



Chapelton Community Association

Trustees' Annual Report

April 2025 to March 2026



Chapelton Community Association

Scottish Charity Number: SC051928

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hello@chapelton-ca.uk

<https://www.chapelton-ca.uk>

Instagram: <https://instagram.com/chapeltoncommunityassociation>

Facebook: <https://www.facebook.com/ChapeltonCommunityAssociation>

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Charity Trustees

The following charity trustees for the Chapelton Community Association were all re-appointed at the 2025 AGM.

- Gillian Donald
- Steve McLellan
- Gillan Steven
- Alastair Struthers
- Susan Rhind
- Suzanne Davies
- Bill Fraser

The following additional trustees were appointed at the trustee meeting of 22nd September 2025:

- Hazel Meek
- Aimee Kuczynski
- Steve Dows

The following additional trustees were appointed at the trustee meeting of 16th March 2026:

- Adam Swain Ferguson

During the year the following trustees stepped down

- Steve McLellan
- Alastair Struthers
- Susan Rhind
- Suzanne Davies

Objectives and activities

The Chapelton Community Association's purposes are stated in its constitution as:

- (i) the advancement of citizenship or community development;
- (ii) 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;
- (iii) the advancement of environmental protection or improvement;
- (iv) the saving of lives;

The organisation is founded to benefit the local community. Local is effectively described in the constitution as being within 2 kilometres of Chapelton, this is the radius within which a person must reside to be eligible for membership of the SCIO, however events which are run are open to all from within the 2k boundary and further afield.

To deliver these objectives the Chapelton Community Association ran several highly successful events and activities throughout the year including:

(i) Fundraising activities and community events:

- A Christmas light switch on with a Santa's Grotto
- 200 club
- Bingo Nights
- Quiz Nights

(ii) Arranged or encouraged community events that promoted health and wellbeing along with improving the conditions of life of the community through social interaction and leisure time activities:

- Halloween House decorating
- Christmas Children's Party
- Regular Over 60s club, including Burns Supper and Oceans musical evening which were wellbeing events
- Easter egg hunt and egg decorating event in partnership with St Tiernan's Church
- Community kindness card event for Christmas and at Valentine's Day for the residents of Brio Retirement Living – wellbeing event

- Upcoming summer 2026: Balance and Bloom family nature awareness wellbeing event
- Upcoming summer 2026: Cycling Without Age (tricycle tour around village) in conjunction with Scarecrow Festival wellbeing event
- Upcoming summer 2026: Staying Active, Independent and Pain Free After 50 wellbeing event

(iii) Supported groups and clubs organised by the community

- Chapelton Men's Group
- Crochet club (although the Crochet Club now runs independently of the CCA)

An AGM was held on 24th July 2025, attended by 14 members.

Structure, governance and management

Type of Governing Document

The Chapelton Community Association is governed by its approved Constitution (version 2 – Aug 2022) which can be found on the website.

A board of trustees is appointed to govern and manage the charity for the benefit of the members and the community.

<https://www.chapelton-ca.uk>

Trustee Recruitment and Appointment

The Chapelton Community Association was formed in 2022.

The Chapelton Community Association's constitution allows for a maximum of 10 trustees.

Several current trustees were among the founding members who signed the charity trustee declaration forms which accompanied the application for incorporation of the Chapelton Community Association.

Additional trustees have been recruited since its inception.

Four Trustees have stepped down this year, including past Chairs Steve McLellan and Alastair Struthers. We note our appreciation for everything that Steve and Alastair achieved while Trustees.

The current Trustee office holders Steve Dows (Chair), Gillian Donald (Secretary) and Bill Fraser (Treasurer).

Achievements and performance

The Chapelton Community Association has continued its efforts to enhance the local community.

The notable highlights are:

200 Club

The 200 club continued raising funds for the charity

Over 60s club

The over 60s club continued to be organised and run by the CCA and held monthly events. The events are well supported and have greatly enhanced the social opportunities for the demographic in town. These events are hosted at the Brio Retirement village making them accessible to all.

Halloween Decorating

A Halloween decoration event was organised, encouraging residents to decorate their homes for the holiday. This prompted much friendly rivalry among residents and produced some wonderful spectacles for the community's kids to view and enjoy throughout the month.

Other Clubs and Classes

The CCA has also helped to facilitate several classes and clubs in the town including a crochet club, although the Crochet Club now runs independently of the CCA).

Easter Celebration

The CCA worked with our local church to provide an Easter Sunday celebration for the community including egg decoration and a trail of painted wooden eggs to find around town.

Christmas Event

The CCA organised the annual Christmas light switch on at Hume Square, bringing the community together to sing carols, meet Santa and celebrate the switching on of the Christmas lights on the square. Santa's Grotto raised funds for the charity. Christmas 2025 saw Chapelton have its first community Christmas Tree in Hume Square (generously donated by the Duke and Duchess of Fife/sourced from the Rickarton Estate). The CCA are keen to continue the tradition of having a Community Christmas Tree annually if possible.

General

The Chapelton Community Association also continued progress with its governance goals by populating a risk register for the charity and refreshing the Trustees onboarding documentation. The CCA is organising new community events through summer 2026 and beyond, as noted earlier in this report.

