

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	01	September	2024	To	31	August	2025

Reference and administration details

Charity name	Pitreavie PTC
Other names charity is known by	
Registered charity number	SC47464
Charity's principal address	Pitreavie Primary School
	Pitcorthie Drive
	Dunfermline
	Postcode KY11 8AB

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	Gemma Brailey	Chairperson	Appointed 23/10/24	
2	Daniel Watson	Treasurer	Appointed 23/10/24	
3	Sharon Sorenson	Secretary	Appointed 23/10/24	
4				
5				
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
Kirsty Cargill	23/10/24 – 25/02/2024

Structure, governance and management

Type of governing document

The charity is governed by a constitution detailing structure, governance and management.

Trustee recruitment and appointment

The membership consists of parents/carers of children attending Pitreavie Primary School as selected by the Parent Forum at the AGM. Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

Objectives and activities

Charitable purposes

The advancement of education

Summary of the main activities in relation to these objects

1. to promote close co-operation and communication between parents and teachers
2. to study and discuss matters of mutual interest relating to the education, welfare and experiences of pupils
3. to engage in activities which support and advance the education and experiences of pupils attending the school
4. to promote partnership between the school, pupils and all parents
5. to work in partnership with the school to create a welcoming school that is inclusive of all parents.

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Achievements and performance

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

The board of trustees changed during the year, and the new board took over the PTC. It organised the first event of the school year, a movie night held just before Christmas, which was very successful and well attended by pupils. We also held a spring disco, which was again well attended and enjoyed by the pupils. These fundraising activities enabled the PTC to raise funds to provide ties and bookbags for new starters and to support the P7 leavers' celebrations.

Financial review

Brief statement of the charity's policy on reserves

There will be a minimum reserve of £750 at any time and a maximum reserve of £7,500

Details of any deficit

Donated facilities and services (if any)

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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) <i>OSCR will accept digital or typed signatures</i>	Daniel Watson	
Full name(s)	DANIEL WATSON	
Position (e.g. Chair)	TREASURER	
Date	29 th MAY 2026	

Pitreavie PTC

SC047464



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

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					-	185
Legacies					-	-
Grants					-	25,478
Receipts from fundraising activities	1,121				1,121	2,248
Gross trading receipts					-	-
Income from investments other than land and buildings	45				45	95
Rents from land & buildings					-	-
Gross receipts from other charitable activities					-	-
					-	-
A1 Sub total	1,166	-	-	-	1,166	28,006
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	1,166	-	-	-	1,166	28,006
A3 Payments						
Expenses for fundraising activities	150				150	712
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	28,141
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	150	-	-	-	150	28,854
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	150	-	-	-	150	28,854
Net receipts / (payments)	1,016	-	-	-	1,016	(847)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	1,016	-	-	-	1,016	(847)

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	2,962	-	-	-	2,962	3,810
	Surplus / (deficit) shown on receipts and payments account	1,016	-	-	-	1,016	(847)
		-	-	-	-	-	
		-	-	-	-	-	
	Cash and bank balances at end of year	3,978	-	-	-	3,978	2,962
	(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

DANIEL WATSON	DANIEL WATSON	29 May 2026

Section C Notes to the Accounts

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

The Purpose of the funds are to meet our aims and Objectives as committed to within the constitution AIMS
 The Advancement of Education, which will be achieved by the following methods:
 1. to promote close co-operation and communication between parents and teachers
 2. to study and discuss matters of mutual interest relating to the education, welfare and experiences of pupils
 3. to engage in activities which support and advance the education and experiences of pupils attending the school

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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Number of trustees £

C4b Trustee expenses - details

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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Pitreavie PTC

SC047464

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 £
					-	
					-	185
					-	
					-	
Total	-	-	-	-	-	185
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
SCLF (meant for school paid to PTC in error, whole (30))					-	25,478
					-	
					-	
					-	
Total	-	-			-	25,478
	-	-			-	-

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

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Additional analysis (2)**5 Breakdown of unrestricted funds**

	Main fund	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					-	185
Legacies					-	
Grants					-	25,478
Receipts from fundraising activities	1,121				1,121	2,248
Gross trading receipts					-	-
buildings					-	95
Rents from land & buildings					-	-
Gross receipts from other charitable activities	45				45	-
Sub total	1,166	-	-	-	1,166	28,006
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	1,166	-	-	-	1,166	28,006
Payments						
Expenses for fundraising activities	150				150	712
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	28,141
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	150	-	-	-	150	28,854
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	150	-	-	-	150	28,854
Net receipts / (payments)	1,016	-	-	-	1,016	(847)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	1,016	-	-	-	1,016	(847)

Nature and purpose of funds

To advance and enrich the education of pupils attending Pitreavie Primary School

Pitreavie PTC

SC047464

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

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted 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	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
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	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-

Nature and purpose of funds

To advance and enrich the education of pupils attending Pitreavie Primary School

APPENDIX 3



		Independent examiner's report on the accounts								v2		
Report to the trustees/members of	Charity name	Pitreavie PTC										
Registered charity number		SC047464										
On the accounts of the charity for the period	Period start date					Period end date						
	Day	Month	Year			Day	Month	Year				
	01	September	2024		to	31	August	2025				
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 (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**:	Krystyna Palczewska										Date:	29/05/2026
Name:	Krystyna Palczewska											
Relevant professional qualification(s) or body (if any):	Association of Chartered Certified Accountants											
Address:	29 Dalcross Way											
	Dunfermline											
	KY12 7RT											

*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.

** OSCR will accept digital or typed signatures

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