

ST MARGARET'S CHAPEL GUILD

Trustees' Annual Report and Accounts for the Year ended 31 July 2024

Reference & Administrative Details of the Charity & its Trustees

Charity Reference No:

SC 024 067

Patron:

HRH The Princess Royal

**Trustees / Executive
Committee:**

Hazel M Dunn (Convenor)
Sarah M James (Honorary Secretary & Vice Convenor)
Margaret Williamson (Acting Treasurer from June 2024)
Yvonne McAulay (Treasurer Nov '23 – June '24)
Angela Casey (Membership Secretary)
Fiona Pigott (Flower Supervisor)
Catrina McGillivray (Committee Member)
Holly Williams (Co-opted Committee Member – June '24)

President Emeritus:

Rev Charles Robertson LVO

President:

Rev Neil Gardner, Minister of Canongate Kirk

**Honorary Vice -
Presidents:**

The Governor of Edinburgh Castle
The Senior Army Chaplain in Scotland
The Rt Rev Moderator of Church of Scotland
The Most Rev President of Roman Catholic Church Scotland
The Most Rev Primus of the Episcopal Church in Scotland
Margaret Dean CVO (Honorary Vice President)
Joanna M Milne MBE (Honorary Vice President)
Margaret Wheeler FMAAT (Honorary Vice President)
Kathleen M Fairweather CBE (Honorary Vice President)
Margaret Lindsell (Honorary Vice President)
Fiona Kidd (Honorary Vice President)
Margaret Ann Crawford (Honorary Vice President)

Registered Office:

Manse of Canongate, Edinburgh, EH8 8BR

Website:

www.stmargaretschapel.com

Email Address:

stmargaretschapel@gmail.com

Structure, Governance, Management & Activities

Constitution and charitable purposes:

The Guild is a charitable unincorporated association, and the purposes and administration arrangements are set out in our 2020 Constitution. 'The charitable purposes of the Guild are to promote the knowledge and understanding of the life of St Margaret of Scotland, and to follow her example in relation to supporting family life, piety, religious education, care of church buildings and tolerance amongst religious groups'.

Recruitment and appointment of Trustees:

Following the adoption of the new constitution at the 2020 AGM, the elected Executive Committee members now serve as Trustees. There is an executive committee consisting of the President, Convenor, Vice Convenor, Secretary, Treasurer, Flower Supervisor, Membership Secretary, and up to two other Guild members.

Organisational Structure:

The Guild has a membership structure. There are elected members who are office bearers who together with the ex officio President form the Executive Committee/Trustees. The Executive Committee oversees the Charity's management and administration between Annual General meetings. All members of the Executive Committee are also members of the Finance Committee. There is also a Flower Supervisor's Committee. All Committees report to the Trustees.

Activities and achievements:

Flower arrangements have been placed in the Chapel at least once a week throughout the year. These are seen by the many thousands of visitors that visit the Chapel daily in addition to those attending private events such as weddings and baptisms.

Donations amounting to £3,160 were made to worthwhile causes.

Members are kept informed about Guild matters via email, and twice-yearly newsletter. A demonstration on flower arranging was held, which was also available to watch on-line. An on-line talk was also organised. The Trustees forming the Executive Committee undertook the first annual Strategy Day in February 2024, reviewing and reflecting on the Guild's priorities for its ongoing management.

The Guild was invited to participate in the City-wide celebrations to mark 900 years since Edinburgh received Royal Burgh status. Representatives of the Guild attended a number of Edinburgh Council organised events to promote the programme, and a special service is being planned for St Margaret's Day to which members of the public are invited.

The Guild has registered as a member with the Scottish Council for Voluntary Organisations in August 2024.

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Finance & Going Concern Review:

A surplus of £1,351 arose in the year (2023 surplus £4,694). In the two financial years 2020 and 2021 the booklet stock was written off. Booklet / Chapel donations in the current year had a nil cost given the previous write off contributing to the current year surplus.

The Trustees are confident about the Guild's ability to continue as a going concern for the foreseeable future given current unrestricted reserves.

Reserves Policy:

To protect the Guild and its charitable programme against the risks of a loss through donation shortfalls and other unexpected financial losses, the Trustees have set a target for free reserves (those unrestricted reserves that are not designated) at a minimum of £5,000. The current free reserves represented by the general fund in unrestricted reserves is £22,239 (2023 - £21,071).

Plans for Future Periods:

Ongoing updates to the Guild website to enable online donations to be made, and also additional technical support to maintain the website.

Costs associated with installing a contactless payment device in the Chapel.

Additional expenses incurred to meet the cost of software to allow the committee to store and share information centrally.

Organising further flower demonstrations for members.

Approved by the Trustees and signed on their behalf

On 10th October 2024

by: Rev Neil Gardner, President



ST MARGARET'S CHAPEL GUILD

Scottish charity number SC024067

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ST. MARGARET'S CHAPEL GUILD

I report on the accounts of the charity for the year ended 31 July 2024 which are set out on pages 5 to 9.

