

APPENDIX 1

OSCr

Trustees' Annual Report for the period

		Period start date			Period end date				
		Day	Month	Year			Day	Month	Year
From	1	April	2023	To	31	March	2024		

Office of the Scottish Charity Regulator

Reference and administration details

Charity name	Orkney Archaeology Society
Other names charity is known by	
Registered charity number	SC048044
Charity's principal address	25 Graham Place
	Stromness
	Orkney
	Postcode KW16 3NY

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	Moira Parker	Vice Chair		
3	Hayley Green	Secretary		
4	George Vickers	Treasurer		
5	Anna Gudge	Membership Officer		
6	Mark Newton	Web		
7	Kath Page		AGM until June 2022. Then from Dec 2022	
8	Julie Cassidy			
9	Colin Richards			
10	Ragnhild Ljosland			
11	Kevin Kerr			
12	Colleen Batey			
13	Francesca Meneghetti		From Nov 2023	OAS Board
14	Cameron Taylor		From Nov 2023	OAS Board
15	Annabel Eltome		From Nov 2023	OAS Board

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
Kaila Shepherd	AGM until August 2023

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.

The OAS Board completed a full review of the Constitution in Feb / March 2024 and a revised draft was sent to OSCR for their review on 19th March 2024. If OSCR are happy with the proposed changes this will be submitted to the AGM on 30 May 2024, and the outcome reported in next years TAR.

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, if there are any vacancies, 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.

**** note, a possible simplification of these objectives have been submitted to OSCR for review ****

Achievements and performance

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

Programme of events, April 2023 to March 2024: Because of the excellent attendance we got for our on-line talks in 2021/22 we agreed to continue with online events for most of 2023/24, with just a couple of exceptions including the Ness Talk with Nick Card, which was in the Orkney Theatre in June 2023 and well attended.

St Magnus Graffiti Project : Discussions between OAS (Hayley), UHI (Dr Antonia Thomas) and St Magnus Cathedral (Fran) on a possible phase 2 for the project have not really progressed as we would like in 2023/24. This will be reviewed in 2024/25 with the intention of getting a plan in place. Having said this the leaflet produced by the Project continues to be very popular and the Custodian has spoken to a number of groups both in and out of Orkney on the project.

Brochtoberfest 2023: Brochtoberfest 2023 moved back to a mainly in-person event, which was then hampered by exceptionally bad weather over the weekend. Regardless there was still a reasonable attendance and feedback was very good. Presentations were recorded and are available on-line

Viking Festival 2023 :OAS worked in partnership with Orkney Time Travel to host another part virtual / part real life Viking Festival. Again, this was very well received and plans are in place for a similar event in 2024.

Shop 2023 :The Ness was open for 6 weeks in Summer 2023. OAS ran the shop with a paid worker and as visitor numbers were higher this year we made a good profit both for OAS and for the Ness. As always we used our profit to support our contribution to the Grants target. As 2024 will be the last year of the physical dig the OAS Shop Sub-Committee have been working for some months to maximise the shop income, and this will include for the 1st time products which showcase our own, new designs.

Heritage / Legacy projects : OAS has been the recipient of a number of significant donations over the past years. Following discussion at our Board strategic planning event in February 2022 we takes the view that these donations should be used to fund heritage or legacy projects and are looking to make a series of short films which will either be interviews with archaeologists who have excavated in Orkney historically, or recordings of significant talks about current excavations.

In 2023 we arranged 2 x OAS Legacy talks, which were professionally filmed. This was for the June 2023 Nick Card talk, and a 'Conversation between Professor Mark Edmonds and Dr David Clarke' in July 2023. Both these talks are available on our YouTube channel.

In February 2024 the OAS Board met with Nick Card and Anne Mitchell from the Ness of Brodgar Trust to discuss a request from them to allocate some of the OAS Legacy Fund to the Ness for a number of projects associated with the final year of the Ness and then beyond. After discussion the OAS Board agreed an allocation of £16,000 – this is to pay for the printing cost of the book associated with the 2024 Summer Exhibition, making a film of the exhibition and then, if there is any funds left, to support filming at the Ness over the Summer.

