

APPENDIX 1



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	01	08	2024	To	31	07	2025

Reference and administration details

Charity name	Grange Primary School Parent Council
Other names charity is known by	
Registered charity number	SC051662
Charity's principal address	18 Grange Loan
	Bo'ness
	Postcode EH51 9DX

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	Emma Bellingham	Chair		
2	Lucy Murray	Treasurer		
3	Diane Lewis	Vice Chair	01/08/24 – 12/09/25	
4	Amelia Knox	Secretary		
5	Nicola Rodgers	Vice Chair	From 12/09/25	
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	Constitution
Trustee recruitment and appointment	Trustees appointed at AGM.

## Objectives and activities

Charitable purposes	The Advancement of Education.
Summary of the main activities in relation to these objects	<p>1. to promote an inclusive environment with close co-operation and communication between parents and teachers</p> <p>2. to identify and represent the views of the parents relating to the education and welfare of the pupils</p> <p>3. to engage in matters and activities that support and advance the education and welfare of pupils attending the school.</p>

## APPENDIX 1

### Achievements and performance

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

The charity has successfully fundraised to subsidise the annual pantomime trip, which all children attend, supporting inclusion. Some of these children have never experienced a theatre trip. The charity has also successfully secured grants for digital inclusion, allowing the school to purchase a 'Clicker Writer' which is used by the whole school. Grants have also been secured to improve outdoor resources, supporting outdoor learning.

### Financial review

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

Funds will be held in reserve for the purposes of upcoming committed expenditure. A balance of restricted funds of £2,979 is held for expenditure on the school grounds.

#### Details of any deficit

N/A

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

N/A

APPENDIX 1

Other optional information

N/A

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>	Emma Bellingham	Lucy Murray
Full name(s)	Emma Bellingham	Lucy Murray
Position (e.g. Chair)	Chair	Treasurer
Date	19/02/2026	19/02/2026

## Grange Primary School Parent Council

SC051662



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2024		31	07	2025

## Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations					-	
Legacies					-	
Grants	4,000				4,000	
Receipts from fundraising activities	7,187				7,187	
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>11,187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,187</b>	<b>-</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>11,187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,187</b>	<b>-</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	2,643				2,643	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations	6,102				6,102	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>8,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,745</b>	<b>-</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>8,745</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,745</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>2,442</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,442</b>	<b>-</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>2,442</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,442</b>	<b>-</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	3,318	2,977			6,294	
	Surplus / (deficit) shown on receipts and payments account	2,442				2,442	
						-	
						-	
	Cash and bank balances at end of year	5,760	2,977	-	-	8,736	-
	(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

Lucy Murray	Lucy Murray	19 February 2026
Emma Bellingham	Emma Bellingham	19 February 2026

## Section C Notes to the Accounts

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

To support the advancement of education at Grange Primary School.

### 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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### Authority under which paid

### C3b Trustee remuneration - details

	£

### C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	X
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### 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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## Grange Primary School Parent Council

SC051662

**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 £
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-

- - - - - -

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
<b>Total</b>	-	-			-	-

reference

-

reference

-

## 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 £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-

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## 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 £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	-	-	-	-	-	-

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SC051662

**Additional analysis (2)****5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	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>General fund</b>						
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants	4,000				4,000	
Receipts from fundraising activities	7,187				7,187	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>11,187</b>	-	-	-	<b>11,187</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>Total receipts</b>	<b>11,187</b>	-	-	-	<b>11,187</b>	-
<b>Payments</b>						
Expenses for fundraising activities	2,643				2,643	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations	6,102				6,102	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>8,745</b>	-	-	-	<b>8,745</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>Total payments</b>	<b>8,745</b>	-	-	-	<b>8,745</b>	-
<b>Net receipts / (payments)</b>	<b>2,442</b>	-	-	-	<b>2,442</b>	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>2,442</b>	-	-	-	<b>2,442</b>	-

**Nature and purpose of funds**

To support the advancement of education at Grange Primary School.

## Grange Primary School Parent Council

SC051662

**Additional analysis (3)****6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
<b>School Grounds Community Fund</b>						
<b>Receipts</b>						
Donations					-	2,977
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>	-	-	-	-	-	2,977
<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>	-	-	-	-	-	2,977
<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>	-	-	-	-	-	2,977
<b>Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	2,977
<b>Nature and purpose of funds</b>						
Funds from community grant for the improvement of school grounds.						

## APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Registered charity number	SC051662						
	On the accounts of the charity for the period	Period start date			Period end date			
		Day	Month	Year		Day	Month	Year
		01	08	2024	to	31	07	2025
Set out on pages								(remember to include the page numbers of additional sheets)
Respective responsibilities of trustees and examiner	<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 (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.</p>							
Basis of independent examiner's statement	<p>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.</p>							
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention;</p> <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>							
Signed**:	Chloe Anderson					Date:	20/02/2026	
Name:	Chloe Anderson CA CTA							
Relevant professional qualification(s) or body (if any):	Institute of Chartered Accountants of Scotland							
Address:	C/o Drummond Laurie Limited, Unit 5, Gateway Business Park							
	Beancross Road, Grangemouth, FK3 8WX							

\*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

N/A