

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	15	11	2022	To	14	11	2023

Reference and administration details

<i>Charity name</i>	Orkney Athletic and Running Club
Other names charity is known by	
Registered charity number	SC051316
Charity's principal address	C/o Old Schoolhouse
	Holm
	Orkney
	Postcode KW17 2SB

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

	Trustee name	Office (if any)	Dates acted if not for whole period	
1			Appointed	
2	Robert Dinsey	Secretary		
3	Kay Gilmour	Officials Co-ordinator		
4	Inga Linklater	Comm Officer	Resigned	23/10/23
5	Aly MacPhail	Vice-chair		
6	Mairi Dennison	Membership Secretary	20/02/23	
7	Craig Moar	Seniors Rep		
8	Kirsty Swan	Treasurer		
9	Amy Davis	Trustee	27/03/23	
10	Sarah Finn	Trustee	08/05/23	
11	Carrie Gunn	Trustee	02/10/23	
12				
13				
14				

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
Mags Macrae – Coaches Rep	Resigned – 20/02/23
Julia Mcarthur – Membership Secretary	Resigned – 20/02/23
Inga Linklater – Chairperson	Resigned – 23/10/23

Structure, governance and management

Type of governing document

The charity is administered in accordance with the terms of the Scottish Charitable Incorporated Organisation constitution.

Trustee recruitment and appointment

The minimum number of trustees permitted is four and the maximum 12. At each AGM, the members may elect any eligible member to be a trustee. The board may also, at any time, elect/appoint any eligible member to be a trustee. At each AGM all charity trustees shall retire from office but shall be eligible for re-election.

Objectives and activities

Charitable purposes

The advancement of public participation in the sport of athletics

Summary of the main activities in relation to these objects

The Club promotes, encourages and develops athletics and running in Orkney, organises and encourages athletes to attend athletic meetings out with Orkney, co-ordinates athletic meetings in Orkney and co-operates with other clubs within and out with the county. The club runs training sessions twice a week for Junior members (Primary & Secondary school aged) and a weekly session for Senior/Adult members - allowing members the chance to try a range of track, field and road events: High Jump, Long Jump, Shot Put, Javelin, sprint/middlendistance/endurance track, Hurdles and road races. The Club aims to run 4 home competitions and 4 road race events a year which are licensed by scottishathletics and also aims to carry out a minimum of two Club trips to competitions on Mainland Scotland as well as supporting individual athletes to compete at an Elite level throughout Scotland, England and Internationally. The Club accepts members from age 9 upwards and aims to provide a safe and inclusive environment where all ages of athletes can gain the benefits from social interaction, keeping fit whilst having fun and having the opportunity to progress to a higher level of competition should they wish to do so.

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

The Club has had a positive year, operating a full schedule of regular training with a clear focus on adding to the coaching team and providing training and development for the volunteer coaches and officials. Primary training was held once a week in four blocks during the year for an average of 40 athletes.

Secondary training was held twice weekly throughout the year, only breaking for Christmas and October holidays, for an average of 55 athletes.

Weekly mid-week track sessions were run for Senior/Adult athletes. There has been a positive response to changes made to the format of these sessions and there has been a steady increase in attendance numbers and memberships throughout the year. The implementation of dedicated admin support has also made a huge difference to the development of this section of the Club.

A successful schedule of competitions, senior race events and away trips were held along with the annual awards ceremony for 2023 returning to its preferred slot in October:

- Three open home competitions and one home championship
- Success for the athletics squad and overall Junior Inter County Orkney team with wins in Shetland
- Four road races and one ultra-endurance event
- Three Club away trips to UK competitions
- Successful Island Games Athletics Team trip to Guernsey
- Purchase of equipment required for competitions and training, including appropriate storage trolleys.

Ongoing progress in implementing/updating policies and procedures required both as a registered Charity and as a requirement of affiliation to scottishathletics.

Ongoing development of the Club website and social media platforms to include regular updates, clear reference data for Club/Orkney records and easier members access to online forms.

OARC athletes participating in competitions/events, achieving a high standard of results, breaking Orkney records and securing Scotland vests.

Successful recruitment to the role of Club Manager (employed by scottishathletics) on an initial 3 year contract.

Financial review

Brief statement of the charity's policy on reserves

OARC aims to operate with sufficient reserves to cover the essential of running costs of the Club for a minimum 6 month period should there be no income / funding secured. This value is deemed to be £20,000 and a formal reserves policy is in place and reviewed annually.

