

Pittenweem Community Library and Information Centre

Trustees' Annual Report – year ending November, 2024



SCIO Charity registration no SC047013

Pittenweem Community Library and Information Centre, Ground Floor, Old Town Hall, Cove Wynd,
Pittenweem, Fife, KY10 2LE

Web: pittenweemlibrary.org.uk Facebook: www.facebook.com/pittcllc

Trustee's Annual Report for the year ending November, 2024		
Presented at AGM	27 th February 2025	
Signed and approved by [REDACTED]	[REDACTED]	21/05/2025
Signed and approved by [REDACTED]		21/05/2025
Submitted to FVA	May 22nd 2025	

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Aims and purposes

The Constitution of the Pittenweem Community Library and Information Centre outlines our purposes. These are:

- The advancement of education through the provision of educational materials, provision of classes and study opportunity
- The advancement of citizenship and community development by providing a community hub and the organisation being based on a voluntary model
- The advancement of the arts, heritage, culture and science through the provision of information, both local and broader, and with the aim of becoming a heritage centre for Pittenweem
- The organisation and provision of recreational facilities by offering educational and vocational classes of various types and an aim to provide a library service to residents who cannot attend in person due to ill health or disability
- The advancement of environmental protection or improvement in the aim of providing a centre for energy advice
- Relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage by providing a library service which is free at the point of use and will additionally be taken to people in their homes who cannot attend in person because of disadvantage.

Practically, this means that we continue to provide the library services free at the point of use, including:

- Working with local schools and the nursery school to provide access to books and stories
- maintaining an up-to-date source of information for the local community and for visitors to Pittenweem
- building our local interest section in the library with books, pamphlets and photographs for reference and for lending
- providing all of the usual library services including lending books and DVDs
- delivering books and DVDs to local residents who are unable to come into the library

The remainder of this report will detail what we managed to achieve throughout the year.

Trustees' Report 2023-24

Once again it is so encouraging to report that our library is in excellent health. Last year, we reported that our key features included our ability to respond to change and that our volunteers are amazing and we rely on every one of them absolutely. This year we can say with pride that on 25 March last year the Library reopened after the building work and we are delighted with the transformation. We emerged triumphant from the bureaucratic form filling, endless inconvenience and dust!

Statistics show that we've welcomed 78 new members over the last year. Since our closure last Christmas we are slightly down on those who currently borrow books and are trying to work on that.

Books and Library Services

A Library is all about books: the stock team led by [REDACTED] works tirelessly on our behalf. We thank [REDACTED] who's retired from years of book covering and it's brilliant that [REDACTED] has taken over from her, ably supported by [REDACTED] and [REDACTED]. Other volunteers - [REDACTED], [REDACTED] and [REDACTED] - sort donations and decide which books to buy. Stock is always being reviewed; redundant stock uplifted by Better World Books. [REDACTED] prepared our adult audio books to be donated to Oxfam and transported our large print books to an Anstruther care home, who were delighted to receive them. This all releases much needed space. We enjoy getting advice from members about new stock and our local history section layout has been improved. As we know, stock is constantly refreshed and enormous care and attention are paid to our displays, which currently highlights cosy crime! Stock flies off our New Stock table. You may not be surprised to know that [REDACTED] are our most popular authors, with local author [REDACTED] not far behind, and Julia Donaldson continuing to get the children's vote.

Book reviews are popular. Thanks to [REDACTED] editorial skill and gentle nudging, a good number of reviewers offer a piece. [REDACTED] keeps them beautifully varied. It's great that folk can look up past reviews when choosing what to read.

New stock is also purchased through our Friends Scheme and we're most grateful to the 36 members who donated £15 each in this financial year.

New Activities

We hope we never stand still and look forward to tempting in new visitors. The Craft Pods from Fife Contemporary last March were delighted with our space. We were also pleased with the success of the Pop-Up Library in the Festival Office last March – another sign that we like to try creative areas of outreach. Back in October, we greatly enjoyed our trip to the Glasgow Women's Library and to hear [REDACTED] speak about her project. Thanks to [REDACTED] and [REDACTED] for their first-class organisation. Another very well received event was the exhibition that [REDACTED] organised with the help of [REDACTED], to commemorate the life and work of artist and art therapy pioneer, [REDACTED]. The professional standard of this summer exhibition was very high. Thanks also go to [REDACTED] for her help with the installation. The descendants of [REDACTED] of Pittenweem on their visit from Australia were delighted to be given the use of the library in September to meet anyone connected with the family.

