

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	09	2022	To	31	08	2023

Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Wick Youth Club
SC015669
Lower Dunbar Street
Wick
Postcode KW1 5AW

Names of the charity trustees on date of approval of Trustees' Annual Report

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Chair		
2	Treasurer		
3	Secretary		
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

Type of governing document

Wick Youth Club has operated under its current constitution since 2005

Trustee recruitment and appointment

The trustees of the club are elected by the members at the AGM

## Objectives and activities

Charitable purposes

The objects of the Club shall be to help and to educate young persons, able and disabled, through their leisure time activities, to develop their physical, mental and social capacities, that they may grow up to full maturity as individuals and members of society. The Club also helps adults, able and disabled, through leisure time activities to develop their physical and social capacities.

Summary of the main activities in relation to these objects

Services are provided for children from age 4 to 16, young people aged up to 18, as well as adults, able and disabled. We enable them to socialise in a friendly and safe environment. Mental health support is also provided to young people and their families. The premises are given out for hire to other local organisations and are also popular for parties and meetings.

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### Achievements and performance

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

During the financial year 2022 to 2023 the youth club provided a very busy affordable after-school service 5 days a week. This service included pick-up from both local primary schools for up to 28 children daily. Throughout the school holidays a holiday club service was provided. As many as 40 children attended daily. Free breakfast was provided, and lunches were on offer at the cost of £1. Children enjoyed activities ranging from arts and crafts, badminton, football, dance, baking sessions, gaming and imaginative play. Visits were also made to our outdoor leisure facility where tennis, basketball and bouncy castle were also enjoyed. Additional youth work services are also provided for all ages.

Work continues with Hi5, Dynamic and Youth Achievement awards and young volunteers attend under the banner of the Saltire Awards scheme. The youth club participated in employability schemes which give experience for 6 months to the unemployed. A scheme through SCVO for 2022 involved 2 staff who were then kept in permanent employment on a part-time basis. Staff members have been trained in young people's mental health and continue to support several young people through drop-in services. Children from vulnerable families are referred to us through local schools and the local authority children's services. Free holiday club and after school club places are offered to all referred children. Support is given to local families by way of food or utilities vouchers from sourced funding. This has increased dramatically during the cost-of-living crisis and the rise in utilities costs.

Our Monday Club was set up to provide a service for adults who feel socially isolated. Around 25 people attend the two-hour weekly session and ages range from 20s to 90s. Free lunch and refreshments are provided and various activities like bingo, dominoes, armchair keep fit, flower arranging etc are enjoyed by those who attend. Transport is provided for pick-ups both in Wick and outlying areas. Some attendees have been referred through Care at Home services and the NHS.

Evening use of the club has increased, and groups include yoga, dog training classes, band practice, Meta fit and martial arts. The youth club continues to try and source funding for running costs in order to continue

### Financial review

#### Brief statement of the charity's policy on reserves

No set policy but we look to have sufficient funds on reserve to meet ongoing running costs.

#### Details of any deficit

N/A

#### Donated facilities and services (if any)

N/A

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Other optional information

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	<div></div>	
Full name(s)		
Position (e.g. Chair)		Chairperson
Date	23 <sup>rd</sup> February 2024	

