

**East of Scotland Jazz Education SCIO**

**Scottish Charity No  
SC045686**

**Annual Report and Financial Statements  
For the year ended 31/10/2024**

**Trustees’ Annual Report**

**For the year ended 31 October 2024**

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 October 2024.

**Reference and Administrative Information**

**Charity name**

East of Scotland Jazz Education (SCIO)

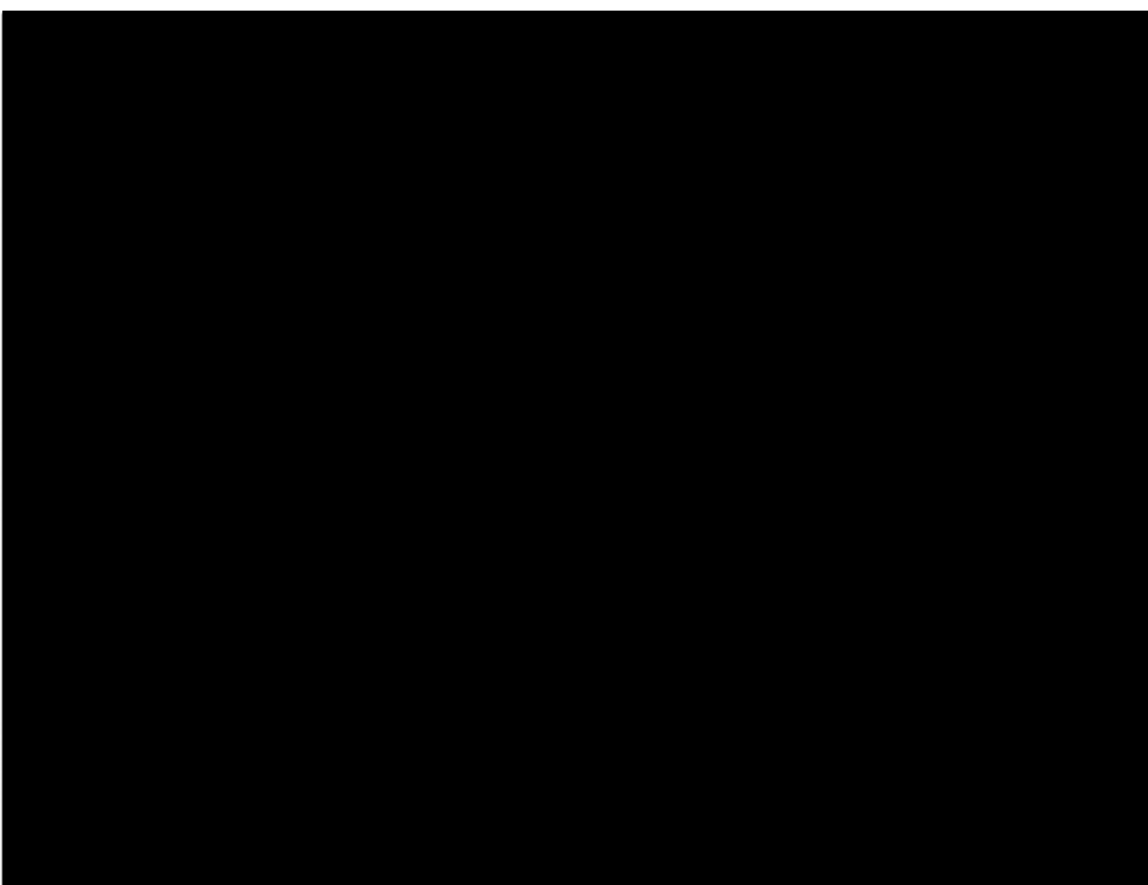
**Charity number**

SC045686

**Address**

[Redacted address block]

**Current Trustees**



Chair

Secretary

Treasurer

## **Structure, Governance and Management**

### **Constitution**

The Charity is a Scottish Charitable Incorporated Organisation (SCIO) and was registered in its current legal form on 9<sup>th</sup> June 2015. The charity was previously an unincorporated association but changed its legal form to a SCIO on 9<sup>th</sup> June 2015. The assets of the unincorporated association were transferred to the SCIO on this date.

### **Appointment of trustees**

The charity operates a single tier structure whereby the charity trustees are also the organisation's only members and comprise the organisation's board. The Board meets up to six times a year. Trustees are appointed at the Annual General Meeting which is normally held in July each year. Under the constitution, there must be a minimum of three and not more than seven elected trustees.

### **Management**

The trustees are responsible for the strategic direction and governance of the organisation, whilst day-to-day running is delegated to the administrator, who receives an annual honorarium. The administrator attends the Board meetings to discuss progress and development. We also engage a musical director, tutors and houseparents for the annual [REDACTED] Jazz Summer Course. We have a Child Protection policy in place and our staff members have Disclosures under the Protection of Vulnerable Groups (PVG) Scheme.

