

APPENDIX 3



Independent examiner's report on the accounts v2							
Report to the trustees/members of	The Minerva Club (SCIO)						
Registered charity number	SC						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	01	2024	to	31	12	2024
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*]						
	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.						
Signed**:							04/03/2025
Name:							
Relevant professional qualification(s) or body (if any):							
Address:							

*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.

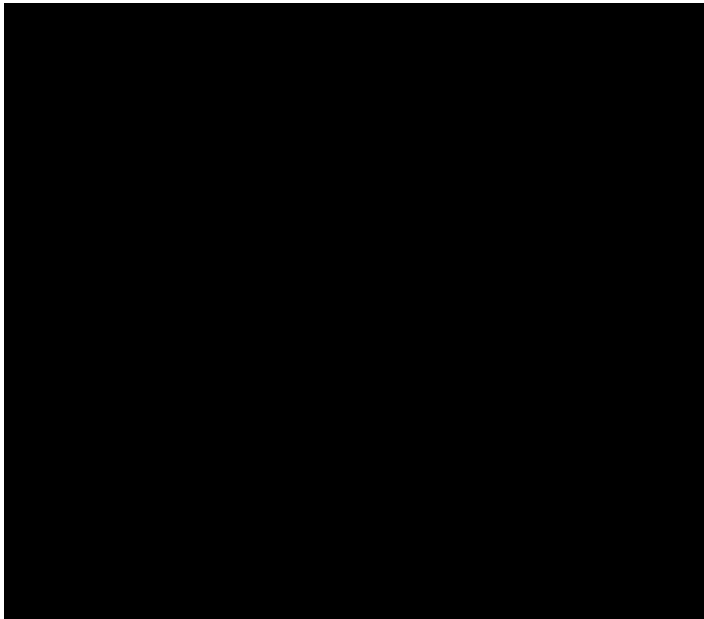
Give here brief details of
any items that the
examiner wishes to
disclose



The Minerva Club (SCIO)

Trustees' Annual Report

01/01/2024 to 31/12/2024

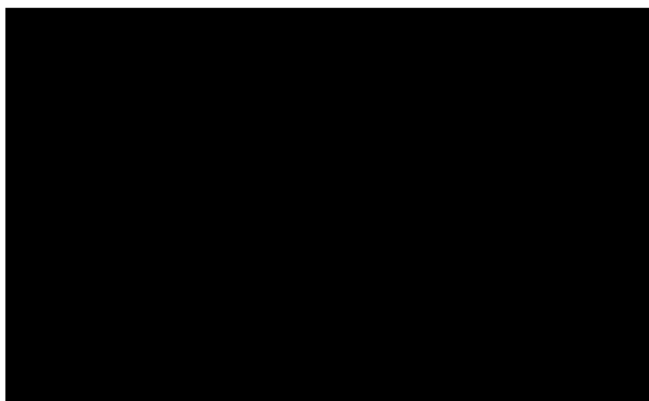


Charity contact information



The Minerva Club (SCIO)

Scottish Charity Number: SC050369



Charity Trustees

Name all of your charity trustees for the period, and the date they left if they were not in post for the whole year



THE
MINERVA
CLUB

Objectives and activities

The aims of the club are the cultivation of the Arts of Music and Drama and the encouragement of the public appreciation of those Arts and to provide facilities for the teaching and studying of Acting, Music, Singing, Elocution and Dancing in all its branches.

A production is normally presented each Autumn in one of the small Glasgow Theatres. We also have a Junior section who completed their second performance in Spring 2024 with further plans for next year.

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

The charity's principal sources of income come from donations and through ticket sales for the show productions. We also raise a considerable income from hiring out our clubrooms to other musical societies for a modest donation, and through social events for our members. During the week of the show, we raise funds from the sale of our programmes, raffles and 50/50 club.

In 2024 we performed Sister Act in October and Shrek The Musical Jr was performed by the Juniors section in March.

Structure, governance and management

Type of governing document

The Minerva Club (SCIO) is governed by its Constitution and is a registered Scottish Charity.

Trustee recruitment and appointment

The Trustees consist of six office bearers and three additional committee members. Office Bearers are elected by club members. Any member of the club can be elected to the committee and can be elected as an Office Bearer. Trustees are appointed at the AGM.

