

**THIS DOCUMENT IS IMPORTANT
PLEASE RETAIN IT FOR YOUR RECORDS
Please ensure all charity trustees are aware of this document**

Colin John Drummond
Falkland Tennis Club SCIO
Falkland Tennis Club,
Dunshalt Road,
Falkland,
KY15 7DB.

Your ref:
Our ref: RS/STA/21-0207

24th May 2021

Dear Mr Drummond,

Decision on your application to become a Scottish Charitable Incorporated Organisation (SCIO)

I am pleased to tell you that your application to become a Scottish Charitable Incorporated Organisation (SCIO) has been successful. The Office of the Scottish Charity Regulator (OSCR) is satisfied that the organisation meets the charity test and the legal requirements for being a SCIO, and has entered it in the Scottish Charity Register. This means it is now is an incorporated body having charitable status under the Charities and Trustee Investment (Scotland) Act 2005.

The details of your charity's entry in the Register are set out below.
Please check these details and let us know of any errors.

Your SCIO's registered name is:	Falkland Tennis Club SCIO
Your charity number is:	SC050989
Your SCIO was registered on:	21st May 2021
Your principal contact address is:	Falkland Tennis Club, Dunshalt Road, Falkland, KY15 7DB.

Charities you can trust and that provide public benefit

The Scottish Charity Regulator, Quadrant House, 9 Riverside Drive, Dundee DD1 4NY



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ScottishCharityRegulator

Your charitable purposes are:

I - the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended

B - the advancement of education

H – the advancement of public participation in sport

Your charitable objects are:

Purposes

3 The organisation's purposes are:

3.1 To provide facilities and equipment for playing tennis as a means of promoting community participation in healthy recreational activity amongst the inhabitants of Falkland and the surrounding areas.

3.2 To advance public participation in sport through the provision of recreational facilities.

3.3 To provide a programme of tennis activities, for all levels of ability, with the object of improving the conditions of life for those who wish to participate.

3.4 Advance the education of children, young people and adults through the provision of such coaching opportunities to engage in the study, practice and teaching of all aspects of lawn tennis to develop their physical capacities, health and wellbeing in order to improve the conditions of life.

Your SCIO's accounting reference date is:	30/09
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Charity trustees' duties and responsibilities

The charity trustees of **Falkland Tennis Club SCIO** are jointly responsible for running the SCIO and managing its assets. The members of a SCIO also share some of the same duties of the charity trustees. Charity trustees and members should read our publication, [SCIOs: A Guide](#), for full details of their duties and responsibilities.

In summary, a SCIO must by law do certain things, including:

- **Publicise its status as a SCIO:** you must let people know that Falkland Tennis Club SCIO is a SCIO by including its charity name and (if the name does not already say so) the fact that it is a SCIO on its literature, emails and webpage's (where applicable), and also on documents issued by a third party on the SCIO's behalf. As a matter of good practice, you should also state your charity number on these documents. You must comply immediately with the duty to publicise your organisation's status as a SCIO.
- **Provide information to the public:** you must supply a copy of your accounts and constitution to anyone who asks for them.
- **Provide information to OSCR:** every year you must provide information to us about the activities of your charity and by law we must monitor all charities on the Register. Your charity must fill in an Online Annual Return and send this to us along with its accounts.
- **First accounting period for the SCIO:** The first period of accounts for the SCIO must start on the day on which the SCIO is registered (which can be found above). It can be for a period of no less than six months and no longer than 18 months. If there was a body in existence prior to the SCIO being registered then assets transferred to the SCIO must be shown as a donation in the first period of accounts. You can find out more about preparing your accounts and reporting to us on our website www.oscr.org.uk
- **Get consent:** you need to get our consent before taking certain actions, and must tell us about certain decisions you have taken. You can find out when and how to do this on the 'Making changes to your charity' section on our website and in our publication, [SCIOs: A Guide](#).

- **Keep registers of charity trustees and of members:** you must keep a register of your current and former charity trustees and, if applicable, a register of your current and former members. We have attached a template (Appendix 1) which can be used to maintain your register of trustees. In certain circumstances, you must also supply a copy of these registers if you are asked for them. You can find out more about the registers of charity trustees and members in our publication, [SCIOs: A Guide](#).

Next steps

We have sent a copy of this letter and the introductory leaflet 'Being a charity in Scotland' to all those trustees who have provided OSCR with an **email address**. Please distribute this letter and the introductory leaflet to any trustee who have not provided OSCR with this information.

You can contact us at info@oscr.org.uk or on 01382 220446 if you have any questions.

Yours sincerely



Scottish Charity Regulator

Carolyn Air | High Volume & Risk Assessment Team

Email: carolyn.air@oscr.org.uk | Tel: 0131 376 3580

Web: www.oscr.org.uk | 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY

Appendix 1- Register of Trustees

Name of SCIO: Falkland Tennis Club SCIO

Charity Number: SC050989

All SCIOs have a duty to keep a register of their charity trustees which must be updated within 28 days of any change being notified to the SCIO. The register must contain specific information about current charity trustees; **where a charity trustee is a corporate body rather than a natural person, some additional information is required. Please see 'SCIO's: A Guide' which can be downloaded from www.oscr.org.uk.**

Additionally, the SCIO's register must also retain some information about former charity trustees for at least six years from the date the person ceased to be a charity trustee.

There is no set format for the register of charity trustees but where the trustees are natural persons, it must contain the information contained in the table below:

Trustee 1	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 2	
Name	
Address	

Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 3	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	
Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	

Trustee 4	
Name	
Address	
Date of appointment	
Office the trustee holds in the SCIO	

Was the trustee appointed by OSCR under Section 70A of the 2005 Act?	Y/N - delete as appropriate
Date on which he/she ceased to be a charity trustee	