We have policies and procedures in place for Child Protection & Safeguarding and for grievances. All of our policies and procedures are reviewed and updated regularly and published on our website. Administrators and houseparents attend appropriate training on relevant topics such as first aid and safeguarding.

### **Objectives and Activities**

#### **Charitable purposes**

The organisation is established for charitable purposes only, and in particular, the objects are: a) to advance education through providing opportunities for the general public to develop skills in musical performance, particularly but not exclusively in the genre of jazz; and b) to advance the arts through musical education and performance, particularly but not exclusively in the genre of jazz.



## **Activities**

Our main scheduled activity during the reporting year was the Richard Michael Jazz Summer Course, held at Strathallan School in July 2024.

## **Achievements and Performance**

We attracted a good number of participants to our course in July 2024. A total of 71 attended, six more than the previous year.

## **Financial Review**

Our main source of funding continues to be fees charged for attendance at the Jazz Summer Courses.

The charity provided grants of £325 to one young person to subsidise their attendance at the Jazz Summer Course. The charity still holds in reserve £810 granted by Youth Scotland in 2016 which is ring-fenced for use of promoting music to young people. This grant will be used to provide further funding for young people to attend the Jazz Summer Course in the future

## **Reserves Policy**

The trustees' policy is to maintain minimal reserves at around 2-3 months of normal running costs in order to meet any unexpected expenditure. Reserves at the end of the year were £14,371.33, which is well within the target range.

## **Plans for Future Periods**

The trustees intend to continue and where appropriate develop the activities which the charity provides in the field of music education. We are currently actively planning for the 2025 course, which will be held from 29th June to 4th July at Strathallan School

**Approved by the trustees on**

**and signed on their behalf by:**

[Redacted signature area]



**Independent Examiner's Report  
For the /year Ended 31 October 2024**

**Independent Examiner's Report to the Trustees of East of Scotland Jazz Education SCIO**

I report on the financial statements of the charity for the year ended 31 October 2024, which are set out on pages 5 to 8.

**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's 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.

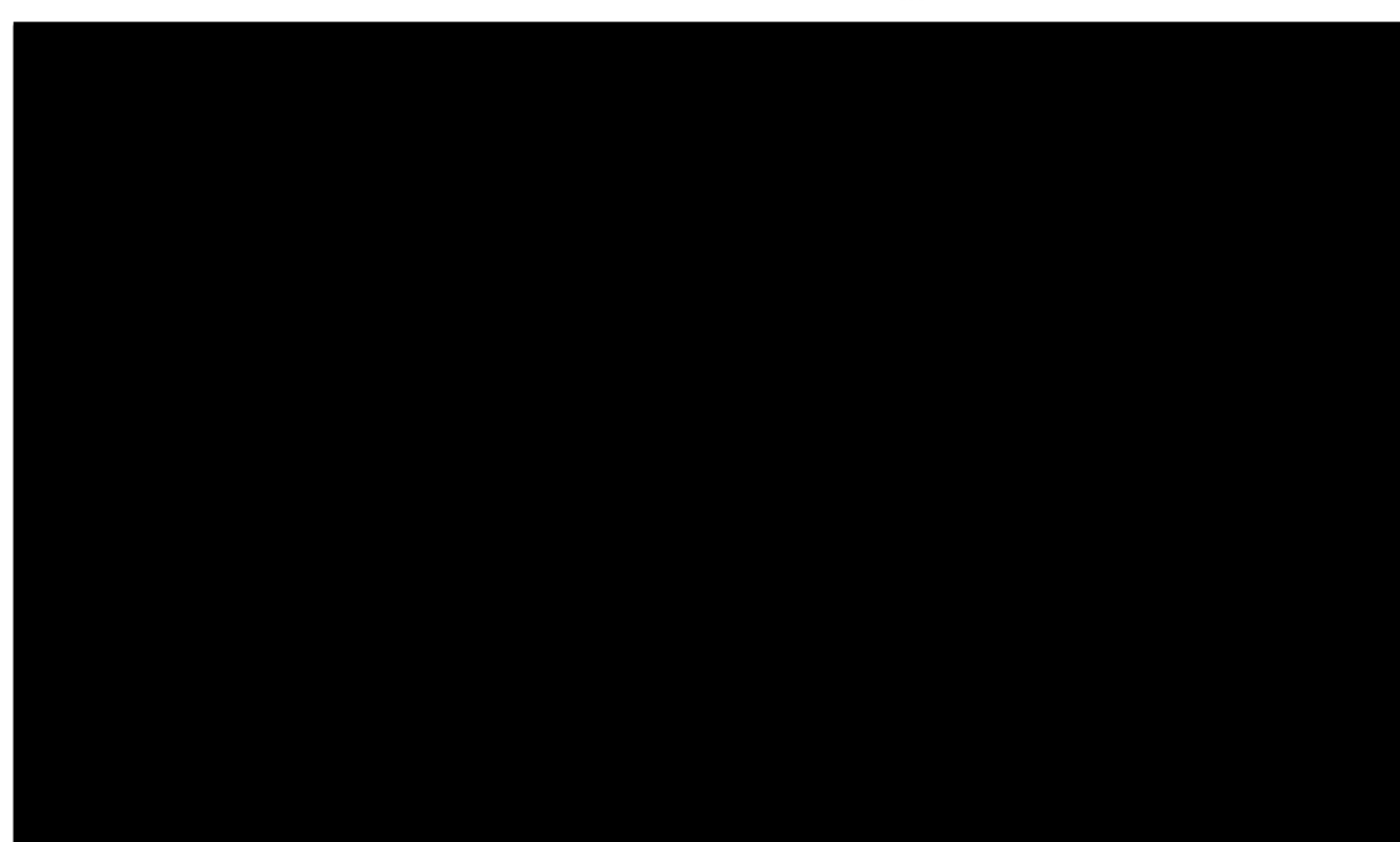
**Basis of Independent Examiner's Statement**

