

# **Linlithgow Primary School Parent Council**

## **Trustees' Annual Report**

Period From 1 September 2023 to  
Period End 31 August 2024

**Charity contact information**

Linlithgow Primary School Parent Council

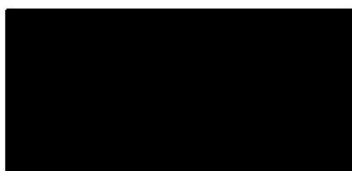
Scottish Charity Number: SC050713

Linlithgow Primary School

Preston Road

Linlithgow

EH49 6HB

**Charity Trustees**

## **Objectives and activities**

### **Purposes**

The advancement of education, which will be achieved by the following methods:

- a) to promote close co-operation and communication between parents and school staff;
- b) to study and discuss matters of mutual interest relating to the education and welfare of pupils; and
- c) to engage in activities which support and advance the education of pupils attending the school.

### **Why was the charity set up?**

The Linlithgow Primary School Parent Council was established as a charity to enable fundraising initiatives for the school, ensuring as much money raised as possible goes to the school. This allows matched giving for parents who can boost fundraising through their employers who offer to match the money raised by employees. It also means we are eligible for Gift Aid.

### **Who does it help?**

The charity helps the school and the children within it. Linlithgow Primary School is the main catchment school for the town's social housing so through fundraising we are able to subsidise activities to make them affordable for all.

## **Structure, governance and management**

### Type of governing document

The Linlithgow Primary School Parent Council is a Scottish Charitable Incorporated Organisation (SCIO) which is governed by a Constitution.

### Trustee recruitment and appointment

The trustees are recruited and appointed from anyone who is a member of the Linlithgow Primary School Parent Council and is over the age of 16. Applicants must sign a written application for membership which is then considered by the board and decision notified to the applicant.



## Achievements and performance

### What was done?

Over the past year, the charity has raised £7,468.17 for the school. This included a family ceilidh. We created a spooky lane for Halloween with decorations, lights, plus toasting marshmallows and hot chocolates. We held a Christmas fayre and a Spring fayre. Grants were also received.

#### FAST

Balance brought forward	£8,320.79
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#### Income

Spooky Lane	
Lane	£1,966.33
Bank of Scotland Foundations	£1,342.62
Ceilidh	£741.45
Spring Fair	£1,967.23
CALA	£1,000.00
Christmas Fayre	£450.54
<b>Total income</b>	<b>£7,468.17</b>

### What was the outcome

Fundraising at the school helped in various ways. Children in their final year of school were able to purchase leavers hoodies, subsidised by our charity to ensure all families were able to afford them. We funded the children's Christmas parties and pantomime. In addition, we funded the cost of costumes and accessories for our children taking part in the Gala Day Parade. A donation was also made to the school to fund laptop purchases and outdoor equipment.

#### Expenditure

Gala Day Parade	(£273.53)
P7 + leaving gifts	(£581.88)
Spring Fair	(£252.20)
Pantomime & Parties	(£1,300.00)
Transfer to school	(£8,840.00)
Miscellaneous	(£143.88)
<b>Total expenditure</b>	<b>(£11,391.49)</b>

### Impact

The money raised through our charity ensures that no children miss out on school/age group wide initiatives. The fundraising helps maintain the grounds of

the school and activities and facilities on those grounds. It is important that our charity support the children in making the most of the school's outdoor facilities.

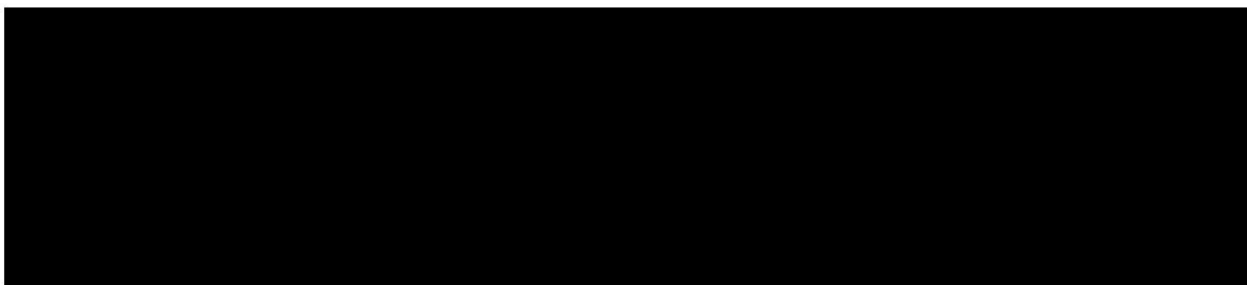
### **Financial review**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the period.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

## Declaration

Signed on behalf of the charity trustees:



