



COCKENZIE AND PORT SETON COMMUNITY GALA

TRUSTEES ANNUAL REPORT AND ACCOUNTS

30 JUNE 2025

Charity Number SC048123

GF ACCOUNTANCY SERVICES LTD

Chartered Certified Accountants
4 Rowanhill Way
Port Seton
EH32 0SZ

COCKENZIE AND PORT SETON COMMUNITY GALA

**TRUSTEES ANNUAL REPORT AND ACCOUNTS FOR THE YEAR
ENDED 30 JUNE 2025**

Scottish Charity Number SC048123

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COCKENZIE & PORT SETON COMMUNITY GALA

TRUSTEES ANNUAL REPORT FOR THE YEAR TO 30TH JUNE 2025

Scottish Charity Number SC048123

Reference and administration details

Charity name: Cockenzie & Port Seton Community Gala

Registered charity No: SC048123

Charity's principal address: c/o Port Seton Centre
South Seton Park
Port Seton
East Lothian
EH32 0BQ

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee Name	Office	Dates Acted if not whole years
1	Megan McDonald	Chairperson	
2	Jacqueline Carpenter	Treasurer	
3	Shannon Slight	Secretary	Appointed 10 th September 2025
4	Marissa Edwards	Vice Chairperson	
5	Lorna McLeod	Vice secretary	Appointed 10 th September 2025
6	Pamela Fraser	Trustee	
7	Angela Fraser	Trustee	
8	Kelli Nevison	Trustee	

The following individuals resigned as general committee members since the last report: -

Heidi Denholm and Danielle Martin resigned June 2025, Justine Johnstone (resigned March 2026)

The following individuals are general committee members at the date of this report: -

Michaela Smith, Stacey Gordon, Lauren Pollock, Joanne Fallon, Michaela Wheatley, Hayley Douglas

COCKENZIE & PORT SETON COMMUNITY GALA

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Structure, governance and management

Type of governing document

Cockenzie and Port Seton Community Gala is a registered charity and the purposes and administration arrangements are set out in our constitution.

Trustee recruitment and appointment

Membership of the organisation shall be open to individuals who are interested in keeping this historical and family event running for all local children to enjoy.

The members must adhere to the rules, regulations and responsibilities of a trustee.

The recruitment of trustee committee will take place on the first meeting after the AGM each year.

The trustee management will consist of no more than 12 people.

- They must reside in East Lothian
- Adhere to the constitution
- Be dedicated to assisting this unique event to successfully keep it going

Trustee membership will be automatically revoked if the member does not adhere to the rules and regulations set out by our charitable status and constitution.

Office bearers will be re-elected every two years and the following positions must be filled :-

Chairperson, Vice Chairperson Secretary & Treasurer.

Any other post as determined by the Annual General Meeting.

Trustees will attend a minimum three meetings per calendar year.

COCKENZIE & PORT SETON COMMUNITY GALA

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Objective and activities

Charitable purpose

The objects of the organisation is to preserve a much loved, historical event in Cockenzie and Port Seton. This is not only an important tradition within the town but also extends to all of East Lothian. This is very much a family event and it is an integral part of Cockenzie and Port Seton's annual calendar. We have strived to build up strong relationships within the community. It is vital that we receive local support to assist in generating finances to cover the ever-increasing costs that holding such an event entails. The dedication of all involved shows the strong commitment that we as trustees share. Our vision is for this special event to keep on running for many generations to come.

Achievements and Performance

This year's Gala Day was held on 31st May 2025, which was a successful day enjoyed by all the gala court and the community. Our King, Queen and court were chosen at a traditional picking night, and the highest honour went to Logan O'Connor and Ellie-Rose Mason

Queen Ellie Rose, King Logan and their court had a very traditional gala with a double crowning ceremony followed by a parade round the village to allow local residents and visitors the opportunity to wave as they passed.

We are an ever-evolving committee and ask for feedback and suggestions every year. This enables us to rectify any issues and try out new ideas.

We are extremely grateful to have been supported by the following organisations, groups and individuals (this list is not exhaustive) :-

Port Seton Community Centre and staff, Management Committee, Port Seton Community Centre, Community Police officers, Port Seton Coop, Cockenzie Primary School, Port Seton Bowling Club, Cockenzie and Port Seton Legion, Port Seton Community Council, Foundation Scotland, Platinum Property Solutions, The Boatie Blest, Seton Burns Club, Olive Richardson, Demi's Florist, Moments by Alexandra, East Lothian Council and to all of the wonderful local businesses who support our gala year-on-year. These include but are not limited to, The Thorntree Inn, Bene's, the many hairdressers and beauticians who donate raffle prizes and members of the community who donate their time to assist.

