



Orkney Pilgrimage

Trustees' Annual Report

For the year ended 31st December
2021

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
Donna Flett Treasurer
Sarah Jane Gibbon
Jane Liptrot
Pirjo Little
Stuart Little Chairperson
David Mazza appointed 11/01/2022

Other trustees who served throughout the period:

Derek McLean resigned on 11/02/2001
Beryl Matthews resigned on 11/02/2021
John Stockan resigned on 14/09/2021

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 prior 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.
- Development of a cycling version of the St Magnus Way.
- Designing and procuring materials for a Pilgrim's Table in St Magnus Cathedral.
- Planning a Virtual St Magnus Way

In addition, we have started planning a guidebook for the St Magnus Way.

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

Despite continued disruptions to normal life, the St Magnus Way project has continued to develop. With few visitors allowed to come to Orkney for much of the year, it has been mainly local

residents that have benefited from our route. The benefits of outdoor exercise and reflective experiences in beautiful surroundings during a crisis cannot be underestimated. While some physical improvements to our facilities have been delayed, we have continued to develop and improve our resources and prepare new facilities for when we are able to implement them.

During 2021 we have held all our meetings by video conferencing as physical meetings were usually not possible.

Despite limitations on and delays in activities, much has been achieved. The pilgrim table for the cathedral is ready for installation as soon as the Cathedral becomes open fully for visitors and it is anticipated that this will be in April 2022. This will be an important addition to the pilgrimage facilities.

Work has continued on developing a Virtual St Magnus Way. The focus group of volunteers with varying limitations has been informed of the progress. The remaining photography and video footage needed should be with us soon.

Contractors have been engaged this year to keep the paths clear for walkers and we will continue to use contractors unless several new volunteers are willing to do this work.

Planned upgrading of gates in two locations were completed.

The AGM of the Scottish Pilgrim Routes Forum (SPRF) was attended virtually. We have applied for gold status under SPRF's accreditation scheme and the assessment is planned for April 2022.

Most of the work has been done to have a St Magnus Way plaque incorporated into the paving area in front of the cathedral. It is hoped that this project will be completed in the first half of 2022.

The official launch of the St Magnus Way Cycle Route has been delayed because of Covid restrictions but is now scheduled to happen on April 16th 2022 in conjunction with the Orkney Cycling Club.

A Guidebook Subgroup was set up to develop a physical walking guidebook to complement the website and app.

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 fifth year of operation, we managed to secure a total of £7,564.30 in grants towards the virtual way and items for the table at the finishing point of the way. A further £4,208.61 in unrestricted donations and merchandise sales brought our total income for the year to £11,772.91. During the year we spent a total of £6,259.57, the majority of which related to path development and maintenance, cathedral plaque items, website services, virtual way expenses, 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 2021, the total reserves of £15,648.32 were sufficient to cover the next six months' planned expenditure.

Future plans

In 2022 we plan to:

- install a bronze plaque in the paving in front of St Magnus Cathedral
- set up the Pilgrim's Table in the cathedral
- inaugurate the cycling version of the St Magnus Way
- be assessed for accreditation with the Scottish Pilgrim Routes Forum
- complete the Virtual St Magnus Way
- continue to maintain the structure of the path
- have most of the preparatory work for a guidebook done with a view to it being ready for the summer of 2023
- work on a pack of resources for children that are walking the route
- add resources to and improve the information on the website and app

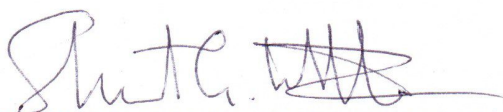
Additional information

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

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

Signed on behalf of the charity trustees:



Stuart Little, Chairperson

Date 26th March 2022

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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 2021.

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

17 February 2022

Directors: Doris Hutchison CA, ATT

Steven J Sinclair BA, CA

Associate: Kazia J Watson CA, ATT

Registered in Scotland number SC272848

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*Registered to carry out audit work in the UK and regulated for a range of investment business activities
by The Institute of Chartered Accountants of Scotland*



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Receipts and Payments Accounts

For the year to 31 December 2021



Statement of Receipts and Payments

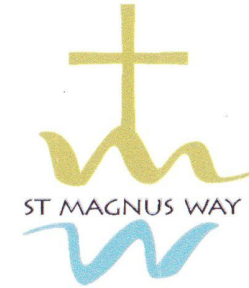
	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
Receipts				
Donations	3,966.31	0.00	3,966.31	6,619.43
Receipts from fundraising activities	242.30	0.00	242.30	202.00
Grants	0.00	7,564.30	7,564.30	3,400.00
Total Receipts	<u>4,208.61</u>	<u>7,564.30</u>	<u>11,772.91</u>	<u>10,221.43</u>
Payments				
Expenses for fundraising activities	166.25	0.00	166.25	64.00
Payments relating directly to charitable activities	4,696.92	1,306.40	6,003.32	6,070.16
Grants and Donations	50.00	0.00	50.00	50.00
Governance costs:				
<i>Other</i>	40.00	0.00	40.00	40.00
Total Payments	<u>4,953.17</u>	<u>1,306.40</u>	<u>6,259.57</u>	<u>6,224.16</u>
Surplus/(Deficit) for year	<u>(744.56)</u>	<u>6,257.90</u>	<u>5,513.34</u>	<u>3,997.27</u>