Financial review

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 a number of weeks in the Summer, and we have no ongoing liabilities or debts, the Board are comfortable that this is sufficient for our immediate purposes.

Details of any deficit

Over the period 2023/24 OAS have run with a currently healthy bank balance.
 At the end of the financial year OAS reports an unrestricted deficit of £3,185 (2023: surplus £5,189) and a closing bank balance of £104,721 (2023: £107,906). £1,572 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.
 The deficit during the year was mainly due to the purchase of stock for the shop which will open again in Summer 2024.

Donated facilities and services (if any)

All Trustees volunteer their service

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Declaration

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

This report was reviewed and agreed at the OAS AGM held on 30th May 24

Signed on behalf of the charity's trustees

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

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
Set out on pages	01	04	2023	to	31	03	2024
	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. 1. 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 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:			
	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 April 2023				31 March 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	3,452	120			3,572	853
Legacies					-	-
Grants					-	
Receipts from fundraising activities	93				93	675
Gross trading receipts	52,012				52,012	34,836
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	6,005				6,005	5,287
					-	
A1 Sub total	61,562	120	-	-	61,682	41,651
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	61,562	120	-	-	61,682	41,651
A3 Payments						
Expenses for fundraising activities	539				539	267
Gross trading payments	52,987				52,987	25,620
Investment management costs					-	
Payments relating directly to charitable activities	7,062	120			7,182	6,957
Grants and donations	2,756				2,756	2,418
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other - Accounting	1,403				1,403	1,200
					-	
A3 Sub total	64,747	120	-	-	64,867	36,462
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	64,747	120	-	-	64,867	36,462
Net receipts / (payments)	(3,185)	-	-	-	(3,185)	5,189
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(3,185)	-	-	-	(3,185)	5,189

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	106,334	1,572			107,906	102,717
	Surplus / (deficit) shown on receipts and payments account	(3,185)	-			(3,185)	5,189
						-	
						-	
	Cash and bank balances at end of year	103,149	1,572	-	-	104,721	107,906
	(Agree balances with receipts and payments account(s))						

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

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

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

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

Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval

Section C Notes to the Accounts

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

Unrestricted funds - to be used at the discretion of the trustees in furtherance of the charitable objectives
 Collections for 3rd parties - Donations collected for The Ness
 Student Prize - Restricted donations received to implement student recognition awards
 Adrian Challands - Restricted donations received in memory of Adrian Challands

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

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**

Authority under which paid

C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£
	3	11,094

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
Business owned by trustee	Website management	401	0
Business owned by trustee	3D printing	335	0

C6 Other information

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 received	3,452	120			3,572	853
					-	
					-	
					-	
Total	3,452	120	-	-	3,572	853

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
Total	-	-	-	-

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 £
Membership subscriptions	6,005				6,005	5,287
					-	
					-	
					-	
					-	
					-	
Total	6,005	-	-	-	6,005	5,287

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 £
Website/online costs	896				896	536
Postage and stationery	1,972				1,972	1,824
Insurance	454				454	380
Fees payable	952				952	1,260
Project costs	-				-	2,661
3rd party donations paid over	-	120			120	296
Events	1,573				1,573	
Merchandise	1,200				1,200	
Misc	15				15	
					-	
					-	
Total	7,062	120	-	-	7,182	6,957

Orkney Archaeology Society (SCIO)

SC048044

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		
	3rd Party collections	Student Prize	Adrian Challands		Total restricted funds	Total restricted funds last period
Receipts						
Donations	120				120	35
Legacies					-	
Grants					-	
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	120	-	-	-	120	35
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	120	-	-	-	120	35
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	120				120	296
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	120	-	-	-	120	296
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	120	-	-	-	120	296
Net receipts / (payments)	-	-	-	-	-	(261)
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	(261)

Nature and purpose of funds

Collections for 3rd parties - Donations collected for The Ness
Student Prize - Restricted donations received to implement student recognition awards
Adrian Challands - Restricted donations received in memory of Adrian Challands