



Orkney Pilgrimage

Trustees' Annual Report

For the year ended 31st December
2022

Charity contact information

Orkney Pilgrimage
Scottish Charity Number: SC047008
c/o Amaroo
Harray
Orkney
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Charity Trustees on date of approval of Trustees' Annual Report

Caroline Butterfield
Brenda Dowie Secretary, appointed 10/01/2023
Sarah Jane Gibbon
Alison Hawkins Treasurer, appointed 10/01/2023
Jane Liptrot
Pirjo Little
Stuart Little Chairperson
David Mazza

Other trustees who served throughout the period:

Donna Flett Treasurer, resigned 10/01/2023

Objectives and activities

Orkney Pilgrimage was established in September 2016 in order to facilitate the development of the St Magnus Way, a 55 mile pilgrimage route through Orkney.

Orkney Pilgrimage's purposes are:

- 1 The advancement of spiritual wellbeing in Orkney through the development of local pilgrimage routes and resources. In particular, to establish and promote the St Magnus Way pilgrimage route in Orkney.
- 2 The advancement of education in local heritage and environment by the development of educational resources associated with pilgrimage.

Achievements and performance

Summary of the main activities

The following activities have been continued from previous years:

- Maintenance and upgrading of the path.
- Development of resources and their inclusion on the website and app.
- Communication with interested individuals through the Facebook page and website.
- Continuing work on a Virtual St Magnus Way

New activities this year:

- Writing a guidebook for the St Magnus Way.
- Orkney Cycle Club's inaugural ride of the St Magnus Way cycle route
- A guided walk as part of the Orkney Nature Festival
- Social event (BBQ) for trustees and volunteers

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

With the lifting of Covid related restrictions of the previous two years, we have been much freer to engage in activities. Highlights have been the official launch of the St Magnus Way Cycle Route and the dedication of both the Pilgrim's Table in St Magnus Cathedral and the plaque in the paving in front of the Cathedral. Since April 2022, 92 pilgrims have left comments of appreciation in the Pilgrim's logbook, including 20 from outside the UK. Much work has been done on the writing, editing and other work for the guidebook for the Way, which is now ready to be published. An assessor from the Scottish Pilgrims Routes Forum visited Orkney to assess the Way for accreditation. Some suggested improvements have been carried out and we anticipate our accreditation application result being announced soon.

There was a successful joint venture with the Sea Cadets clearing debris from a beach that forms part of the Way.

Work on the Virtual St Magnus Way has been slower than hoped. More filming is needed when the weather improves, but construction of the new website which will host the Virtual Way is progressing well.

Structure, governance and management

Type of governing document

As a single tier Scottish Charitable Incorporated Organisation we are governed by a written constitution.

Trustee recruitment and appointment

Our trustees have a diverse range of experience and are recruited to meet the needs of the charity from interested Orkney residents. One-third (being the longest in office since last appointment or re-appointment) together with those appointed since the previous annual general meeting retire at each annual general meeting but are eligible for re-appointment and are deemed to be re-elected at the next board meeting unless they advise the board that they do not want to be re-elected or a resolution for that person's re-appointment is put to the board and is not carried.

Financial review

In our sixth year of operation, we managed to secure a total of £1,425 in grants towards supporting the running costs of the St Magnus Way. A further £5,656 in unrestricted donations and merchandise sales brought our total income for the year to £7,081. During the year we spent a total of £14,276 the majority of which related to development of the website to host the Virtual St Magnus Way and related content, path development and maintenance, development of a guidebook, website services, and insurance costs. Our accounts for the year are appended to this report and provide further detail on our income and expenditure.

Statement of the charity's policy on reserves

It is the trustees' policy that, within five years of being established, we should maintain sufficient reserves to cover the next six months' operating costs. At 31 December 2022, the total reserves of £8,453 were sufficient to cover the next six months' planned expenditure.

Future plans

In 2023 we plan to:

- continue to maintain the structure of the path
- launch the guidebook
- complete and launch the Virtual St Magnus Way
- run a family cycle event in conjunction with Cycle UK
- launch a children's pack
- continue to add resources to and improve the information on the website and app
- host guided walks

Additional information

We are enormously grateful to everyone who has supported us. Our aim in all of this is that the St Magnus Way should outlast all of us and be a resource for pilgrims for many years to come.