Achievements and performance

Starting off 2024 the Minerva Juniors performed their second show – Shrek The Musical Jr. The Juniors increased their membership numbers with 40 children between the ages of 9-16. The children had opportunities to learn the skills of singing, dancing and acting through the help of our production team. Shrek sold 77% of their tickets aiding towards their yearly profit.

2024 saw Minerva Club take to the stage again. We began rehearsing in April of 2024 for the production Sister Act. We rehearsed 2 days a week allowing our members to once again improve their skills of singing, dancing and acting directly relating to our charities main objectives. This year was a sell out, with 100% of tickets sold over 6 performances over 5 days.

Our main source of income has always been our ticket sales. Both Sister Act and Shrek the Musical made a profit. Additionally through members donations, fundraising and hall hires we had additional income with all areas of our accounts showing a profit.

We are proud to have a thriving membership of nearly 70 members as well as 40 children. The Juniors are already working on their next performance of High School Musical. Additionally plans are in place for a further Minerva Club production of 9 to 5. We will continue to work towards cultivation of the arts in 2024.

Financial review

Statement of the charity's policy on reserves

It is the policy of the charity that unrestricted funds, which are the free reserves of the charity, are at a level to provide sufficient funds to cover management, administration and support costs. The Club held unrestricted reserves of £88,182.15 at 31st December 2024 of which £52,000 were "Tied Up" in the charity's property. The Trustees continue to consider all options on generating reserves.

Details of any deficit

N/A

Donated facilities and services

None

Future plans

We have plans to continue performing in both our Senior and Junior sections. The Juniors are quickly moving towards their production of High School Musical. The seniors have plans to perform 9 to 5 in September of 2025

Additional information

Declaration

Signed on behalf of the charity trustees:

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Print name

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Designation

Treasurer

Date

27/02/2025

SC050369



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	JAN	2024		31	DEC	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	6,435				6,435	
Legacies					-	
Grants	1,000				1,000	
Receipts from fundraising activities	6,746				6,746	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings	1,550				1,550	
Gross receipts from other charitable activities	59,999				59,999	
A1 Sub total	75,730	-	-	-	75,730	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	75,730	-	-	-	75,730	-
A3 Payments						
Expenses for fundraising activities	73				73	
Gross trading payments	6,262				6,262	
Investment management costs	4,303				4,303	
Payments relating directly to charitable activities	63,139				63,139	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other	208				208	
A3 Sub total	73,985	-	-	-	73,985	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	73,985	-	-	-	73,985	-
Net receipts / (payments)	1,745	-	-	-	1,745	-
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	1,745	-	-	-	1,745	-

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	34,439				34,439	
	Surplus / (deficit) shown on receipts and payments account	1,745				1,745	
						-	
						-	
	Cash and bank balances at end of year	36,184	-	-	-	36,184	-
	(Agree balances with receipts and payments account(s))		-	-	-	0	-

	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	Minerva Clubrooms			52,000	52,000
		Total	-	52,000	52,000

	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

			#####

Section C Notes to the Accounts

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

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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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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)	
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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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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 £
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	reference	-	-	-	reference	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Tesco Stronger Start Grant	1,000		1,000	
			-	
			-	
			-	
Total	1,000	-	1,000	-
	-	-	-	-

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	-	-	-	-	-	-
	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 £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	reference error	-	-	-	reference error	-

SC050369

Additional analysis (2)

