

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	1	Nov	2024	To	31	Oct	2025

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

BURRA AND TRONDRA MINIBUS ASSOCIATION	
SC012519	
Beth Johnson	
2 South Voe	
Papil	
Burra Isle, Shetland	Postcode ZE2 9UY

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	Beth Johnson	Chairperson		
2	Tracey Hughson	Treasurer		
3	Jacqueline Henderson	Secretary		
4	Antia Keith	Vice Chair		
5	Jennifer Nicolson			
6	Julia Halcrow			
7	Diane Ward			
8	Neil Beattie			
9	Margaret Hannah			
10	Linda Jackson			
11	Hazel McIntyre			
12	Mhairi Garnier			
13	Ewan Tait			
14	Carole Smith			
15	Jessie Gibson			
16	Gary Laurensen			
17	Alison Beattie			
18	Narene Fullerton			
19	Billy Jamieson			

APPENDIX 1

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

Unincorporated association 21/5/90
Registered Charity 12-6-1990

Trustee recruitment and appointment

The Annual General Meeting shall appoint a Committee which will consist of a Chairman, Vice-chairman, Secretary, Treasurer and not less than five other members.

Objectives and activities

Charitable purposes

To provide minibus transport for voluntary organisations and community groups in Burra and Trondra engaged in advancing education, furthering health, relieving poverty, sickness or distress or in pursuing any objects which are now or hereafter deemed to be charitable.

Summary of the main activities in relation to these objects

To provide minibus transport.

APPENDIX 1

Achievements and performance

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

We continue to provide a minibus hire service for Burra and Trondra as well as the wider Shetland community.

Regular users are local sports, youth and church groups, the local school and the field studies group and the Burra Playgroup. There are now an increased number of groups and individuals from the wider Shetland community hiring the bus.

Financial review

Brief statement of the charity's policy on reserves

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. They have established a policy whereby the unrestricted funds held by the charity should be between one to three months of expenditure. However, the trustees recognise this sum may only be achieved by building on reserves through operating surpluses that may be subject to funder grant condition restraints.

Details of any deficit

There is a small deficit this year owing to essential maintenance work required on the bus.

Donated facilities and services (if any)**APPENDIX 1****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)	J Henderson	
Full name(s)	Jacqueline Henderson	
Position (e.g. Chair)	Secretary	
Date	30/06/26	

APPENDIX 3



		Independent examiner's report on the accounts v2						
Report to the trustees/members of		Burra and Trondra Minibus Association						
Registered charity number		SC013366						
On the accounts of the charity for the period		Period start date				Period end date		
		Day	Month	Year		Day	Month	Year
		01	11	2024	to	31	10	2025
Set out on pages	7-10							
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 [other than that disclosed on the attached page*] - 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 - to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.							
Signed:						Date:	21/7/26	
Name:	Michelle Hughson							
Relevant professional qualification(s) or body (if any):	Independent Examiner							
Address:	Voluntary Action Shetland Market House 14 Market Street Lerwick ZE1 0JP							

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**

Burra & Trondra Minibus Association

SCO13366



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	11	2024		31	10	2025

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					-	
Legacies					-	
Grants					-	7,776
Receipts from fundraising activities					-	
Gross trading receipts	3,583				3,583	4,913
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	3,583	-	-	-	3,583	12,689
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	3,583	-	-	-	3,583	12,689
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	9,346				9,346	14,856
Grants and donations					-	
Governance costs:					-	
Audit / independent examination	88				88	88
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	9,434	-	-	-	9,434	14,944
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	9,434	-	-	-	9,434	14,944
Net receipts / (payments)	(5,851)	-	-	-	(5,851)	(2,255)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(5,851)	-	-	-	(5,851)	(2,255)

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

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
		Total	

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

Authority under which paid

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

x

Number of trustees

£

Nature of relationship

Nature of transaction

Transaction
amount (£)

**Balance
outstanding at
period end (£)**

Nature of Relationship	Nature of transaction		period end (E)

Page 9

Burra & Trondra Minibus Association

SCO13366

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 £
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
SIC Garage Grant			-	7,776
			-	
			-	
			-	
Total	-	-	-	7,776
	-	-	-	-

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 £
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

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 £
Fuel	3,449				3,449	1,660
Garage	535				535	10,655
Bus	5,279				5,279	2,464
Admin	84				84	77
					-	
					-	
					-	
					-	
					-	
					-	
Total	9,347	-	-	-	9,347	14,856

reference error

reference error