

APPENDIX 1



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	01	08	2023	To	31	07	2024

Reference and administration details

Charity name	Baljaffray Primary School Parent Teacher Association
Other names charity is known by	
Registered charity number	SC 019851
Charity's principal address	Baljaffray Primary School Grampian Way Bearsden East Dunbartonshire
	Postcode G61 4RA

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		
2		Secretary		
3		Treasurer		
4		Co Treasurer		
5				
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

The Charity is an unincorporated association

Trustee recruitment and appointment

Membership is open to parents and guardians of children attending Baljaffray Primary School. Appointment and removal is in accordance with the constitution which required trustees to be appointed at the AGM and remain in office until the next AGM. Between AGMs, any vacancies can be filled by co-optation. Co-opted members shall retire each AGM but shall be eligible for re-election.

Objectives and activities

Charitable purposes

To provide and assist in the provision of facilities for education at the school that are not usually provided for by local education authority.

Summary of the main activities in relation to these objects

The PTA held various fundraising events.

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Achievements and performance

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

To create school funds, we held various events and activities. The biggest payment to the school was a much-required new sound and light system. Activities held:

- Chippy Walk
- Spooky Stroll
- Halloween Disco
- Film Night
- Christmas Fayre/Hampers/Santa's Grotto
- Baljaffray's Got Talent (BGT)
- Spring Fayre

Using the funds gained from the above we have provided the school with the following:

- Lego for Coding
- Bus Travel for Trips x 8
- New Sound System
- Book Storage
- P7 leavers School Ties
- New Football Strips
- Theatre performance for school
- Duke Award

Financial review

Brief statement of the charity's policy on reserves

The trustees considers having approx. £500 in our balance at any time

Details of any deficit

N/A

Donated facilities and services (if any)

N/A

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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>		
Full name(s)		
Position (e.g. Chair)	Treasurer	Chair
Date	31/01/2025	31/01/2025

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2023		31	07	2024

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	10,794				10,794 -	9,383
Legacies					-	
Grants					-	
Receipts from fundraising activities	16,060				16,060 -	15,732
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	26,854 -	-	-	-	26,854 -	25,115 -
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	26,854 -	-	-	-	26,854 -	25,115 -
A3 Payments						
Expenses for fundraising activities	1,082				1,082 -	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	19,562				19,562 -	13,952
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	20,644 -	-	-	-	20,644 -	13,952 -
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	20,644 -	-	-	-	20,644 -	13,952 -
Net receipts / (payments)	6,210 -	-	-	-	6,210 -	13,952 -
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	6,210 -	-	-	-	6,210 -	13,952 -

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	17,238				-	6,075
	Surplus / (deficit) shown on receipts and payments account	6,209				-	11,163
						-	
						-	
	Cash and bank balances at end of year	23,448	-	-	-	-	17,238
	(Agree balances with receipts and payments account(s))						

Categories	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
B2 Investments				
	Total			

Categories	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
B3 Other assets					
		Total			

Categories	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
B4 Liabilities				
	Total			

Categories	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
B5 Contingent liabilities				
	Total			

Signed by one or two trustees on behalf of all the trustees

Signature*

Print Name

Date of approval

31/01/25

31/01/25

* 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)

To raise funds to support education and provide resources normally not provided for by the local authority.

	Type of activity or project supported	Individual / Institution	Number of grants made	£
C2 Grants				
			Total	0

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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		Number of trustees	£
C4b Trustee expenses - details			

	Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
C5 Transactions with trustees and connected persons			0	0

C6 Other information

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		Independent examiner's report on the accounts					v2
Report to the trustees/members of	Charity name						
	Baljaffray Primary School Parent Teacher Association						
Registered charity number	SC 019851						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year	to	Day	Month	Year
	01	08	2023		31	07	2024
Set out on pages	1-7					<small>(remember to include the page numbers of additional sheets)</small>	

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

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

Signed:**
Name:
Relevant professional qualification(s) or body (if any):
Address:

	Date:	05/01/25

*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.
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