

THE BASICS TRUST

Brothers and Sisters in Christ's Service

Registered Scottish Charity No: SC026791

ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2025



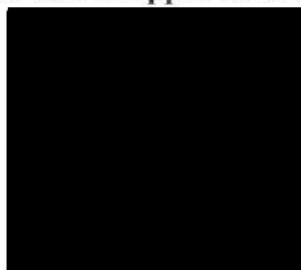
Reference and Administration Details

Charity Name: The BASICS Trust

Charity Registration Number: SC026791

Charity's principal address: The Open Door
28 East Main Street
Uphall
West Lothian
EH52 6HY

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



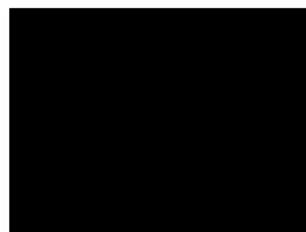
Office-bearers

Chairperson:

Treasurer:



Independent Examiner:



Bankers

Bank of Scotland
54-55 The Centre,
Livingston,
West Lothian.
EH54 6NB

Barclays Bank
Leicester
LE87 2BB

Trustees' Annual Report for the Year Ended 31st March 2025

Structure, Governance and Management

Governing Document

The charity is administered in accordance with the terms of the Declaration of Trust dated 13th May 1997.

Recruitment and Appointment of Trustees

Trustees can be appointed as and when required at meetings of the Trustees, with no fixed term of office.

Organisational Structure

The Trustees have responsibility for two areas of operation - the Open Door café and the BUSY Project youth work organisation. The Trustees also have responsibility for the upkeep and maintenance of the property i.e. the Open Door, at 28 East Main Street, Uphall, as this is owned by the trust. The Trustees meet three to four times per year.

The Open Door is managed by the Trustees through delegation to a Management Team who exercise responsibility for running the day to day affairs of the Open Door. For the year under review, the Open Door Management Team comprised six volunteers who routinely met once a month. One member of the management team is also a trustee.

The BUSY Project (full title – the Broxburn, Uphall and Strathbrock Young People's Project) is a youth work organisation run with the support of local churches; Broxburn and Uphall Parish Church, Uphall South Parish Church and King's Church West Lothian, and in association with SU Scotland. The trustees delegate the management of the youth work to a team consisting of representatives from the participating churches and from SU Scotland. Currently this team includes two trustees. The BUSY management team met six times during the year under review year to manage the detail of activities, communications and finances.

BUSY Project youth workers are employed by the BASICS Trust. One is an Associate Worker, through SU Scotland's Associate Worker programme. This arrangement means SU Scotland provides support with payroll, line management and training for the youth worker, and training for the volunteers and trustees. In addition SU Scotland provides the framework and processes for Child Protection, including the vetting of staff and volunteers through Disclosure Scotland.

Trustees' Annual Report Continued

Objectives and Activities

Charitable Purposes

The charitable purposes of BASICS Trust are:

- * the advancement of the Christian Religion in Scotland
- * improving the conditions of life for the inhabitants of Uphall, Broxburn and the surrounding areas, through the provision of premises with a caring environment, in the interests of social welfare, through recreation and other leisure-time occupation.
- * the advancement of education of young people under the age of 21 years, in Uphall, Broxburn and the surrounding areas, with particular emphasis on the prevention of crime and anti-social behaviour by such young people.
- * improving the conditions of life for young people under the age of 21 in Uphall, Broxburn and the surrounding areas, in the interests of social welfare and to assist in their development to full maturity as individuals, and as members of society .
- * such other purpose as will aid in achieving the above.

Trustees' Annual Report Continued

Summary of Main Activities

The Open Door


The Open Door aims to satisfy the purposes of the Trust of improving conditions of life for local people, by providing premises with a welcoming, caring environment. The aim includes improving the quality of life for elderly and vulnerable people in Uphall and Broxburn, especially by meeting needs of loneliness and social isolation.

