

APPENDIX 1

OSCR

Scottish Charity Regulator

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	1	Feb	2024	To	31	Jan	2025

Reference and administration details

Charity name	SEAT SPOT
Other names charity is known by	
Registered charity number	SC050490
Charity's principal address	22 Elgin Terrace
	Edinburgh
	Postcode EH7 5PB

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	Chairman		
2	Secretary		
3	Treasurer		
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**

**Trustee recruitment and appointment**

## Objectives and activities

**Charitable purposes**

Seat Spot will encourage Retail Outlets, Shopping Centres, Council Buildings, other Businesses and Public Buildings throughout the United Kingdom and Northern Ireland both large and small to meet the individual needs of all their customers, especially those experiencing mobility and fatigue issues. This will enable every customer to have the confidence that they will be able to go shopping like everyone else and if they find themselves needing to sit down they will know that a seat will be available thus increasing social inclusion and decreasing isolation and loneliness

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

Seat Spot aims to tackle issues of social isolation and motivate people of all ages who are experiencing mobility and fatigue issues on a regular basis to feel confident about leaving their homes and once again play an active part in their local communities. It does this by encouraging local businesses and community premises to provide a Seat Spot and offer people a chance to take a seat and 'catch their breath' when needed. Seat Spot will make grants or donations to participating businesses and premises where appropriate. Seat Spot will regularly update its Social Media platforms so that beneficiaries will know which premises have Seat Spots available

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### Achievements and performance

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

- We engaged in some external research to validate the problem and build a case for wider change in society
- We have recruited additional volunteers to support with research and to manage other volunteers
- We have increased the number of seat spots from 20 to 37 including a relationship with a number of Edinburgh City Council premises and Samaritans charity shops
- We have participated in a number of volunteer recruitment fairs
- We have engaged with other charities with similar aims to seek synergies
- We now have increased our digital presence on social media due to increased focus from our specialist volunteer

### Financial review

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

We will aim to keep no more than £1000 in reserves with a minimum of £300. This will be kept to ensure that we are always able to provide marketing material to those organisations that would like to become a Seat Spot. This money can only be spent on the purchase of stickers, posters, brochures or expenses incurred in distribution of these items. The policy will be reviewed annually at the AGM.

#### Details of any deficit

None

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

None

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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	17/9/25



## Receipts and payments accounts

For the period from				to			
	01	February	2024		31	January	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					-	
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					-	
					-	
<b>A1 Sub total</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>Total receipts</b>	-	-	-	-	-	-
<b>A3 Payments</b>						
Expenses for fundraising activities	59				59	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	644				644	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	703	-	-	-	703	-
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	703	-	-	-	703	-
<b>Net receipts / (payments)</b>	(703)	-	-	-	(703)	-
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	(703)	-	-	-	(703)	-

## 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	1,529				1,529	
	Surplus / (deficit) shown on receipts and payments account	(703)				(703)	
						-	
						-	
	Cash and bank balances at end of year	826	-	-	-	826	-
	(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

		17/9/25
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## Section C Notes to the Accounts

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


**C2 Grants**

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

**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
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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)	Y
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**C4b Trustee expenses - details**

	Number of trustees	£
Insurance fees	1	175
Survey Monkey Fees	1	225
Gift to former volunteer	1	25
Taxi	1	17
Volunteer Fair	1	59

**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

**C6 Other information**




## Seat Spot

SC050490

## 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 £
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
Total	-	-	-	-
	-	-	-	-

## 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 £
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

## 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 £
Insurance	175				175	
Survey Monkey Licence	225				225	
Research Expenses	27				27	
Website Fee	175				175	
Gift to former volunteer	25				25	
Taxi	17				17	
					-	
					-	
					-	
					-	
Total	644	-	-	-	644	-
	reference error	-	-	-	reference error	-



Seat Spot

SC050490

## Additional analysis (2)

## 5 Breakdown of unrestricted funds

					Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
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					-	
<b>Sub total</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>Total receipts</b>	-	-	-	-	-	-
<b>Payments</b>						
Expenses for fundraising activities	59				59	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	644				644	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	703	-	-	-	703	-
					cross ref error	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	703	-	-	-	703	-
					cross ref error	
<b>Net receipts / (payments)</b>	(703)	-	-	-	(703)	-
<b>Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	(703)	-	-	-	(703)	-
					cross ref error	

## Nature and purpose of funds

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## Additional analysis (3)

## 6 Breakdown of restricted funds

					Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
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					-	
<b>Sub total</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>Total receipts</b>	-	-	-	-	-	-
<b>Payments</b>						
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					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-

## Nature and purpose of funds

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APPENDIX 3



Independent examiner's report on the accounts

v2

Report to the trustees/members of

Charity name  
SEAT SPOT

Registered charity number

SC050490

On the accounts of the charity for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	Feb	2024	to	31	Jan 2025

Set out on pages

(remember to include the page numbers of additional sheets)

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) 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.

Basis of independent examiner's statement

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.

Independent examiner's statement

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

drawn in order to enable a proper

Signed\*\*

Name

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

Address:

17/09/2025

\*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