APPENDIX 2  	Enter charity name below						Enter SC No. below	
	Wick Youth Club						SC015669	
	Receipts and payments accounts							
	For the period from	Period start date			to	Period end date		
Day		Month	Year	Day		Month	Year	
01		09	2022	31		08	2023	
Section A Statement of receipts and payments								
	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period		
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £		
<b>A1 Receipts</b>								
Donations	900				900	64,431		
Legacies					-			
Grants		85,600			85,600	52,181		
Receipts from fundraising activities					-			
Gross trading receipts	61,002				61,002	52,976		
Income from investments other than land and buildings					-			
Rents from land & buildings					-			
Gross receipts from other charitable activities					-			
					-			
<b>A1 Sub total</b>	<b>61,902</b>	<b>85,600</b>	<b>-</b>	<b>-</b>	<b>147,502</b>	<b>169,588</b>		
<b>A2 Receipts from asset &amp; investment sales</b>								
Proceeds from sale of fixed assets					-			
Proceeds from sale of investments					-			
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Total receipts</b>	<b>61,902</b>	<b>85,600</b>	<b>-</b>	<b>-</b>	<b>147,502</b>	<b>169,588</b>		
<b>A3 Payments</b>								
Expenses for fundraising activities					-			
Gross trading payments	186,251				186,251	130,892		
Investment management costs					-			
Payments relating directly to charitable activities					-			
Grants and donations					-			
Governance costs:					-			
Audit / independent examination					-			
Preparation of annual accounts					-			
Legal costs					-			
Other					-			
					-			
<b>A3 Sub total</b>	<b>186,251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>186,251</b>	<b>130,892</b>		
<b>A4 Payments relating to asset and investment movements</b>								
Purchases of fixed assets					-			
Purchase of investments					-			
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		
<b>Total payments</b>	<b>186,251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>186,251</b>	<b>130,892</b>		
<b>Net receipts / (payments)</b>	<b>(124,349)</b>	<b>85,600</b>	<b>-</b>	<b>-</b>	<b>(38,749)</b>	<b>38,696</b>		
<b>A5 Transfers to / (from) funds</b>					-			
<b>Surplus / (deficit) for year</b>	<b>(124,349)</b>	<b>85,600</b>	<b>-</b>	<b>-</b>	<b>(38,749)</b>	<b>38,696</b>		

## Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	53,026				53,026	14,330
	Surplus / (deficit) shown on receipts and payments account	(38,749)				(38,749)	38,696
						-	
						-	
	Cash and bank balances at end of year	14,277	-	-	-	14,277	53,026
	(Agree balances with receipts and payments account(s))	85,600	- 85,600	-	-	-	-

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees  
on behalf of all the trustees

Signature

Print Name

Date of approval

23 February 2024

23 February 2024

## Section C Notes to the Accounts

### C1 Nature and purpose of funds *(may be stated on analysis of funds worksheets)*

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

### C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

### C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
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### Authority under which paid

### C3b Trustee remuneration - details

	£

### C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	x
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### Number of trustees

### C4b Trustee expenses - details

		£

### C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

### C6 Other information

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SC015669

**Additional analysis (2)****5 Breakdown of unrestricted funds**

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
<b>Receipts</b>						
Donations	900				900	64,431
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts	61,002				61,002	52,976
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>61,902</b>	-	-	-	<b>61,902</b>	<b>117,407</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>61,902</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,902</b>	<b>117,407</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments	186,251				186,251	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	<b>186,251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>186,251</b>	<b>-</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>186,251</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>186,251</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>(124,349)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(124,349)</b>	<b>117,407</b>
<b>Transfers to / (from) funds</b>					<b>-</b>	
<b>Surplus / (deficit) for year</b>	<b>(124,349)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(124,349)</b>	<b>117,407</b>

**Nature and purpose of funds**

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## Wick Youth Club

SC015669

**Additional analysis (3)****6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants	85,600				85,600	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	85,600	-	-	-	85,600	
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	85,600	-	-	-	85,600	
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	85,600	-	-	-	85,600	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	85,600	-	-	-	85,600	-

**Nature and purpose of funds**

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## APPENDIX 3



		<b>Independent examiner's report on the accounts</b>						v2
<b>Report to the trustees/members of</b>  <b>Registered charity number</b>  <b>On the accounts of the charity for the period</b>  <b>Set out on pages</b>	Charity name	Wick Youth Club						
	Registered charity number	SC015669						
	Period start date					Period end date		
	Day	Month	Year		Day	Month	Year	
	01	09	2022	to	31	08	2023	
								(remember to include the page numbers of additional sheets)
<b>Respective responsibilities of trustees and examiner</b>  <b>Basis of independent examiner's statement</b>  <b>Independent examiner's statement</b>	<p>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 (as amended). 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.</p> <p>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.</p> <p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p>							
<b>Signed:</b> <b>Name:</b> <b>Relevant professional qualification(s) or body (if any):</b> <b>Address:</b>	[Redacted Signature]				<b>Date</b>	22 <sup>nd</sup> February 2024		

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**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