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 connection with 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.



**Statement of Receipts and  
Payment  
For the Year Ended 31 October  
2024**

	Note	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
<b>Receipt</b>					
Bank interest		17	-	17	60
Donations	5	333	-	333	924
Short-term Loan received	6	-		-	4,500
<b>Receipts from Charitable Activities</b>					
Gross Trading Receipts	4	41,057	-	41,057	35,957
Total receipts		<u>41,407</u>	<u>-</u>	<u>41,407</u>	<u>41,441</u>
<b>Payments</b>					
Short-term Loan repayment	6	-	-	-	4,500
Payments relating directly to charitable activities	7	40,363	325	40,688	38,135
Total Payments		<u>40,363</u>	<u>325</u>	<u>40,688</u>	<u>42,635</u>
Surplus / (deficit)		<u>1,044</u>	<u>(325)</u>	<u>719</u>	<u>(1,194)</u>



## Funds Reconciliation

### For the Year Ended 31 October 2024

	Unrestricted Funds	Restricted Funds	Total 2024	Total 2023
Cash at Bank – 01/11/2022	12,517	1,135	13,652	14,846
Surplus/(Deficit) for period	1,044	(325)	719	(1,194)
Cash at Bank – 31/10/2023	<u>13,561</u>	<u>810</u>	<u>14,371</u>	<u>13,652</u>
Bank Balances				
Current Account	11,941	-	11,941	11,232
Savings account	1,620	810	2,430	2,413
	<u>13,561</u>	<u>810</u>	<u>14,371</u>	<u>13,652</u>

**The notes on Pages 7 & 8 form an integral part of these accounts**

Approved by the Trustees on \_\_\_\_\_ and signed on their behalf \_\_\_\_\_

## Notes to the Accounts – For the Year ended 31 October 2024

### 1. Basis of Accounting

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2. Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running of the charity.

### 3. Related Party Transactions

The trustees all give freely their time and expertise without any form of remuneration or other benefit in kind or cash.

### 4. Gross Trading Receipts

Gross trading receipts consist of fees paid by participants in the Jazz Summer Course.

### 5. Donations

	Unrestricted Funds	Restricted Funds	2023
Collection at Jazz Tutor Concert	223	-	501
General Donation	110	-	265
Gift Aid	-	-	158
	<u>333</u>	<u>-</u>	<u>924</u>



## 6. Short-term loan

The charity received a short-term, interest free, loan of £4,500 from a supporter to cover the deposit on the Strathallan venue in March 2023. The loan was fully repaid in May 2023. No loan was received in 2024.

## 7. Payment relating directly to charitable activities

	Note	Unrestricted Funds	Restricted Funds	2024	2023
Administration		4,200	-	4,200	4,200
Governance	8	175	-	175	175
Bank Service Charge		-	-	-	-
Houseparent		1,545	-	1,545	1,980
Summer course expenses		710	-	710	577
Insurance		79	-	79	61
Promotion		-	-	-	-
Sound and Lighting		315	-	315	315
Travel		409	-	409	589
Tutors' Fees		9,435	325	9,760	9,760
Venue		23,078	-	23,078	20,366
Web hosting		417	-	417	112
Total expenses		<u>40,363</u>	<u>325</u>	<u>40,688</u>	<u>38,135</u>

## 8. Governance costs

Accountancy and Independent examination	<u>175</u>
---	------------