

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
From	Day	Month	Year	To	Day	Month	Year
	1	Jan	2024		31	Dec	2024

Reference and administration details

Charity name	Kirkcaldy Parks Running Festival
Other names charity is known by	
Registered charity number	SC051403
Charity's principal address	52 Lochtyview Way
	Thornton
	Kirkcaldy
	Fife
	Postcode KY1 4BL

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	Appointed 29/1/2024	
2	Vice-Chair	Appointed 29/1/2024	
3	Secretary		
4	Treasurer	Appointed 29/1/2024	
5	Committee Member	Appointed 29/1/2024	
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

Apj

Structure, governance and management

Type of governing document

Constitution

Trustee recruitment and appointment

Trustees recruited from existing committee and appointed upon completion of relevant forms and declarations.
Trustees to conduct themselves within the terms laid out in the constitution

Objectives and activities

Charitable purposes

Our charitable purposes are:

- the advancement of public participation in sport;
- the organisation of recreational activities;
- the advancement of health; and
- the advancement of citizenship and community development, in Kirkcaldy and the surrounding areas ("the Charitable Purposes").

Summary of the main activities in relation to these objects

- To stage an annual running festival featuring a variety of events that cater to participants of all abilities, thereby promoting widespread public engagement in sport;
- To organise additional sporting activities designed to encourage community involvement in healthy recreation;
- To invite and involve local community organisations and individuals in the planning and delivery of our festivals and events;
- To collaborate with individuals and community groups in support of our charitable aims—advancing health, recreation, citizenship and community development across Kirkcaldy and the surrounding areas.

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Achievements and performance

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

Staged a multi-event running festival featuring a half-marathon road race, an approximately 8 km trail run, event village for families and a children's fun run.

Retained the previous year's more accessible trail course in response to positive participant feedback.

Partnered with local sports clubs, schools, Scouts and Guides to recruit and coordinate volunteer support.

Collaborated with local community groups to provide route-side entertainment and encouragement.

Invited local community organisations and businesses to take part in the event village.

Increased public engagement through social media with marketing and awareness campaigns to better inform the local community about road closures and providing route related help for residents and businesses.

Partnered with charity partner Maggie's to raise their profile, encourage runners to secure sponsorship and facilitate on-the-day donations.

Financial review

Brief statement of the charity's policy on reserves

We do not generate significant reserves and, any small amount carried would be used to run the following year's events to keep costs down for those taking part.

Details of any deficit

None on this occasion

Donated facilities and services (if any)

Water and some foodstuffs for runners and volunteers

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Other optional information

Our flagship half-marathon once again attracted a strong and diverse field — from veteran members of local running clubs to many athletes tackling the distance for the first time. We have always been committed to promoting diversity, inclusion, and accessibility across all our events, and were particularly proud this year to welcome our first non-binary entrant in the half-marathon. Along the route, the runners were encouraged by many enthusiastic residents who helped create an upbeat and supportive atmosphere for everyone involved.

The revised 8 km trail event, routed through nearby woodland paths, also drew runners of all abilities. Some participants progressed from “Couch to 5K” programmes to take on the off-road challenge, while others enjoyed their first experience of trail running. Feedback was overwhelmingly positive, with many highlighting the scenic course, welcoming atmosphere, and supportive volunteers.

The non-competitive children’s fun run once again proved to be a highlight of the weekend, attracting an excellent turnout of young participants and delighted families. The finish area was filled with proud smiles and a strong sense of achievement among the children.

The event’s success was made possible thanks to the dedication of our volunteers, drawn from all sections of the community. This diverse team included fellow runners, local youth groups, adults with disabilities, and residents of all ages, who came together to ensure the smooth running of the weekend and to foster a warm, inclusive environment for participants and spectators alike.

We continued to strengthen our commitment to environmental responsibility by introducing additional sustainability measures. Notably, leftover race T-shirts were collected and donated to charitable causes, ensuring that surplus stock was put to good use rather than going to waste.