The Information Centre

Libraries are also about information. We are an Information Centre – even more vital now that St Andrews' Centre has closed. The local publication display is kept updated by [REDACTED] to present tourist and public service information. Each year, thanks to [REDACTED], we produce an updated edition of Welcome to Pittenweem, complete with new map. 6000 copies were delivered to St Andrews and local outlets throughout the year, thanks to [REDACTED], and we are most grateful for the support of the 13 local businesses who sponsor it.

Libraries are about different areas of stock. We rely so much on [REDACTED] and her invaluable retail experience to advise on the really lovely assortment of cards and notecards on sale which generate a constant healthy income. Local guidebooks sell steadily. Our new public access computer is popular and folk value using it to print off tickets, for example.

Volunteers and Community Engagement

Community Libraries are about locals. We have over 35 local volunteers, those on the desk rota being managed so skilfully by [REDACTED]. Visitors find such a warm welcome and we like to think that the atmosphere of positivity and friendly help from our wonderful desk team is what makes them want to return. Newcomers to Pittenweem often comment that it's the library that made a big impact on their feeling of acceptance. In fact we've been lucky enough recently to have secured the help of a new volunteer, [REDACTED], with publicity.

We are also open for Scrabble Club on a Thursday afternoon and that continues to attract an increasing number of participants, with thanks to [REDACTED] and [REDACTED] for managing this. The Reminiscence Café is also much appreciated by its users. Thanks so much to [REDACTED] and her helpers [REDACTED] and [REDACTED]. Both groups generate a lovely atmosphere of acceptance.

We continue to be grateful to [REDACTED] for his Books on Wheels, another area of outreach. If a local resident is housebound or temporarily laid up they can have books delivered to their home.

Communications

Growth happens through marketing and communication, be it online, via social media, on posters, flyers or by word of mouth. We remain really grateful to [REDACTED] for all she continues to do to update our website and manage our communication with the membership. [REDACTED] is absolutely amazing at ensuring the Library has a constant presence on Facebook. The indomitable [REDACTED] continues to be out in all weathers putting up and updating posters.

The library has just produced its 26th edition of our community newsletter, Pittenweem Post. When [REDACTED] had to step down, [REDACTED] were extremely glad to welcome [REDACTED] onboard and he's proving invaluable at reaching out for articles and negotiating with the editorial team at Crail Matters. This all involves a lot of time and planning. We publish about 45 printed copies, available locally, and our next plan is to be responsible for our own electronic distribution.

Many of the eye-catching posters we enjoy seeing around and on the web, have been designed by [REDACTED] and we continue to be most grateful for her enormous creativity.

Our Library talks have again been incredibly successful, bringing in almost £4k: often we were full to capacity. The spring and autumn talks were very well received and of course our own [REDACTED] was a standout success! We welcomed audiences for all the talks from all over the East Neuk.

The fact that they all provoked lively discussion is testament to the extremely high quality of our speakers, who give generously of their time. Folk enjoyed the refreshments served by [REDACTED] and [REDACTED] and we're grateful to Coastline Church for the warm surroundings and invaluable technical help of [REDACTED] and of course [REDACTED]. Our new spring lecture series starts on Thursday 3 April and tickets will remain at the excellent value at £6.

Lots of stuff goes on quietly behind the scenes. [REDACTED] from the Cocoa Tree again generously carried out her PAT testing free of charge. Our Library is based in a very old building, and we were so grateful to [REDACTED] who managed the refurbishment project.

The Trustees have met on 8 occasions since our last AGM and every area of Library life is constantly scrutinised. We were grateful to [REDACTED] who stepped in as Treasurer appreciated his help with our new lease. We now warmly welcome [REDACTED] and feel very lucky indeed to have engaged her time and expertise. We remain most grateful to [REDACTED] for her invaluable help with bookkeeping and also thank [REDACTED] for his assistance with banking.

Children's Services

We want our local children to know about the Library and what it offers to them. It should be an enjoyable place for them to visit and we run a number of activities with these aims in mind.

We've been able to offer a BOOKBUG session every single Saturday morning for the youngest children and our numbers are really growing, which is great. Thanks so much to our deeply committed 4-person team [REDACTED] (all qualified Bookbug leaders) and [REDACTED].

