

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	10	2023	To	30	09	2024

Reference and administration details

Charity name	Fair Justice System for Scotland Group
Other names charity is known by	FJSS Group
Registered charity number	SC052329
Charity's principal address	Justice House
	24-26 Main Street
	West Calder
	West Lothian
	Postcode EH55 8DR

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)
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

Structure, governance and management

Type of governing document

Constitution/Governance Document

Trustee recruitment and appointment

By nomination and confirmation vote at trustees meeting

Objectives and activities

Charitable purposes

- To promote equality, diversity, and community cohesion of BAME people in Scotland
- To eliminate any forms of discrimination in the Scottish Justice system through raising awareness of functions of justice system
- Promoting racial equality and harmony
- Promoting human rights

Summary of the main activities in relation to these objects

- Promoting diversity and inclusion in Scottish justice system
- Thrive to achieve fair representation across the justice system
- To ensure that all institutions of the Scottish justice system and government agencies comply with the Equality Act 2010 public sector duty and meet the act's requirements in terms protected characteristics.
- To provide a platform for necessary discourse around justice sector reforms to bring about acceptable levels of diversity and inclusion, representative employment and appointments in the Scottish justice system and other public sector organisations in Scotland.

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Achievements and performance

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

1. The organisation hosted the justice sector equalities conference 2024 and established the Scottish Justice Sector Interface.
2. Organising and chairing the meetings of the Justice Sector Interface.
3. Launched a history book which is a second edition of West Lothian Connection. The book is an education resource that now makes part of the curriculum in all West Lothian Schools that include thirteen high schools and fifty-five primary schools
4. Organising the West Lothian High Schools Debate involving all the thirteen high schools in West Lothian.
5. Operating one of the largest BME led food parcel operations in West Lothian working with the Food Network. The food programme has since been discontinued due to lack of funding
6. Concluded the work of the West Lothian Working Group on the History of the Chattel Slavery in West Lothian.
7. Hosted a special Black History Month event to celebrate the work of leading Black African-Caribbean people in Scotland at an event jointly hosted with Heriot-Watt University.
8. Supported five students from Glasgow Caledonian University on the student work placement and two students from the University of Stirling.
9. Hosted a roundtable meeting for the Minister for Immigration, Citizenship and Equalities Seema Malhotra MP

Financial review

Brief statement of the charity's policy on reserves

The FJSS Group's reserves policy takes the following factors into consideration: Money would only be kept in reserve for specific reasons and once accumulated the organisation will have **Specified Reserves**. This would mean that reserves would be created for some specific purposes and can be used only for those specific purposes. This policy would be reviewed in the next financial year.

Details of any deficit

N/A

Donated facilities and services (if any)

Volunteers' services across all departments of the charity

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Other optional information

N/A

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)	Trustee	
Date	25/06/2025	

SC052329



Receipts and payments accounts						
For the period from	01	October	2023	to	30	September
						2024

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations					-	-
Legacies					-	
Grants	43,667	20,000			63,667	57,073
Receipts from fundraising activities					-	
Gross trading receipts	1,070				1,070	751
Income from investments other than land and buildings	1				1	54
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	-
					-	
A1 Sub total	44,738	20,000	-	-	64,738	57,878
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	44,738	20,000	-	-	64,738	57,878
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	46,909	20,000			66,909	54,364
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	-
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
A3 Sub total	46,909	20,000	-	-	66,909	54,364
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	2,101
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	2,101
Total payments	46,909	20,000	-	-	66,909	56,465
Net receipts / (payments)	(2,171)	-	-	-	(2,171)	1,413
A5 Transfers to / (from) funds						
	-	-			-	
Surplus / (deficit) for year	(2,171)	-	-	-	(2,171)	1,413

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	393				393	(1,020)
	Surplus / (deficit) shown on receipts and payments account	(2,171)				(2,171)	1,413
						-	
						-	
	Cash and bank balances at end of year	(1,778)	-	-	-	(1,778)	393
	(Agree balances with receipts and payments account(s))	0	-	-	-	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					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Loan from trustees		2,704	1,107
	Bank loan		267	774
	Accrued Examiner fee		840	840
		Total	3,811	2,721