Declaration

Signed on behalf of the charity trustees:

Stuart Little
.....

Stuart Little, Chairperson

Date *21.03.2023*
.....

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CHARTERED ACCOUNTANTS



Orkney Pilgrimage – SC047008

Independent Examiner's Report

Independent examiner's report to the trustees of Orkney Pilgrimage

I report to the charity trustees on my examination of the accounts of the Orkney Pilgrimage (the Trust) for the year ended 31 December 2022.

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 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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

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
- 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.

Steven J Sinclair

BA, CA

1-3 East Road, Kirkwall, Orkney

28 February 2023



Directors: Doris Hutchison CA, ATT Steven J Sinclair BA, CA Kazia J Watson CA, ATT

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Registered to carry out audit work in the UK by The Institute of Chartered Accountants of Scotland

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Receipts and Payments Accounts

For the year to 31 December 2022



Statement of Receipts and Payments

| | Unrestricted Funds | Restricted Funds | Total Funds 2022 | Total Funds 2021 |
|---|-----------------------|---------------------|---------------------|---------------------|
| Receipts | | | | |
| Donations | 5,069.40 | 0.00 | 5,069.40 | 3,966.31 |
| Receipts from fundraising activities | 586.80 | 0.00 | 586.80 | 242.30 |
| Grants | 0.00 | 1,425.00 | 1,425.00 | 7,564.30 |
| Total Receipts | <u>5,656.20</u> | <u>1,425.00</u> | <u>7,081.20</u> | <u>11,772.91</u> |
| Payments | | | | |
| Expenses for fundraising activities | 463.75 | 0.00 | 463.75 | 166.25 |
| Payments relating directly to charitable activities | 3,978.40 | 9,793.78 | 13,772.18 | 6,003.32 |
| Grants and Donations | 0.00 | 0.00 | 0.00 | 50.00 |
| Governance costs: | | | | |
| <i>Other</i> | 40.00 | 0.00 | 40.00 | 40.00 |
| Total Payments | <u>4,482.15</u> | <u>9,793.78</u> | <u>14,275.93</u> | <u>6,259.57</u> |
| (Deficit)/Surplus for year | <u>1,174.05</u> | <u>(8,368.78)</u> | <u>(7,194.73)</u> | <u>5,513.34</u> |

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Statement of Balances

For the year to 31 December 2022



Cash Funds

| | Unrestricted Funds | Restricted Funds | Total Funds 2022 | Total Funds 2021 |
|--|-----------------------|---------------------|---------------------|---------------------|
| Balance 31 December 2021 | 5,069.25 | 10,579.07 | 15,648.32 | 10,134.98 |
| (Deficit)/Surplus shown on receipts and payments account | 1,174.05 | (8,368.78) | (7,194.73) | 5,513.34 |
| Balance 31 December 2022 | <u>6,243.30</u> | <u>2,210.29</u> | <u>8,453.59</u> | <u>15,648.32</u> |
| Bank Balance at end of year | | | <u>8,453.59</u> | <u>15,648.32</u> |

| | | | |
|---|------------------|-------------------|-------------------------|
| Signed on behalf of all the trustees | <i>Signature</i> | <i>Print name</i> | <i>Date of Approval</i> |
| | Stuart Little | Stuart Little | 21.03.2023 |

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Notes to the Accounts

For the year to 31 December 2022



Nature and purpose of funds

Unrestricted Funds comprise a General Fund to cover all costs not covered by Restricted Funds. The purpose of each of the Restricted Funds is set out on the additional analysis page.