The Open Door is situated at 28 East Main Street, Uphall. It is a community facility, open and available to everyone regardless of age, faith or background. During the day, it is open for coffees, teas, baked goods and light meals. It is staffed entirely by volunteers.

Outside of these cafe hours the premises are regularly used by local groups for meetings or events, and by the BUSY Project for youth work.

The successful trading of the Open Door, along with donations from café customers, contributes to the funding of The BUSY Project.

The BUSY Project



The BUSY Project wants to see young people thrive, and have hope, at the centre of a community that values them.

BUSY works with young people in school and in the community. BUSY activities provide a nurturing environment where all present feel safe and are encouraged to take part when they feel comfortable doing so.

The BUSY Project also works closely with SU Scotland, encouraging young people to take part in weekend and mid-week camps by providing subsidised places along with BUSY leaders at nominated events. These events give young people a superb holiday experience and provide a simple introduction to the Christian faith.

< BUSY youth work at Uphall South Church

Trustees' Annual Report Continued

Achievements and Performance

The Open Door

The Open Door cafe continued to operate four days a week throughout the year, maintaining its regular, loyal clientele alongside a good number of new customers. The average number of customers per week has remained fairly constant, with the cafe appealing to people looking for a safe, social space in which to share a cuppa and a conversation. Also with the cost of living increasing significantly for many people, the Open Door offers food and drinks at the lowest possible prices. Customers are very appreciative of this place to meet with their friends and to make new acquaintances.

Most days the number of volunteers on the rota is three, which allows for the best possible service and gives volunteers a chance to chat with customers alongside serving their drinks.

Sale of general greetings cards with a Christian focus continued to be an important service of outreach to Christians in the local community, all year round, but especially over the Easter and Christmas periods. The cards are supplied by the Faith Mission bookshop in Dunfermline on a sale or return basis.

The jigsaw exchange has continued throughout the year with jigsaws still being a popular pastime. The initiative raised £219 directly for the BUSY Project and continued to attract a good number of repeat customers.

For a second year, Christmas Afternoon Tea was provided in the Open Door, exclusively for local pensioners. This event was funded by West Lothian Council's Pensioners' Christmas Fund and again proved very popular. It allowed the Open Door volunteers to serve sandwiches, cakes, mince pies and hot drinks to a total of 50 local pensioners.

The BUSY Project

The BUSY Project has employed a youth worker since 2005. [REDACTED] has been employed in this role for over ten years and sadly resigned from her post at the end of January this year. She moved on to freelance community development work for galleries and museums in Edinburgh, and will spend more time with her family. Her creativity and her talent for nurturing the BUSY young people will be missed.

[REDACTED] worked part time alongside a small team of key volunteers and with support from the management team. These volunteers are now maintaining BUSY activities until a new youth worker can be appointed.

The youth work team was supplemented during the year by the addition of a sessional youth worker, [REDACTED] who helped to lead Friday youth clubs from October onwards. [REDACTED] is a student, who will leave BUSY again at the end of April to take up an internship, related to his course of study. It is planned to bring in a new youth worker for the start of the new school year in August 2025.

Trustees' Annual Report Continued

Regular BUSY activities:

Activities which ran throughout the year during school term times consisted of :

