

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
01	February	2024		To	31	January	2025

**Reference and administration details**

Charity name	WitsHerFace SCIO
Other names charity is known by	
Registered charity number	SC051634
Charity's principal address	18 Hillington Gardens
	Glasgow
	Postcode G52 2TP

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		TREASURER		
2		TRUSTEE		
3		TRUSTEE		
4		CHAIR		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

## 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

## Structure, governance and management

Type of governing document

Constitution for Single tier Scottish Charitable Incorporated Organisation (SCIO)

Trustee recruitment and appointment

When recruiting Board members the company undertakes a skills audit of the current Board to ascertain any gaps in expertise. media. A Board Job Description exists for all prospective candidates. Selection then takes place with one existing Board member via an informal interview. Successful applicants are then elected onto the Board as per the company constitution. Board service is normally set at three years. Board members must have a strong personal belief and interest in the organisation, its mission and its vision.

## Objectives and activities

Charitable purposes

B – The advancement of education  
 F – The advancement of citizenship or community development  
 G – The advancement of the arts, heritage, culture or science  
 I – The provision of recreational facilities or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended

Summary of the main activities in relation to these objects

WitsHerFace SCIO aims to give opportunities to women and minority groups who might otherwise struggle to find a pathway into the arts, telling stories from people whose voices haven't always been heard. WitsHerFace SCIO supports individuals and communities to develop their work and tell their stories in their own voices. We offer a platform for artists who feel marginalized or invisible to express themselves and create original pieces.

WitsHerFace SCIO will support creatives from within our communities to develop their skills and create high-quality works in all aspects of the arts.

### Achievements and performance

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

In the year 2024/25

WitsHerFace achievements

1) Weekly writing workshops at the Calton Heritage and Learning Centre. We offer a safe space to be creative, spark ideas and help devise sketches. Regular sessions help build connections with other writers. The workshops are not just for writers but for anyone who wants to give it a go!

The writing workshops culminated in a sketch show which was performed at the Lanternhouse theatre in Cumbernauld in March 2025. Performed by 25 actors and singers.

2) WitsHerFace Choir – A choir was formed following one of our sketch shows in 2024. They meet weekly to rehearse for upcoming shows. Recently we performed at Glasgow's 850<sup>th</sup> Anniversary in Govan town centre. Our next singing event in October is a 1960's singalong co production with the local choir from the Calton, Singing for Fun.

3) Play Readings & Workshops – we have produced several play readings for some of our writers which helps with their ongoing development.

We try to create a strong support network for people in the creative industry. Where they get lots of feedback and advice from other creatives in the industry.

## Financial review

**Brief statement of the charity's policy on reserves**

The charity is aiming to have 3 months reserves

**Details of any deficit**

N/A

**Donated facilities and services (if any)**

N/A

## APPENDIX 1

### 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)		
Full name(s)		
Position (e.g. Chair)	Chair	
Date	16/10/2025	

WitsHerFace

SC051634



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	01Day	Month	Year		Day	Month	Year
	01	February	2024		31	January	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 £
<b>A1 Receipts</b>						
Donations					1,000	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	416
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>		-	-	-	1,000	416
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>		-	-	-	1,000	416
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					598	1,282
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>		-	-	-	598	1,282
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>		-	-	-	598	1,282
<b>Net receipts / (payments)</b>	)	-	-	-	402	(866)
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>		-	-	-	402	(866)



**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	£
<b>Total</b>			-

**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)
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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)	<b>X</b>
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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 £
General	1,000				1,000	
<b>Total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>

**2 Grants**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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 £
Fundraising activities						416
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>416</b>

**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 £
	598				598	1,282
<b>Total</b>	<b>598</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>598</b>	<b>1,282</b>

**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
<b>Receipts</b>						
Donations	1,000				1,000	-
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	416
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>416</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>416</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	598				598	1,282
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>598</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>598</b>	<b>1,282</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>598</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>598</b>	<b>1,282</b>
<b>Net receipts / (payments)</b>	<b>402</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>402</b>	<b>(866)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>402</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>402</b>	<b>(866)</b>

Nature and purpose of funds
Delivery of project and workshops

**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
<b>Receipts</b>						
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					-	
<i>Sub total</i>					-	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<i>Sub total</i>					-	
<i>Total receipts</i>					-	
<b>Payments</b>						
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					-	
<i>Sub total</i>					-	
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<i>Sub total</i>					-	
<i>Total payments</i>					-	
<i>Net receipts / (payments)</i>					-	
Transfers to / (from) funds					-	
<i>Surplus / (deficit) for year</i>					-	

**Nature and purpose of funds**

**APPENDIX 3**



<b>Independent examiner's report on the accounts</b>							v2
<b>Report to the trustees/members of</b>	Charity name WitsHerFace						
<b>Registered charity number</b>	<b>SC051634</b>						
<b>On the accounts of the charity for the period</b>	Period start date			<b>to</b>	Period end date		
	Day	Month	Year		Day	Month	Year
	1	February	2024		31	January	2025
<b>Set out on pages</b>	7-12					(remember to include the page numbers of additional sheets)	
<b>Respective responsibilities of trustees and examiner</b>	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.						
<b>Basis of independent examiner's statement</b>	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.						
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper view to be reached.</p>						
<b>Signed:</b>						<b>Date:</b>	20/10/2025
<b>Name:</b>							
<b>Relevant professional qualification(s) or body (if any):</b>							
<b>Address:</b>							

\*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.

## 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**