

APPENDIX 1

OSCr

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	04	25	To	31	03	26

Reference and administration details

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

Portlethen Moss Conservation Group
SC040350
19 Easter Drive, Portlethen, Aberdeen
Postcode AB12 4XB

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	Denise Martin	Chair/Treasurer		
2	Ken Watson			
3	Sheila Jamieson			
4	Charles Noble			
5	Toni Watt			
6	Andy Sentence			
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

We are an unincorporated association, with a constitution

Trustee recruitment and appointment

Trustees are elected at each Annual General Meeting. Office bearers are elected at the first committee meeting after the Annual General Meeting.

Objectives and activities

Charitable purposes

- The advancement of education and environmental protection and the advancement of and improvement of the Parish of Portlethen and adjoining parishes, and in furtherance of this:
- Protecting and preserving Portlethen Moss for the future
- Enhancing the diversity of the local flora and fauna
- Making the Moss accessible in a sustainable way which will benefit the local and wider community
- Maintaining the Portlethen Community Woodland, WW1 Memorial Orchard & Community Wildlife & Sensory Garden
- Encouraging schools and other groups to utilise the area for educational purposes and benefit from this environment
- Working in partnership with the Local Ranger Service, Aberdeenshire Council and other interested bodies

Summary of the main activities in relation to these objects

- Protecting and preserving Portlethen Moss and Portlethen Community Woodland & Community Wildlife & Sensory Garden
- Improving biodiversity
- Working in partnership with Aberdeenshire Council to maintain protection status for the Moss
- Involvement and education of local school children and community with both of the above projects in partnership with the local Ranger

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Achievements and performance

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

Portlethen Moss

- Continued programme of peatland restoration
- Monitoring water levels and the effect on the peatland in relation to new dam building activities
- Continue to work with Aberdeenshire Council on a 5 - year management plan
- Work with Kincardine & Mearns Ranger on community events

Community Woodland

- Continued maintenance of the woodland and the WW1 memorial orchard
- Worked with schools and groups in partnership with Kincardine & Mearns Ranger

Community Wildlife & Sensory Garden

- Raised funds and created a lavender sensory bed
- Raised funds to create 2 additional sensory beds

Financial review

Brief statement of the charity's policy on reserves

Sufficient funds are held in reserve to cover fluctuations in receipts and payments

Details of any deficit

Donated facilities and services (if any)

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Other optional information

Continue to support Branching Out Plus, a mental health group ran by Aberdeenshire Council, where members come to help out at our maintenance events.

Updates our constitution.

Declaration

The trustees declare that they have approved the trustees’ report above.

Signed on behalf of the charity’s trustees

Signature(s)	Denise Martin	Ken Watson
Full name(s)	Denise Martin	Ken Watson
Position (e.g. Chair)	Chair/Treasurer	Signatory
Date	11/04/2026	

Portlethen Moss Conservation Group

SC040350

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2025		31	March	2026

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	120				120	460
Legacies					-	-
Grants		709			709	690
Receipts from fundraising activities	62				62	45
Gross trading receipts					-	-
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities		100			100	157
					-	-
A1 Sub total	182	809	-	-	991	1,352
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	182	809	-	-	991	1,352
A3 Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	54	367			421	5,507
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	72				72	72
Preparation of annual accounts					-	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	126	367	-	-	493	5,579
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	126	367	-	-	493	5,579
Net receipts / (payments)	56	442	-	-	498	(4,227)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	56	442	-	-	498	(4,227)

error

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	15,067	158			15,224	19,451
	Surplus / (deficit) shown on receipts and payments account	56	442			498	(4,227)
						-	
						-	
	Cash and bank balances at end of year	15,122	600	-	-	15,722	15,224
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

	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				
		Total	-	-

	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

DA Martin	DENISE MARTIN	21 May 2026

Section C Notes to the Accounts

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

Funds raised by grants, donations and other charitable sources and all such funds are applied solely towards the aims and purposes of the Portlethen Moss Conservation Group

C2 Grants

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

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

Portlethen Moss Conservation Group

SC040350

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 £
Mrs Souter	20				20	10
Portlethen Gala	100				100	250
					-	200
					-	
Total	120	-	-	-	120	460
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Nescan Hub Seedfunding		500	500	500
Meikle Carew Windfarm Funding		209	209	80
			-	110
			-	
Total	-	709	709	690
	-	-	-	-

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 £
Reimbursement of insurance from Aberdeenshire		100			100	157
Easy Fundraising	62				62	45
					-	
					-	
					-	
					-	
					-	
Total	62	100	-	-	162	202
	reference error	-	-	-	reference error	reference error

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 £
Zurich Insurance		100			100	157
Cleva spare mower battery	54				54	-
Independent Examination of Accounts	72				72	72
Scythe Cymru purchase of scythe		207			207	-
B&M Lavender plants		60			60	-
Rosehill timber 2 seats & picnic tables					-	1,890
Ground grids - extension to hardstanding					-	1,488
Plants for community garden					-	468
RHS Plants					-	212
Rosehill Timber - story corner sign					-	240
ABK Aggregates - bark chippings					-	55
ABK Aggregates - soil for planter					-	58
Rosehill Timber Planter					-	420
Annual bedding plants for planter					-	7
Decking oil for wooden sculpturers					-	58
Tree stake					-	5
Wood stain & decking oil - Moss noticeboard					-	80
Folding trolley					-	80
Topsoil & grit					-	164
Cleva - replacement mower key					-	10
ABK Bark chippings					-	55
Lavender plants					-	60
Total	126	367	-	-	493	5,579
	reference error	-	-	-	reference error	reference error

APPENDIX 3

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Office of the Scottish Charity Regulator

	Independent examiner's report on the accounts v2						
Report to the trustees/members of	Portlethen Moss Conservation Group						
Registered charity number	SC040350						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2025	to	31	03	2026
Set out on pages	5-8					(remember to include the page numbers of additional sheets)	
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 - 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:	Jacquie Milne				Date:	2 June 2026	
Name:	Jacquie Milne						
Relevant professional qualification(s) or body (if any):	Finance & Administration Manager						
Address:	Aberdeenshire Voluntary Action, PO Box 18706, Peterhead AB42 9BA						