

Drumchapel Caravan Project
Report and Financial Statements
For the Year Ended 31 March 2024



Drumchapel Caravan Project
Report and Accounts for the Year Ended 31 March 2024

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Drumchapel Caravan Project
Report and Accounts for the Year Ended 31 March 2024

Reference and Administration Details

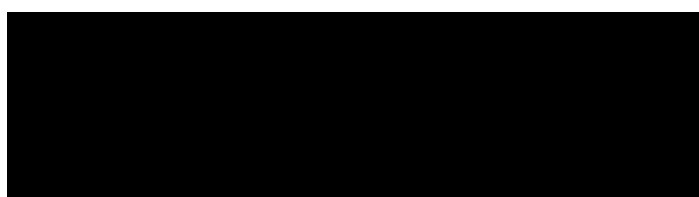
Charity Name Drumchapel Caravan Project

Trading Name The Caravan Project

Charity Number SC039952

Principal Address Knightswood Community Centre
201 Alderman Road
Glasgow
G13 3DD

Trustees



Members

3D Drumchapel	Loretto Housing
Buddies Nursery	Milton Local Housing Association
Clydeside Tenant Partnership	New Fossils
Connect Community Trust	North United Communities
Community Central Hall	North West Women's Centre
Community Connections Project	Partners in Advocacy
Cube Housing Association	Pineview Housing Association
DRC Generations	Quarriers
Drumchapel Money Advice Project	Rathbone
Drumchapel Women's Aid	Rowena Nursery
Easthall Residents Association	St Mungo's Foundation
Family Addiction Support Service	Stepping Stones for Families
Fare	The Richmond Fellowship Scotland
G15 Youth Project	The Seniors Centre
Glasgow East End Carers Centre	Tookspeak
Glasgow North East Carers Centre	Toryglen Community Hall
Glasgow Housing Association	West Glasgow Carers Centre
Knightswood Local Housing Association	West Tenant Partnership Homes
Lambhill Stables	Young Peoples Futures
Linkes Community Rooms	YOMO

Banker

Unity Trust Bank Plc
9 Brindley Place
Birmingham
B1 2HB

Independent Examiner


Brett Nicholls Associates
Herbert House
24 Herbert Street
Glasgow
G20 6NB

Trustees' Annual Report

The trustees present their Report and Accounts for the Year Ended 31 March 2024

Structure, Governance and Management

Governing Document

The project is a Scottish Charitable Incorporated set up by a constitution which sets out objectives and the administrative framework within which the charity operates.

Membership

Membership of the charity is open to any organisation who is nominated by an organisation that supports the aims of the charity. The charity currently has 40 members, all of whom have nominated an individual to represent them. All individuals nominated by a member are eligible to seek election as a trustee of the charity.

Charity Trustees

A minimum of 3 and a maximum of 15 trustees manage the charity. Trustees are elected at the Annual General Meeting.

Recruitment and appointment of Trustees

All of the project's trustees are appointed or reappointed by the members at our Annual General Meeting that is held on an annual basis. All trustees must be nominated by a member organisation, be co-opted by the Trustee board or through an external recruitment process.

Trustee Induction and Training

A trustee induction pack is reviewed and produced every year prior to the first meeting of the trustees after the AGM.

Key Management Remuneration

In the opinion of the Trustees there is one member of key management, which is the General Manager. The total costs to the charity for this post in the year was £47,677 (2023 - £47,682).

Objectives and Activities

Charitable Purposes

The primary purpose of the project is to provide affordable holidays and respite to disadvantaged families. All of the families we work with live on a very low income. For them, a holiday is not a luxury; it is an essential break to help them cope with difficult circumstances. For many, this will be their first-ever holiday.

Trustees' Annual Report

Achievements and Performance

The 2023/24 financial year has continued to be extremely challenging, due to:

- Continued inflationary pressures leading to a sharp increase in costs. Haven have increased site fees by nearly 20% in the last 2 years.
- Client income still struggled to reach pre pandemic levels.
- The age and condition of caravans led to a higher-than-average repair / maintenance costs
- Loss of long-term funders coupled with unsuccessful fundraising campaign- 17% success rate (2 out of 12 bids) placed were successful, versus previous 83% success rate over previous years.

