

BURNTISLAND FIRST AID SERVICES TRUST

Annual report and financial statements

For the year ended

31 March 2025



ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The trustees present their report and financial statements together with the independent examiner's report for the year ended 31 March 2025.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name Burntisland First Aid Services Trust

Charity number SC035248

Contact address

Website address

**Trustees on the date
the report was approved**

**Other trustees who
served during the year**

Bankers CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
ME19 4JQ

Independent examiner

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is a Scottish Charitable Incorporated Organisation (SCIO) incorporated on 04 August 2017 and governed by its constitution last updated on 02 August 2023. The charity was previously a charitable trust governed by a trust deed dated 29 January 2004 and granted charitable status on the same date. Membership of the charity is open to individuals who hold a recognised certificate in first aid or allied disciplines and who are otherwise accepted by the trustees.

The trustees, who meet regularly during the year, are responsible for the management and administration of the charity.

Appointment of trustees

Trustees are appointed at the annual general meeting. In addition, the existing trustees may appoint additional trustees at any time, subject to there being a minimum of three and a maximum of fifteen trustees.

There have been no changes to our trustees since 01 April 2023. [REDACTED] stood down as Vice Chair with effect from 31 January 2024. [REDACTED] was appointed Vice Chair in her place.

Risk assessment

The trustees have reviewed the major risks to which the charity is exposed and are satisfied that they have systems and procedures in place to manage those risks. Policies approved by the trustees include equal opportunities; protection of children and vulnerable persons; secure handling and storage of personal information.

OBJECTS AND ACTIVITIES

The objects of the charity are:

- to advance the education of the public in first aid and associated skills; and
- to relieve the suffering and distress of persons injured or infirm.

In furtherance thereof, but not otherwise, the trust seeks to achieve these objects by the following means:

- the instruction of persons in the principles and practice of first aid;
- the provision of first aid treatment to persons who are ill or injured;
- the transport of persons who are infirm, ill or injured; and
- the support of statutory and voluntary agencies with similar aims.

ACHIEVEMENTS AND PERFORMANCE

The year ending 31st March 2025 was transformative. We finally bought and moved into our new premises at 60 High Street, Burntisland. However, that simple statement belies the effort involved on many fronts to ensure a successful outcome.

Structural changes were made in order to give a more open aspect internally and to give us a good-sized training room for our key classes. We worked hand in glove with our main contractor to ensure a close adherence to the overall plan and a welcoming finish throughout.



In addition to financial support from our key benefactors, we received excellent assistance in kind from ExxonMobil, GoFibre and Forth Ports, all of whom provided furniture which was highly appropriate to our needs. The Bell Group and their supplier PPG donated paint. Fife Council's Community Payback team did much of the internal painting.



For completeness, a full list of our benefactors is included in the Notes to our accounts. We are grateful to all for their generosity and patience.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Our premises have been exceptionally well-received by everyone who has attended our classes. They are bright, clean, welcoming and comfortable. They are also well-suited to our other purposes, providing ample storage for training and clinical materials, whilst already providing external rental income towards our overall revenue costs.

The substantial cash flows during the year meant that at the end of the year our financial reserve was significantly lower than we normally need for operational purposes. However, that will remain the case for only a week or two into our new financial year, by which time pledged income will have been accrued.

Against that background, we remained very active in fulfilling our key purpose.

One of our public-access defibrillators was used successfully to save the life of a person who had had a cardiac arrest. In all, 5 cycles of CPR and defibrillation were administered before the return of spontaneous circulation and subsequent discharge from hospital.



Over the year, we had just under 300 patients. Ten had fractures, varying from finger to ribs, pelvis, lower leg and femur (all in different people). Four patients were suspected to be victims of spiked drinks, one of whom also sustained a sexual assault. One person's condition was complicated by reportedly having taken ketamine. Several patients were looked after by us for up to 4 hours before they were well enough to go home with a responsible person. Among the variety of other incidents were a gall bladder complication and a dislocated jaw.

We have tried to minimise the impact on the NHS by ensuring that patients can be stabilised enough for them to go to hospital, where appropriate, by their own means or via our own ambulance. However, we still transferred two patients to the NHS ambulance service because alternative transport was not practicable.

Our patients had attended over 100 events across 7 local authority areas, from East Ayrshire to East Lothian and Midlothian to Perth & Kinross. We therefore maintained the geographical reach which we have established over the past several years.

In addition, we delivered 13 courses at different levels, reaching about 200 individuals. The courses included teaching CPR and defibrillation to some 30 members of staff at our local primary school. We also delivered tailored sessions for senior secondary pupils and CPD for our own volunteers.



We were again able to send 3 of our most active volunteers to the Emergency Services Show in Birmingham. It is the best showcase in the UK for advances in emergency equipment and developments in clinical protocols. It therefore helps us to ensure that our volunteers are at the forefront of best practice in pre-hospital care.

