

# **Linlithgow Young People's Project (known as Youthspace)**

Trustees' Report and Financial Statements  
For the year ended 5 April 2025

# Linlithgow Young People's Project

**Contents of the Financial Statements** for the year ended 5 April 2025

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	Page
Report of the Trustees	1
Report of the Independent Examiner	4
Receipts and Payments Account	5
Statement of Balances	6
Notes to the Financial Statements	7

# Linlithgow Young People's Project

## Report of the Trustees for the year ended 5 April 2025

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The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 5 April 2025.

### Principal office

29 The Vennel  
High Street  
Linlithgow  
EH49 7EX

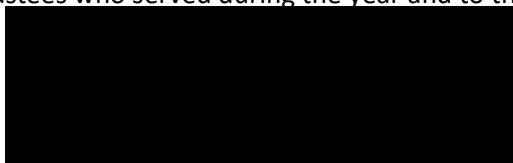
### Status of Charity and Governing Document

Linlithgow Young People's Project (known as Youthspace) was registered as a Scottish Charitable Incorporated Organisation on 4 December 2018. It has been a registered charity since 4 February 1992, previously being incorporated as a charitable company. The charity registration number is SC019826.

### Trustees and Office Bearers

Management of the charity remains with the Trustees. The constitution requires a minimum of 3 trustees and a maximum of 7 to serve at any time. The day-to-day management of the operational work of the charity is delegated to the Project Manager.

The Trustees who served during the year and to the date of this report are:



The Trustees may appoint additional trustees at any time on the basis of a majority vote. At the conclusion of each AGM, any charity trustees appointed during the period since the preceding AGM retires from office. Out of the remaining charity trustees, one shall retire from office. A charity trustee who retires from office at the conclusion of an AGM shall be eligible for re-election at the next board meeting.

### Objectives

The Charity's objects as laid out in its governing document are:

- To promote activities for the social, recreational and spiritual benefit of the young people of Linlithgow and surrounding villages.
- To promote the education of those who through their social and economic circumstances and by reason of their youth are in need living in Linlithgow and surrounding villages.

LYPP adopts a holistic approach to its objects and carries them out in partnership with local churches and the local authority by serving the needs of the local community and outlying areas.

The mission is underpinned by the following values which help to focus the activities:

**Empower** – we aim to encourage a sense of hope and potential in young people and inspire them in all areas of their lives, helping them to gain positive perspectives about their immediate circumstances and their life in the future. We also aim to engender a sense of equality and justice.

**Engage** – we aim to encourage young people to foster a sense of respect for themselves and for others. We recognise the individuality and diversity of each young person and aim to work creatively to best meet their needs. We also want to create opportunities for young people to explore questions of faith and spirituality.

**Enable** – we aim to facilitate ways for young people to learn and build new skills and confidence through formal and informal education settings, enabling young people to reach their full potential. To facilitate this, we work in partnership with local organisations, West Lothian Council and the community of West Lothian.

# Linlithgow Young People's Project

**Report of the Trustees** for the year ended 5 April 2025

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## **Activities and achievements**

We base our work around the following measurable outcomes as laid out in YouthLink Scotland's Outcomes for Youth Work document. These are as follows:

- Outcome 1: Young people build their health and wellbeing.
- Outcome 2: Young people develop and manage relationships effectively.
- Outcome 3: Young people create and apply their learning and describe their skills and achievements.
- Outcome 4: Young people participate safely and effectively in groups and teams.
- Outcome 5: Young people consider risk, make reasoned decisions, and take control.
- Outcome 6: Young people grow as active citizens, expressing their voice and enabling change.
- Outcome 7: Young people broaden their perspectives through new experiences and thinking.

The above values are realised through:

### ***Lounge***

The Lounge is a drop-in youth centre that operates on one evening and one afternoon per week (2 sessions a week, 5.5 hours total) with an average attendance of 33 young people per session. These sessions include recreational activities, relational youth work, special projects and opportunities to equip young people with life skills as well as recognise their achievements by accrediting their learning with awards.

### ***Youth Volunteering Project***

This year through the funding of Young Start we were able to formalise and develop the number of volunteering opportunities we could provide through the Youth Volunteering Project. Through this project we have seen 77 young people volunteer 519 hours, achieving Saltire, Hi-5 and Dynamic Youth Awards for their efforts. Those involved could take part in one off, minor (up to 4 weeks) and major projects (up to 12 weeks). This included staffing tuck shops, delivering newsletters, planning the Christmas party, preparing a festive meal, developing a community treasure hunt, inputting to the drop-in programme, leading games and challenges, and sitting on the newly formed Youth Steering Group.