We are extremely fortunate to have so many people assist us every year. The safety of all who take part and attend our Gala Day is paramount. We have produced Volunteer packs for all parents/carers which they are given early on to make them aware of the tasks involved in preparing for Gala Day. We hold volunteer meetings and provide training on each role. One of the main volunteering duties are parade stewards. We brief them several times before Gala Day and on the day itself. Our strict compliance to health and safety regulations has been commended by Police Scotland and East Lothian Council.

COCKENZIE & PORT SETON COMMUNITY GALA

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Financial review

Reserves

As a result of the deficit of £5,476 for this year the charity held unrestricted funds of £16,289 at the year end.

Trustees Remuneration and Expenses

The trustees did not receive any remuneration or expenses during the year.

Funding

Funding of the Gala Day is achieved through various fundraising activities and the generosity of donations received from local organisations and individuals.

Declaration

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

Signed on behalf of the charity's trustees

Signature		
Full name	Megan McDonald	Jacqueline Carpenter
Position	Chairperson	Treasurer
Date	5th August 2026	5th August 2026

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR TO 30TH JUNE 2025

Receipts	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024
Donations & Sponsorship	4	2,594	0	2,594	4,400
Fundraising Events	5	3,814	0	3,814	6,490
Gala Day Income	6	2,443	0	2,443	2,460
Programme Adverts & Messages		1,175	0	1,175	1,685
Collecting Tins		545	0	545	429
Total Receipts		10,571	0	10,571	15,464
Payments					
<u>Fundraising & Publicity Costs</u>					
Programme Preparation & Printing		910	0	910	1,025
Easter Egg Hunt Costs		30	0	30	130
Gala Ball Costs Paid Direct		100	0	100	150
Valentine's Disco Costs		314	0	314	290
Xmas Fair Costs		104	0	104	0
Pre Gala Disco Costs		56	0	56	0
Halloween Costs		0	0	0	30
Klone's Band Payment & Hall Hire		0	0	0	600
Ladies Night Disco		0	0	0	200
Raffle Tickets & Prizes		0	0	0	79
Psychic Night Hall Hire		0	0	0	50
Total Payments for Fundraising & Publicity Costs		1,514	0	1,514	2,554
<u>Payments for Charitable Activities</u>					
Gala Day Costs	7	11,291	0	11,291	4,043
Total Payments for Charitable Activities		11,291	0	11,291	4,043
<u>Grants Relating to Charitable Activities</u>					
Remembrance Day Wreath & Flowers		56	0	56	55
Total Payments for Grants		56	0	56	55

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COCKENZIE AND PORT SETON COMMUNITY GALA

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RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR TO 30TH JUNE 2025

Payments (Continued)	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
<u>Governance Costs</u>					
Accountancy Fees		480		480	408
Insurance		1,124		1,124	1,125
Printing Stationery & Postage		62		62	69
Minor Equipment & Repairs		265		265	0
PSMC Affiliation Fee		650		650	0
WWS Payment received in Error		(100)		(100)	0
Flowers, Gifts, meeting costs etc.		0		0	96
Bank Charges		0		0	12
New Board for King		0		0	220
Total Governance Costs		2,481	0	2,481	1,930
<u>Purchase of Fixed Assets</u>					
Lap Tops & Printers		705	0	705	0
		705	0	705	0
Total Payments		16,047	0	16,047	8,582
(Deficit)/Surplus for the year		(5,476)	0	(5,476)	6,882
Balances brought forward		21,765	0	21,765	14,883
Balances carried forward		16,289	0	16,289	21,765

The notes on pages 8 to 10 form part of these accounts.

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

STATEMENT OF BALANCES AS AT 30TH JUNE 2025

	Notes	2025 £	2024 £
BANK AND CASH IN HAND			
Opening balances		21,765	14,883
Surplus / (deficit) for the year		(5,476)	6,882
		<u>16,289</u>	<u>21,765</u>
Consisting of:-			
Cash in Hand		756	1,245
Balance at Bank		15,417	20,404
Old Bank Account		116	116
		<u>16,289</u>	<u>21,765</u>
RESERVES			
General Fund	2	16,289	21,765
Restricted Funds	3	0	0
		<u>16,289</u>	<u>21,765</u>
ASSETS			
Equipment - at purchase cost (cumulative)		3,130	2,425
Garage – at purchase cost		5,000	5,000
		<u>8,130</u>	<u>7,425</u>
DEBTORS			
As per notes	8	<u>713</u>	<u>0</u>
LIABILITIES			
As per notes	9	<u>616</u>	<u>980</u>