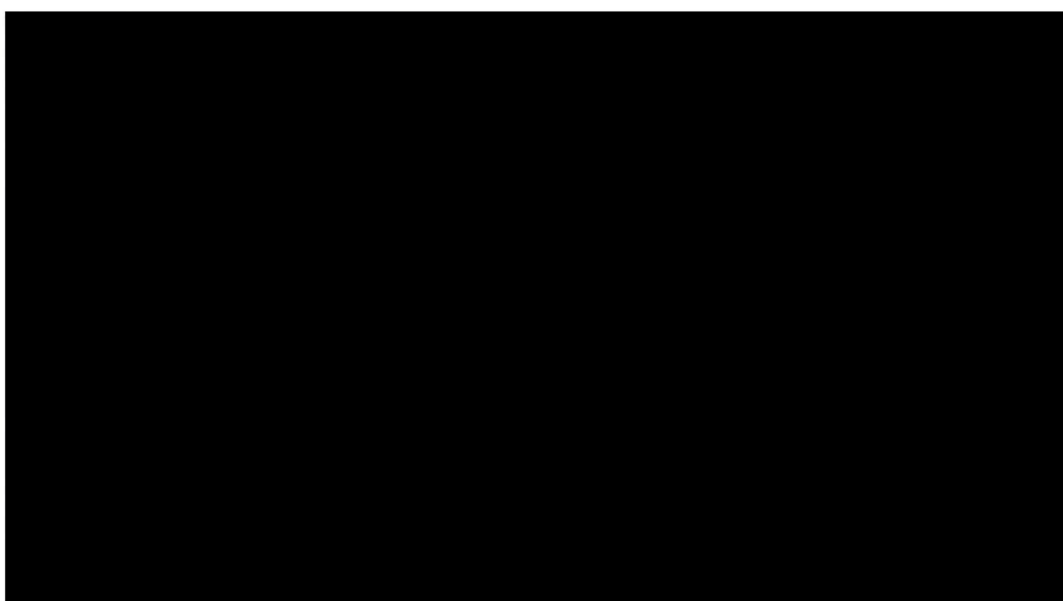
- * Thursday Drop In at lunch time in Broxburn Academy, offering games and snacks - the group is designed to help young people socialise. Approximately 20 young people from all stages of secondary school attend each week. They say they enjoy the quiet area to hang out in at lunch times.
- * Engage Bible Study running weekly in the Open Door. This group allows young people to explore the relevance of faith and the bible to their lives.
- * Participation in RMPS classes in Broxburn Academy
- * Friday Youth Club every week in Uphall South Church Hall, attracting up to 30 young people, to play electronic or board games, craft activities and pool. Again the emphasis is very much on encouraging young people in the development of social skills and healthy peer relationships. New faces have joined the youth club regulars following a classroom visit by the youth worker to Kirkhill Primary school.
- * An additional mental health support group was run in Broxburn Academy during the period of the SQA exams, open to anyone sitting these exams in 2024.

Residential events:

The BUSY Project encouraged their young people to participate in residential events run by SU Scotland.

- * In July 2024, a group of young people were taken for a day trip to Magnitude Christian Youth Festival at SU Scotland's Lendrick Muir. This will be followed up by a camping trip there for the full 5 days of the festival in summer 2025.
- * In February 2025, a group of sixteen young people, along with BUSY volunteer leaders, attended a weekend break at Lendrick Muir. Many of these were attending their first weekend away with BUSY and responded very positively to worship sessions and to bible based discussion.

Places at Magnitude and at the other camps are heavily subsidised by the BUSY Project to allow BUSY young people the chance to participate, when they otherwise would not be able to.



Blindfold challenges (Night Line) at SU Lendrick Muir weekend

Trustees' Annual Report Continued

Holiday Programmes :

- * Easter Buzz - during the Easter school holidays 2024, the BUSY programme included
 - Study Space - quiet time in the Open Door for S4 - S6 young people to revise for upcoming exams,
 - Craft and Lego workshops
 - an outing to Deer Park, Livingston, for 10-pin bowling
 - a game night with board and electronic games
- * Summer Buzz - the summer 2024 programme included
 - trip to Innoflate inflatables park in Livingston
 - a day out in Edinburgh with picnic and visit to the National Portrait Gallery
 - Frisbee and other outdoor games in a local park
 - arts and crafts workshops in Uphall South Church.

Numbers attending the outings continued to be really encouraging but the outdoor games and crafts sessions less so. This gives us the challenge of coming up with a more attractive offering for summer 2025.

* Christmas - BUSY young people returned to the Edinburgh Christmas Wonderland for an afternoon of carnival rides, Christmas market shopping and ice skating, followed by food at MacDonalds. As in previous years, this trip attracted more than 20 young people.