Designation

Trustee

Date

30.5.25





# FAST OA

## LINLITHGOW PRIMARY SCHOOL

Treasurer's report for the year ending 31st August 2024

PERIOD/YEAR ENDED	Y.E. 31.08.24	Y.E. 31.08.23
<b>FAST</b>		
Balance brought forward	£8,320.79	£5,708.45
<b>Income</b>		
Spooky Lane	£1,966.33	£2,073.65
Bank of Scotland Foundations	£1,342.62	£788.00
Ceilidh	£741.45	£328.33
Spring Fair	£1,967.23	
CALA	£1,000.00	
Christmas Fayre	£450.54	£1,545.33
<b>Total income</b>	<b>£7,468.17</b>	<b>£4,735.31</b>
<b>Expenditure</b>		
Gala Day Parade	(£273.53)	(£489.54)
P7 + leaving gifts	(£581.88)	(£689.55)
Spring Fair	(£252.20)	
Pantomine & Parties	(£1,300.00)	(£800.00)
Transfer to school	(£8,840.00)	
Miscellaneous	(£143.88)	(£143.88)
<b>Total expenditure</b>	<b>(£11,391.49)</b>	<b>(£2,122.97)</b>
<b>Closing balance (FAST)</b>	<b>£4,397.47</b>	<b>£8,320.79</b>

Payments Made to [REDACTED] for Gala day Expenses

£800 for Parties and £500 for pantomine  
Laptop purchases for school and £8000 donation for outdoor equipment from Fast, Equity egg hunt  
Zoom annual fee £143.88

Bank balance 31th Aug £4,397.47

Variance 0

### Notes

- 1 - Annual Halloween event held in Linlithgow and supported by local CALA development
- 2 - Matched funding for Lloyds Bank employees who are also parents at the school
- 3 - Ceilidh event, this is the second year back and proving popular.
- 4 - The spring fair was extremely popular and we hope it is an event we can run in future.
- 5 - Expenses incurred to ensure the school was represented in the Gala Day Parade (e.g. decorating a float / costume extras)

6 - Annual FAST contribution for 50% of P7 Leavers hoodies

7 - Contribution to individual class Christmas parties and the pantomine for the whole

8 - £143.88 to cover Zoom account

Trustee approval:





APPENDIX 3



Report to the trustees/members of  
Registered charity number  
On the accounts of the charity for the period  
Set out on pages

Independent examiner's report on the accounts v2						
Charity name LINLITHGOW PRIMARY SCHOOL PARENT COUNCIL						
SC 050713						
Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	09	23	to	31	08	24
						(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

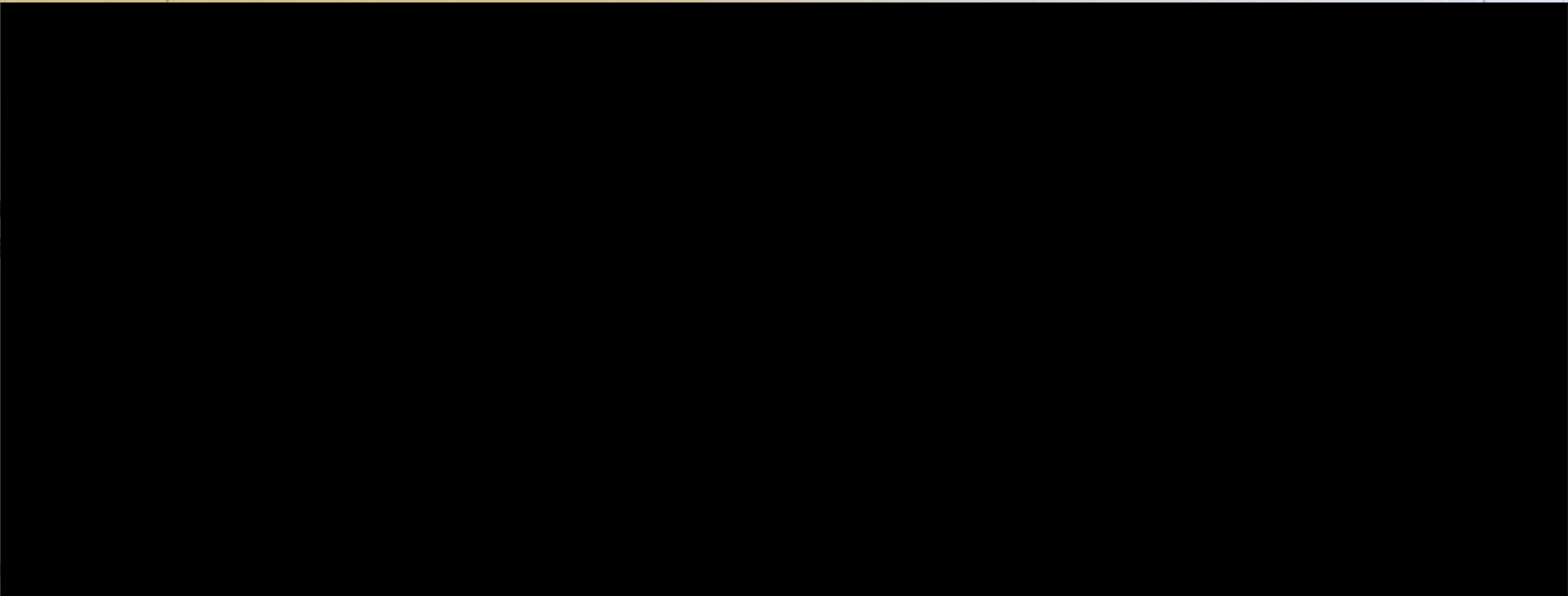
In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page\*]

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

Relevant professional qualification(s)



\*Please delete the word 'no' from the following page.  
\*\*OSCR will accept digital or typed signatures.