### ***Schools work***

Youthspace has established itself as an integral link between school and the wider community for some of the most disengaged young people in Linlithgow Academy. Youthspace is involved in delivering personal and social education sessions with some year groups, exploring issues such as anti-social behaviour, online safety and exam stress. We also co-deliver Princes Trust awards, wellbeing awards and personal development awards (accredited learning) and participate in large scale events such as Linlithgow Academy's Volunteer Roadshow. In addition to this, we run an Early Intervention Mentoring Programme in Linlithgow Primary, Lowport Primary, Bridgend Primary, Peel Primary, Springfield Primary and Linlithgow Academy. We also assist with young people's transition from primary to secondary school, lunch time events and clubs, run focussed group work and deliver Skills Development Scotland's Meta-Skills classes.

### ***Bridgend***

Bridgend is a small rural village 3 miles outside of Linlithgow where we run weekly football and drop in clubs which attract 78 young people to our older sessions, and 68 young people to the younger sessions across the year. In addition to these drop-ins, we also run termly primary aged trips, a weekly games club involving 29 young people, produce and distribute a quarterly Community Newsletter, and are the key operating partner for the community larder. We have worked closely with local businesses, youth agencies and the primary school to encourage both young people's and the community's acceptance and involvement. This year our Bridgend team was complemented by secondary aged volunteers who assisted us in running drop-ins and event for those of primary age.

### ***Events and Holiday Programmes***

Youthspace has a programme of events and activities that take place over evenings, weekends and school holidays. These are planned in consultation with young people and are of a diversionary nature. In Summer 2024, we ran a 6-week holiday programme with 153 young people, with 70% of events offered free of charge with the remainder capped at a maximum of £10. In addition to this we also ran February, Easter and October holiday programmes.

# Linlithgow Young People's Project

**Report of the Trustees** for the year ended 5 April 2025

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## **Activities and achievements (continued)**

### ***Youthspace Counselling Service***

Youthspace launched our Youth Counselling Service in Linlithgow in 2020 to meet counselling needs in the town. From our new Health and Wellbeing base located close to the youth centre we have worked with 16 clients.

### ***Rebranding project***

In May 2024, we rebranded our operational name to 'Youthspace' which was well received by young people and the community as a whole. Removing the location-based element of our name has allowed us to work more freely across the area and offer new and exciting programmes beyond the immediate Linlithgow area including Livingston, Bo'ness and Winchburgh.

## **Plans**

This year we continue to be committed to providing space for young people to find hope and grow as individuals. To help us do this, we plan to widen the scope of the Youth Volunteering Project to offer more young people the opportunity to get involved, develop our small group and mentoring programmes and build our capacity to address the increasing need for youth workers in schools.

To ensure we are able to adequately meet the need of the young people in all our areas, we will look to build the capacity of our current team and take on new workers to explore emerging opportunities.

## **Financial review**

The Trustees are grateful for the financial support of individual donors, churches and the funders who provided us with grants during the year for our projects. The Trustees would also like to thank all volunteers for the donation of their time.

### ***Results for the year***

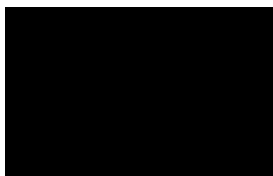
The financial statements for the year are set out on pages 5 to 10. The Receipts and Payments Account on page 5 reflects a surplus for the year of £21,874 (2024: deficit of £33,233). Total reserves, including restricted funds, amounted to £44,965 (2024: £23,091).

### ***Reserves policy***

It is the policy of the charity to maintain unrestricted funds at a level which equates to approximately three months unrestricted expenditure. This allows sufficient funds to enable the ongoing work of the charity to be maintained. The Unrestricted Funds on page 6 at 5 April 2025 amounted to £9,227 (2024: deficit of £880).

The trustees continue to monitor closely the position on unrestricted funds during the current financial year to ensure this target is met in the near future.

The accounts were approved by the Trustees on 15 September 2025 and signed on their behalf by:



# Linlithgow Young People's Project

## Report of the Independent Examiner to the Trustees for the year ended 5 April 2025

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I report on the accounts of the charity for the year ended 5 April 2025 which are set out on pages 5 to 10.

### 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 (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.

### Basis of Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 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

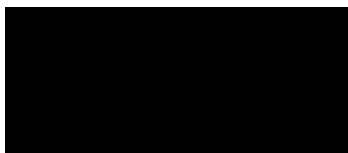
In the course of my examination, no matter has come to my attention

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 (as amended), and
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.