Management :

██████████ the youth worker returned to work, at the start of February 24 and did much to develop the youth work programme over the year, most especially building cooperative working with staff in Broxburn Academy, to deliver an increased schools based programme of activities. She subsequently resigned at the end of January 25 and the schools based work is now being maintained by volunteers.

The Management Team continued to meet every six weeks or so throughout the year with the main focus of resourcing the youth work programme and ensuring sufficient finances. As the project moves into the next year, recruiting a new youth worker will also be a priority.

Thank You

The activity described in this annual report was the result of a great deal of time and effort on the part of many volunteers. The trustees wish to record their thanks to all management team members, volunteers and supporters for their commitment to the continuing work of the BASICS Trust.

Trustees' Annual Report Continued

Financial Review

Overall the BASICS accounts show a small surplus of £486 for the financial year under review; the Open Door café traded at a surplus of £2,706 (unrestricted). £2,500 of this was transferred to the BUSY Youth Work account to offset a youth work deficit of £2,220 (restricted).

The BUSY Youth Work account will have a starting balance of £5,996 for youth work in the coming year.

Income

Total income for the Open Door was £15,210. This included £11,402 generated by the trading operations of the café; £970 from the sale of greetings cards and £22 from the sale of sundry items. The remaining £2,816 comprised donations of £2,152 from customers and other supporters, bank interest of £122, miscellaneous income items of £112, and finally 2 grants from West Lothian Council totalling £430. These grants were used to fund Pensioners' Christmas afternoon tea and the purchase of a new fridge.

Total income for the BUSY Project was £24,324. £10,120 of this was donated by local supporters through regular standing orders and one-off donations, with the addition of £2,186 tax reclaimed through Gift Aid. £2,715 was contributed by local churches supporting the BUSY Project and £1,080 was generated through fund raising activities. There was miscellaneous income amounting to £211 and a sum of £1,307 collected in payments towards youth work outings and SU camps. Finally, this year there was the full refund from HMRC of £6,705 representing Maternity Pay paid out in the previous financial year.

Expenditure

Total expenditure of the café was £12,504 for the year. £4,854 was spent on buying in stock for the year; £4,007 in food for the café and £847 in greetings cards purchases. The largest element of overhead expenditure during the year was the utilities bills, which totalled £3,877, with property and public liability insurances costing £1,280 and a licence for playing music £612. Telephone and broadband costs were £317. Purchase of equipment along with repairs and maintenance costs amounted to £1,514. Finally there was a small miscellaneous expenditure of £50.

We have achieved a saving in the costs of gas and electricity of £1,551 compared to last year, having been on reduced tariffs for the full financial year. These current tariffs are fixed until the end of December 2026.

The cost of running the BUSY Project for the past year was £26,544 with the majority of this, £18,382, representing the costs of employing the youth workers. The annual SU Scotland admin fee amounted to £2,004. Other office, printing, telephone and miscellaneous costs totalled £403. Costs directly associated with running youth work activities amounted to £2,960, with a further £1,964 used to subsidise sending young people to SU Scotland camps. The annual premium for Employers' liability insurance was £831.

Trustees' Annual Report Continued

Balances as at 31/03/25

Open Door Trading Account (unrestricted) - £17,048

Property a/c for Repairs & Renewals (unrestricted) - £8,347

Busy Project Youth worker Account (restricted) - £5,996

Total in all accounts - £31,391

Donated Facilities and Services

The Open Door thrives through the tremendous efforts of its team of volunteers who give generously of their time to cook, clean, tidy and look after customers during the cafe's regular opening hours. We are extremely grateful to these people.

The BUSY Project, also, relies on a team of dedicated youth work volunteers to support all planned events and activities. In another year of personnel changes for the BUSY Project, the support of these volunteers has been vital to the continuity of the youth work offering in the local community. We are very grateful for this support. Also thanks go to Broxburn Academy and to Uphall South Church for allowing the use of their premises; classrooms and church halls respectively, in which to run youth work activities.