5 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	

Nature and purpose of funds

Profit and Loss

The Minerva Club

For the year ended December 31, 2024

Cash Basis

Account	2024	2023
Turnover		
Aftershow Party	290.00	178.21
Rental Of Premises	1,550.00	2,890.00
Subscriptions	1,470.68	943.34
Tuck Shop	177.34	319.97
Total Turnover	3,488.02	4,331.52
Our House		
Production Income	42,693.88	21,160.71
Production Expenses	(39,316.33)	(30,401.00)
Our House Profit	3,377.55	(9,240.29)
The Minerva Juniors		
Income	28,398.59	22,216.31
Expenditure	(25,835.46)	(15,993.45)
Minerva Juniors Profit	2,563.13	6,222.86
Gross Profit	9,428.70	1,314.09
Administrative Costs		
Audit & Accountancy fees	0.00	1,980.00
Charitable Donations	0.00	(181.28)
Cleaning	556.74	665.72
Equipment Purchases	313.91	0.00
General Expenses	136.22	296.63
Gifts	61.17	25.25
Buildings Insurance	999.00	1,209.85
IT Software and Consumables	1,018.49	559.93
Light, Power, Heating	2,315.49	1,113.81
Minerva Juniors Loan	0.00	(1,000.00)
NODA	208.00	339.98
Postage, Freight & Courier	42.97	18.16
President's Party	72.55	79.00
Previous Year Prop Payment	0.00	500.00
Printing & Stationery	143.15	52.99
Repairs & Maintenance	2,433.49	924.94
Subsistence	132.77	0.00
Telephone & Internet	399.27	328.48
Total Administrative Costs	8,833.22	6,913.46
Operating Profit	595.48	(5,599.37)
Other Income		
Fundraising	730.57	431.54
200 Club	305.00	0.00
Member Donations	40.00	0.00
T-Shirts	73.60	381.00
Theatre Tax Credits	0.00	7,098.76
Rounding	0.00	0.00
Total Other Income	1,149.17	7,911.30
Profit on Ordinary Activities Before Taxation	1,744.65	2,311.93
Profit after Taxation	1,744.65	2,311.93

Sister Act Show Account

The Minerva Club

Cash Basis

Account	2024 (Sister Act)	2023 (Our House)
Turnover		
Raffle & Programme	2,441.45	1,256.38
Tickets	37,677.00	19,271.00
Total Turnover	40,118.45	20,527.38
Production Expenses		
Band	3,700.00	2,900.00
Box Office Charges	1,533.54	1,174.26
Costumes	4,889.59	820.00
Eastwood Theatre Hire	7,077.36	7,000.80
Photography	89.35	65.45
Production Team	4,500.00	4,500.00
Props	283.95	40.01
Rehearsal Materials	1,114.35	622.00
Royalties	4,907.33	3,522.78
Scenery Hire	4,426.59	3,450.00
Section 89		408.25
Stage Manager, DSM, Stage Crew	810.00	860.00
Sound & Lighting	4,976.00	3,275.00
Total Administrative Costs	38,308.06	28,638.55
Administrative Costs		
Advertising & Marketing (Flyers)	342.36	134.87
Insurance	665.91	1,627.58
Total Other Income	1,008.27	1,762.45
Other Income		
Rehearsal Fees	1,268.32	0.00
Onstage Fees	1,307.11	633.33
Total Other Income	2,575.43	633.33
Total Income	42,693.88	21,160.71
Total Expenditure	(39,316.33)	(30,401.00)
Show Profit	3,377.55	(9,240.29)

Profit and Loss

The Minerva Juniors

For the year ended 31 December 2024

Cash Basis

Account	2024	2023
Income		
Membership	4,460.00	2,310.00
Raffle & Programme	1,375.90	680.62
Tickets	19,746.50	12,139.00
Total Turnover	25,582.40	15,129.62
Production Expenses		
Costumes	2,668.62	293.90
Box Office Charges	2,050.40	0.00
Eastwood Theatre Deposit	0.00	451.20
Theatre Hire	6,403.74	4,890.45
Production Team	3,000.00	2,400.00
Props	0.00	303.73
Rehearsal Materials	(368.93)	(89.00)
Royalties	4,436.77	2,476.18
Scenery Hire	2,702.72	1,725.22
Sound and Lighting	3,272.00	2,262.00
Total Production Costs	24,165.32	14,713.68
Administrative Costs		
Advertising & Marketing (Flyers)	57.61	73.77
General Expenses	52.86	63.48
Gifts	77.18	80.93
IT Software and Consumables	82.79	0.00
Photography	(80.00)	0.00
Insurance	1,479.70	61.59
Minerva Seniors Loan	0.00	1,000.00
Total Administrative Costs	1,670.14	1,279.77
Other Income		
Donations	464.05	6,025.00
50/50 Club	275.00	0.00
Fundraising	1,945.82	733.08
T-Shirts	121.97	196.00
Tuck Shop	9.35	132.61
Total Other Income	2,816.19	7,086.69
Total Income	28,398.59	22,216.31
Total Expenditure	(25,835.46)	(15,993.45)

Show Profit	2,563.13	6,222.86