

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2024		31	December	2024

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 £
A1 Receipts						
Donations	4,112				4,112	
Legacies					-	
Grants	34,000				34,000	
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	11,925				11,925	
					-	
A1 Sub total	50,037	-	-	-	50,037	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	50,037	-	-	-	50,037	-
A3 Payments						
Expenses for fundraising activities	410				410	
Gross trading payments	3,035				3,035	
Investment management costs					-	
Payments relating directly to charitable activities	1,543				1,543	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs	5,555				5,555	
Other					-	
					-	
A3 Sub total	10,543	-	-	-	10,543	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	1,827				1,827	
Purchase of investments					-	
A4 Sub total	1,827	-	-	-	1,827	-
Total payments	12,370	-	-	-	12,370	-
Net receipts / (payments)	37,667	-	-	-	37,667	-
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	37,667	-	-	-	37,667	-

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	-				-	
	Surplus / (deficit) shown on receipts and payments account	37,667	-			37,667	
						-	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	37,667	-	-	-	37,667	-
		-	-	-	-	-	-

	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	VAT Due for QE 12/24	General Operational Fund	259	
	Independent examination of accounts	General Operational Fund	250	
		Total	509	-

	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

			21-Feb-25
			21-Feb-25

* Please note - OSCR will accept digital or typed signatures

Section C Notes to the Accounts

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

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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)	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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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 £
Small cash donations	200				200	
Donations via JustGiving	2,249				2,249	
Donations from named individuals	1,410				1,410	
Gift aid received	254				254	
Total	4,112	-	-	-	4,112	-

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2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Haventus / Ardersier Port	25,000		25,000	
Ward Discretionary Fund	3,000		3,000	
Association of Nairn Businesses	5,000		5,000	
Arnold Clark	1,000		1,000	
Total	34,000	-	34,000	-

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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 £
Newspaper sales	3,172				3,172	
Advertising sales	8,754				8,754	
					-	
					-	
					-	
					-	
					-	
Total	11,925	-	-	-	11,925	-

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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 £
Office Insurance, Rates, BID	504				504	
Utilities	27				27	
Telecomms & Internet	212				212	
Software & Computer Supplies	375				375	
Postage	28				28	
Stationery & Office Supplies	315				315	
Website	47				47	
Bank Fees and Charges	36				36	
					-	
Total	1,543	-	-	-	1,543	-

Additional analysis (2)

5 Breakdown of unrestricted funds

	General Operational Fund				Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	4,112				4,112	
Legacies					-	
Grants	34,000				34,000	
Receipts from fundraising activities					-	
Gross trading receipts	11,925				11,925	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	50,037	-	-	-	50,037	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	50,037	-	-	-	50,037	-
Payments						
Expenses for fundraising activities	410				410	
Gross trading payments	3,035				3,035	
Investment management costs					-	
Payments relating directly to charitable activities	1,543				1,543	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts	-				-	
Legal costs	5,555				5,555	
					-	
Sub total	10,543	-	-	-	10,543	-
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Purchase of investments					-	
Sub total	1,827	-	-	-	1,827	-
Total payments	12,370	-	-	-	12,370	-
Net receipts / (payments)	37,667	-	-	-	37,667	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	37,667	-	-	-	37,667	-

Nature and purpose of funds

General Operational Fund: to cover costs related to charitable activities and operations, including office equipment and fittings.

OSCr

Office of the Scottish Charity Regulator

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

Nairnshire Community Newspaper SCIO

SC 053080

Period start date

Day Month Year

01 01 2024

to

Period end date

Day Month Year

31 12 2024

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. 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 Charities Accounts (Scotland) Regulations 2006. 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 accounts.

Independent examiner's
statement

In the course of my examination, no matter has come to my attention

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.