Grants

The Association was successful in its application to secure a grant of **£2,900** from Aberdeenshire Voluntary Action (“AVA”) to promote mental and physical wellbeing in the community. The Association thanks AVA for the grant and has a series of events and activities planned to make good use of the funds received to promote mental and physical wellbeing in Chapelton up to the end of February 2026.

Financial Reporting Compliance

Accounts are well-managed on a receipts and payments accounting basis in line with OSCR requirements.

Financial Review 2025-26

1. Introduction

From a financial viewpoint 2026 has been another positive year for the Association.

Our finances are managed in three separate funding streams. (See note 2). Income is recognised when the charity has entitlement to the funds. Any income received in advance of provision of a specified service is deferred as Income in Advance until the criteria for income recognition is met.

The Chapelton Community Association has organised a number of events throughout the year, some funded through donations/fundraising as free for the community, some supported by grant funding where this is available and others at minimal ticket cost mainly to cover room hire costs.

As at 31st March 2026 the total costs for the year amounted to **£3,831**. (2025: £7,145). Our total receipts for 2026 amounted to **£8,067**. (2025: £8,422). We therefore had an overall surplus on 31st March 2026 of **£4,236** (2025: £1,277) from activities carried out by the Association throughout the year. In addition to the regular fundraising activities, the Association was successful in securing a grant of **£2,900** from AVA to promote mental and physical wellbeing in the community. Removing the grant income from the figures above shows income generated in the year was £5,167 leaving a surplus of £1,336 for more accurate comparison purposes.

At the end of the financial year we held a total of **£8,130** in bank account balances and cash in hand. Of this Unrestricted Funds held totalled **£2,125** of which £1,188 is deferred Income in Advance of the 200 Club draws that will be run from April to December. Designated Funds held a total balance of **£3,285** with no deferred income but includes the Operating Reserve (Note 4) which the Trustees agreed to increase this year by £200 and now currently stands at £1,000. Restricted Funds balance increased to **£2,720** at year end following release of the 'Saving Lives' balance held previously and receipt of the AVA Grant.

Our only non-cash valued assets are the PA System and the Small Wooden Hut located at The Boxes as a children's library. Both were purchased in 2023 with the purchase price values being reduced over a five-year life expectancy creating a current year-end value of **£225** (£324).

Our total cash and asset balance on 31st March 2026 therefore stood at £8,355. This compares favourably with our 2025 balance of £4,238.

The following Tables 1 and 2 and Notes to the accounts 1 to 7 are an integral part of the Financial Review 2026.

The financial review was approved by the trustees on 18th May 2026.

Table 1. 2026 Statement of Receipts and Payments

RECEIPTS	Note	UNRESTRICTED FUNDS		DESIGNATED FUNDS		RESTRICTED FUNDS		TOTALS	TOTALS
		2026	2025	2026	2025	2026	2025	2026	2025
Charitable Activity		£467	£773	£1,795	£2,453			£2,262	£3,226
Donations	6	£300	£300	£300	£532			£600	£832
Fundraising Event		£2,305	£4,364			£2,900		£5,205	£4,364
TOTAL RECEIPTS		£3,072	£5,437	£2,095	£2,985	£2,900	£0	£8,067	£8,422
PAYMENTS	Note	UNRESTRICTED FUNDS		DESIGNATED FUNDS		RESTRICTED FUNDS		TOTALS	TOTALS
		2026	2025	2026	2025	2026	2025	2026	2025
Accountancy		£250	£250					£250	£250
Bank Fees		£5	£57	£5	£6			£10	£63
Charitable Activity	7	£457	£1,001	£1,595	£2,272	£180	£0	£2,232	£3,273
Fundraising Event	7	£830	£2,838					£830	£2,838
General Expenses		£19	£161					£19	£161
Insurance		£198	£198					£198	£198
IT Software & Consumables		£292	£362					£292	£362
TOTAL PAYMENTS		£2,051	£4,867	£1,600	£2,278	£180	£0	£3,831	£7,145

Surplus (Deficit) for year		£1,021	£570	£495	£707	£2,720	£0	£4,236	£1,277
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Table 2. Statement of Balances at 31 March 2026

	Note	UNRESTRICTED FUNDS		DESIGNATED FUNDS		RESTRICTED FUNDS		TOTAL BALANCE	
		2026	2025	2026	2025	2026	2025	2026	2025
CASH HELD		£20.40	£20.40	£0	£20.00			£20.40	£40.40
PAYPAL		£0	£0	£0	£0			£0	£0
BANK ACCOUNT		£2,299.05	£1,578.09	£3,085.31	£2,290.20	£2,725.34	£5.34	£8,109.70	£3,873.63
2026 Transfers	4	-£194.66	-£300.00	+£200.00	+£300.00	-£5.34	£0.00	£0.00	£0.00
TOTAL BALANCES		£2,124.79	£1,298.49	£3,285.31	£2,610.20	£2,720.00	£5.34	£8,130.10	£3,914.03

Total end Year balance Including assets (£)	Note	UNRESTRICTED FUNDS	DESIGNATED FUNDS	RESTRICTED FUNDS	ASSETS	TOTAL BALANCE 2026	TOTAL BALANCE 2025
Balance 31/03/2026	5	£2,124.79	£3,285.31	£2,720.00	£225	£8,355	£4,238

Notes to the accounts.