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Statement of Balances

For the year to 31 December 2021



Cash Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
Balance 31 December 2020	5,813.81	4,321.17	10,134.98	6,137.71
Surplus/(Deficit) shown on receipts and payments account	(744.56)	6,257.90	5,513.34	3,997.27
Balance 31 December 2021	<u>5,069.25</u>	<u>10,579.07</u>	<u>15,648.32</u>	<u>10,134.98</u>
Bank Balance at end of year			<u>15,648.32</u>	<u>10,134.98</u>

Signed on behalf of all the trustees	<i>Signature</i>	<i>Print name</i>	<i>Date of Approval</i>
	Stuart A. Little	Stuart Little	24.3.2022

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Notes to the Accounts
For the year to 31 December 2021



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.

Grants	Type of activity supported	Institution	2021		2020	
			No of grants received	£	No of grants received	£
	preparatory work of aerial views for the website and to pay for items for the table at the finishing point of the way	OIC - Leader	1	1,164.30	0	0.00
	website to support virtual St Magnus Way	TNL Community Fund	1	6,400.00	0	0.00
	GPS Conversion	Voluntary Action Orkney - Small Grants Scheme	0	0.00	1	450.00
	path improvements and virtual way	Calor Gas	0	0.00	1	2,500.00
	virtual way	Diocese of Aberdeen and Orkney	0	0.00	1	450.00
				<u>7,564.30</u>		<u>3,400.00</u>

Trustee remuneration & expenses

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

	2021		2020	
	Number of trustees	£	Number of trustees	£
Expenses & mileage	1	<u>326.41</u>	2	<u>1,551.53</u>

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Additional Analysis

For the year to 31 December 2021



Analysis of receipts and payments

Donations

	Unrestricted	Restricted	Total
Gift Aid Donations	2,400.00	0.00	2,400.00
Miscellaneous	966.31	0.00	966.31
HMRC Gift Aid	600.00	0.00	600.00
	<u>3,966.31</u>	<u>0.00</u>	<u>3,966.31</u>

Grants

OIC - Leader	0.00	1,164.30	1,164.30
TNL Community Fund	0.00	6,400.00	6,400.00
	<u>0.00</u>	<u>7,564.30</u>	<u>7,564.30</u>

Gross Receipts from other charitable activities

Merchandise	242.30	0.00	242.30
	<u>242.30</u>	<u>0.00</u>	<u>242.30</u>

Payments relating directly to charitable activities

website services	369.60	0.00	369.60
path development & maintenance	1,261.33	1,015.44	2,276.77
virtual way expenses	429.04	290.96	720.00
cathedral plaque items	1,176.00	0.00	1,176.00
other	1,460.95	0.00	1,460.95
	<u>4,696.92</u>	<u>1,306.40</u>	<u>6,003.32</u>

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Additional Analysis

For the year to 31 December 2021



Breakdown of restricted funds

	Rousay Egilsay & Wyre Development Trust	OIC - Leader	Calor Gas	Diocese of Aberdeen and Orkney	TNL Community Fund	Total Restricted Funds
Balance 31 December 2020	402.36	(873.34)	4,342.15	450.00	0.00	4,321.17
Receipts						
Grants	0.00	1,164.30	0.00	0.00	6,400.00	7,564.30
<i>Total Receipts</i>	<u>0.00</u>	<u>1,164.30</u>	<u>0.00</u>	<u>0.00</u>	<u>6,400.00</u>	<u>7,564.30</u>
Payments						
Payments relating directly to charitable activities	0.00	290.96	1,015.44	0.00	0.00	1,306.40
<i>Total Expenditure</i>	<u>0.00</u>	<u>290.96</u>	<u>1,015.44</u>	<u>0.00</u>	<u>0.00</u>	<u>1,306.40</u>
Net receipts/(payments)	0.00	873.34	(1,015.44)	0.00	6,400.00	6,257.90
Transfers to/from funds	0.00	0.00	0.00	0.00	0.00	0.00
Surplus/(deficit) for year	0.00	873.34	(1,015.44)	0.00	6,400.00	6,257.90
Balance 31 December 2021	<u>402.36</u>	<u>0.00</u>	<u>3,326.71</u>	<u>450.00</u>	<u>6,400.00</u>	<u>10,579.07</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 OIC - LEADER Fund exist to complete preparatory work of aerial views for the website and to pay for items for the table at the finishing point of the Way.

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.