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 ("the 2006 Regulations"). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 2005 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 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 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 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

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

Signed by



Neil M B Steven CA

16/11/24.

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Edinburgh

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 JULY 2024

	<u>2024</u> £	<u>2023</u> £
<u>Receipts</u>		
Booklet / Chapel donations	3,309	7417
Flowers	60	60
Jewellery	607	154
Bank Interest Received	115	134
Cards	147	0
Donations	3,090	4284
Gift aid from donations	0	0
Subscriptions	150	521
<u>Total Receipts</u>	<u>7,478</u>	<u>12570</u>
<u>Payments</u>		
<u>Payments for charitable activities</u>		
Donations (note 1)	3,160	6450
Booklets and Cards (note 4)	590	0
Jewellery	527	189
Members' flowers fund	0	125
Insurance	512	500
Gifts / Gratuities	70	0
Administration	288	82
Website	0	75
Scotland's Churches Trust Subscriptions	50	0
Independent Examiner Expenses	0	50
<u>Total payments for charitable activities</u>	<u>5,197</u>	<u>7471</u>
<u>Governance costs:</u>		
Annual Gathering and AGM net	930	405
<u>Total Payments</u>	<u>6,127</u>	<u>7876</u>
<u>Profit for the year</u>	<u>1,351</u>	<u>4694</u>

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BALANCE SHEET AS AT 31 JULY 2024

	2024	2023
	£	£
Tangible Fixed Assets	0	0
	-----	-----
<u>Total Fixed Assets</u> (note 3)	0	0
	=====	=====
Current Assets		
Booklets (note 4)	0	0
Brooches and earrings (note 5)	918	735
Cash at Bank	25,239	24121
Cash in Hand	0	0
	-----	-----
Total Current Assets	26,157	24856
Creditors falling due within one year (note 6)	(0)	(50)
	-----	-----
Net Current Assets	26,157	24806
<u>Total Assets</u>	26,157	24806
	=====	=====
Reserves/Funds of the Charity		
Opening funds	24,806	20112
Surplus / (Deficit) for the year	1,351	4694
	-----	-----
Total Closing Funds (note 8)	26,157	24806
	=====	=====

All funds are unrestricted.

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Rev Neil Gardner, President

NOTES FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2024

1. Donations

During the year to 31.7.24 the following donations were made:

	<u>2024</u>
	£
QMU Study Abroad Programme	500
Edinburgh City Mission	500
Army Benevolent Fund Soldier's Charity	500
Canongate Kirk	500
The Princess Anne Charities Trust	500
Examiner fee & Charity donation to The Pitcairn Trust	500
	<u>3,000</u>

2. Trustees' payments

There were no payments to Trustees in the form of expenses, remuneration or honoraria (2023 - £nil).

3. Fixed Assets

	<u>2024</u>	<u>2023</u>
	£	£
Fixed Assets		
Furniture and equipment at beginning of the year	31,179	31,179
Addition	0	0
Disposals	0	0
	-----	-----
Total Fixed Assets at Cost at end of year	<u>31,179</u>	<u>31,179</u>
Total Depreciation at beginning of the year	(31,179)	(31,179)
Depreciation for year	0	(0)
Depreciation eliminated on Disposal	0	0
	-----	-----
Total Depreciation at end of year	<u>(31,179)</u>	<u>(31,179)</u>
Net Book Value of Fixed Assets	<u>0</u>	<u>0</u>

Depreciation is charged in full in the year an asset is acquired.

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4. Stock of Booklets

	2024 £	2023 £
Stock at 50% of Cost at beginning of the year	NIL	NIL
Additions	0	0
Booklets Stock at WDV at end of year	<u>NIL</u>	<u>NIL</u>
31.7.24 – 67 boxes or 10,050 booklets		
31.7.23 – 16,800 booklets		

5. Stock of Jewellery

	<u>2024</u> £	<u>2023</u> £
Stock at Cost at beginning of the year	735	924
Additions	710	0
Used or Sold	(527)	189
Brooches Stock at Cost at end of year	<u>918</u>	<u>735</u>
At 31.7.24 Stock is £918		
10 Brooches (£42 each), 3 Pairs Earrings (£60 a pair)		
6 Pendants (£53)		
(2023 Stock 15 Brooches & 7 Pairs Earrings)		

6. Creditors Falling due within one year

At the year-end there are Creditors falling due of £50 representing the Independent Examiners Expenses (2023, £50)

7. Contingent Liabilities

At 31.7.24 there were no Contingent Liabilities (2023 £NIL).

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8. Analysis of Charitable Funds

Free Reserves (General Funds) are those reserves that are available for the Charity to spend after taking account of any funds designated for future expenditure and asset balances not available for spending.

Reserves	31,724
	£
General Funds	22,239
Designated Funds/Assets	
Donations	3,000
Booklets	0
Jewellery	918
Total	3,918
Total Funds	26,157