Cornerstone Accounting

11 Erngath Road  
Bo'ness  
EH51 9DP

Date: 18 September 2025

# Linlithgow Young People's Project

## Receipts and Payments Account

For the year ended 5 April 2025

	Notes	Unrestricted fund £	Restricted funds £	2025 Total £	Unrestricted fund £	Restricted funds £	2024 Total £
<b>Receipts</b>							
Donations	2	43,536	307	43,843	25,364	2,434	27,798
Grants	3	98,231	49,268	147,499	70,189	24,749	94,938
Fundraising income	4	609	-	609	511	-	511
Trading income	5	2,728	202	2,930	1,678	203	1,881
Bank interest		181	-	181	84	-	84
Other income	6	-	1,455	1,455	-	2,319	2,319
<b>Total receipts</b>		<b>145,285</b>	<b>51,232</b>	<b>196,517</b>	<b>97,826</b>	<b>29,705</b>	<b>127,531</b>
<b>Payments</b>							
Fundraising costs		-	32	32	28	168	196
Trading costs	7	1,993	-	1,993	856	-	856
Charitable activities	8	133,185	39,433	172,618	133,836	25,876	159,712
<b>Total payments</b>		<b>135,178</b>	<b>39,465</b>	<b>174,643</b>	<b>134,720</b>	<b>26,044</b>	<b>160,764</b>
<b>Surplus/(deficit) before transfers</b>		<b>10,107</b>	<b>11,767</b>	<b>21,874</b>	<b>(36,894)</b>	<b>3,661</b>	<b>(33,233)</b>
Transfer between funds		-	-	-	-	-	-
<b>Surplus/(deficit) after transfers</b>		<b>10,107</b>	<b>11,767</b>	<b>21,874</b>	<b>(36,894)</b>	<b>3,661</b>	<b>(33,233)</b>
<b>Total funds brought forward</b>		<b>(880)</b>	<b>23,971</b>	<b>23,091</b>	<b>36,014</b>	<b>20,310</b>	<b>56,324</b>
		<b>9,227</b>	<b>35,738</b>	<b>44,965</b>	<b>(880)</b>	<b>23,971</b>	<b>23,091</b>

The notes on pages 7 to 10 form part of these financial statements.

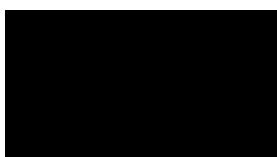
# Linlithgow Young People's Project

## Statement of Balances

As at 5 April 2025

	Notes	2025			2024		
		Opening balance £	Surplus for year £	Closing balance £	Opening balance £	Deficit for year £	Closing balance £
<b>Cash at bank and in hand</b>							
Current account		23,091	21,874	44,965	56,324	(33,233)	23,091
<b>Total cash at bank and in hand</b>		<b>23,091</b>	<b>21,874</b>	<b>44,965</b>	<b>56,324</b>	<b>(33,233)</b>	<b>23,091</b>
<b>Represented by:</b>							
<b>Unrestricted fund</b>	9						
General fund				9,227		(880)	
				<u>9,227</u>		-	<u>880</u>
<b>Restricted funds</b>	10						
WLC sessional staff fund				8,519			8,036
Bridgend fund				1,670			728
Bridgend sessional staff fund				2,354			1,767
Bridgend Primary School fund				2,000			-
Crochet group fund				2,530			-
Stewart Investors fund				7,842			8,142
Holiday programme fund				2,764			1,723
Lounge fund				2,713			517
School fund				58			187
Small groups fund				2,700			-
Youth volunteering fund				1,468			371
Rebrand fund				1,120			2,500
				<u>35,738</u>			<u>23,971</u>
<b>Total funds</b>				<b>44,965</b>			<b>23,091</b>
<b>Statement of assets</b>				<b>2025</b>			<b>2024</b>
				£			£
Gift aid due				268			733
				<u>268</u>			<u>733</u>
<b>Statement of liabilities</b>				<b>2025</b>			<b>2024</b>
				£			£
HMRC payments due				2,941			1,933
Pensions due				1,482			-
Independent examination fee				600			600
				<u>5,023</u>			<u>2,533</u>

The financial statements on pages 5 to 10 were approved by the Trustees on 15 September 2025 and signed on their behalf by the undernoted:



The notes on pages 7 to 10 form part of these financial statements.



