

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC051572

RECEIPTS AND PAYMENT ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC051572

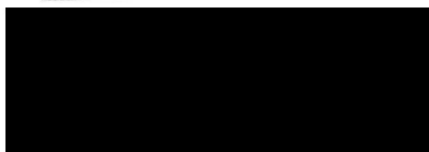
TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2023. The financial statements have been prepared on a merger basis, incorporating the records of The Duke of Edinburgh's Award Perth & Kinross Association- SCIO- charity number – SC051572 with Perth & Kinross Duke of Edinburgh's Award Assoc – charity number – SC021937.

The SCIO was set up to take over the assets and liabilities of Perth & Kinross Duke of Edinburgh Award Assoc and until the transition the financial records have been merged. The comparative information in the financial statements solely relates to The Perth & Kinross Duke of Edinburgh's Award Assoc.

Principles Address



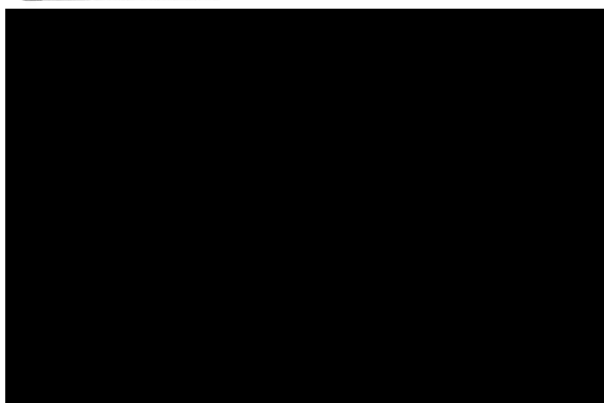
Email

admin@pkdofe.com

Website

www.pkdofe.com

Current Trustees



Recruitment and Appointment of Trustees

Anyone who would like to become a Trustee can put forward their name for consideration to the board. The board will then make a decision on an individual basis regarding the suitability of the applicant.

Membership elects an Executive Committee.

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Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered on 08 February 2022. The SCIO was formed to take over the activities, assets and liabilities of Perth & Kinross Duke of Edinburgh's Award Assoc, SC021937. This process is ongoing.

Charitable Purpose

To advance the mental, physical and spiritual welfare of young people between the ages of 14-25 years old by promoting the scheme of Awards known as the Duke of Edinburgh's Award.

And in particular (but without prejudice to the generality of this object) :

- i) to assist young people to participate in the scheme;
- ii) to establish a group of users to co-ordinate the delivery of the Scheme at local level;
- iii) to promote the Scheme locally, by recruiting adults, helping to establish Open Award Centres and use the media;
- iv) to pool resources of leadership, equipment and facilities;
- v) to help participants who have started the Scheme under one Operating Authority to link up with other agency to complete the Award;
- vi) to help independent participants not attached to particular Award Units;
- vii) to arrange Award Presentations in consultation with the Operating Authority;
- viii) to train new leaders and volunteers;
- ix) to maintain contact with Award Holders;
- x) to monitor standards to ensure a degree of uniformity;
- xi) to share good practice to improve standards.

Reserves

Level of unrestricted reserves are £61,821 to cover liabilities should the charity wind up plus restricted funds of £110,538.

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Chair's Report March 31st 2023

In last year's annual report we said we will

Continue to generate income and increase our capacity to consolidate and expand

- As of 31 March we had generated £152,666 of income from grants.
- We had earned £46,316 in contracts for services provided. Our best ever.
- In total, we received £198,982 and have several more bids pending that we are optimistic about.
- Much of the grant income was due to us having a dedicated Fundraising and Partnerships Manager who knows the work of our Association at first hand, and who is able to write bids of the highest quality demonstrating the impact of the work we do
- As a consequence of this additional income we were able to appoint a Senior Manager/Director who facilitated our move from being a non-incorporated charity to a being a SCIO.
- In February, we promoted two of our development workers to the role of Operations Manager on a job share basis.
- We have one Development worker focusing on young people who have experienced trauma
- We hired an accountant to manage our finances and bring a specialism to the team that is needed to enable us to manage our bigger budget, to track our spending, and to sort and analyse our financial data. Trustees now have a richer source of information in a format that is easier to interrogate.
- Over the previous 12 months our total spending was £195,182 and income received was £199,997.

