



COCKENZIE AND PORT SETON COMMUNITY GALA

TRUSTEES ANNUAL REPORT AND ACCOUNTS

30 JUNE 2023

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 PERIOD ENDED 30 JUNE 2023

Scottish Charity Number SC048123

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COCKENZIE & PORT SETON COMMUNITY GALA

TRUSTEES ANNUAL REPORT FOR TEN MONTHS ENDED 30 JUNE 2023

Scottish Charity Number SC048123

Reference and administration details

Charity name: Cockenzie & Port Seton Community Gala

Registered charity No: SC048123

Charity's principle 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		Chairperson	
2		Treasurer	
3		Secretary	
4		Trustee	
5		Trustee	
6		Trustee	
7		Trustee	
8		Trustee	

There is currently no Vice Chairperson.

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

██████████ (resigned 21st August 2023), ██████████ (resigned 21st August 2023).

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

██ and ██████████.

The officers and trustees are appointed at the Annual General Meeting.

COCKENZIE & PORT SETON COMMUNITY GALA

TRUSTEES ANNUAL REPORT FOR TEN MONTHS ENDED 30 JUNE 2023

Scottish Charity Number SC048123

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 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 each year 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

TRUSTEES ANNUAL REPORT FOR TEN MONTHS ENDED 30 JUNE 2023

Scottish Charity Number SC048123

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 20th May 2023, which was a successful day enjoyed by all the gala court and the community. In a first for Cockenzie and Port Seton Gala, we voted to have a Seton King. The honour of this went to [REDACTED]. [REDACTED] 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. East Lothian Courier produced a fantastic article on our Gala Day and took an array of fantastic photos of the day's events.

We are extremely grateful to have been supported by the following organisations, groups and individuals:-

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, Cockenzie and Port Seton Fisherman's Association, Seton Burns Club, Lynn Marshall, Olive Richardson, 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, Carlos, the many hairdressers and beauticians who donate raffle prizes.

We are extremely fortunate to have so many people assist us every year. The safety of all who take part and attends 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

TRUSTEES ANNUAL REPORT FOR TEN MONTHS ENDED 30 JUNE 2023

Scottish Charity Number SC048123

Financial review

Reserves

As a result of the surplus of £324 for this year the charity held unrestricted funds of £14,883 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		
Position	Chairperson	Treasurer
Date	13th September 2023	13th September 2023

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE TEN MONTHS TO 30TH JUNE 2023

Receipts	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022
Donations & Sponsorship	4	2,058	0	2,058	4,697
Fundraising Events	5	5,525	0	5,525	3,081
Gala Day Income	6	2,733	0	2,733	2,929
Programme Adverts & Messages		2,105	0	2,105	1,680
Collecting Tins		932	0	932	715
Total Receipts		13,353	0	13,353	13,102
Payments					
<u>Fundraising & Publicity Costs</u>					
Programme Preparation & Printing		1,111	0	1,111	920
Easter Egg Hunt Costs		328	0	328	284
Ceilidh Costs		511	0	511	0
Gala Ball Costs Paid Direct		220	0	220	0
Halloween Costs		21	0	21	0
Santa's Grotto Costs		464	0	464	0
Website Costs		0	0	0	97
Picking Night Costs		0	0	0	107
Sponsor's Banners		0	0	0	53
Total Payments for Fundraising & Publicity Costs		2,655	0	2,655	1,461
<u>Payments for Charitable Activities</u>					
Gala Day Costs	7	6,744	0	6,744	5,983
Total Payments for Charitable Activities		6,744	0	6,744	5,983
<u>Grants Relating to Charitable Activities</u>					
Remembrance Day Wreath & Flowers		23	0	23	54
Memorial Plaque		0	0	0	74
Memorial Bench Contribution		0	0	0	448
Total Payments for Grants		23	0	23	576

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COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE TEN MONTHS TO 30TH JUNE 2023

Payments (Continued)	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
<u>Governance Costs</u>					
Accountancy Fees		690	0	690	288
Minor Equipment & Repairs		20	0	20	19
Flowers, Thank You Gifts etc.		126	0	126	35
Insurance		1,193	0	1,193	1,424
Printing Stationery & Postage		317	0	317	182
PSMC Affiliation Fee		500	0	500	0
Bank Charges		20	0	20	0
Total Governance Costs		2,866	0	2,866	1,948
<u>Purchase of Fixed Assets</u>					
Lap Top & Radios		741	0	741	0
Purchase of Garage		0	0	0	5,000
		741	0	741	5,000
Total Payments		13,029	0	13,029	14,968
Surplus/(deficit) for the year		324	0	324	(1,866)
Balances brought forward		14,559	0	14,559	16,425
Balances carried forward		14,883	0	14,883	14,559