Details of any deficit

N/a

Donated facilities and services (if any)

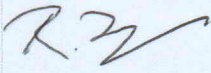
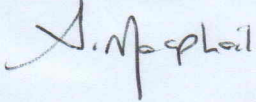
The club relies heavily on volunteers to be able to operate - all Coaching Staff, Board / Committee / Office Bearers, Officials and Fundraisers are volunteers and the Club is hugely appreciative of the time every individual gives in support of the Club and its athletes.

Sponsorship, Funding and donations are also of great importance to the Club and we gratefully acknowledge all financial support and donations of goods during the year.

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)	ROBERT DINSET	A. Macphail
Position (e.g. Chair)	SECRETARY	TRUSTEE
Date	24/02/24	24/2/24

Independent examiner's report on the accounts							
Report to the trustees/members of	Orkney Athletic and Running Club						
Registered charity number	SC051316						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	05	11	2022	to	14	11	2023
Set out on pages	7 - 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) 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

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]

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, and
 - 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:

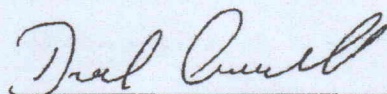
Date:

11/03/24

Name:

David Campbell

Relevant professional qualification(s) or body (if any):



Address:

Voluntary Action Orkney
6 Bridge Street
Kirkwall
Orkney KW15 1HR

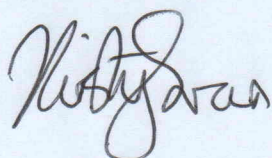
Orkney Athletic and Running Club
Receipts and Payments Accounts
Year ended 14th November 2023

<u>Receipts</u>	Notes	Unrestricted Funds 2023	Restricted Funds 2023	Total 2023	Total 2022
Donations	3	3,344	-	3,344	45,648
Activities for Generating Funds	4	103	-	103	4,969
Charitable Activities	5	29,265	5,418	34,683	30,349
Grants	6	-	9,455	9,455	30,902
Rental of Premises		-	-	-	-
Bank interest		-	-	-	-
Total Receipts		32,712	14,873	47,585	111,868
Payments					
Cost of Generating Funds		-	-	-	-
Charitable Activities	7	27,707	16,391	44,098	67,045
Governance Costs		-	-	-	-
Other Payments	8	-	-	-	-
Total Payments		27,707	16,391	44,098	67,045
Transfer between funds					
Surplus/(Deficit) for period		4,706	(1,219)	3,487	44,823

Orkney Athletic and Running Club
Statement of Balances
Year ended 14th November 2023

	Notes	Unrestricted funds 2023	Restricted funds 2023	Total 2023	Total 2022
<u>Bank & Deposit Balances</u>	2				
Bank and cash balances Brought Forward		41,920	2,903	44,823	-
Movement in period: - Surplus/(Deficit)		4,706	(1,219)	3,487	44,823
Bank and cash balances Carried Forward		46,626	1,684	48,310	44,823

Approved by the Trustees and signed on their behalf,



Position: TREASURER

Dated: 22/02/24

Orkney Athletic and Running Club
Notes to the accounts
Year ended 14th November 2023

1. Trustee Remuneration and Related Party Transactions

There were no trustee remunerations during the period. 6 trustees received reimbursed expenses amounting to £2,929. The children of 3 trustees received funding from the charity towards the cost of traveling and entering competitions. This funding amounted to £325. Two trustees received travel funding totalling £200.

2. Movement in Funds

	As at 14/11/22	Receipts	Payments	Transfers	As at 14/11/23
Unrestricted funds					
General fund	41,920	32,712	27,707	-	46,925
Restricted funds					
	Notes				
Community Award for all	-	2,500	1,045	-	1,455
Foyle Foundation	-	3,000	3,000	-	-
International IS IIGA	-	1,730	1,730	-	-
Lows Orkney Ltd	-	400	400	-	-
Sheila Fleet	-	500	500	-	-
OTE Kirkwall	139	500	639	-	-
Cooke Aquaculture	325	500	825	-	-
Tesco Groundworks	1,125	-	1,396	-	(271)
Grooves	-	300	300	-	-
Dounby Pharmacy	-	500	299	-	201
Donaldsons	-	300	300	-	-
EDJ Advisory Ltd	-	1,000	1,000	-	-
Ocean Kinetics	-	500	500	-	-
F/flow offshore	-	500	500	-	-
Scottish Athletics	-	2,225	2,225	-	-
Adult Training & Trips	-	418	418	-	-
Athletics Island Games Team	8 1,314	-	1,314	-	-
	2,903	14,873	16,391	-	1,385
	44,823	47,585	44,098	-	48,310