Expand the number of volunteers and mentors

- Our group of adult volunteers in the garden at Megginch expanded to 4 regulars. The consequence is the garden is now well maintained and thriving with flowers and vegetables giving the young people a variety of experiences – both gardening, hard landscaping and cooking the produce grown.
- We have employed two of our students who have gone through the Starfish Way – one as an Ambassador and mentor, and one as an apprentice outdoor development worker. This is a model we wish to continue.

Develop Cultybraggan Camp as a centre for residential experiences for those with ASN

- During 2022 we agreed terms for securing the rental of a hut after refurbishment by the Comrie Development Trust
- In January, after we were informed that the renovations couldn't take place, we renegotiated terms, and are seeking funding to undertake the refurbishments ourselves. We anticipate securing £34k from the Wooden Spoon charity, yet to be confirmed.
- We already have great interest from a funder who wishes to support our work and believes in our ambitions
- We used Cultybraggan as a camping base for our Silver expedition training in Sept 2022. It was a great success providing toilet facilities and a dry hut with severe rain outside!
- We aim to use it as a basecamp for expeditions, a centre for ASN residentials, and as a facility to help young people begin to take the first steps towards independent living. We will also use it for family residentials.

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Develop our Distance Learning Hub so it is the “go to” resource for those seeking assistance with their sectional challenges – or simply fun challenges to do.

- In its first year (it launched in January 2022) it has reached over 300 regular users.
- Since it's format was re designed and launched in Feb 2023 (users now have their own “dashboard”) there were 53 registered users in the first week
- We provide online mentoring and assessor help to over 50 young people
- The range of sets of modules has increased massively reaching out to a wider audience
- Audio files are now being added to enable those with visual impairment and/or reading difficulties, to have access

Ensure our learning experiences are of the highest quality and fitted to the needs of young people

- We provide a range of “Starfish programmes” for groups of young people which are matched to their needs. Groups this year include Perth High School, Blairgowrie HS, CASA (for refugees and asylum seekers), Employability Skills, “Men and Children Matter”, and Young Carers.
- We provide high nurture programmes on a 1:1 basis with referrals coming from Social Work
- We have provided a successful day programme to Methven Primary School.
- Individual Action Plans have been introduced to aid our planning to meet needs and are maintained by our development workers
- Our range of locations, and activities we can provide, enables us to match need. Megginch Castle Estate provides, privacy, security, a calm environment, a therapeutic environment, but also an environment with lots of experiences – including heritage, wildlife, gardening, woodwork, archery, outdoor cookery, bushcraft, meditation, navigation, photography, fitness trail, and socializing in the Coorie Hoose. We use Aberdalgie Church for Christmas wreath making and are looking to use it as a base for other activities. Cultybraggan will enable us to provide a progressive experience for those a little more confident and able to be further away from home. And we use other locations for walks, paddleboarding, litter picks, and new environments eg the beach! Quarrymill and Auchengarrich County Park also provide great locations for varied activities.
- A new member of staff appointed this year means we can provide certificated First Aid courses to our young people
- We are building into our programmes, the John Muir Award, the Saltire Award, the Heritage Hero Award, the Duke of Edinburgh's Award, the National Navigation Award Scheme, the Dynamic Youth Award and Outdoor Learning Awards.
- Achievement/Award successes this year (so far) –

Total number of young people we have worked with	194
Bronze sectional certificates earned	82
Silver sectional certificates earned	35
Gold sectional certificates earned	3
Full bronze Awards	12
Full Gold Awards	5
Young people left to secure jobs	4
Young people went on to College	9

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- Personal development impact statistics

	Nearly All (80%+)	Most (50 – 80%)	Some (20-50%)	Few (less than 20%)
Confidence				
Communications				
Self Esteem				
Attendance				
Leadership				
Responsible				
Empathy				
Resilience				

- We ensure that staff are “matched” to the young people to best meet needs.

Improve our reporting so that the impact we make is clear, powerful, and easily communicated

- Our reports from April 2023 will be based on the key themes that emerged in our strategic development planning process. A process that involved full consultation with young people, parents, staff, volunteers and Trustees. The consultation took place both online and at two key events – a staff “away day” and a full day’s Conference based in the premises at Perth Autism.
- Evidence will comprise photos, quotations, charts showing numbers of participants, sessions and awards achieved. Charts will also show impact in skill development such as resilience, teamwork, communication, ability to follow instructions, safety and empathy.