Approved by the trustees and signed on their behalf

Jacqueline Carpenter, Treasurer

Date : 5th August 2026

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

NOTES TO THE ACCOUNTS

FOR THE YEAR TO 30TH JUNE 2025

1. ACCOUNTING POLICIES

Basis of accounting

These accounts have been prepared under the receipts and payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. UNRESTRICTED FUNDS

Incoming Resources	10,571
Resources Expended	16,047
	<u>(5,476)</u>
Net resources for year	
Balances brought forward	21,765
Balances carried forward	<u>16,289</u>

This fund represents the accumulated surplus to date.

3. RESTRICTED FUNDS

There are no restricted funds.

4. DONATIONS & SPONSORSHIP RECEIVED

	<u>2025</u>	<u>2024</u>
Fiducia Sponsorship	350	350
Grant from Foundation Scotland	1,500	1,000
Port Seton Management Committee	600	0
Donaldson's Ditties	64	0
Tea Tent	80	0
Balloon Man	0	50
Bowling Club – Football Medals	0	50
Inchcape Donation	0	1,500
Local Giving	0	500
Prestonpans Gala	0	900
Heather McDonald	0	50
	<u>2,594</u>	<u>4,400</u>

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

NOTES TO THE ACCOUNTS

FOR THE YEAR TO 30TH JUNE 2025

5. FUNDRAISING INCOME

	<u>2025</u>	<u>2024</u>
Gala Ball (Net Proceeds)	158	770
Picking Night	170	236
Easter Egg Hunt	176	282
Bake Sale	407	323
Football Cards	180	780
Valentines Disco	659	848
Halloween Disco	570	0
Pre Gala Disco	376	0
Bingo Fundraiser	856	0
Xmas Fair	262	0
Parent Fundraiser Ladies Night	0	741
Psychic Night	0	1,063
Elvis Raffle	0	66
Guess Buddy's Birthday	0	74
Halloween Raffle	0	129
Klones Fundraiser	0	961
Wheelbarrow Raffle	0	217
	<u>3,814</u>	<u>6,490</u>

6. GALA DAY INCOME

	<u>2025</u>	<u>2024</u>
Gala Photo Money	720	795
Gala Week Events– Football. Pet Show Etc.	258	112
Stall Holders	315	210
Money from Shows	1,150	1,000
Food Bags	0	343
	<u>2,443</u>	<u>2,460</u>

COCKENZIE AND PORT SETON COMMUNITY GALA

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NOTES TO THE ACCOUNTS

FOR THE YEAR TO 30TH JUNE 2025

7. GALA DAY EXPENDITURE

	<u>2025</u>	<u>2024</u>
Flowers	440	420
Prizes, Gifts & Trophies	550	339
Gala Day Decorations & Banners	1,580	221
Photography Costs	1,455	0
Bands & Entertainment	1,350	1,100
Hire of Chairs, Security, Marquee, Car, Generators etc.	3,437	529
Alpaca's, Mini Zoo, Pony Ride Hire Costs	1,080	290
ELC Licenses	0	167
Sundry Expenses	130	40
Food Costs	438	338
Paramedic	599	599
Costumes etc.	232	0
	<u>11,291</u>	<u>4,043</u>

Included in this year's costs are various late payments for the 2024 Gala and these amounted to £2,874. After allowing for these late costs the true costs for 2025 would be £8,417 compared to £6,917 for 2024.

8. DEBTORS

An estimate of the liabilities at the balance sheet date are as follows:

	<u>2025</u>	<u>2024</u>
Area Partnership Grant to be received	713	0
	<u>713</u>	<u>0</u>

9. LIABILITIES

An estimate of the liabilities at the balance sheet date are as follows:

	<u>2025</u>	<u>2024</u>
Accountants Fee's	516	480
Walk With Scott Payment to be returned	100	0
Mini Zoo Balance due	0	500
	<u>616</u>	<u>980</u>

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF COCKENZIE AND PORT SETON COMMUNITY GALA

Registered charity No: SC048123

We report on the accounts of the charity for the year to 30th June 2025 which are set out on pages 5 to 10.

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) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Regulations does not apply. It is our responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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, we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In the course of our examination, no matter has come to our attention:

Which gives us 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 Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations have not been met, or

To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gary Fraser FCCA
GF Accountancy Services Ltd, Chartered Certified Accountants
4 Rowanhill Way, Port Seton, EH32 0SZ

Date : 5th August 2026