Orkney Athletic and Running Club
Notes to the accounts (cont)
Period ended 14th November 2023

Purpose of Funds
Unrestricted funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds

Funding received to contribute to the costs of: -

Scottish Athletics	Volunteer coach training, Official costs etc
International IS IIGA	Conference, courses & club trips (North District)
Foyle Foundation	Equipment
Awards for All	Equipment
Lows Orkney Ltd	Hosting competitions
Sheila Fleet	Hosting competitions
OTE Kirkwall	Hosting Kirkwall half marathon
Cooke Aquaculture	Hosting endurance event & Athlete Travel assistance
Donaldsons	Hosting competitions
Grooves	Hosting competitions
EDJ Advisory Ltd	Scottish Schools club trip
West of Orkney Windfarm	Equipment
Ocean Kinetics	Scottish Schools club trip
Tesco Groundworks	Coach training and development
Dounby Pharmacy	Hosting Dounby 10K
W Hourston	Sponsorship of Medals

Orkney Athletic and Running Club
Notes to the accounts (cont)
Period ended 14th November 2023

<u>Analysis of Receipts</u>	Unrestricted funds 2023	Restricted funds 2023	Total 2023	Total 2022
3. Donations				
Donations received (inc Gift Aid)	3,344	-	3,344	2,062
Donation for Electronic Start System	-	-	-	1,500
Pre charity Athletic & Running Club	-	-	-	42,086
	<u>3,344</u>	<u>-</u>	<u>3,344</u>	<u>45,648</u>
4. Activities for Generating Funds				
Lucky Number Squares	103	-	103	-
The Blue Door	-	-	-	4,969
	<u>103</u>	<u>-</u>	<u>103</u>	<u>4,969</u>
5. Charitable Activities				
Membership & Coaching fees - ALL	17,398	-	17,398	17,066
Competitions/Road Races	7,910	3,500	11,410	9,881
Equipment	-	500	500	406
Trips	3,957	1,418	5,375	2,746
Bank compensation	-	-	-	250
	<u>29,265</u>	<u>5,418</u>	<u>34,683</u>	<u>30,349</u>
6. Grants received				
Inspiring Scotland – Healthy Island	-	-	-	13,950
Inspiring Scotland – Rural Communities into Action	-	-	-	11,477
Lottery Sportscot	-	-	-	1,000
Voluntary Action Orkney	-	-	-	500
Cooke Aquaculture	-	-	-	1,000
Tesco Groundworks	-	-	-	1,125
F/flow offshore	-	-	-	500
Natwest International	-	-	-	750
Scottish Athletics	-	2,225	2,225	100
Clyde funding athlete participation	-	-	-	500
Awards for All	-	2,500	2,500	-
International IS IIGA	-	1,730	1,730	-
Foyle Foundation	-	3,000	3,000	-
	<u>-</u>	<u>9,455</u>	<u>9,455</u>	<u>30,902</u>

Orkney Athletic and Running Club
Notes to the accounts (cont)
Year ended 14th November 2023

<u>Analysis of Payments</u>	Unrestricted funds 2023	Restricted funds 2023	Total 2023	Total 2022
7. Charitable Activities				
Membership & Coaching fees - ALL	13,436	3,002	16,438	10,293
Competitions/Road Races	861	2,914	3,775	6,286
Club Together	2,746	-	2,746	
Equipment	2,327	4,545	6,872	35,546
Trips	2,301	5,555	7,856	10,331
Insurance	981	-	981	324
Trophies/awards/medals & kit	3,115	-	3,115	1,995
Website	170	-	170	1,449
Administration	214	-	214	197
Sundry	1,556	375	1,931	624
	<u>27,707</u>	<u>16,391</u>	<u>44,098</u>	<u>67,045</u>

8 Athletics Island Games Team

These funds were held by Orkney Athletic and Running Club (in a separate bank account) on behalf of various athletes who wish to compete in the Island Games. The bank account was closed in October 2023 with all funds remaining transferred to a new account which the Island Games Athletics Team have sole responsibility for.