

**Trustees' Annual Report for the period**

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	1	April	2021	To	31	March	2022

Office of the Scottish Charity Regulator

Reference and administration details

Charity name
Other names charity is known by
Registered charity number
Charity's principal address

Orkney Archaeology Society (SCIO)
SC048044
Millfield Cottage
Evie
Orkney
Postcode: KW17 2NJ

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)
1	David Drever	Chair		
2	Hayley Green	Secretary		
3	Anna Gudge	Membership Secretary		
4	George Vickers	Treasurer		
5	Moira Parker	Vice Chair		
6	Mark Newton			
7	Kath Page			
8	Julie Cassidy			
9	Colin Richards			
10	Ragnhild Ljasland			
11	Kaila Shepherd			
12	Kevin Kerr			
13	Colleen Batey			
14	James Burton			
15	Julie Ritch			

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
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Structure, governance and management

Type of governing document

Constitution. Draft was agreed with OSCR in January 2018 and the final version as approved by the AGM in 2018.

Trustee recruitment and appointment

All trustees are voluntary and unpaid.

Trustees are appointed at the AGM. Anyone wishing to become a trustee at any other time can apply and they will be considered by the Board.

Objectives and activities

Charitable purposes

Orkney Archaeology Society's purpose is to educate the people of Orkney, and beyond, about the art, heritage and culture of the people who have lived in Orkney from pre-historic times to the near present day. Orkney has a rich history of evidenced occupation over the last 8,000 years, and there is keen, and growing, interest in its past.

Summary of the main activities in relation to these objects

The Society will meet these objectives by;

- Arranging educational public meetings, talks and events which will be free to attend and open to all. Where possible, talks will be filmed and made available on the Internet.
- Undertaking fund raising activities to support organisations and individuals working to advance understanding of Orkney archaeology and culture, publicising and encouraging grant applications, and assessing each application based on its archaeological merit and cost effectiveness.
- Organising, publicising, taking part in and supporting active archaeology focused projects in Orkney, including those with cultural and artistic elements, as well as projects with a more traditional heritage focus.
- Raising the profile of archaeology in Orkney, including through the publication of a professionally printed Annual Review detailing archaeological finds and excavations across Orkney.

Achievements and performance

Programme of events, April 2021 to March 2022:

Because of the Coronavirus pandemic all events have been on-line. We held our AGM via Zoom in May 2021 and had an excellent attendance with strong feedback from Members that they appreciated being able to attend our AGM despite not physically being in Orkney. As a result, the Board has agreed that all AGMs will be held via Zoom, to maximise our engagement with our full membership.

St Magnus Graffiti Project:

The Project was on hold until Spring 2021 when Dr Antonia Thomas was able to get access back into the Cathedral. We agreed with HLF that the project would be formally closed, which has been done. Dr Thomas was our Guest Speaker at our AGM on 26 May 2021. In February and March 2022 the final text of the draft Graffiti leaflet was agreed and sent to print, with hard copies due to arrive for launch and distribution in April 2022. At this point this phase of this project formally completes, and it is expected that there will be discussions about a future phase during 2022/23.

Brochtoberfest:

OAS ran an on-line Brochtoberfest from 9th – 17th October 2021. Attendance was excellent and plans are being discussed for the 2022 event.

Viking Festival:

OAS worked in partnership with Orkney Time Travel to host a part virtual / part real life Viking Festival from 9th – 19th September 2021. This was very successful and we are now working on a similar event from 8th to 18th September 2022.

Shop2021:

The Ness re-opened under limited conditions and for 6 weeks in Summer 2021. OAS ran the shop having risk assessed our approach for COVID. Although numbers attending the site were significantly down on 2019 (the last year the site had been open) we were still able to make a good profit both for OAS and for the Ness. As always we used our profit to support our contribution to the Grants target.

