

Name
Trustees' Annual Report for the period
1 September 2023 to 31 August 2024

Reference and Administration Details

Charity name	Friends of Mansfield Traquair Centre
Registered charity number	SC028026
Charity's principal address	15 Mansfield Place Edinburgh Postcode EH3 6BB

Names of the charity trustees on date of approval of Trustee's Annual Report

Trustee name	Office (if any)	Dates acted	Bodies appointing trustees FMTC committee or AGM
Morag Austin	Convener	01/09/2023 to 31/08/2024	
Muriel Buchanan	Secretary	01/09/2023 to 31/08/2024	
Christine Lawrie	Treasurer	01/09/2023 to 31/08/2024	
Mel MacLeod		01/09/2023 to 31/08/2024	
Richard Love		01/09/2023 to 31/08/2024	
Maggie Hughes		01/09/2023 to 31/08/2024	

Names of all other charity trustees during the period

Name	Dates acted if not for whole year
Jennifer Swanson	29/08/2024 to 31/08/2024
Jennifer Sharp	18/01/2024 to 31/08/2024
Alan Gruber	01/09/2023 to 08/06/2024
Anne Walker	04/04/2024 to 27/08/2024
Ros Parsons	01/09/2023 to 29/08/2024

Structure, governance and management

Type of governing document	Constitution Friends of Mansfield Traquair Centre is an unincorporated charitable association regulated by a written constitution
Trustee recruitment and appointment	The committee, which usually meets every two to three months, are the charity's trustees. Committee members are either elected annually from the membership at the Annual General meeting or co-opted by the committee during the year. Under the constitution there must be a minimum of five and not more than ten elected members. Day to day administration of the Charity is conducted by the committee members.

Objectives and activities

Charitable purposes	To further the charitable objects of the Mansfield Traquair Trust, in particular with regard to the preservation, for the benefit of the public at large, of the former Catholic Apostolic Church, Mansfield Place, Edinburgh
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Summary of the main activities in relation to these objects	• encourage the preservation, development and improvement of its features of artistic and architectural interest including the interior mural paintings of Phoebe Traquair and Andrew Hutton; • stimulate public interest in, and care for, the history and character of the church • hold and promote informative and educational meetings, exhibitions, lectures, publications, conferences, publicity and any other schemes of a charitable nature
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Achievements and performance

	We opened for 11 days September 2023 to July 2024 and for 14 days during the Edinburgh Fringe We therefore staffed 25 Open Days, with 2911 visitors plus 40 private tours with 313 visitors. We now charge £5 per head for tours We issued one newsletter to all members with copies to the Central Library and Library of Scotland. Our main source of income continues to be from subscriptions, donations and sales of cards, books etc, pertaining to the murals. This year we received a number of donations to assist with setting up our web site and installing a credit card donation box. Membership of the Charity is open to anyone. At 31 August 2024 the Charity had 121 individual and 3 Patron members
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Financial Review

Brief statement of the charity's policy on reserves	The charity's policy is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives.
Details of any surplus/deficit	The charity had a net deficit of £241. (2023: net surplus of £1224),

Declaration

The Trustees declare that they have approved the Trustees' report above

Signatures		
Full Name	Muriel Buchanan	Christine Lawrie
Position	Secretary	Treasurer
Date	19/02/2025	19/02/2025

Friends of Mansfield Traquair Centre Scottish Charity No SC028026
Accounts for 12 months 1 September 2023 to 31 August 2024

Statement of Receipts and Payments

	Note	Unrestricted Funds 2024	Total funds last period 2023
A1: Receipts			
Donations	4	6043	4351
Sales and postage		3154	2367
Gift Aid/GASDS recovery	4	976	1185
Tours/Talks/Events		784	505
Bank Interest		143	65
Miscellaneous			14

A2: Receipts from Charitable Activities

Membership fees		970	650
Friends outings			

Total receipts		12070	9137
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A3: Payments

Grants and donations	4	5000	5000
Governance costs			
AGM		110	125
Insurance		390	423
New sale items	4	1959	845
New IT hardware	4	2609	188
Payments directly related to charitable activities	4	2243	1332

Total payments		12311	7913
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Surplus (Deficit) for year		(241)	1224
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STATEMENT OF BALANCES

		Unrestricted Funds 2024	Total last period 2023
B1: Cash Funds			
	Cash and Bank balances at start of year	12115	10891
	Surplus (Deficit) shown on Receipts and Payments account	(241)	1224
	Cash and Bank balances at end of year	11874	12115
B3: Other Assets			
	Stock	3286	2925

C1: Nature and purpose of funds	All funds are unrestricted. The charity’s policy is to hold sufficient funds in reserve to ensure the charity’s ability to fulfil its charitable objectives.			
C2: Grants	Type of activity supported		No of grants	£
	Mansfield Traquair Trust		1	5000
C3A: Trustee remuneration				
No remuneration paid during the period to any charity trustee				X
C4A: Trustee expenses				
No expenses paid during the period to any charity trustee				X

Additional analysis

4. Payments relating directly to charitable activities

	Unrestricted Funds	
	2024	2023
Fringe Registration and costs	394	332
Postage, stationery, telephone, printing	1237	784
Miscellaneous including Paypal and Dona charges	171	100
IT Costs	441	116
Totals	2243	1332

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Notes to the Accounts – For 12 months 1 September 2023 to 31 August 2024

Basis of Accounting:

The accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Regulations 2006 (as amended).

Nature and Purpose of Funds:

The Trustees maintain a single unrestricted fund administered at the discretion of the Committee of the Friends of Mansfield Traquair Centre in furtherance of the general objectives of the Charity.

Donations: Several generous donations received from travel companies for group tours. No gift aid can be claimed on these amounts. Also, donations from members toward costs of new web site and credit card donation box.

Membership Fees

Renewal forms were sent out early with the newsletter and a number of members paid their 2024/25 subscription prior to the year end and these are included in this year's figures.

Postage, stationery, telephone, printing: Welcome handout and Membership forms reprinted with new web and email details

Grants: Grant to Mansfield Traquair Centre

Stock: Stock is valued at cost price. New version of Elizabeth Cummings book selling well so large stock purchased. CAC booklet reprinted.

New IT hardware and costs. Web site developed with ongoing costs for hosting and upgrades. Dona credit card contactless donation box designed and installed. New logo and guide badges designed

Insurance: This covers stock, volunteers and visitors during Open Days

Independent examiner's report on the accounts

Report to the trustees/members of	Friends of Mansfield Traquair Centre
Registered charity number	SC028026
On the accounts of the charity	for the period 1 September 2023 to 31 August 2024
Set out on pages	1 - 5

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 [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:	<i>M Smellie</i>	Date:	5/2/2025
Name:	HILARY MARGARET SMELLIE		
Relevant professional qualification(s) or body (if any):	C.A. (retd)		
Address:	WILLOW COTTAGE, STATION ROAD, CHOSHAM, SURREY GU24 8AL		

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose