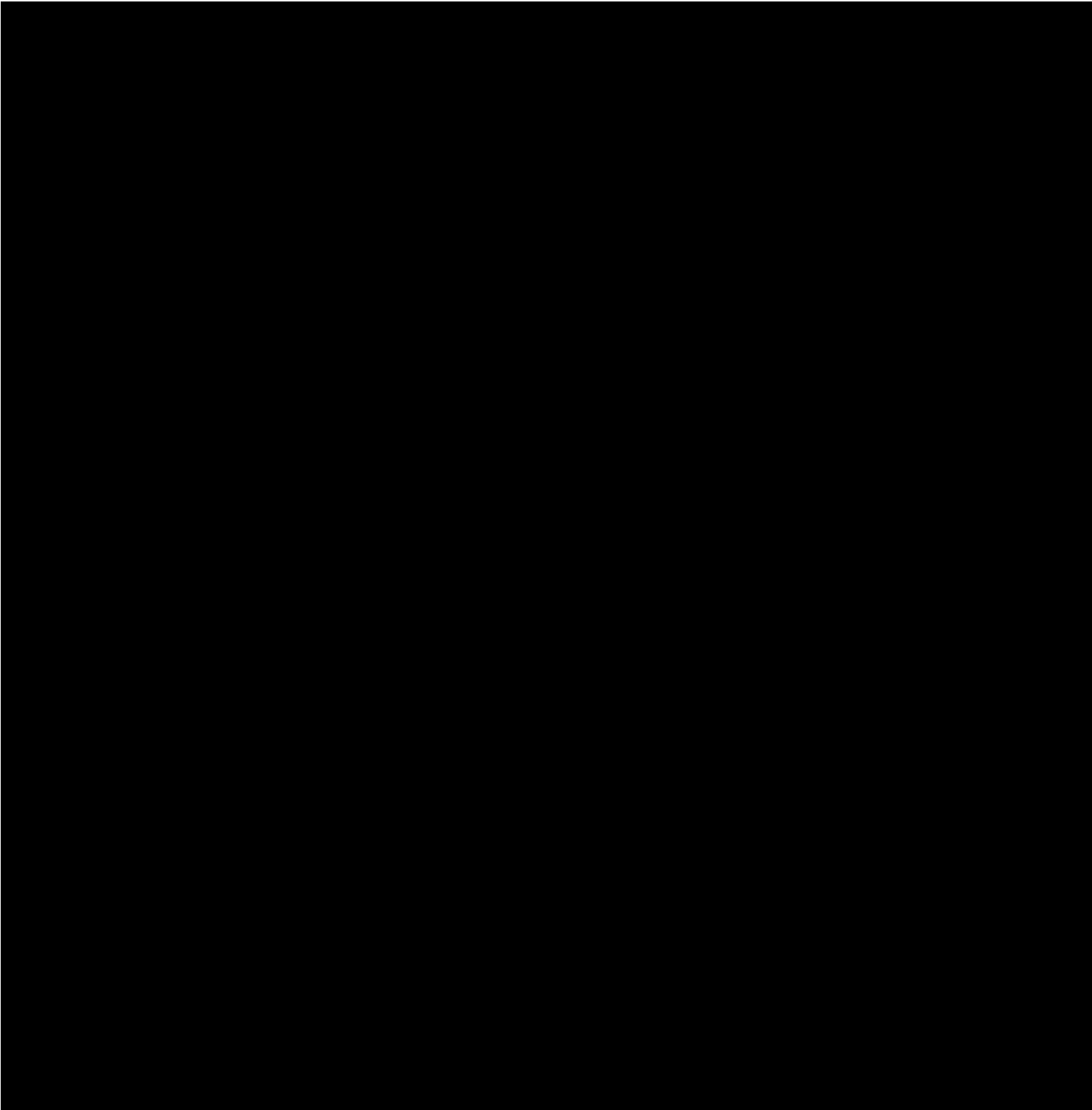
Delegate Type	Fee (£)	Budgeted No.	Budgeted Income
Members			£0.00
Non Members			£0.00
Cancelled delegate			
Speakers			
Complimentary			
Press			
Staff			
Total Income		0	£0.00

EXPENDITURE

Item	Notes/Detail	Budgeted Costs
Venue		
Room hire		
AV Costs		
Refreshments		
Lunch		
Flowers		
Sub total		£0.00
Speakers		
Fees		
Accommodation		
Expenses		
Sub total		£0.00
Administration		
Postage and copying costs		
Delegate packs and badges		
External photocopying/collation del. packs		
Sub total		£0.00
Staffing		
Accommodation		
Expenses		
Site visits		
Sub total		£0.00
Promotion		
Advertising		
Photographer		
Sub total		£0.00
Misc Costs		
Courier costs		
RNID signer/RNIB translation		
Sub total		£0.00
Total Expenditure		£0.00

Surplus/ (Deficit)

-



|

|

APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of Registered charity number On the accounts of the charity for the period Set out on pages	Charity name	Dundee Howff Conservation Group						
	Registered charity number	SC048492						
	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	1	Jul	2023	to	30	Jun	2024	
							(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner Basis of independent examiner's statement Independent examiner's statement	<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> <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> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
Signed:					Date:			
Name:								
Relevant professional qualification(s) or body (if any):								
Address:								

*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.

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**

Other optional information

Volunteer work within the burial site is seasonal and usually goes from mid-April to September each year. As the recording of stones depends on the weather conditions and number of recording days have had to be cancelled due to inclement conditions.

The group are still seeking funding for the restoration and relocation of the 14th century burial marker and at present the stone is being preserved under approved coverings.

The group have a number of cameras and SD cards that can be loaded to volunteers who wish to learn the basic of photography and 3D photography.

All volunteers are given full briefings in relation to health and safety on site and also instructed on how to fill out the detailed recording forms.

The group will provide a number of tours each year and are quite happy to provide private guided tours.

Members of the group are willing to go out into the community and give power point presentations to allow those that cannot attend a tour be given access to the historical information.

Due the COVID 19 Pandemic the group has been in hibernation but is due to restart recordings in the Howff Spring/Summer 2025

Declaration

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	26	June	2023	To	25	June	2024

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
Vice Chair
Secretary

Date

24 Mar 25

SECRETARY

26 MARCH 25

Andy Finlay©