

## APPENDIX 1

# OSCR

Scottish Charity Regulator

Office of the Scottish Charity Regulator


Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	01	04	2024		31	03	2025

## Reference and administration details

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

TEA IN THE POT
SC050210
THE PEARCE INSTITUTE
840 GOVAN ROAD
GLASGOW
Postcode G51 3UU

## 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		TREASURER		
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

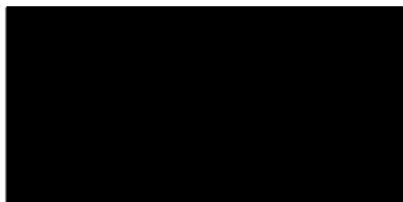
## Structure, governance and management

Type of governing document

SCIO CONSITUTION AS REGISTERED WITH OSCR

Trustee recruitment and appointment

Post March 2025 there were the following changes to the Board:



## Objectives and activities

Charitable purposes

The group's aims are to empower women by developing their self-confidence and self-esteem and to encourage them to realise that they can take action singularly or collectively to confront the elements of their lives that they would like to change. We also aim to support women to become actively engaged in their local community, by joining other groups or community organisations, taking advantage of other training activities, and pursuing further education. As an organisation we want to enable women to identify and value their skills, experience and talents and feel able and confident to share these with others.

Summary of the main activities in relation to these objects

Providing a safe and secure place for often isolated women to visit and spend time away from their domestic / professional space. Offering various training courses such as sewing classes, mental health, first aid, breast and bowel cancer awareness, suicide awareness and reiki etc. Holding fundraising and social events throughout the year for members and their extended families / community.

## APPENDIX 1

### Achievements and performance

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

**2366** Visits Tea in the Pot from 1/4/24 to 31/3/25 (**2353** last year)

- **22** Newcomers #
- **1238** Visits were from the **G51** area
- **281** Visits were from the **G52** area
- **136** Visits were from the **G53** area
- **465** Visits were from other postcodes

#### ACTIVITIES

- CLASSES: Spanish/Art/Sewing/Home baking/Recycling/Big birthdays/Avon/
- Lyceum Petition/Nail Therapy/Cinema/Outreach/Chair Exercises/Beauty therapy/Hamper donations/Room sprays/Massage Therapies/Wreath-making/Haircuts/Chair covering/Healthy Eating/Fundraiser/

#### EVENTS:

- Art Display
- GDA Conference (Glasgow Disability Alliance)
- SWC Conference (Scottish Women's Convention) Grosvenor Hotel
- Bridge Festival
- Doors Open Tour
- Domestic Violence Awareness
- 3 Pension Credit Drop-ins by MP Zubir Ahmed's staff
- HIIC Graduation Buffet (Health Issues in the Community)
- A.G.M.
- Tea in the Pot Loves Christmas event
- Christmas Lunch
- Fundraiser for Phyllis / Rock Choir

### Financial review

Brief statement of the charity's policy on reserves

We do not maintain a reserves account

Details of any deficit

N/A

Donated facilities and services (if any)

N/A

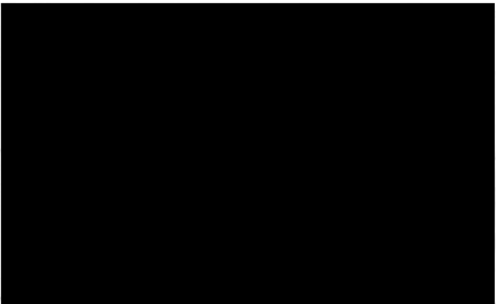
## APPENDIX 1

### 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) <i>OSCR will accept digital or typed signatures</i>				
Full name(s)				
Position (e.g. Chair)		TREASURER		
Date		16/10/2025		

## TEA IN THE POT

SC050210



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	APRIL	2024		31	MARCH	2025

## 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 £
<b>A1 Receipts</b>						
Donations	7,235	778			8,013	10,054
Legacies					-	-
Grants		72,472			72,472	86,502
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					-	1,190
Refunds					-	-
<b>A1 Sub total</b>	<b>7,235</b>	<b>73,250</b>	<b>-</b>	<b>-</b>	<b>80,485</b>	<b>97,746</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>7,235</b>	<b>73,250</b>	<b>-</b>	<b>-</b>	<b>80,485</b>	<b>97,746</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities		74,842			74,842	81,618
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
<b>A3 Sub total</b>	<b>-</b>	<b>74,842</b>	<b>-</b>	<b>-</b>	<b>74,842</b>	<b>81,618</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>-</b>	<b>74,842</b>	<b>-</b>	<b>-</b>	<b>74,842</b>	<b>81,618</b>
<b>Net receipts / (payments)</b>	<b>7,235</b>	<b>(1,592)</b>	<b>-</b>	<b>-</b>	<b>5,643</b>	<b>16,129</b>
<b>A5 Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>7,235</b>	<b>(1,592)</b>	<b>-</b>	<b>-</b>	<b>5,643</b>	<b>16,129</b>