# Linlithgow Young People's Project

## Notes to the financial statements

For the year ended 5 April 2025

### 1. Accounting policies

#### Accounting convention

The financial statements have been prepared under the historical cost convention, on a receipts and payments basis and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### Receipts and Payments Account

For the purpose of the Receipts and Payments account as shown on page 6, funds are defined as follows:

**Unrestricted** funds comprise donations, grants and other income received for the objects of the charity without further specified purpose and are available as general funds.

**Restricted** funds comprise income which has been received for the objects of the charity and specified for a restricted purpose within these objects by the donor.

### 2. Donations

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
Donations - individuals	2,764	100	2,864	3,898	-	3,898
Donations - churches	23,475	-	23,475	13,124	-	13,124
Donations - church members	5,015	-	5,015	5,190	-	5,190
Donations - local organisations	1,198	207	1,405	1,000	2,332	3,332
Donations - youth counselling service	210	-	210	330	70	400
Donations - other	-	-	-	712	32	744
Gift aid recovered	2,159	-	2,159	1,110	-	1,110
Legacy income	8,715	-	8,715	-	-	-
	<b>43,536</b>	<b>307</b>	<b>43,843</b>	<b>25,364</b>	<b>2,434</b>	<b>27,798</b>

### 3. Grants

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
West Lothian Council	42,291	20,579	62,870	32,750	15,529	48,279
National Lottery - Young Start Fund	22,708	3,320	26,028	-	-	-
Stewart Investors	11,616	11,989	23,605	11,639	7,420	19,059
Robertson Trust	14,000	-	14,000	14,000	-	14,000
The Four Barrows	3,000	2,000	5,000	1,800	900	2,700
Cash4Kids	2,016	5,440	7,456	-	-	-
Hugh Fraser Foundation	1,000	3,000	4,000	-	-	-
Youth Scotland	-	2,000	2,000	-	-	-
Grangemouth Rotary Club	1,100	-	1,100	-	-	-
Layc	-	740	740	-	-	-
Arnold Clark	500	-	500	-	-	-
Warburton's Trust	-	200	200	-	400	400
Souter Trust	-	-	-	6,000	-	6,000
Foundation Scotland	-	-	-	2,000	-	2,000
Gannochy Trust	-	-	-	1,000	-	1,000
Paristamen	-	-	-	1,000	-	1,000
Dr Guthrie's Association	-	-	-	-	500	500
	<b>98,231</b>	<b>49,268</b>	<b>147,499</b>	<b>70,189</b>	<b>24,749</b>	<b>94,938</b>

# Linlithgow Young People's Project

## Notes to the financial statements

For the year ended 5 April 2025

### 4. Fundraising income

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
Fundraising events and appeals	521	-	521	189	-	189
Jolomo prints	88	-	88	322	-	322
	<b>609</b>	<b>-</b>	<b>609</b>	<b>511</b>	<b>-</b>	<b>511</b>

### 5. Trading income

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
Training fees	-	-	-	210	-	210
Tuck shop	2,376	119	2,495	1,458	203	1,661
Pool table	52	-	52	10	-	10
Sale/rental of equipment and premises	300	83	383	-	-	-
	<b>2,728</b>	<b>202</b>	<b>2,930</b>	<b>1,678</b>	<b>203</b>	<b>1,881</b>

### 6. Other income

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
Holiday programme income	-	1,455	1,455	-	2,319	2,319
	<b>-</b>	<b>1,455</b>	<b>1,455</b>	<b>-</b>	<b>2,319</b>	<b>2,319</b>

### 7. Trading costs

	Unrestricted funds	Restricted funds	2025 Total	Unrestricted funds	Restricted funds	2024 Total
	£	£	£	£	£	£
Tuck shop costs	1,993	-	1,993	856	-	856
	<b>1,993</b>	<b>-</b>	<b>1,993</b>	<b>856</b>	<b>-</b>	<b>856</b>