Brief statement of the charity's policy on reserves

No formal policy apart from an agreement at the 2019 Annual Planning day, held in January, to aim to hold a minimum of £5,000 as a reserve. As we do not employ any staff other than the shop worker for 6 weeks in the Summer, and we have no ongoing liabilities or debts, the Board are comfortable that this is sufficient for our immediate purposes. In 2021/22 OAS were the beneficiary of an inheritance which has meant the Board is now seeking independent financial advise to make sure it is managed in such a way which supports our overall aims and objectives

Details of any deficit

At the end of the financial year OAS reports a surplus of £67,162 (2021 deficit £3,005) and a closing bank balance of £102,716. £12,832 of this balance is restricted for various projects, the remaining balance is unrestricted for use at the discretion of the trustees in furtherance of the objects of the charity.

Donated facilities and services (if any)

All Trustees volunteer their time.

Declaration

The trustees declare that they have approved the trustees' report above.

This report was reviewed and agreed at the OAS Board meeting on 13th May 2022, and presented to the AGM on 27th May 2022

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Hayley Green	David Drever
Position (e.g. Chair)	Secretary	Chair
Date	13 th May 2022	13 th May 2022

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts_{v2}							
Report to the trustees/members of	Charity name ORKNEY ARCHAEOLOGY SOCIETY SCIO						
	Registered charity number SCIO SC048044						
On the accounts of the charity for the period	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2021	to	31	03	2022
Set out on pages	6-7					(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. 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 Charities Accounts (Scotland) Regulations 2006. 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.						
	<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:				Date:			
	David Campbell						
Address:	Voluntary Action Orkney						
	Bridge Street						
	Kirkwall						
	Orkney. KW15 1HR						

Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2021		31	03	2022

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	2,707	10,303			13,010	3,379
Legacies	56,625	1,000			57,625	-
Grants	-	-			-	-
Receipts from fundraising activities	-	-			-	-
Gross trading receipts	28,767	-			28,767	3,530
Income from investments other than land and buildings	-	-			-	-
Rents from land & buildings	-	-			-	-
Gross receipts from other charitable activities	5,561				5,561	5,236
					-	-
A1 Sub total	93,660	11,303	-	-	104,963	12,145
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	93,660	11,303	-	-	104,963	12,145
A3 Payments						
Expenses for fundraising activities	-	-			-	92
Gross trading payments	27,492	-			27,492	5,154
Investment management costs	-	-			-	-
Payments relating directly to charitable activities	3,630	9			3,639	5,047
Grants and donations	5,230	-			5,230	3,357
Governance costs:						
Audit / independent examination	-	-			-	-
Preparation of annual accounts	-	-			-	-
Legal costs	-	-			-	-
Other - Accounting	1,440	-			1,440	1,500
					-	-
A3 Sub total	37,792	9	-	-	37,801	15,150
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
A4 Sub total	-	-	-	-	-	-
Total payments	37,792	9	-	-	37,801	15,150
Net receipts / (payments)	55,868	11,294	-	-	67,162	(3,005)
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	55,868	11,294	-	-	67,162	(3,005)

Section B Statement of balances

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
B1 Cash funds	Cash and bank balances at start of year	34,016	1,538			35,554	38,559
	Surplus / (deficit) shown on receipts and payments account	55,868	11,294			67,162	(3,005)
						-	
	Cash and bank balances at end of year	89,884	12,832	-	-	102,716	35,554
(Agree balances with receipts and payments account(s))							

B2 Investments	Details	Fund to which asset belongs	Market valuation	Last year
			to nearest £	to nearest £
		Total	-	-

B3 Other assets	Details	Fund to which asset belongs	Cost (if available)	Current value (if available)	Last year
			to nearest £	to nearest £	to nearest £
		Total	-	-	-

B4 Liabilities	Details	Fund to which liability relates	Amount due	Last year
			to nearest £	to nearest £
		Total	-	-

B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate)	Last year
			to nearest £	to nearest £
		Total	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval