



Orkney Pilgrimage

Trustees' Annual Report

For the year ended 31st December
2023

Charity contact information

Orkney Pilgrimage
Scottish Charity Number: SC047008
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Charity Trustees on date of approval of Trustees' Annual Report

Caroline Butterfield
Brenda Dowie Secretary, appointed 10/01/2023
Sheila Garson Chairperson appointed 20/03/2024
Sarah Jane Gibbon
Alison Hawkins Treasurer, appointed 10/01/2023
Fran Hollinrake appointed 16/01/2024
Pirjo Little
Stuart Little
David Mazza

Other trustees who served throughout the period:

Jane Liptrot resigned 21/03/2023

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:

This has been a year of consolidation and few new activities of significance have been initiated. The St Magnus Way became Scotland's first pilgrimage route to be awarded Gold Accreditation with the Scottish Pilgrim Routes Forum and this has been a major highlight of the year.

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

We completed the publication of a physical guidebook in conjunction with Rucksack Readers, which now complements the website and app and is proving very popular with walkers.

The launch event for the guidebook in April included the Orkney Cycle Club's annual ride of the cycling version of the Way and a family cycling event in conjunction with RSPB, who also collaborated with us later in the year in an event for the Nature Festival.

In an effort to gain regular income, a Friends of the St Magnus Way scheme was launched.

Work previously started on a Children's Pack was completed and it can be downloaded from the website.

As the 5000 leaflets about the Way printed in 2017 have been distributed, we revised the leaflet and printed 5000 more.

Work on the Virtual St Magnus Way has continued with significant progress being made.

The appointment of two Church of Scotland ministers in Dounby with a remit for mission development, including pilgrimage development, was a positive addition to our team. They led very successful walks along the Way over the summer and developed useful materials for group leaders for this.

A weekend plenary session was held with the Iona Community North of Scotland Group themed on pilgrimage which included presentations on the St Magnus Way and a walk along part of the final section of the Way

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 seventh year of operation, we managed to secure a total of £4,885 in grants, of which £3,085 was for production of our guidebook and £1,800 towards the costs of completing the Virtual St Magnus Way. A further £4,631 in unrestricted donations and merchandise sales brought our total income for the year to £9,516. During the year we spent a total of £8,952, of which £1,690 was for production of the guidebook, £2,400 related to development of the Virtual St Magnus Way, £2,156 was for purchase of merchandise and guidebooks for re-sale and the majority of the balance was for path development and maintenance, 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 2023, the total reserves of £9,018 were sufficient to cover the next six months' planned expenditure.

Future plans

In 2024 we plan to:

- continue to maintain the structure of the path
- continue work on a physical passport.
- develop our merchandise.
- continue to add resources to and improve the information on the website and app
- host guided walks
- continue work on the Virtual St Magnus Way. This has turned out to be more complex than initially expected and is taking longer than was hoped for but progress is steady.

IT Report

The website attracted 11,365 visitors during 2023, almost all of whom were first time visitors. There was a notable spike in January after a very positive article in the Guardian on the Way. Most of the visitors were from the UK with the US being a distant second.

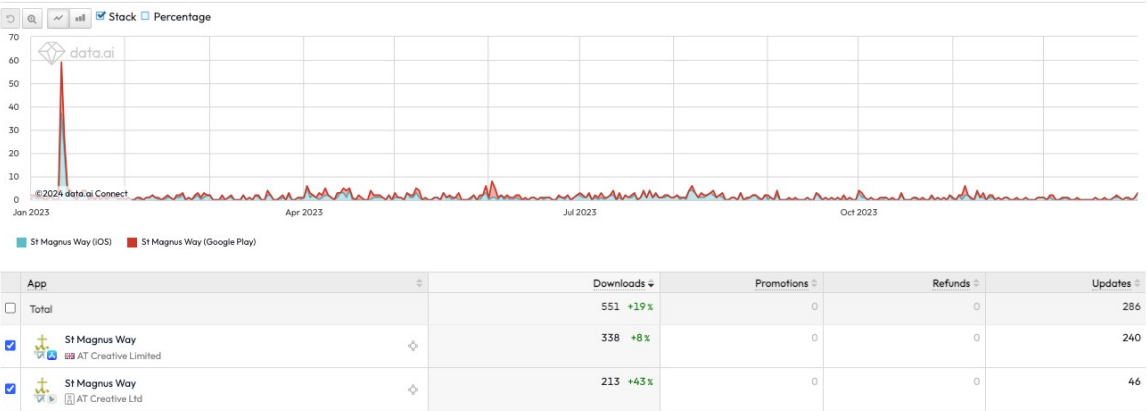
IT Systems

We are slowly making more use of Microsoft 365, in particular the use of Teams to share and collaborate. This is mainly with the Virtual St Magnus Way (VSMW) team at the moment but will hopefully progress to all areas as soon as appropriate training is done.

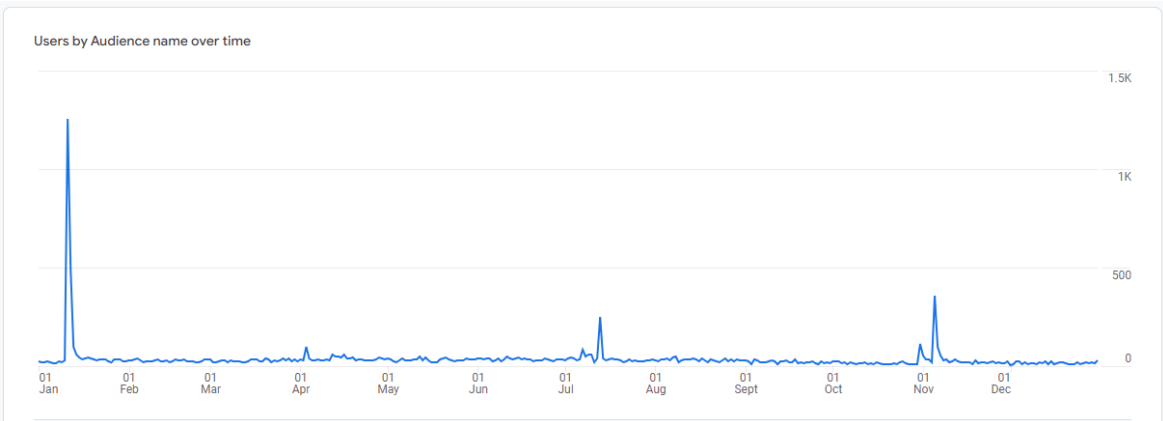
Virtual St Magnus Way

The software developed by NB Communications is complete with only some administrative matters to be finished. Content for it has not developed as quickly as hoped.

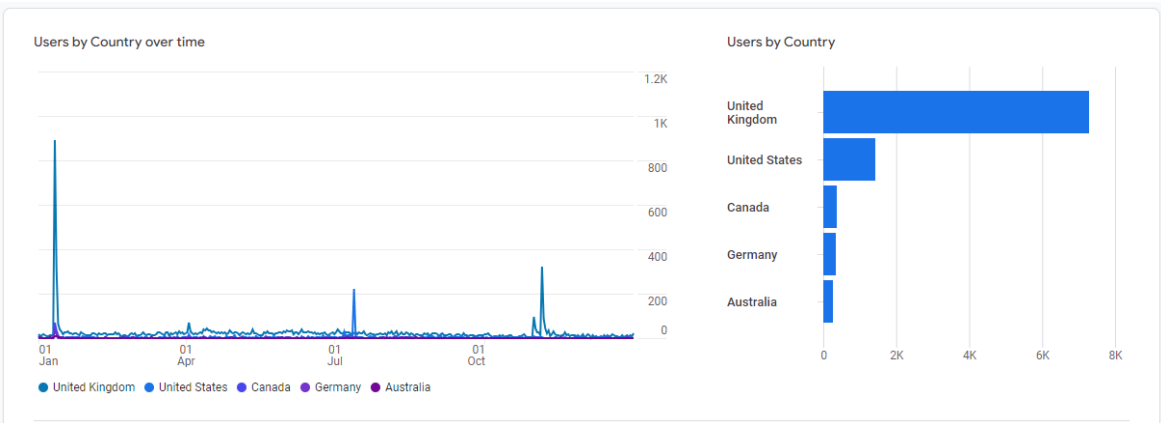
App statistics



Website statistics



Additional information



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CHARTERED ACCOUNTANTS



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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 2023.

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

5 March 2024

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Receipts and Payments Accounts

For the year to 31 December 2023



Statement of Receipts and Payments

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Receipts				
Donations	1,972.67	0.00	1,972.67	5,069.40
Receipts from fundraising activities	2,658.07	0.00	2,658.07	586.80
Grants		4,885.00	4,885.00	1,425.00
Total Receipts	<u>4,630.74</u>	<u>4,885.00</u>	<u>9,515.74</u>	<u>7,081.20</u>
Payments				
Expenses for fundraising activities	2,156.17		2,156.17	463.75
Payments relating directly to charitable activities	2,614.34	4,090.00	6,704.34	13,772.18
Grants and Donations			0.00	0.00
Governance costs:			0.00	
<i>Other</i>	91.20		91.20	40.00
Total Payments	<u>4,861.71</u>	<u>4,090.00</u>	<u>8,951.71</u>	<u>14,275.93</u>
(Deficit)/Surplus for year	<u>-230.97</u>	<u>795.00</u>	<u>564.03</u>	<u>(7,194.73)</u>

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Statement of Balances

For the year to 31 December 2023



Cash Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
Balance 31 December 2022	6,243.30	2,210.29	8,453.59	15,648.32
(Deficit)/Surplus shown on receipts and payments account	(230.97)	795.00	564.03	(7,194.73)
Transfer to/from funds	1,395.00	(1,395.00)	0.00	0.00
Balance 31 December 2023	<u>7,407.33</u>	<u>1,610.29</u>	<u>9,017.62</u>	<u>8,453.59</u>
Bank Balance at end of year			<u>9,017.62</u>	<u>8,453.59</u>

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

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Notes to the Accounts

For the year to 31 December 2023



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:

	2023		2022	
	Number of	£	Number of	£
	trustees		trustees	
Expenses & mileage	1	117.56	1	337.20

Analysis of receipts and payments

Donations

	Unrestricted	Restricted	Total
Friends of St Magnus Way	110.00		110.00
Miscellaneous	1,312.61		1,312.61
HMRC Gift Aid (including repayment interest)	550.06		550.06
	1,972.67	0.00	1,972.67

Grants

OIC Covid Recovery Grant		1,800.00	1,800.00
Friends St Magnus Guidebook Grant		3,085.00	3,085.00
	0.00	4,885.00	4,885.00

Gross Receipts from fundraising activities

Guidebooks and Merchandise	2,658.07	0.00	2,658.07
	2,658.07	0.00	2,658.07

Payments relating directly to charitable activities

website services	206.00		206.00
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Additional Analysis

For the year to 31 December 2023



Breakdown of restricted funds

	Rousay Egilsay & Wyre Development Trust	Calor Gas	Diocese of Aberdeen and Orkney	TNL Community Fund	Covid Recovery Grant	Friends of St Magnus	Birsay Community Council	REW&G Community Council	Kirkwall & St Ola Community Council	Total Restricted Funds
Balance 31 December 2022	282.36	1,077.93	450.00	400.00	0.00	0.00	0.00	0.00	0.00	2,210.29
Receipts										
Grants	0.00	0.00	0.00	0.00	1,800.00	3,085.00	0.00	0.00	0.00	4,885.00
<i>Total Receipts</i>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>	<u>3,085.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,885.00</u>
Payments										
Payments relating directly to charitable activities	0.00		200.00	400.00	1,800.00	1,690.00	0.00	0.00	0.00	4,090.00
<i>Total Expenditure</i>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>	<u>400.00</u>	<u>1,800.00</u>	<u>1,690.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,090.00</u>
Net receipts/(payments)	-	-	(200.00)	(400.00)	-	1,395.00	-	-	-	795.00
Transfers to/from funds	0.00	0.00	0.00	0.00	0.00	(1,395.00)	0.00	0.00	0.00	(1,395.00)
Balance 31 December 2023	<u>282.36</u>	<u>1,077.93</u>	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,610.29</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 cost
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.

Declaration

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

Signed on behalf of the charity trustees:


.....

Stuart Little, Chairperson

Date.....20/03/2024