The SCHOOL VISITS on a Friday morning seem to go from strength to strength. Each class session includes a story, an activity and a chance to browse the shelves. Almost all the pupils are registered Library members. In the current school year, there are 4 classes, each of which had a session every half-term. That's a total of 6 visits per year for each child in the school.

The Nursery children have also visited the Library regularly.

Our fantastic team during the past year has included [REDACTED] on the desk trying to keep track of all the books we lend!

We can certainly say that our links with the school have got even stronger this year. We love being invited by the head teacher to judge various competitions, like Burns poetry and Pittenweem's Got Talent.

We held excellent CRAFT WORKSHOPS in the spring and at Hallowe'en, with free drop-in sessions, funded from Library donations. [REDACTED] has kindly and most ably taken over the leadership of that team. For the first time, we added to the Arts Festival's programme of children's events by offering a craft workshop last summer.

We repeated our popular Tales from The Cave during the Festival, again holding five sessions, each with a story for the 3-5 year olds and another for the 6-10s. Our storytellers included [REDACTED] from the Dory. Our ticket sales were strong and several sessions were packed out. We thank the Festival for again offering free publicity in the brochure and

all those volunteers who acted as assistant storytellers and stewards. Not forgetting [REDACTED], who again set up excellent lighting and music in a very challenging setting and [REDACTED] for props.

During the summer holiday, we again offered our Hidden Books in waterproof bags scattered around the village. [REDACTED] and her daughters, [REDACTED], organised the hunt and did a wonderful job of distributing and replenishing stocks on a regular basis.

With our excellent facilities now for baby-changing, the library has proved an even more attractive option for the parents, grandparents, children and teachers. They are always welcome.

Conclusion

We had another brilliant summer party in the Priory garden in July and welcomed back [REDACTED] to cut the Library's 7th Birthday cake. 70 members attended and over £650 was made on the raffle. A huge thank you to [REDACTED] for acquiring those extremely generous raffle prizes.

The Library as an Arts venue was appreciated again by [REDACTED], who experienced his usual steady footfall, and who is also generous to us. Last month we also welcomed members of the Community Crafts group to showcase their 2025 project in the Library.

We remain extremely grateful to all of our supporters for their interest in and backing of the Library. We thank those members who have taken on more responsibilities this year in specific areas and look forward to the coming year. Finally, we applaud that unknown member who, statistics reveal, took out 86 books last year! Could one of us be next year's champion? After all, our little and amazing library has no fewer than 5633 items to borrow!

Finance Report 2023-2024

1) This was not a usual year, finance wise.

- In the financial year from December 2023 – November 2024, we spent £61,127 on improvements to the kitchen and toilets which were covered by grants of £72,000 received in the previous financial year.
- This also meant that the library had to be closed for a couple of months, which did affect receipts and payments.
- The rest of this section will focus on finance activity not including the building work finances. Because this skews things.

2) Account Overview

- Excluding the grants for the building work, compared with last year, the money that came in this year was down by £565 to £10,434 and payments were up £990, from last year to £9,282.
- This year, there was a surplus of £1,152, which is less than last year's surplus of £2,707, but as the library is not a for profit venture, this is considered healthy.

3) Income

- We received £1784 in donations. This is down by £810 from last year.
- Fundraising income, which includes the talks and raffles, was also down by £457 to £5034. Which is still a very healthy figure.
- The amount of money taken from the sale of items such as used books and greetings cards was down by £119 from last year, to £1739
- Income from other charitable activities was up by £821, £750 of which was from the coach trip to Glasgow, which is a new venture taken on by the library and not run to bring in a profit.
- That may sound a bit negative, but the numbers are still healthy, the income exceeded payments by £1,152, and were affected by the library being closed for the building work.

4) Payments

- Payments were up by £990. £705 were cost associated with the coach trip to Glasgow,
- We spent £187 less on utilities
- The rent was renegotiated and we received a refund, so rent actually shows a surplus of £105, and is £480 less than last year.
- We spent £783 on new books to refresh the collection.
- The insurance looks high because we paid for next year's insurance early, so two payments fell into one financial year.
- The governance costs are £440 for the last financial year, because the costs of the independent examination of accounts for the previous financial year, slipped into this one, so two payments are included.