Signed:

Name:

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

Address:

Date:

23.1.2025

Trustees' Annual Report for Nairnshire Community Newspaper SCIO ("the Charity")

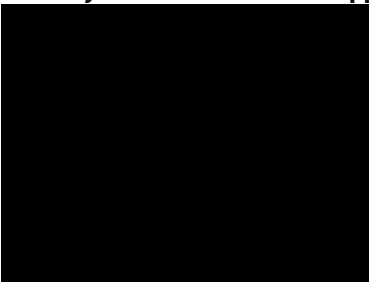
1. Reference and Administrative Information

Charity Name: Nairnshire Community Newspaper SCIO

Charity Number: SC053080

Address: [REDACTED]

Charity Trustees on Date of Approval of The Trustees' Annual Report



Membership:

As at Date of Approval of The Trustees' Annual Report the Charity has 99 Members, including the Trustees listed above.

2. Structure, Governance, and Management

Governing Document:

The governing document is the constitution of Nairnshire Community Newspaper SCIO

Constitution:

The charity is a Scottish Charitable Incorporated Organisation (SCIO)

Trustee Recruitment and Appointment:

- The Initial Trustees were [REDACTED] who were the signatories to the charity application. Their effective date of appointment was 26 January 2024.
- [REDACTED] were appointed Charity Trustees on 15 July 2024.
- Post year end, [REDACTED] resigned as Trustee and Secretary, effective 7 February 2025.

3. Financial Summary

Year-end position:

- Income from charitable activities during the year was £3,172 from sales of the newspaper and £8,754 from advertising sales, a total of £11,825.
- Income from donations was £4,112 and the Charity received unrestricted grants to the value of £34,000.
- Payments during the year were £12,370.
- As at 31 December 2024 the Charity had reserves of £37,667.

Reserves Policy:

The reserves policy is to maintain reserves equal to at least three months operating costs, which, based on current committed costs, equates to £7,000. Surplus funds are to be invested back into the development of charitable activities.

Donated Services and Facilities:

It is worth noting that the Charity benefitted from specialist skills and services donated by a number of the Trustees. These include business planning; accountancy and bookkeeping; IT systems set up and support; digital design and layout; HR support; editorial review; office administration; distribution of newspapers. It is estimated that in excess of 10,000 volunteer man hours have been worked since conception of this project, to get the newspaper to where it is now.

Additionally the Charity has benefitted from donated office equipment, including furniture, desktop PC, monitor and printer, which is worth in the region of £1,000.

4. Objectives, Activities and Achievements

Objectives

The purposes of the Charity are to advance citizenship and community development in Nairn and its surrounding area through production of a regular newspaper mainly by volunteers to:

- (i) bridge information gaps with timely, accurate, and relevant news and local interest stories; and
- (ii) provide schedules of and support to local events;

which will keep residents connected to each other and promote civic engagement.

Activities

The SCIO'S charitable status was approved by OSCR on 26 January 2024; Banking facilities were opened with the Co-operative Bank on 14 February 2024; HMRC charitable status was received on 19 April 2024, with Gift Aid registration subsequently confirmed; VAT registration was approved by HMRC, effective 1 September 2024.

A lease on premises at 79A High Street, Nairn was signed on 26 July 2024. Office kit out and running costs during 2024 have been covered by unrestricted grant funding received from Highland Council Ward Discretionary Fund and Arnold Clark Community Fund. Funding has already been secured to cover these costs in 2025. The office provides a team hub and meeting space to coordinate production and distribution of the newspaper.

During the year, legal fees to the value of £5,555 were incurred in relation to exploration of a potential opportunity to develop the scope of the Charity's revenue generating activities. On recommendation of the Trustees, the Charity did not proceed with this opportunity. Legal fees were covered by an unrestricted grant from Haventus secured for that purpose and discussions between the parties involved remain confidential.

Following a free of charge "Games Day Special" pilot edition produced for Nairn Games Day, at time of writing, the Charity has successfully published four full editions of The Nairnshire Community Newspaper (Oct, Nov, Dec 2024 and Feb 2025), priced at £1.80. The next edition will be published on 1 March 2025.

Achievements

Average circulation for the first three editions during 2024 is 1080 copies (compared to latest certified circulation of Inverness Courier Nairnshire Edition which averaged 536 per week for 2024). Assuming each newspaper is read by two people, this means reach equates to approximately 20% population of Nairn. Sales of the newspaper cover printing costs and make a small contribution towards running costs.