Reserves Policy

It is the policy of the Trustees to maintain a balance of at least £8,000 in the property account, in order to cover any unforeseen emergency repairs that may be required to the Open Door premises.

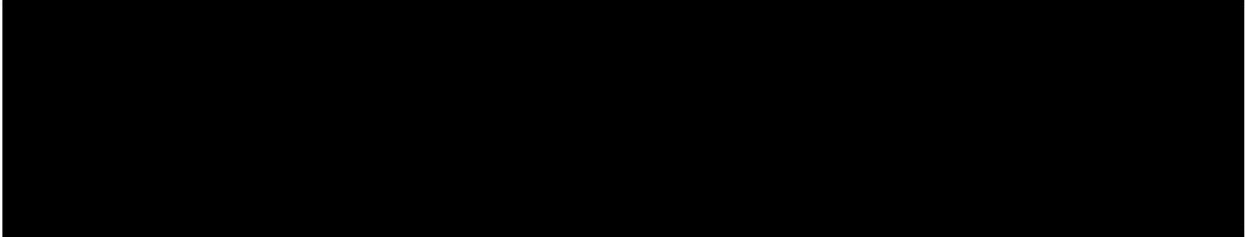
In addition, it is the aim to maintain a balance equal to six months' running costs of the Open Door and the BUSY Project in the BASICS accounts. Six months' running costs amount to approximately £6,000 for the Open Door and £14,000 for youth work.

As at the end of this year, BASICS Trust hold reserves in excess of this amount. It is the intention of the trustees to prioritise these funds to continue to support the BUSY Project youth work in the year ahead.

Declaration

The trustees declare that they have approved the Trustees' Report above.

Signed on behalf of the charity's trustees:



Independent Examiner's Report to the Trustees of The BASICS Trust

I report on the accounts of the charity for the year ended 31st March 2025, which are set out on pages 13 to 18.

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) 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.

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, 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

Address:

Signed

Date



Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2024		31	March	2025

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations incl Gift Aid - see Note 1	2,152	15,021			17,173	16,311
Legacies					-	-
Grants - see Note 2	430				430	186
Receipts from fundraising activities		1,080			1,080	281
Gross trading receipts	12,372				12,372	11,631
Bank interest	122				122	108
Rents from land & buildings					-	-
Gross receipts from other charitable activities - see Note 3	22	1,307			1,329	736
Refund of Statutory Maternity Pay		6,705			6,705	-
Miscellaneous	112	211			323	-
A1 Sub total	15,210	24,324	-	-	39,534	29,253
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	-
A2 Sub total	-	-	-	-	-	-
Total receipts	15,210	24,324	-	-	39,534	29,253
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments	4,691				4,691	4,495
Investment management costs					-	
Payments relating directly to charitable activities - see Note 4	7,813	26,544			34,357	28,376
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	12,504	26,544	-	-	39,048	32,871
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	12,504	26,544	-	-	39,048	32,871
Net receipts / (payments)	2,706	(2,220)	-	-	486	(3,618)
A5 Transfers to / (from) funds	(2,500)	2,500			-	
Surplus / (deficit) for year	206	280	-	-	486	(3,618)

Categories

Details

Total[illegible]Total

Total

Total

Signature

Print Name _____

30.4.25
30/04/25

Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	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 £
Open Door - Groups and individuals	970				970	1,251
Open Door - use of premises	1,182				1,182	750
BUSY - S/Os, envelopes, lump sums		12,835			12,835	12,327
BUSY - Gift Aid claimed on donations		2,186			2,186	1,983
Total	2,152	15,021	-	-	17,173	16,311

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
WLC Pensioners' Christmas Fund	250		250	186
WLC Local Members Disbursement Fund	180		180	-
			-	-
			-	-
Total	430	-	430	186

3 Gross receipts from other charitable activities

	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 £
Collected fees for BUSY outings and activities		1,007			1,007	690
Collected fees for SU Camp		300			300	-
					-	-
					-	-
Sale of donated goods	22				22	46
					-	
					-	
Total	22	1,307	-	-	1,329	736