Ensure our communication and dialogue with referring groups is the best it can be

- Pre programme planning and review meetings offered to referrers
- Referral forms piloted and feedback gained
- Willingness to attend case conferences and provide progress reports
- We listen and respond to referrers needs and reviews

Reach out to even greater numbers of young people as our capacity permits

- We do remarkably well as we have only two development workers and support young people with a high level of need meaning staff ratios vary from 1:1 to 2:6
- Over 50 young people receiving online mentoring and assessment on the DL Hub
- 3 referrals from Social Work requiring 1:1 come on a weekly basis, 3 more “in the pipeline”
- 88 young people have experienced the Starfish Way programme this year, from 8 week blocks to 30 week blocks

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Other notable achievements include

- Our infrastructure at Megginch continues to improve – 3 new raised beds have been built for the new planting season
- A wildlife "hide" and night vision cameras are in use
- Our strategic plan has been completed after a thorough consultation process
- We have restructured, and strengthened our team, by recognizing their talents and commitment and providing career pathways within the organization. [REDACTED] is now our fulltime "Funding and Partnerships Manager" and [REDACTED] are sharing the role of "Operations Manager". Our Association rests on two "pillars" – the "Operations Team" and the "Business Team". Key Trustees are designated to oversee key aspects and report back to the Board.
- Staff training – our development workers have undertaken a huge range of training relevant to D of E, but also working with children with ASN
- Becoming a SCIO

Next steps

- Refurbish our hut at Cultybraggan and make it operational
- Provide ASN residentials, independent living opportunities, opportunities for young people in Western Perthshire
- Provide a Starfish programme to Kinross, reach out to other schools
- Build further infrastructure at Megginch – re align the archery area and build a low level traversing wall. Build a fitness trail
- Create heritage trails at Megginch, Cultybraggan and Aberdalgie
- Ensure young people gain a range of additional qualifications/Awards
- Train our staff as leaders for – paddleboarding, climbing, archery, expeditions
- Further develop our DL Hub
- Generate £250k for 23/23 through a combination of grants and contracts
- Approach Corporate businesses for support
- Devise and implement a three year funding strategy
- Build action plans based on our strategic plan for the next three years
- Implement our marketing plan
- Increase our Board membership to include a young person
- Offer First Aid training courses to staff to generate income (we aim to have a qualified member of staff by the summer to lead this)
- Aim to generate £30k of income, through contracts

Concluding thoughts

It has been a challenging year, for despite the huge progress made in fundraising, partnerships, and direct work with young people, we did lose some valued staff.

This is a reflection of life. Things change. We have to adapt. Seek opportunity out of adversity. Be resilient. Be there for each other. Be compassionate. Be tolerant. Be caring. The very elements that we seek to develop in the young people we work with.

And I believe that this is what our staff, volunteers and Trustees have demonstrated. And it is what our young people are doing too, which is why they are such an inspiration to us.

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There are so many people to thank for our team of supporters is growing all the time.

[REDACTED] for continuing to support us and give us the use of her amazing estate. And for her wise and supportive words.

Our staff team who now include two young people, [REDACTED]. You all make a very , very special group of people. You are there for each other, there for the young folk, and your belief in the work you do is felt by every young person we work with. You make a difference to their lives. Thank you, each and every one of you, operations and business staff, for the work you do.

Thanks to the Trustees. This has not been an easy year for the Board but together we have weathered some stormy moments, have kept the boat moving safely forward, and we now have earned the chance, together with the staff and volunteers, to open up new experiences to the young people we are here for. Thank you for holding fast, and moving together towards implementing our combined strategy.

Our small but growing band of volunteers, what a huge difference you make. The garden is a beautiful, fruitful, and cared for environment because of your efforts. You serve as role models to the young people who witness the care you show towards the environment and each other. Thank you.

Our trusted partners are growing in number. But the Gannochy Trust and Robertson Trust have been the foundations and the springboard to make what we do possible. Thank you for being there for us and supporting and encouraging and providing the core finances without which we would struggle to do the work we are doing. And, of course, Perth and Kinross Council, the "umbrella" you provide for our Duke of Edinburgh's Award work is invaluable.