# Linlithgow Young People's Project

## Notes to the financial statements

For the year ended 5 April 2025

### 8. Charitable activities

	Unrestricted funds £	Restricted funds £	2025 Total £	Unrestricted funds £	Restricted funds £	2024 Total £
Programme activity costs	121	13,035	13,156	109	7,081	7,190
Transport for activities	-	4,500	4,500	38	3,168	3,206
Refreshments and food	375	361	736	1,044	177	1,221
Outreach costs	141	894	1,035	50	1,182	1,232
Gross salaries	109,916	11,493	121,409	119,329	9,467	128,796
Employer NI	5,129	-	5,129	-	-	-
Employer pensions	5,425	-	5,425	-	-	-
Staff training	514	238	752	601	24	625
Staff supervision	1,003	996	1,999	1,579	625	2,204
Staff travel	24	1,212	1,236	74	1,137	1,211
Other staff costs	879	-	879	-	-	-
Equipment costs	94	1,392	1,486	304	372	676
Maintenance costs	183	363	546	120	844	964
Utility costs	53	1,326	1,379	-	-	-
Insurance	1,260	-	1,260	1,084	-	1,084
Rent	516	1,248	1,764	-	425	425
Cleaning and hygiene supplies	1,592	84	1,676	1,561	143	1,704
Resources and consumables	-	323	323	20	502	522
Stationery, print and postage	176	101	277	378	157	535
IT costs (including phone costs)	1,366	182	1,548	1,418	129	1,547
Licences and subscriptions	826	-	826	364	421	785
Rebranding costs	-	1,630	1,630	2,952	-	2,952
Cornerstone Accounting costs:						
Management accounting and advice	756	-	756	734	-	734
Payroll	1,272	-	1,272	1,148	-	1,148
Independent examination	600	-	600	500	-	500
Bank charges	964	55	1,019	227	4	231
Miscellaneous	-	-	-	202	18	220
	<b>133,185</b>	<b>39,433</b>	<b>172,618</b>	<b>133,836</b>	<b>25,876</b>	<b>159,712</b>

### 9. Unrestricted funds

	Balance at 06.04.24 £	Receipts £	Payments £	Transfers £	Balance at 05.04.25 £
General fund	(880)	145,285	(135,178)	-	9,227
<b>Total unrestricted funds</b>	<b>(880)</b>	<b>145,285</b>	<b>(135,178)</b>	<b>-</b>	<b>9,227</b>

#### Explanation of funds

The *General fund* represents all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

# Linlithgow Young People's Project

## Notes to the financial statements

For the year ended 5 April 2025

### 10 Restricted funds

	Balance at 06.04.24	Receipts	Payments	Transfers	Balance at 05.04.25
	£	£	£	£	£
WLC sessional staff fund	8,036	6,529	(6,046)	-	8,519
Bridgend fund	728	3,707	(2,765)	-	1,670
Bridgend sessional staff fund	1,767	4,500	(3,913)	-	2,354
Bridgend Primary School fund	-	2,000	-	-	2,000
Crochet group fund	-	2,530	-	-	2,530
Stewart Investors fund	8,142	6,534	(6,834)	-	7,842
Holiday programme fund	1,723	13,424	(12,383)	-	2,764
Lounge fund	517	3,288	(1,092)	-	2,713
School fund	187	-	(129)	-	58
Small groups fund	-	5,150	(2,450)	-	2,700
Youth volunteering fund	371	3,320	(2,223)	-	1,468
Rebrand fund	2,500	250	(1,630)	-	1,120
<b>Total restricted funds</b>	<b>23,971</b>	<b>51,232</b>	<b>(39,465)</b>	<b>-</b>	<b>35,738</b>

#### Explanation of funds

The *WLC sessional staff* fund represents funds provided by West Lothian Council towards the costs of sessional staff.

The *Bridgend fund* represents funds received and spent in the Bridgend community.

The *Bridgend sessional staff* fund represents funds provided towards the costs of sessional staff for work in Bridgend.

The *Bridgend Primary School* fund represents funds provided towards activities at the primary school in Bridgend.

The *Crochet Group* fund represents a grant provided for a new health and wellbeing crochet group targeted at girls who have left, or are planning to leave school.

The *Stewart Investors fund* represents funds received for LYPP programme costs. The transfer out during the year was to split the funding received from this fund into the component projects.

The *Holiday programme fund* represents funds received specifically to support holiday programmes.

The *Lounge fund* represents funds received specifically to support our youth centre based activities.

The *School fund* represents funds received specifically to support our work in local schools including costs for accrediting rewards.

The *Small groups fund* represents funds received for our Small Groups Programme which creates shared experiences between young people and staff.

The *Youth volunteering fund* represents funds received specifically to support our youth volunteering projects, including trips, resources and events.

The *Rebrand fund* represents funds received specifically for the rebrand of LYPP to YOUTHSPACE.

### 11 Trustee and related party remuneration and expenses

There was no remuneration paid to the Trustees or any related parties during the year (2024: nil). There were no expenses paid to the Trustees in the year (2024: £510 to 1 Trustee).

Donations of £660 were received from 2 trustees.

### 12 Donated goods and services

Our premises in Linlithgow are provided by West Lothian Council on a pro-bono basis. The most recent lease, signed in February 2024, values this benefit at £10,000 per annum. This figure has not been included in the receipts and payments of the Charity.