Trustee remuneration & expenses

No remuneration was paid to the Trustees during the year. Expenses were reimbursed as follows:

| | 2022 | | 2021 | |
|--------------------|-----------|--------|-----------|--------|
| | Number of | £ | Number of | £ |
| | trustees | | trustees | |
| Expenses & mileage | 1 | 337.20 | 1 | 326.41 |

Analysis of receipts and payments

Donations

| | Unrestricted | Restricted | Total |
|--|-----------------|-------------|-----------------|
| Gift Aid Donations | 2,200.00 | 0.00 | 2,200.00 |
| Miscellaneous | 2,269.38 | 0.00 | 2,269.38 |
| HMRC Gift Aid (including repayment interest) | 600.02 | 0.00 | 600.02 |
| | <u>5,069.40</u> | <u>0.00</u> | <u>5,069.40</u> |

Grants

| | | | |
|-------------------------------------|-------------|-----------------|-----------------|
| Birsay Community Council | 0.00 | 500.00 | 500.00 |
| REW&G Community Council | 0.00 | 100.00 | 100.00 |
| Kirkwall & St Ola Community Council | 0.00 | 825.00 | 825.00 |
| | <u>0.00</u> | <u>1,425.00</u> | <u>1,425.00</u> |

Gross Receipts from other charitable activities

| | | | |
|-------------|---------------|-------------|---------------|
| Merchandise | 586.80 | 0.00 | 586.80 |
| | <u>586.80</u> | <u>0.00</u> | <u>586.80</u> |

Payments relating directly to charitable activities

| | | | |
|---------------------------|-----------------|-----------------|------------------|
| website services | 0.00 | 331.20 | 331.20 |
| path upkeep & development | 1,770.82 | 986.50 | 2,757.32 |
| virtual way expenses | 0.00 | 7,528.78 | 7,528.78 |
| cathedral plaque items | 307.20 | 0.00 | 307.20 |
| guidebook | 1,545.00 | 0.00 | 1,545.00 |
| other | 355.38 | 947.30 | 1,302.68 |
| | <u>3,978.40</u> | <u>9,793.78</u> | <u>13,772.18</u> |

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Additional Analysis

For the year to 31 December 2022



Breakdown of restricted funds

| | Rousay Egilsay & Wyre Development Trust | Calor Gas | Diocese of Aberdeen and Orkney | TNL Community Fund | Birsay Community Council | REW&G Community Council | Kirkwall & St Ola Community Council | Total Restricted Funds |
|---|--|------------------------|--------------------------------------|--------------------------|--------------------------------|-------------------------------|---|---------------------------|
| Balance 31 December 2021 | 402.36 | 3,326.71 | 450.00 | 6,400.00 | 0.00 | 0.00 | 0.00 | 10,579.07 |
| Receipts | | | | | | | | |
| Grants | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 100.00 | 825.00 | 1,425.00 |
| <i>Total Receipts</i> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>500.00</u> | <u>100.00</u> | <u>825.00</u> | <u>1,425.00</u> |
| Payments | | | | | | | | |
| Payments relating directly to charitable activities | 120.00 | 2,248.78 | 0.00 | 6,000.00 | 500.00 | 100.00 | 825.00 | 9,793.78 |
| <i>Total Expenditure</i> | <u>120.00</u> | <u>2,248.78</u> | <u>0.00</u> | <u>6,000.00</u> | <u>500.00</u> | <u>100.00</u> | <u>825.00</u> | <u>9,793.78</u> |
| Net receipts/(payments) | (120.00) | (2,248.78) | - | (6,000.00) | - | - | - | (8,368.78) |
| Transfers to/from funds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| (Deficit)/surplus for year | (120.00) | (2,248.78) | - | (6,000.00) | - | - | - | (8,368.78) |
| Balance 31 December 2022 | <u>282.36</u> | <u>1,077.93</u> | <u>450.00</u> | <u>400.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>2,210.29</u> |

Nature and purpose of restricted funds

The Rousay, Egilsay & Wyre Development Trust Fund exists for associated costs for the waymarker and interpretation board in Egilsay, with remaining funds for Egilsay specific costs.

The Calor Gas Fund exists to pay for specific physical upgrades (gates and fences) to the St Magnus Way and to finance the creation of a virtual way.

The Diocese of Aberdeen and Orkney Fund exists to assist with the development of the virtual way.

TNL Community Fund exists to upgrade the website to incorporate the Virtual Way.

Birsay Community Council exists for St Magnus Way running costs.

REW&G Community Council exists for St Magnus Way running costs.

Kirkwall & St Ola Community Council exists for St Magnus Way running costs.