Finally, the people who we exist for . The young people we work with are truly amazing. One young man recently said to me about a member of staff - "she fixed me". My reply was that he had fixed himself – with the help of the member of staff. We are helping young people fix themselves. We are making a difference. And also to the parents that care for and love them. Priceless.

[REDACTED]

February 2023

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

**Independent Examiner's Report to the Trustees of Perth & Kinross Duke of Edinburgh's
Award Association**

I report on the accounts of the charity for the year ended 31 March 2023 which are set out on pages 9 to 11.

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. 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, and
 - 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.

Name:

Professional Qualification: Chartered Accountant

Address: EQ Accountants, Pentland House, Saltire centre, Glenrothes, KY6 2AH

Date:

18/12/2023

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**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted Funds 2023	Restricted Funds 2023	Total 2023	Total 2022
Income					
Donations	3	1,010	0	1,010	2,601
Grants	4	46,750	105,916	152,666	160,032
Income		0	0	0	15,416
Receipts from fundraising activities		0	0	0	0
Other Income	5	5	0	5	2,278
Gross receipts from other charitable activities	6	12,381	33,935	46,316	0
		<u>60,146</u>	<u>139,851</u>	<u>199,997</u>	<u>180,327</u>
Expenditure					
Expenses for fundraising activities					
Payments relating directly to charitable activities:					
Wages & Pension Payments		43,281	87,315	130,596	59,978
Rent		3,300	300	3,600	3,600
Insurance		2,149	528	2,677	2,118
Fuel & Transport Expenses		3,344	598	3,942	1,696
Heat & Light		2,523	0	2,523	554
Postage, Telephone, & Stationery		2,137	79	2,216	1,424
Computer Expenses		2,898	195	3,093	1,475
Repairs & Renewals		932	223	1,155	538
Professional Fees		15,596	2,609	18,205	1,122
Advertising		126	139	265	1,732
Miscellaneous Expenses		1,445	483	1,928	2,651
Training Expenses		814	559	1,373	3,082
Distance Learning HUB Website Creation		0	0	0	3,529
Distance Learning HUB Expenses		250	2,275	2,525	3,114
Starfish Way Expenditure		6,259	10,367	16,626	22,776
PKAVS Group		0	307	307	0
Charges & interest		6	0	6	0
		<u>85,060</u>	<u>105,977</u>	<u>191,037</u>	<u>109,389</u>
Purchase of equipment		432	3,713	4,145	1,335
		<u>85,492</u>	<u>109,690</u>	<u>195,182</u>	<u>110,724</u>
Net Surplus/(deficit) for Year		<u>-25,346</u>	<u>30,161</u>	<u>4,815</u>	<u>69,603</u>

STATEMENT OF BALANCES

Opening Bank Balance	87,135	80,377	167,512	97,909
Opening Cash Balance	32	0	32	32
	<u>87,167</u>	<u>80,377</u>	<u>167,544</u>	<u>97,941</u>
Surplus/(Deficit) for year	-25,346	30,161	4,815	69,603
	<u>61,821</u>	<u>110,538</u>	<u>172,359</u>	<u>167,544</u>
Represented by:-				
Closing Bank Balance (See Notes to the Accounts)	61,789	110,538	172,327	167,512
Closing Cash Balance	32	0	32	32
	<u>61,821</u>	<u>110,538</u>	<u>172,359</u>	<u>167,544</u>
Assets other than cash on hand and at bank (est value)	<u>12,335</u>	<u>0</u>	<u>12,335</u>	<u>12,335</u>
Estimated amounts receivable	<u>7,269</u>	<u>1,000</u>	<u>8,269</u>	<u>4,243</u>
Estimated liabilities	<u>2,890</u>	<u>0</u>	<u>2,890</u>	<u>1,188</u>

Approved by Trustees

14/12/23

Dated

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

**YEAR ENDED 31 MARCH 2023
NOTES TO THE ACCOUNTS**

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in the furtherance of the objects of the charity.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for a specific purpose

	Unrestricted Funds <u>2023</u>	Restricted Funds <u>2023</u>	<u>2023</u>	<u>2022</u>
3 <u>Donations</u>				
Perth City Boys	0	0	0	800
Arnold Clark	0	0	0	1,000
Gift Aid	0	0	0	251
Amazon Smile	0	0	0	13
DL HUB	1,010	0	1,010	427
Office desk donation	0	0	0	100
Teas/Coffee Donations	0	0	0	10
	<u>1,010</u>	<u>0</u>	<u>1,010</u>	<u>2,601</u>

In addition to the above, the Gannochy Trust provides office facilities to the Charity at a subsidised rate of £3,600 per annum as opposed to the market rate of £7,500 per annum.