4 Payments relating directly to charitable activities

	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 £
Rates, heat, light and water	3,877				3,877	4,841
Insurance	1,280	831			2,111	1,943
Equipment, repairs and maintenance	1,514	-			1,514	341
Telephone and software subscriptions	317	29			346	503
PPL PRS Music Licence	612				612	576
Pensioners' Tea	213				213	172
Legal Fees					-	264
SU Scotland Admin Fee		2,004			2,004	2,004
Youth worker salary and related costs		18,382			18,382	13,950
Youth work resource, activity and publicity costs		1,244			1,244	559
Youth work outings		1,830			1,830	1,544
SU Camp fees		1,964			1,964	1,547
Training		-			-	-
Miscellaneous		260			260	132
Total	7,813	26,544	-	-	34,357	28,376

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below HBOS Open Door Trading Account	Unrestricted fund 2 - enter name of fund below Barclays Bank Property Account	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations incl Gift Aid	2,152				2,152	2,001
Legacies	-				-	-
Grants	430				430	186
Receipts from fundraising activities	-				-	-
Gross trading receipts	12,372				12,372	11,631
Bank interest		122			122	108
Rents from land & buildings	-				-	-
Gross receipts from other activities	22				22	46
Miscellaneous	112				112	-
Sub total	15,088	122	-	-	15,210	13,972
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	15,088	122	-	-	15,210	13,972
Payments						
Expenses for fundraising activities	-				-	-
Gross trading payments	4,691				4,691	4,495
Investment management costs	-				-	-
Payments relating directly to charitable activities	7,813				7,813	7,437
Grants and donations	-				-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	264
					-	-
					-	-
Sub total	12,504	-	-	-	12,504	12,196
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	12,504	-	-	-	12,504	12,196
Net receipts / (payments)	2,584	122	-	-	2,706	1,776
Transfers to / (from) funds	(2,500)				(2,500)	(6,000)
Surplus / (deficit) for year	84	122	-	-	206	(4,224)

Nature and purpose of funds

Fund 1 - HBOS Open Door Trading account

This is used for all operations relating to the running of the Open Door cafe.

Fund 2 - Barclays Bank Property Account

This is money set aside to meet any emergency repairs or expenses related to maintenance of the Open Door building.

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
HBOS BUSY Youthwork Account						
Receipts						
Donations incl Gift Aid	15,021				15,021	14,310
Legacies	-				-	-
Grants	-				-	-
Receipts from fundraising activities	1,080				1,080	281
Gross trading receipts	-				-	-
Bank interest	-				-	-
Rents from land & buildings	-				-	-
Gross receipts from other activities	1,307				1,307	690
Refund of Statutory Maternity Pay	6,705				6,705	-
Miscellaneous	211				211	-
	24,324	-	-	-	24,324	15,281
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	-
Proceeds from sale of investments					-	-
Sub total	-	-	-	-	-	-
Total receipts	24,324	-	-	-	24,324	15,281
Payments						
Expenses for fundraising activities					-	-
Gross trading payments					-	-
Investment management costs					-	-
Payments relating directly to charitable activities	26,544				26,544	20,665
Grants and donations					-	-
Governance costs:					-	-
Audit / independent examination					-	-
Preparation of annual accounts					-	-
Legal costs					-	-
Bank admin charge					-	10
Sub total	26,544	-	-	-	26,544	20,675
Payments relating to asset and investment movements						
Purchases of fixed assets					-	-
Purchase of investments					-	-
Sub total	-	-	-	-	-	-
Total payments	26,544	-	-	-	26,544	20,675
Net receipts / (payments)	(2,220)	-	-	-	(2,220)	(5,394)
Transfers to / (from) funds	2,500				2,500	6,000
Surplus / (deficit) for year	280	-	-	-	280	606

Nature and purpose of funds**HBOS BUSY Youthwork account**

This is used for all operations relating to the running of the BUSY Project youth work organisation.