1. Basis of Accounting.

These accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2. Nature and Purpose of Funds.

Our Unrestricted Funds are available to spend on day to day activities that further any of the purposes of the charity. General donations without specific objectives are added to this fund.

Our Designated Funds cover unrestricted funds of the charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.

Our Restricted Funds are designated for a specific purpose agreed upon by the trustees and cannot be used otherwise. They also include donations where the donor has specified a sole use of the funds in a particular area of the CCA's work.

3. Related Party Transactions and Other Expenditure.

No remuneration was paid to the Trustees or to any connected related persons during the year. Expenditure costs incurred on behalf of the Association were reimbursed to the Trustees and other Association members as approved by the Trustees.

4. Operating Reserve.

The Chapelton Community Association has created an Operating Reserve the purpose of which is to maintain an adequate level of surplus funding to support the organisation's day-to-day operations in the event of unforeseen shortfalls.

The Operating Reserve is not intended to replace a permanent loss of funds or eliminate an ongoing funding gap. The Association intends for the Operating Reserves to be used and replenished within a reasonable period of time. The Operating Reserve Fund will be funded annually from surplus Unrestricted Operating Funds to ensure the total Fund amount represents, as a minimum, six months of normal operating expenditure. The Operating Reserve Fund value will be recorded within our accounting records under Designated Funds specified within our Annual Report and will be funded and available in cash or cash equivalents.

The Chair of the Trustees will identify the need for access to Operating Reserve Funds and confirm that the use is consistent with the purpose of the reserve. Any use of the reserve will be reported to the Board of Trustees at their next scheduled meeting detailing the use of funds and plans for replenishment to restore the fund to the target minimum amount. The Chair must receive prior approval of the Board of Trustees if the use of the Operating Reserve Fund will take longer than six months to replenish.

The Operating Reserve Fund is reviewed annually by the Trustees with any changes to the policy recommended by the Chair for approval of the Trustees.

At the financial year end we held a free surplus of £1,111 in Unrestricted Funds and the Trustees agreed to transfer £200 to the Operating Reserve in Designated Funds. This provides in excess of 50% cover for anticipated running costs for the Association. During the year the Association also received authority to release the small £5.34 balance previously held in Restricted Funds to Unrestricted Funds.

5. Assets.

The association only holds two non-monetary assets which were purchased in 2023. These are the PA system and the Small Wooden Hut located at The Boxes, Chapelton. At our 2026 year end the estimated value for accounting purposes is £225 (PA £135 and Hut £90) each being reduced by 20% per annum.

6. Receipts.

With reference to Table 1, the following provides some additional detail on some of the individual elements of the table.

Income has reduced in the year as a result of reduced number of events being run by the Association in the year. The income received includes a total of four donations of funds. Two were taken into Unrestricted Funds while the other two were donated specifically to the Men's Group and placed within Designated Funds. There were no donations greater than £500

7. Payments.

With reference to Table 1, the following provides some additional detail on some of the individual elements of the table.

In line with the trend in receipts, the fundraising costs are reduced on the previous year due predominantly to events not being run with the key ones being Wreath Making and running the Annie Moon night. This is due to a number of factors including increased costs by providers and one-off fundraisers.

Donated Services and Facilities

We are very fortunate to have support from various local organisations and thank them for their kindness in providing donations of goods and services including:

- AB Wellness & Reflexology
- Asda (Portlethen)
- Bank of Scotland
- Brio Landale Court
- Cammies Restaurant
- Duke/Duchess David & Caroline Fife/EDC/CCIC
- Fired-up Pizzas
- Hair by Lorna Washington
- Administered by Charity Digital and Tech Soup
 - Microsoft
- Redrocks
- Tatiana Suprunenko Photography
- Tesco (Newtonhill)
- The Gatehouse Taproom and Craft Bottleshop
- The Juicing Company
- The Stack Restaurant

Future Plans

In 2026-2027 the CCA will continue in its organisation of annual events such as the Easter celebration, the Halloween decorating event the Christmas celebration, and its more regular events such as their over 60s club. The charity aims to bring in other wellbeing events as described earlier in this report.

Going forward, the CCA wants to focus on more community engagement and encouraging/assisting residents to run events and clubs locally. The charity aims to increase the number of Trustees in order to spread the workload/achieve this goal and will actively encourage applications from within the community.

Additional Information

No additional information.

Declaration

Signed on behalf of the charity trustees:



Print name

Stephen Dows

Designation

Chair

Date

13th September 2026

Independent Examiner's Report to the Trustees of Chapelton Community Association

I report on the accounts of the charity for the year ended 31 March 2026 which are set out on pages 9 to 12.

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 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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:

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
 - 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:

Name: Ryan Duncan

Relevant Professional qualification/professional body: ACCA

Address: GFL 58 Union Grove, Aberdeen, AB10 6RX

Date: 3 July 2026