5) Balance

- We started the year with a balance of £88,095 and finished the year with £28,120, but as this includes the grants and building expenses, it's a bit misleading, it's probably better to look at the balance for the general funds, which started at £19,592 and finished with £20,744.

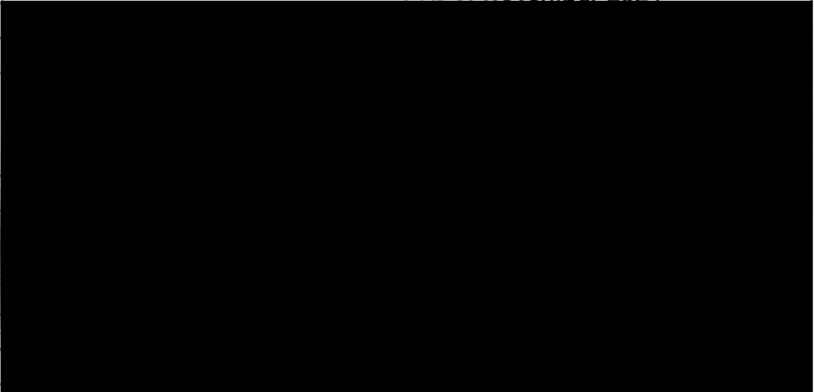
6) Thank Yous

I'd like to conclude this report by saying our success and financial security is down to our wonderful supporters. A special thanks is given to:

- The businesses that sponsored the Welcome to Pittenweem leaflet
- The Scrabble club which donated £280
- Pittenweem Kirk which held a coffee morning and raised £205 for the library
- All the people who signed up to be Friends of the Library and helped us raise £540
- And to everyone who helped out both financially and with their time.

Structure, Governance, and Management

During this financial year, the following changes were made to the trustee positions:

Position	As of December 2023	As of November 2024
Chair		
Secretary		
Treasurer		
Building Officer		
Minutes Secretary		
IT Officer		
Library Manager		
Children's Services Officer		
Trustee		

There are currently no trustee positions vacant.



Enter charity name below

Enter SC No. below

Pittenweem Community Library and Information Centre

SC047013

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	12	2023		30	11	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	1,784				1,784	2,594
Legacies	-				-	-
Grants	-				-	72,000
Receipts from fundraising activities	5,034				5,034	5,491
Gross trading receipts	1,739				1,739	1,858
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Gross receipts from other charitable activities	1,877				1,877	1,056
					-	-
A1 Sub total	10,434	-	-	-	10,434	82,999
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	10,434	-	-	-	10,434	82,999
A3 Payments						
Expenses for fundraising activities	449				449	660
Gross trading payments	344				344	450
Investment management costs					-	-
Payments relating directly to charitable activities	8,049	61,127			69,176	12,161
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	300				300	-
Preparation of annual accounts	140				140	-
Legal costs					-	-
Other					-	-
					-	-
A3 Sub total	9,282	61,127	-	-	70,409	13,271
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	9,282	61,127	-	-	70,409	13,271
Net receipts / (payments)	1,152	(61,127)	-	-	(59,975)	69,728
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1,152	(61,127)	-	-	(59,975)	69,728

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	19,592	68,503	-	-	88,095	18,367
	Surplus / (deficit) shown on receipts and payments account	1,152	(61,127)			(59,975)	69,728
						-	-
						-	-
	Cash and bank balances at end of year	20,744	7,376	-	-	28,120	88,095
	(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					
	Books			4,000	4,000
	Shelving			1,000	1,000
	Office equipment			300	300
	Heating system			7,639	7,639
		Total	-	12,939	12,939

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

21 May 2025

21 May 2025

Pittenweem Community Library and Information Centre SC047013

Section C Notes to the Accounts

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

Unrestricted funds are those that may be used at the discretion of the trustees in the furtherance of the objects of the charity. The Trustees maintain unrestricted funds for the day-to-day running of the Library as well as building funds for small improvements. The trustees have designated £7,500 of unrestricted funds to a 'safety net' fund to ensure we can meet our annual costs in the event of a year when we might have low donations or fundraising income.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

In 2023/24 the restricted fund set up by previous grants was used for building alterations

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

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

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

Over the course of the year, Trustees have been reimbursed for receipted purchases they have personally and properly made on behalf of the charity. These are not considered "trustee expenses" and are accounted for as part of the charity's general expenditure.

