PORT SETON centre

MANAGEMENT COMMITTEE
SCIO - SC041476

# Port Seton Centre Management Committee

## Trustees Annual Report 31st March 2026

## Charity Number SC041476

# Port Seton Centre Management Committee (SCIO)

*TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31ST MARCH 2026*

Scottish Charity Number SC04147

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Register of Trustees

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Annual Accounts

# Port Seton Centre Management Committee (SCIO)

*TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31ST MARCH 2026*

Scottish Charity Number SC04147

The officers and trustees are appointed at the Annual General Meeting and where relevant at regular meetings where there are processes in place to apply to become a trustee.

## *Structure, governance and management*

### *Type of governing document*

Port Seton Centre Management Committee (SCIO) is a charitable incorporated association and the purposes and administration are set out in our constitution.

## *Objective and activities*

### *Charitable purpose*

The provision of educational and recreational facilities and programmes with the objective of improving the conditions of life for the people of Cockenzie and Port Seton.

To promote active citizenship and community development through volunteering and participation in the Centre's programme with the object of reducing inequality, social isolation and improving community infrastructure and resilience.

## *Achievements and Performance*

01 April 2025/31 March 2026 Continued to see an increased use of the centre for a variety of activities as well as an increase in cafe users. Footfall figures within port Seton Centre for the recording period of this annual report were recorded as 47,443. This number is lower than the actual number due to cafe users not being recorded until part way through the year and also not all centre group users provide the figures for their meetings/activities.

Our AGM held in November 2025 brought on a new trustee due to the resignation of a trustee in October 2025.

There continued to be a fundraising working group which hosted a number of successful fundraising events throughout the recording period for 25/26

The number of Functions and events being held at Port Seton Centre continued to increase with the Management Committee continuing to take increased responsibility for events. There has become an increased variation and diversity of functions and activities within Port Seton Centre.

## ***Achievements and Performance continued***

The Management Committee continued to explore the possibility of an Asset transfer or long term lease of Port Seton Centre where the Management Committee could have more involvement in opening hours, staff responsibilities etc for the benefit of the community centre and the local community.

The trusted keyholder system continues to be enforced to allow qualifying groups and activities to run. This includes the Management Committee being able to open the gym during scheduled centre closures.

There continued to be successful Fairs throughout the year with a variety of stalls from returning and new stall holders.

The installation of an outside socket on the building gave the Management Committee the opportunity to have a lit up outdoor Christmas tree on display over the festive period including during the time the centre was closed which had previously been an issue.

The Management Committee continued to support community projects and events by giving donations, awarding grants, purchasing resources or providing volunteers. Repairs and improvements within Port Seton Centre were also carried out.

The Management Committee continued to fund existing projects such as TeamTastic (an additional needs support group) and their dance exercise class suitable for all. Along with these the Management Committee fund supervised youth gym sessions for young people under 16yrs of age.

The community pantry within Port Seton Centre was also supported by the Management Committee including the Management Committee being the point of contact for emergency food provisions for the Community of Cockenzie and Port Seton during the Christmas and New Year Period, while Port Seton Centre was closed.

Positive working relations with ELC especially the Centre Head have continued to improve systems of work including with the centre staff team.

The number of early closures for the centre had reduced significantly despite staffing challenges at times.

## ***Challenges***

# Port Seton Centre Management Committee (SCIO)

*TRUSTEES ANNUAL REPORT FOR THE YEAR ENDING 31ST MARCH 2026*

Scottish Charity Number SC04147

## Risk Management

The Management Committee will continue to adopt open and transparent risk management and health and safety policies. The Management Committee is registered with the Information Commissioners Office as a controller of data under the General Data Protection Regulations. The continued use of an EPOS Till system has increased transparency and should improve the complexity of the accounts. Quickbooks online is being used for finances and invoicing.

## Declaration

Trustees declare that they have approved the trustees report above.

***Signed on behalf of the charity's trustees***

| | | |
|---|---|---|
| ***Signature*** | Sandra Bell | Christine Maclean |
| ***Full name*** | SANDRA BELL | CHRISTINE MACLEAN |
| ***Position*** | CHAIRPERSON | SECRETARY |
| ***Date*** | 08.10.2026. | 8th Oct 2026 |