Overall, the year has been both challenging and rewarding in equal measure. We are now better placed than ever before to deliver best-in-class training for many years to come and to develop the highest possible skills among our own volunteers. We can also now engage more fully with our local community in terms of our own visibility and the resources which we can make available for a wide spectrum of purposes.

We are very confident that the next financial year will see a firm consolidation of our operational finances and a strengthening of our organisational resilience for many years ahead.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2025

FINANCIAL REVIEW

Overview

The substantial movement in funds related to our new premises and means that our finances are heavily skewed in that respect. That aside, we still recorded a further encouraging operational surplus of £19,397 (2024: £20,400).

The small deficit of £2,239 on the premises development fund will be cleared by two further grants that were received shortly after the year-end.

The following table provides a summary of our receipts and payments for the year:

	2025	2024
	£	£
Receipts	113,404	71,523
Payments	(280,287)	(26,961)
Surplus for year	(166,883)	44,562

Reserves policy

The trustees consider around £5,000 is an appropriate level of reserves to retain to meet the normal running costs of the charity. Free reserves at the year-end were:

	2025	2024
	£	£
Total funds as at 31 March 2025	288,930	237,933
Less: Fixed assets	(285,000)	(80,200)
Less: Designated funds	-	(100,000)
Less: Restricted funds	(1,000)	-
Free reserves as at 31 March 2025	2,930	57,733

With further funding due early in the following year, our reserves will be restored to the planned level,

FUTURE PLANS

For the future, our key priority is to enhance our operational capability, by enhancing our members' clinical and organisational skills and by recruitment of new volunteers. We will focus also on the continuing development of our premises, so that we can take full advantage of the extra space now available to us and thereby to our local community. Overall, we plan to increase our educational delivery – both certificated and informal – and to respond as fully as possible to the growing number of requests for event support.

APPROVAL

This report, which has been prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005, was approved by the trustees on 21 November 2025 and signed on their behalf by:



Chair

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2025

Independent examiner's report to the trustees of Burntisland First Aid Services Trust

I report on the accounts of the charity for the year ended 31 March 2025, which are set out on pages 8 to 13.

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

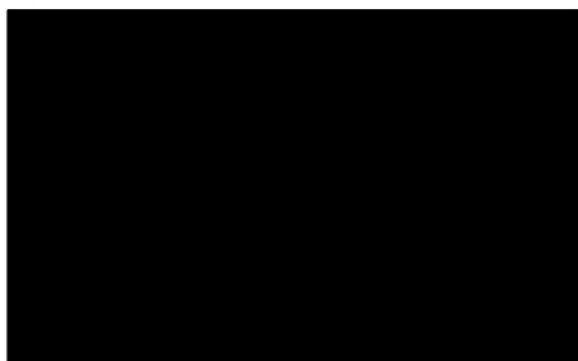
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 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 connection with my examination, no matter came 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulationshave 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.



21 November 2025

STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 MARCH 2025

	Note	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2025	Total 2024
		£	£	£	£	£
Receipts						
Donations		2,096	-	-	2,096	668
Grants		-	-	71,199	71,199	32,926
Rent		600	-	-	600	-
Trading receipts:						
First aid courses		5,285	-	-	5,285	5,455
First aid services		32,623	-	-	32,623	30,800
Hire of training aids		1,510	-	-	1,510	1,390
Bank interest		91	-	-	91	284
		42,205	-	71,199	113,404	71,523
Payments						
Trading payments:						
First aid courses		757	-	-	757	1,766
First aid services	7	10,432	-	-	10,432	13,215
Charitable activities						
Bank charges		60	-	-	60	60
Emergency Services Show		457	-	-	457	747
Premises costs	8	9,651	-	-	9,651	3,841
Professional fees		-	-	2,740	2,740	-
Public access defibrillators		307	-	-	307	439
Subscriptions		415	-	-	415	355
Sundries		572	-	-	572	589
Governance costs:						
Charity donation in lieu of IE fee		150	-	-	150	150
Data protection registration		47	-	-	47	35
		22,848	-	2,740	25,588	21,197
Acquisition of new premises		-	-	145,000	145,000	1,080
Development of new premises		-	-	109,699	109,699	4,684
		22,848	-	257,439	280,287	26,961
Net movement in funds		19,357	-	(186,240)	(166,883)	44,562
Transfers between funds		(60,839)	(100,000)	160,839	-	-
Surplus/(Deficit) for year		(41,482)	(100,000)	(25,401)	(166,883)	44,562

The Notes on pages 10 to 13 form an integral part of these accounts.