Pittenweem Community Library and Information Centre

SC047013

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 £
Donations	761				761	1,410
Friends of Library	540				540	585
Gift Aid recovered	99				99	215
Business sponsorship	384				384	384
	-				-	-
Total	1,784	-	-	-	1,784	2,594

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2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Norah Webber Trust re Building redevelopment	-	-	-	2,000
Fife Council re Building Redevelopment	-	-	-	60,000
Lottery Community Fund re Building Redevelopment	-	-	-	10,000
	-	-	-	-
	-	-	-	-
	-	-	-	-
Total	-	-	-	72,000

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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 £
Room Hire	500				500	500
Income from group activities	1,015				1,015	250
Income from Children's activities	362				362	306
	-				-	-
	-				-	-
	-				-	-
	-				-	-
Total	1,877	-	-	-	1,877	1,056

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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 £
Banking costs	40	-			40	
Activities	705				705	
Children's activities	281				281	407
Cleaning and hygiene	1,038				1,038	860
Library: Books, Display, Cataloging and Lending	1,010				1,010	1,530
Information centre	975				975	406
Insurance	802				802	595
Publicity, stationery	733				733	483
Rent	(105)				(105)	375
Repairs, maintenance and tenant's improvements	282	61,127			61,409	5,030
Utilities and telephone / broadband	2,288				2,288	2,475
Total	8,049	61,127	-	-	69,176	12,161

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Pittenweem Community Library and Information Centre SC047013

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1	Unrestricted fund 2	Unrestricted fund 3	Unrestricted fund 4		
	General Unrestricted Funds	Publications	Safety net (reserves)		Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	1,400	384			1,784	2,594
Legacies	-	-			-	-
Grants	-	-			-	-
Receipts from fundraising activities	5,034				5,034	5,491
Gross trading receipts	1,160	579			1,739	1,858
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	500
Gross receipts from other charitable activities	1,877				1,877	556
Sub total	9,471	963	-	-	10,434	10,999
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	9,471	963	-	-	10,434	10,999
Payments						
Expenses for fundraising activities	449				449	660
Gross trading payments	344				344	450
Investment management costs					-	-
Payments relating directly to charitable activities	7,379	670			8,049	7,182
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination	300				300	-
Preparation of annual accounts	140				140	-
Legal costs					-	-
Other					-	-
Sub total	8,612	670	-	-	9,282	8,292
Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
Sub total	-	-	-	-	-	-
Total payments	8,612	670	-	-	9,282	8,292
Net receipts / (payments)	859	293	-	-	1,152	2,707
Transfers to / (from) funds					-	
Surplus / (deficit) for year	859	293	-	-	1,152	2,707

Nature and purpose of funds

The Publications fund is being used to track income and expenses relating to information booklets and leaflets published by the library, including the Pittenweem Map, Walking guide and Wynds leaflet. This fund will be used to develop further publications.

The 'safety net' fund is a reserve to cover an average year's general running expenses in the event of a year with low income from fundraising or donations.

The remaining unrestricted income and expenditure forms the general fund.

Additional analysis (3)**6 Breakdown of restricted funds**

	Restricted fund 1	Restricted fund 2	Restricted fund 3	Restricted fund 4		
			Building improvements		Total restricted funds	Total restricted funds last period
Receipts						
Donations			-		-	-
Legacies			-		-	-
Grants			-		-	72,000
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	-	-	-	-	-	72,000
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	72,000
Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities			61,127		61,127	4,979
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Meeting room hire					-	-
Sub total	-	-	61,127	-	61,127	4,979
Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
Sub total	-	-	-	-	-	-
Total payments	-	-	61,127	-	61,127	4,979
Net receipts / (payments)	-	-	(61,127)	-	(61,127)	67,021
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	(61,127)	-	(61,127)	67,021

Nature and purpose of funds

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Charity name	PITTENWEEM COMMUNITY LIBRARY						
	Registered charity number	SC047013						
	On the accounts of the charity for the period	Period start date Day 01 Month 12 Year 23			to	Period end date Day 30 Month 11 Year 24		
Set out on pages								(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 [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:
Name:								
Relevant professional qualification(s) or body (if any):								
Address:	Fife Voluntary Action Caledonia House, Pentland Park Glenrothes 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.