Charity No SCO 41476

# Port Seton Centre Management Committee (SCIO)

## ACCOUNTS AND REPORT

## FOR THE YEAR ENDED 31 MARCH 2026

GLASS ACCOUNTANCY
1 DUDDINGSTON YARDS
EDINBURGH
EH15 3NT

Port Seton Centre Management Committee (SCIO) - Charity No. SC0 41476

Statement of Financial Activities for the year ended 31 March 2026

| Receipts | Notes | Unrestricted Funds £ | Restricted Funds £ | Total 2026 £ | Unrestricted Funds £ | Restricted Funds £ | Total 2025 £ |
|---|---|---|---|---|---|---|---|
| Room, Hall Hire, Soft Play & Gym Income | | 45,920 | - | 45,920 | 28,300 | | 28,300 |
| Grant Funding East Lothian Council | | 6,700 | - | 6,700 | 8,245 | 6,901 | 15,146 |
| Grant Funding Other | | - | - | - | - | 1,000 | 1,000 |
| Event Income | | 6,257 | - | 6,257 | 2,696 | - | 2,696 |
| East Lothian Lottery | | 312 | - | 312 | 289 | - | 289 |
| Affiliation Fees | | - | - | - | 2,950 | - | 2,950 |
| Donations | | 3,039 | - | 3,039 | 2,410 | - | 2,410 |
| Donation - Chalmers Church for Pantry | | - | - | - | - | - | - |
| ELC Payment for Resources | | 1,073 | - | 1,073 | 753 | - | 753 |
| Grant - Local Giving | | - | - | - | - | - | - |
| Youth Work Funding | | - | - | - | - | - | - |
| Accounting Write Off's | | - | - | - | - | - | - |
| Refunds | | - | - | - | - | - | - |
| Product Sales | | 40 | - | 40 | - | - | - |
| Total Receipts | | 63,340 | - | 63,340 | 45,642 | 7,901 | 53,543 |
| Payments | | | | | | | |
| Fundraising & Publicity Costs | | | | | | | |
| Advertising | | 317 | - | 317 | 168 | - | 168 |
| | | 317 | - | 317 | 168 | - | 168 |
| Payments for Charitable Activities | | | | | | | |
| Vending Machine Costs | | 602 | | 602 | 1,324 | | 1,324 |
| Café costs | | 1,241 | | 1,241 | | - | |
| Gym costs | | 3,514 | | 3,514 | 1,174 | | 1,174 |
| Reserved Stroke Group | | - | 1,612 | 1,612 | - | 131 | 131 |
| Pantry/Festive Thrift | | - | 434 | 434 | | | |
| Hargreaves Intergenerational Event | | - | 185 | 185 | | | |
| ASN Early Years | | 3,872 | | 3,872 | 7,536 | | 7,536 |
| Events & Projects | | 1,953 | | 1,953 | 2,828 | 384 | 3,213 |
| Donaldsons Ditties | | - | | - | - | 500 | 500 |
| Jubilee Project | | - | | - | - | | - |
| Soft Play Refurbishment | | - | | - | - | | - |
| Fundraising Expense | | 725 | | 725 | 1,797 | | 1,797 |
| Youth Work & Staffing Costs | | 2,931 | | 2,931 | 3,543 | | 3,543 |
| CAB Outreach Clinics | | - | | - | - | | - |
| Festive Provisions | | 103 | | 103 | 29 | 1,066 | 1,094 |
| Xmas Tree, Lights etc. | | - | | - | 2,803 | | 2,803 |
| Total Payments for Charitable Activities | | 14,942 | 2,231 | 17,173 | 21,035 | 2,081 | 23,116 |
| Grants and Donations Relating to Charitable Activities | | 3,736 | - | 3,736 | 1,734 | - | 1,734 |
| Governance Costs | | | | | | | |
| Insurance | | 1,777 | - | 1,777 | 1,748 | - | 1,748 |
| Accountancy Fees | | 960 | - | 960 | 1,665 | - | 1,665 |
| Professional fees | | 6,053 | - | 6,053 | - | 2,698 | 2,698 |
| Card Processing Fees | | 198 | - | 198 | 56 | - | 56 |
| Cleaning and Maintenance | | 135 | - | 135 | 60 | - | 60 |
| Minor Equipment & Repairs | | 5,989 | - | 5,989 | 2,008 | 449 | 2,456 |
| Major Equipment & Repairs | | 250 | - | 250 | - | - | - |
| Printing, Stationary & Postage | | 518 | - | 518 | 234 | - | 234 |
| Secretarial Services | | 420 | - | 420 | 210 | - | 210 |
| Software Expenses | | - | - | - | - | - | - |
| Subscriptions & License | | 2,785 | - | 2,785 | 1,927 | - | 1,927 |
| Gifts | | 634 | - | 634 | - | - | - |
| Pantry Provisions | | 220 | | 220 | - | - | - |
| Christmas Provisions | | - | - | - | 646 | - | 646 |
| Training expenses | | - | - | - | - | - | - |
| Travel & Subsistence | | - | - | - | 616 | - | 616 |
| Total Governance Costs | | 19,939 | - | 19,939 | 9,172 | 3,146 | 12,319 |
| Total Payments | | 38,933 | 2,231 | 41,164 | 32,109 | 5,227 | 37,337 |
| Surplus / (deficit) for year | | 24,408 | - 2,231 | 22,177 | 13,533 | 2,674 | 16,206 |
| Balances brought forward | | 13,554 | 6,369 | 19,922 | 21 | 3,695 | 3,716 |
| Balances carried forward | | 37,962 | 4,138 | 42,099 | 13,554 | 6,369 | 19,922 |