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

STATEMENT OF BALANCES AS AT 30TH JUNE 2023

	Notes	2023 £	2022 £
BANK AND CASH IN HAND			
Opening balances		14,559	16,425
Surplus / (deficit) for the year		324	(1,866)
		<u>14,883</u>	<u>14,559</u>
Consisting of:-			
Cash in Hand		214	1,486
Balance at Bank		14,669	13,073
		<u>14,883</u>	<u>14,559</u>
RESERVES			
General Fund	2	14,883	14,559
Restricted Funds	3	0	0
		<u>14,883</u>	<u>14,559</u>
ASSETS			
Equipment - at purchase cost (cumulative)		2,425	1,684
Garage – at purchase cost		5,000	5,000
		<u>7,425</u>	<u>6,684</u>
DEBTORS			
Nil		<u>0</u>	<u>0</u>
LIABILITIES			
Estimates of amounts due	8	<u>408</u>	<u>690</u>

Approved by the trustees and signed on their behalf

 Treasurer

Date : 13th September 2023

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

NOTES TO THE ACCOUNTS

FOR THE TEN MONTHS TO 30TH JUNE 2023

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	13,353
Resources Expended	13,029
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Net resources for year	324
Balances brought forward	14,559
Balances carried forward	<hr/>
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	14,883

This fund represents the accumulated surplus to date.

3. RESTRICTED FUNDS

There are no restricted funds.

4. DONATIONS & SPONSORSHIP RECEIVED

	<u>2023</u>	<u>2022</u>
Port Seton Management Committee	750	1,000
Howden's Joinery	400	400
Balloon Man	50	0
Bowling Club – Football Medals	50	0
Anonymous Donation	200	0
Other Individual Donations	8	20
Fiducia Sponsorship	350	250
Sea Green Sponsorship	250	500
Co-op Community Funding	0	2,252
Donaldson's Ditties	0	175
Co-Op	0	100
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	2,058	4,697
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COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

NOTES TO THE ACCOUNTS

FOR THE TEN MONTHS TO 30TH JUNE 2023

5. FUNDRAISING INCOME

	<u>2023</u>	<u>2022</u>
Gala Ball (Net Proceeds)	1,209	981
Picking Night	413	87
Easter Egg Hunt	310	420
Parent Fundraiser Ladies Night	1,567	1,000
Ceilidh	389	0
Halloween Hampers	78	0
Santa's Grotto	1,025	0
Smarties Tubes	389	0
Thorntree Karaoke	85	0
Psychic Night	60	0
Raffle	0	93
Parent Fundraiser Ladies Night	0	500
	<u>5,525</u>	<u>3,081</u>

6. GALA DAY INCOME

	<u>2023</u>	<u>2022</u>
Gala Photo Money	810	915
Gala Week Events– Football. Pet Show Etc.	206	234
Stall Holders	525	280
Money from Shows	840	900
Money from Face Painting	27	202
Food Bags	325	0
Boatie Blest Tea Tent	0	100
Money from Pony Rides	0	298
	<u>2,733</u>	<u>2,929</u>

COCKENZIE AND PORT SETON COMMUNITY GALA

Scottish Charity Number SC048123

NOTES TO THE ACCOUNTS

FOR THE TEN MONTHS TO 30TH JUNE 2023

7. GALA DAY EXPENDITURE

	<u>2023</u>	<u>2022</u>
Flowers	461	354
Prizes, Gifts & Trophies	254	292
Gala Day Decorations	224	221
Photography Costs	840	930
Gala Week Events Costs	49	301
Bands & Entertainment	725	626
Hire of Marquee, Car, Generators, Chairs etc.	1,894	1,738
Pony Ride Hire Costs	430	400
ELC Licenses	167	155
Sundry Expenses	186	154
Food Costs	371	0
Kings Crown, Cloak & Costume etc.	474	0
Paramedic	569	0
Play Ranger	100	0
Umbrellas, Hi Viz Vests, First Aid, Gazebo etc.	0	512
Face Painting Costs	0	300
	<u>6,744</u>	<u>5,983</u>

8. LIABILITIES

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

	<u>2023</u>	<u>2022</u>
Accountants Fee's	408	690
	<u>408</u>	<u>690</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 period from 1st September 2022 to 30th June 2023 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.


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

Date : 13th September 2023