The Trustees have been greatly encouraged by the level of engagement from the community, with over 40 articles submitted for each edition, including from a number of regular contributors. Our What's On page, which was a much requested feature at our public consultation meetings, now includes over 100 local clubs, activities and services available to residents. Through articles and features submitted to the newspaper we have been able to raise awareness of over 45 charities and community organisations, doing our bit to highlight all the great work they contribute to our Nairn and Nairnshire.

Advertising placement is an important source of revenue for the Charity and is key to achieving our long term goal of being a self-funding organisation. Across the first three editions there were 74 paid advertisements placed by 42 local businesses.

We share updates about the newspaper, such as copy deadlines and publication dates, on our social media channels and via direct email to our mailing list. At time of writing we have 410 followers on our Facebook page, 1348 members in our Facebook discussion group and 310 subscribers on our email list. We have received lots of positive feedback about the newspaper via these channels.

Some examples include:

"I have just finished reading our new Nairnshire Community Newspaper, cover to cover. What a great read, lots of brilliant articles on what is going on, a few resonating with me personally. Well done to everyone for all your hard work in getting this to press. Looking forward to the next edition."

██████████, Facebook.

"Enjoyed reading local news from Nairn. Well done in pulling it together everyone."

██████████, Facebook.

"Well done guys. Lots of news and information that would otherwise not be available. Great effort."

██████████, Facebook.

"Thank you very much for all your time putting this together, we really hope to raise awareness of our little group and feel the people who need us most are not on social media and will be picking up and reading their local paper." Alzheimer Scotland, by email

Following a successful recruitment campaign, in November 2024 the Trustees were delighted to appoint the Charity's first paid employee, and our Office Administrator officially joined the team in January. This part time post, on a 12 month fixed term contract, is funded by an unrestricted grant from Haventus. The Office Administrator will provide much needed support to the Editorial, Advertising, What's On and Production teams, and will be responsible for manning the office and our inboxes for three days per week.

5. Thanks and acknowledgements

The Trustees would like to extend their thanks and acknowledgements to

- The Editorial, Advertising, What's On, Finance and Production teams, who are all unpaid volunteers and have collectively put in 100s of hours each month to make the newspaper a reality.
- ██████████, ██████████ for their support and input during 2024, via their respective roles as co-chairs and interim secretary of the initial Steering Committee / Board Advisory Group.
- ██████████, former Trustee and Secretary, for his contribution to the project, particularly for his work in obtaining our charity status.
- Everyone who has taken the time to submit an article, feature or other material to the newspaper.
- Local independent retailers and other organisations who have demonstrated their support by selling the newspaper.
- All individuals, businesses and organisations who have supported the Charity financially by buying the newspaper, placing an advertisement, making a donation or awarding grant funding.

6. Plans for Future Periods

The key objectives for 2025 are to

- Expand the volunteer team through identifying and recruiting additional Trustees, committee members and volunteers with relevant experience and skills, including fundraising and marketing, advertising sales, digital design and website development.
- Secure additional funding to enable recruitment of an editor/reporter. We believe having this role in place is crucial to sustaining a regular publication; and to increasing frequency and scope of publication.
- Carry out marketing activities that will raise awareness of the newspaper and grow circulation, thereby generating additional revenue through newspaper and advertising sales, that will fund the infrastructure and staffing required to support increased frequency of publication.
- Develop our website so that we can offer a digital version of the newspaper, thereby target a younger audience and also expand our reach to readers out with Nairn and Nairnshire.

To achieve these objectives our fundraising needs are

- **To recruit an editor/reporter:** We would ideally like to secure sufficient funding to cover one year's salary (£30,000), but confirmation of a grant equivalent to six months' salary (£15,000) would enable us to progress with this. We would expect this role to be self-funding after the first year.
- **To develop a digital version of the newspaper:** This will require development of our website, to include a paywall and secure area to host the newspaper. Additional funding of £5,000 would enable us to progress with this.
- **To increase awareness of the newspaper within the community:** We plan to carry out a series of leaflet door drops. The cost per drop, including design & printing, to reach approx. 6,500 residents is estimated at £800.

7. Declaration

The Trustees declare that they have approved this Trustees' Annual Report.

Signed on behalf of the Charity's Trustees:

Signature: _____

Full Name: [REDACTED]

Position: Chair

Date: 19 February 2025