**Port Seton Centre Management Committee (SCIO) - Charity No. SC0 41476**

**Statement Of Balances as at 31 March 2026**

| | Notes | 2026 £ | 2025 £ |
|---|---|---|---|
| **BANK AND CASH IN HAND** | | | |
| Opening balances | | 19,922 | 3,716 |
| Surplus / (deficit) for the year | | 22,177 | 16,206 |
| | | 42,099 | 19,922 |
| Consisting of - | | | |
| Balance at Bank | | 40,808 | 19,770 |
| Petty Cash | | 1,291 | 152 |
| | | 42,099 | 19,922 |
| **RESERVES** | | | |
| General Fund | | 37,962 | 13,554 |
| Restricted Funds | | 4,138 | 6,369 |
| | | 42,099 | 19,922 |
| **LIABILITIES** | | | |
| Amounts due to be paid | | 540 | 960 |

Approved by the trustees and signed on their behalf

Sandra Bell, Chairperson
7th October 2026

SHONA BRASH
TREASURER
08/10/2026.

**Port Seton Centre Management Committee (SCIO) - Charity No. SC0 41476**

**Notes to the Accounts for the year ended 31 March 2026**

## 1) ACCOUNTING POLICIES

### (a) Basis of Preparation of Financial Statements

The Financial Statements are prepared on an Receipts and Payments basis to comply with the Charities Accounts (Scotland) Regulations 2006. In preparing the Financial Statements the Charity follows best practice as laid down in the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in February 2005, and accounting standards applicable to the Companies Act 1985 & 2006.

## 2) UNRESTRICTED FUNDS

| | |
|---|---|
| Incoming Resources | 63,340 |
| Respources Expended | 38,933 |
| Net resources for the year | 24,408 |
| Balances brought forward | 13,554 |
| Balances carried forward | 37,962 |

This fund represents the accumulated surplus to date.

## 3) GRANTS RELATING TO CHARITABLE ACTIVITIES

The following Donations / Grants etc. were paid:

| | 2026 | 2025 |
|---|---|---|
| East Lothian Council | 2,900 | |
| Port Seton Pantry | | 400 |
| Winter Jackets | | |
| John Bellany Day Centre | | 130 |
| Cockenzie and Port Seton Community Flag Pole | | 1,000 |
| Centre Youth Group | 336 | |
| Centre Activity ( Board Games) | | 204 |
| | **3,236** | **1,734** |

Notes to the Accounts for the year ended 31 March 2026 continued

## 4) RESTRICTED FUNDS

Various funds are being held on behalf of organistions below:

| | Balance at Start of Year | Incoming Monies | Outgoing Monies | Balance at End of Year |
|---|---|---|---|---|
| AP Festive Provision | - | - | - | - |
| Pantry/Festive Thrift | 434 | - | 434 | - |
| Hargreaves Intergenerational Event | 185 | - | 185 | - |
| AP Walking Football | 1,280 | - | - | 1,280 |
| AP Food & Fitness / Youth Gym | 1,405 | - | - | 1,405 |
| Donaldsons Ditties | - | - | - | - |
| Port Seton Stroke Group | 3,064 | - | 1,612 | 1,452 |
| | **6,368** | **-** | **2,231** | **4,138** |

All monies held at the year end have been returned or expended in the new year.

## 5) LIABILITIES

**An estimate of the liabilities ar the balance sheet date are as follows:**

| | **2026** | **2025** |
|---|---|---|
| Accountants Fee 2025 | | 960 |
| Accountants Fee 2026 | 540 | |
| | 540 | 960 |

## 6) ACCOUNTING SOFTWARE ADJUSTMENTS

During the course of examining the accounting records held on quickbooks last year we found some shortcomings in the automatic processing of the till transactons that led to to duplicate entries for income received.
These had continued in the current year before a change in prosesses sorted this although a small reconciliation was necessary.

The charity has now adopted a new accounting software 'Xero' for 2026/2027 and we look forward to reviewing this.

**Independent Examiner's Report to the Trustees of Port Seton Centre Management Committee (SCIO)**
**Charity No SC0 41476**

I report on the accounts of the charity for the year ended 31 March 2026 which are enclosed.

**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) Act 2005 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 view given by 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 respects the requirements:
- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulation, 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

Stuart Glass ACMA
Glass Accountancy
1 Duddingston Yards
Edinburgh
EH15 3NT

7th October 2026