## 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	22,625	85,361			107,986	91,858
	Surplus / (deficit) shown on receipts and payments account	7,235	(1,592)			5,643	16,129
						-	-
						-	-
	Cash and bank balances at end of year	29,860	83,770	-	-	113,629	107,986
	(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

16 October 2025

# Section C Notes to the Accounts

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

See Additional Notes on analysis of funds worksheets

## C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Core funding - general costs & delivery	Lottery Pt3	1	68,512
Health & Wellbeing 25/26	GCVS	1	3,960
Total			72,472

## C3a Trustee remuneration

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)

X

## 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

## 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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## TEA IN THE POT

SC050210

**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 £
Various donors	7,235	778			8,013	7,000
					-	230
					-	500
					-	2,324
<b>Total</b>	<b>7,235</b>	<b>778</b>	<b>-</b>	<b>-</b>	<b>8,013</b>	<b>10,054</b>

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
The National Lottery Community Fund (Yr3)		68,512	68,512	68,659
GCVS Health & Wellbeing 25/26		3,960	3,960	7,003
			-	9,700
			-	1,140
<b>Total</b>	<b>-</b>	<b>72,472</b>	<b>72,472</b>	<b>86,502</b>

## 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 £
Venue hire & workshop delivery					-	1,190
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,190</b>

## 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 £
General delivery costs		74,842			74,842	81,618
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>-</b>	<b>74,842</b>	<b>-</b>	<b>-</b>	<b>74,842</b>	<b>81,618</b>

reference error



SC050210

## Additional analysis (2)

## 5 Breakdown of unrestricted funds

	Isabella Wailes Bequest	Various Small Donations	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
Donations	5,000	2,235			7,235	9,554
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	1,190
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>5,000</b>	<b>2,235</b>	<b>-</b>	<b>-</b>	<b>7,235</b>	<b>10,744</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,000</b>	<b>2,235</b>	<b>-</b>	<b>-</b>	<b>7,235</b>	<b>10,744</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	701
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>701</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>701</b>
<b>Net receipts / (payments)</b>	<b>5,000</b>	<b>2,235</b>	<b>-</b>	<b>-</b>	<b>7,235</b>	<b>10,043</b>
<b>Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>5,000</b>	<b>2,235</b>	<b>-</b>	<b>-</b>	<b>7,235</b>	<b>10,043</b>

## Nature and purpose of funds

Unrestricted donations from a variety of donors

## TEA IN THE POT

SC050210

## Additional analysis (3)

## 6 Breakdown of restricted funds

	TNL Yr3	GCVS Health & Wellbeing 23/26	Barchester Charitable Foundation	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
Donations			778		778	500
Legacies					-	
Grants	68,512	3,960			72,472	86,502
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					-	
<b>Sub total</b>	<b>68,512</b>	<b>3,960</b>	<b>778</b>	<b>-</b>	<b>73,250</b>	<b>87,002</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>68,512</b>	<b>3,960</b>	<b>778</b>	<b>-</b>	<b>73,250</b>	<b>87,002</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	74,842				74,842	80,917
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>74,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,842</b>	<b>80,917</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>74,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,842</b>	<b>80,917</b>
<b>Net receipts / (payments)</b>	<b>(6,330)</b>	<b>3,960</b>	<b>778</b>	<b>-</b>	<b>(1,592)</b>	<b>6,085</b>
<b>Transfers to / (from) funds</b>						
<b>Surplus / (deficit) for year</b>	<b>(6,330)</b>	<b>3,960</b>	<b>778</b>	<b>-</b>	<b>(1,592)</b>	<b>6,085</b>

## Nature and purpose of funds

TNL Community Fund Yr3 from 01/03/24 to 28/03/25 Core Funding for general services delivery and core costs. GCVS Wellbeing Fund for 2025/26 health & wellbeing activities, received this financial year for delivery next financial year. Barchester Charitable Foundation "Winter Warmer" donation for a group cultural activity

# 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

TEA IN THE POT

SC050210

Period start date

Day

Month

Year

01

04

2024

to

Period end date

Day

Month

Year

31

03

2025

(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\*]

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.

\*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.

\*\* OSCR will accept digital or typed signatures

## 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