

DIGITAL FIFE

CHARITY NUMBER SC052429

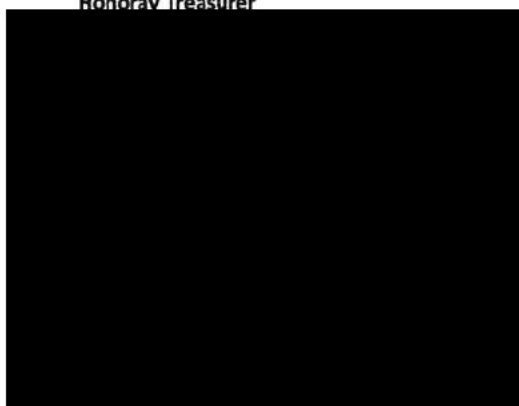
**Trustees Annual Report and accounts
for the 12 months to 31st May 2025**

INCOME & EXPENDITURE ACCOUNT FOR 12 MONTHS TO 31st MAY 2025

INCOME	2024/2025	2023/2024	EXPENDITURE	2024/2025	2023/2024
Grants	£ 7,416.00	£ 10,350.00	Professional Fees	£ 7,200.00	£ 7,800.00
Donation:	£ 175.00	£ 1,170.00	Meeting Expenses	£ 155.88	£ 435.22
			Insurance	£ 123.61	
			TOTAL EXPENDITURE	£ 7,479.49	£ 8,235.22
			Surplus/Deficit	£ 111.51	£ 3,284.78
TOTAL INCOME	<u>£ 7,591.00</u>	<u>£ 11,520.00</u>		<u>£ 7,591.00</u>	<u>£ 11,520.00</u>

Opening Bank Balance	£ 8,846.95	£ 5,562.17
Cash Surplus/ Deficit	£ 111.51	£ 3,284.78
Closing Bank Balance	£ 8,958.46	£ 8,846.95

Honoray Treasurer



DIGITAL FIFE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DIGITAL FIFE

I report on the financial statements of the charity for the year ended 31st May 2025, which are set out on page 3

Respective responsibilities of Trustees and examiner.

The charity's Trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Trustees consider that the audit requirement of Regulation 10(1)(a) to © of the 2006 Accounts Regulation does not apply. It is my responsibility to examine the financial statements as required under section 44 (1)© of the Act and to state whether particular matters have come to my attention.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - (ii) to prepare financial statements which accord with accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;
have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Dated: 20/10/25

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	May	2024	To	30	April	2025

Reference and administration details

Charity name	Digital Fife
Other names charity is known by	None
Registered charity number	SC052429
Charity's principal address	
	Postcode

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		Trustee Board
2	Secretary	27 Oct 25<	Trustee Board
3	Treasurer		Trustee Board
4	Secretary	27 Oct 25>	Trustee Board
5			Trustee Board
6			Trustee Board
7		07 Jan 25 >	Trustee Board
8	Admin Support	27 Oct 25 >	Trustee Board
9			
10			
11			
12			
13			
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15			
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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
[REDACTED]	1 st May 2024 until 11 th October 2024
[REDACTED]	11 th Nov 2024 until 22 nd Jan 2025
[REDACTED]	7 th January 2025 >

Structure, governance and management

Type of governing document

Digital Fife is a single tiered Scottish Charitable Incorporated Organisation (SCIO) governed by a Constitution which sets out its purpose and structure and describes how it will operate.

Trustee recruitment and appointment

Trustees are also Members of the organisation. Under the provisions of the constitution, no-one can be a member unless they are also a charity trustee of the organisation. The board may at any time appoint any person to be a charity trustee - by way of a resolution passed by majority vote at a board meeting.

Objectives and activities

Charitable purposes

- To promote the advancement of learning through the use of digital tools, innovative technologies and integrated teaching methods.
- To provide computer and IT services such as website development, online learning, and tutor development.
- To advance community development and active citizenship through partnership work, volunteer recruitment and increasing the numbers of people able to go online.

Summary of the main activities in relation to these objects

- Digital Fife seeks to promote and develop digital inclusion in the region and provide community groups with a web presence to promote their work. Specifically, the charity provides:
 - training and support to produce attractive and professional websites.
 - free website hosting and domain names to charities and community groups in Fife.
 - online learning and face to face support to tackle digital inclusion.

APPENDIX 1

Achievements and performance

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

In the year in question we have achieved the following:

1. Recruited a Volunteer Admin Assistant to support the Board of Trustees in carrying out their duties
2. In collaboration with Fife Council supported the recruitment of a Development Worker who is employed by Fife Council but spends part of the week working with Digital Fife Users
3. Developed a Business Plan having examined the strengths and weaknesses of the organisation with assistance from Fife Voluntary Action
4. Having undertaken a User Survey in 2023/24 we analysed the responses and used them to incorporate improvements in our Business Plan for use when submitting funding bids.
5. We have continued to offer a free service to Digital Fife Users in the face of increased costs and we continue to keep costs as low as possible
6. We continue to monitor our governance and performance and have placed advertisements with Fife Voluntary Action to improve representation on the Board
7. We have reviewed and compiled our policies and procedures into a Volunteer Handbook
8. We carried out an annual audit of Digital Fife User websites to ensure we are only supporting those which are genuinely still required

Financial review

Brief statement of the charity's policy on reserves

The charity does not currently operate a reserves policy as our funding from Fife Council is intended to meet costs incurred to support the current users. We are examining this position as part of the Business Plan.

Details of any deficit

There is no deficit

Donated facilities and services (if any)

Fife Council provide Digital Fife with the services of a Development Worker on a part-time basis to assist with the support of Users Groups and provision of training.

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>	<div></div>	
Full name(s)		
Position (e.g. Chair)	Chair	Secretary
Date	1 st December 2025	1 st December 2025