STATEMENT OF BALANCES

AS AT 31 MARCH 2025

	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2025	Total 2024
	£	£	£	£	£
Bank and cash balances					
Balance as at 01 April 2024	44,256	100,000	24,162	168,418	123,856
Surplus for year	(41,482)	(100,000)	(25,401)	(166,883)	44,562
Balance as at 31 March 2025	2,774	-	(1,239)	1,535	168,418
Other cash assets					
Debtors	785	-	2,239	3,024	1,110
Fixed assets					
Buildings	225,000	-	-	225,000	-
Ambulance	50,000	-	-	50,000	60,000
Anti-viral fogging system	-	-	-	-	1,000
First aid equipment	10,000	-	-	10,000	8,000
	285,000	-	-	285,000	69,000
Liabilities					
Creditors	629	-	-	629	595

The Notes on pages 10 to 13 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005, were approved by the trustees on 21 November 2025 and signed on their behalf by:



Chair

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1. Basis of preparation

These accounts have been prepared on the receipts and payments basis in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation or to the previous year's accounts.

2. Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes. The charity does not currently hold any restricted funds.
- (d) The purposes of the funds are shown in Note 10.

3. Taxation

- (a) The charity is not liable to corporation tax or capital gains tax on its charitable activities.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

4. Trustee remuneration

A compensation payment was made to one trustee in respect of loss of earnings. This payment was made with the approval of the other trustees and in accordance with the charity's constitution.

		2025	2024
		£	£
	First aid training	-	500
	Compensation payment	100	-
	Compensation payment	-	200
		100	700

5. Trustee expenses

	2025		2024	
	No of Trustees	Amount £	No of Trustees	Amount £
Training courses	-	-	2	501
Travel and accommodation	4	354	2	683

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

6. Transactions with related parties

There were no other transactions with related parties during the year or in the previous year.

7. Costs of first aid services

	2025	2024
	£	£
Ambulance costs	3,773	4,129
First aid duties	2,001	2,950
First aid materials	2,036	2,511
Liability Insurance	917	824
Medical gases	1,705	1,543
Trainers fees	-	500
Training costs	-	501
Uniform	-	257
	10,432	13,215

8. Premises costs

	2025	2024
	£	£
Heating & Lighting	7,187	-
Insurance	859	820
Rent	1,579	3,021
Waste Management	26	-
	9,651	3,841

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

9. Movements in funds

	As at 31/03/2024	Receipts	Payments	Transfers	As at 31/03/2025
	£	£		£	£
Unrestricted funds					
General	44,256	42,205	(22,848)	(60,839)	2,774
Designated funds					
Premises (Reserve)	100,000	-	-	(100,000)	-
Restricted funds	-				-
Premises (Acquisition)	13,846	10,000	(147,740)	123,894	-
Premises (Development)	10,316	60,199	(109,699)	36,945	(2,239)
Public Access Defibrillators	-	1,000	-	-	1,000
	24,162	71,199	(257,439)	160,839	(1,239)
Total funds	168,418	113,404	(280,287)	-	1,535

10. Purposes of funds

General fund	Unrestricted funds that may be expended at the discretion of the trustees in furtherance of the objects of the charity.
Premises (Reserve)	Designated unrestricted funds set aside by the trustees towards the purchase of new premises.
Premises (Acquisition)	Grants received towards acquisition of new premises.
Premises (Development)	Grants received towards development of new premises.
Public Access Defibrillators	Donation received towards the cost of a public access defibrillator.

11. Transfers between funds

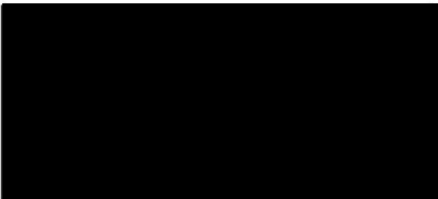
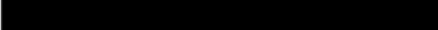
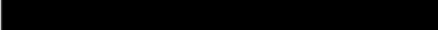
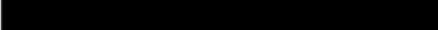
Transfers of £60,839 and £100,000 were made from the general fund and the designated premises reserve fund to the premises acquisition and premises development funds to cover the cost of the purchase and development of the new premises.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

12. Benefactors

We are very grateful to all the following, whose generosity enabled our new premises to be acquired and developed very successfully:

- Barratt Development PLC Charitable Foundation
- Bell Group UK / PPG Industries
- Big Green Market
- Crown Estate
- Edinburgh Airport Community Fund
- Exxon Mobil chemicals Ltd
- Fife Council Community Payback Team
- Fife Environment Trust
- Forth Ports Scotland
- GoFibre Broadband Ltd
- 
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- National Lottery Community Fund
- The Foyle Foundation
- The Hugh Fraser Foundation
- The Mathew Trust
- The Meikle Foundation
- The Robert Barr's Charitable Trust
- The Stafford Trust
- The University of St Andrews Community Fund