The event benefited from extensive promotion across social media platforms and live coverage on our local community radio station, helping us engage with a wider audience across Kirkcaldy and the surrounding area.

We are extremely grateful to our financial supporters, whose generous contributions enabled the event to take place. These included Fife Council, our local authority, as well as a cross-section of local businesses who continue to recognise the value of the festival in bringing the community together and promoting health and wellbeing.

Our committee was extended with the welcome addition of new members, many of whom took on roles and responsibilities which were new to them, picking up new skills along the way and every one of them contributed to the delivery of the events over the weekend.

Declaration

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

Signed on behalf of the charity’s trustees

Signature(s)

Full name(s)

Position (e.g. Chair) Committee Member (former treasurer)

Date 15/06/2025

KIRKCALDY PARKS RUNNING FESTIVAL

SC051403



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Da	Month	Year
	01	01	2024		31	12	2024

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	2,669	1,439				580
Legacies						
Grants						8,772
Receipts from fundraising activities	34,080					
Gross trading receipts						
Income from investments other than land and buildings	1					-
Rents from land & buildings						
Gross receipts from other charitable activities						24,823
A1 Sub total	36,750	1,439	-	-	38,189	34,175
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	36,750	1,439	-	-	38,189	34,175
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	41,993				41,993	40,420
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	41,993	-	-	-	41,993	40,420
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	41,993	-	-	-	41,993	40,420
Net receipts / (payments)	(5,243)	1,439	-	-	(3,804)	(6,245)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(5,243)	1,439	-	-	(3,804)	(6,245)

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	6,543				6,543	12,788
	Surplus / (deficit) shown on receipts and payments account	(5,243)	1,439			(3,804)	(6,245)
						-	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	1,300	1,439	-	-	2,739	6,543
B2 Investments	Details						
B3 Other assets	Details						
B4 Liabilities	Details						
B5 Contingent liabilities	Details						

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

25.

Section C Notes to the Accounts

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			-

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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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

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KIRKCALDY PARKS RUNNING FESTIVAL

SC051403

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 £
General Donations	2,669	1,439			4,109	580
					-	
					-	
					-	
Total	2,669	1,439	-	-	4,109	580
	-	-	-	-	reference	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
Grants	-				-	8,772
					-	
					-	
					-	
Total	-	-			-	8,772
	-	-			-	-

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 £
Merchandise Sales	205				205	-
Race Fees	26,125				26,125	15,723
Sponsorship	7,750				7,750	9,100
					-	
					-	
					-	
					-	
Total	34,080	-	-	-	34,080	24,823
	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 £
Event Village Expenses	610				610	600
Merchandise Costs					-	-
Race Operating Expenses	33,256				33,256	33,413
Race Participant Expenses	7,375				7,375	5,535
Administrative costs	752				752	873
					-	
					-	
					-	
					-	
					-	
Total	41,993	-	-	-	41,993	40,421
	reference error	-	-	-	reference error	reference error

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Additional analysis (2)

5 Breakdown of unrestricted funds

Breakdown of unrestricted funds	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	-
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
					cross ref error	
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	-	-	-	-	-	-
					cross ref error	
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
					cross ref error	
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	-	-	-	-	-	-
					cross ref error	

APPENDIX 3



Report to the trustees/members of
Registered charity number
On the accounts of the charity for the period

Set out on pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

Signed:

Name:

Relevant professional qualification(s) or body (if any):

Address:

Independent examiner's report on the accounts

v2

Charity name
Kirkcaldy Parks Running Festival

SC051403

Period start date

Day	Month	Year
01	01	24

to

Period end date

Day	Month	Year
31	12	24

(remember to include the page numbers of additional sheets)

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.

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.

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

Date:

03.04.25

Fife Voluntary Action
Caledonia House,
Pentland Park, Saltire Centre
Glenrothes, Fife, KY6 2AL

*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.