	Unrestricted Funds <u>2023</u>	Restricted Funds <u>2023</u>	<u>2023</u>	<u>2022</u>
4 <u>Grants</u>				
Abert Hunt Trust	0	2,000	2,000	0
ALPKIT	0	300	300	0
Asda Foundation	400	0	400	0
Community Investment fund	0	5,500	5,500	0
Digital Lifelines small grants	0	10,000	10,000	0
Dof E Resilience Fund	0	990	990	0
The Gannochy Trust (Core Funding)	40,000	0	40,000	40,000
Lottery Fund	0	8,280	8,280	20,010
Flourish grant	0	10,000	10,000	0
Foundation Scotland SW	0	5,000	5,000	0
Kinrosshire Fund	0	3,000	3,000	0
Lottery Awards For All	0	9,850	9,850	0
Lottery Young Start	0	35,000	35,000	0
Ninevah Trust	0	2,000	2,000	0
Perth & Kinross Upskilling Fund	0	0	0	3,822
Perth & Kinross Development Worker Salary	0	0	0	15,000
Percy Bilton Charity	0	500	500	0
Rotary Club	1,200	0	1,200	0
Skipton Charitable Foundation	0	2,016	2,016	0
The Stafford Trust	0	5,000	5,000	0
The Robertson Trust	3,750	0	3,750	25,000
True Colours	0	5,000	5,000	0
First Port Ltd - Adapt & Thrive	0	0	0	47,000
Youth Link Scotland	0	0	0	5,000
Forteviot Trust	1,400	0	1,400	1,200
PKC - Upskilling fund	0	1,480	1,480	0
YMCA Tayside	0	0	0	3,000
	<u>46,750</u>	<u>105,916</u>	<u>152,666</u>	<u>160,032</u>

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**YEAR ENDED 31 MARCH 2023
NOTES TO THE ACCOUNTS**

	Unrestricted Funds 2023	Restricted Funds 2023	2023	2022
5				
<u>Other Income</u>				
Minibus, Boma & Equipment hire	0	0	0	2,252
Cashback - Virgin Money	5	0	5	26
	5	0	5	2,278

	Unrestricted Funds 2023	Restricted Funds 2023	2023	2022
6				
<u>Gross Receipts from Charitable Activities</u>				
Minibus, Boma & Equipment hire	360	100	460	0
Activities & training sessions	12,021	33,835	45,856	0
	12,381	33,935	46,316	0

- 7** **Transactions between the charity and any charity trustee**
 No Trustee received remuneration in the year (2022- Nil). One Trustee was reimbursed for mileage - £471 (2022- £120)
 One Trustee was reimbursed for professional fees - £600 (2022- Nil)

8 **Breakdown and Movements in Restricted Funds**

Fund	Balance at 01 April 2022	In	Out	Transfer In/(out)	Total 2023	Total 2022
Mini bus	0	5,800	0	0	5,800	0
Starfish	29,472	60,005	-47,451	0	42,026	29,472
Conservation	0	2,016	-841	0	1,175	0
Hub	0	18,280	0	0	18,280	0
Training	0	1,480	0	0	1,480	0
Cultybraggan	7,246	29,920	-10,950	0	26,216	7,246
Pizza	0	500	-500	0	0	0
Staff salaries	43,659	21,850	-49,948	0	15,561	43,659
	80,377	139,851	-109,690	0	110,538	80,377

Mini bus fund - monies to be used to purchase a mini bus
 Starfish fund- monies to be used to coach & mentor
 Conservation/gardening/outdoor activities fund - monies to be used to assist with outdoor pursuits
 Hub fund - monies to be used to refurbish room used by young people and their families
 Training fund - monies to be used upskilling employees and volunteers
 Cultybraggan fund - monies to be used towards costs associated with running the activity centre
 Pizza fund - monies to be used to purchase a pizza oven
 Staff salaries fund- monies to be used towards general staff salaries