	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

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Section C Notes to the Accounts

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

Please see table below

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Service charge	Faculty of Advocate	1	35.00
Conference hosting costs	Taylor Wimpey East	1	2,500
Communnity welfare support project	Voluntary Sector Gateway	4	27,166
Community durgs support project	Corra foundation	1	20,000.00
Volunteer support	Other	1	5,500.00
Running expenses including office space, energy bills	Giro	1	8,000.00
		Total	63,201

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

No trustee was remunerate during this financial period	

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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C4b Trustee expenses - details

	Number of trustees	£
N/A		

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
Trustee	Loan from trustee	1,597	2,704

C6 Other information

- SC052329

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 £
Donations from individuals and organisations	463				463	-
					-	
					-	
					-	
Total	463	-	-	-	463	-
	reference	-	-	-	reference	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
National heritage					-	8,500
Action for race equality					-	16,750
Faculty of Advocate	35				35	
Taylor Wimpey East	2,500				2,500	
Other	5,500				5,500	
Giro	8,000				8,000	
Voluntary sector gateway	27,166				27,166	20,823
Corra foundation		20,000			20,000	5,850
West lothian foodbank					-	800
Bauer's radio					-	4,200
Total	43,201	20,000			63,201	56,923
	reference	-			reference	reference

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 £
Other sources of funding					-	2,322
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	2,322
	-	-	-	-	-	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 £
Bank Charges / Adjustments / Interest	699				699	2,054
Bills / Telephone	3,142				3,142	1,095
Book Production, Publishing, Marketing					-	19
Building Maintenance Costs					-	-
Cleaning	2,159				2,159	1,806
Insurance	280				280	619
IT Cost	1,848				1,848	674
Maintenance/ Repair	1,165				1,165	1,493
Governance costs	4,619				4,619	974
Other					-	-
Postage					-	-
Project Cost					-	2,766
Rent	6,582				6,582	8,475
Stationery	743				743	4,609
Travel	3,206				3,206	3,274
Advertising	1,163				1,163	13,008
Subsistence	245				245	440
Vehicle Hire	401				401	1,336
Office Supplies	3,008				3,008	1,404
Events	1,143				1,143	1,653
Professional Fees	569				569	1,846
Volunteer Welfare	5,362				5,362	-
Staff Cost	1,582				1,582	6,210
Community service program	1,221	20,000			21,221	
Equipment hire	762				762	
Fund raising	6,122				6,122	
Subscriptions	52				52	
Donations	837				837	
Electricity					-	608
Total	46,909	20,000	-	-	66,909	54,363
	-	-	-	-	-	reference error

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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	43,667				43,667	48,173
Receipts from fundraising activities					-	-
Gross trading receipts	1,070				1,070	751
Income from investments other than land and buildings					-	-
Rents from land & buildings					-	-
Interest income	1				1	54
Gross receipts from other charitable activities					-	-
Sub total	44,738	-	-	-	44,738	48,978
					cross ref error	
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	44,738	-	-	-	44,738	48,978
					cross ref error	
Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	46,909				46,909	45,464
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
					-	-
Sub total	46,909	-	-	-	46,909	45,464
					cross ref error	
Payments relating to asset and investment movements						
Purchases of fixed assets	-				-	2,101
Purchase of investments					-	-
Sub total	-	-	-	-	-	2,101
Total payments	46,909	-	-	-	46,909	47,565
					cross ref error	
Net receipts / (payments)	(2,171)	-	-	-	(2,171)	1,413
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(2,171)	-	-	-	(2,171)	1,413
					cross ref error	
Nature and purpose of funds						

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	20,000				20,000	8,900
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	20,000	-	-	-	20,000	8,900
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	20,000	-	-	-	20,000	8,900
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	20,000				20,000	8,900
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
Sub total	20,000	-	-	-	20,000	8,900
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	20,000	-	-	-	20,000	8,900
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						

APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Registered charity number	Charity name FJSS Group						
On the accounts of the charity for the period		SC052329						
		Period start date				Period end date		
		Day	Month	Year		Day	Month	Year
		01	October	2023	to	30	September	2024
Set out on pages		1						(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	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 							
Signed:								
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.

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

Not applicable