In spite of these challenges, we have been successful over the last year in terms of delivering against our targets and outcomes.

We have provided a total of 1643 people living in Glasgow on a low income and facing challenging circumstances with access to week long respite holidays and free days out ensuring that families will have access to the right break at the right time for them.

Respite Holiday Programme

We provided 443 people with a with one week respite holiday at one of our 4 Caravans situated at Haven Craig Tara resort in Ayr. As well as providing families with a one-week break we will also provided:

- A free food hamper, reducing the cost of the holiday whilst encouraging families to eat more healthily whilst on holiday;
- Free entertainment complex passes, providing access to the show bar, family bar, pool, and more;
- A discount card providing 50% off all paid-for activities on site and 15% off all other purchases on site.

Our transport service remained suspended due to the continued extra costs of providing professional COVID level cleans.

Wider Social Tourism Opportunities

We have set ourselves a target of providing 3000 people with a wider social-tourism opportunities such as overnight hotel stays and free days out over the next 3 years. In 2023/24 we made significant progress towards that target by providing over 1200 people with a BIG DAY OUT. Crucial to achieving this was the following partnerships:

- We continued partnership with Knightswood CE Centre, IGNITE Theatre Group and the Glasgow Recovery Network to provide a weekly cinema day for people within the Knightswood areas struggling with the cost-of-living crisis. Attendees would receive a hot meal, a chance to meet new people and a free movie. Weekly attendance sat at between 80-100 participants.

- We worked with the Linkes Group to provide a BIG DAY OUT for 70 people.

- Working with New Hope Community to provide 80 people with day out.

Trustees' Annual Report

Financial Review

Reserves Policy

Our reserves at 31 March 2024 were £12,734 (2023 - £29,018), of which £3,063 (2023 - £4,750) were for restricted purposes. The remaining balance of £9,671 is unrestricted (2023 - £24,268). Client deposits are earmarked separately. Our policy sets a minimum target for free reserves at the estimated total costs of closure of the charity and the ongoing running of the charity for a period of at least three months. This amounts to £21,064 (2023 - £24,575). The trustees are aware this policy is not being met and aim to build unrestricted reserves through continued income generation.

Financial Review

The charity incurred a net deficit of £16,284 for the year ended 31 March 2024 (2023 - £23,484). At 31 March 2024 reserves stood at £12,734 (2023 - £29,018), with £9,671 (2023 - £24,268) being unrestricted and £3,063 (2023 - £4,750) being restricted.

Future plans

2024/25 will be a hugely important year for the charity, we will:

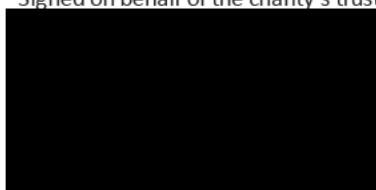
- Generate additional income by changing our Caravan Holiday delivery model. In 2024/25 we will offer a mix of 3,4 and 7 night breaks to enable us to offer more holidays than ever before while greatly increasing our client income.
- Continue to build our hugely successful BIG DAY OUT Programme, building on our existing partnerships with local leisure and tourism providers including Loch Lomond Sea Life, The Space, Glasgow Science Centre, The Climbing Academy, Glasgow Music Studios, Scottish Mask and Puppet Theatre, Webster's Theatre and House for An Art Lover.
- Deliver networking events for referral partners and tourism industry partners to facilitate a greater understanding of the barriers to accessing tourism.
- Launch a fundraising campaign aimed at securing significant funding from Trust and Foundation and community fundraising sources.
- Restructuring existing debt payments to Haven to help cash flow renegotiating contracts to reduce costs for rent, phones, broadband etc.

Going Concern

The Caravan Project faces a difficult and uncertain 2024/25 financial year. We need to raise substantial funds while also looking at efficiency savings to ensure we continue as a 'going concern'. We believe that by taking the steps listed above we can secure the charities future. Our Board of Trustees will continue to monitor the situation and take action to mitigate risk where possible.

The trustees declare that they have approved the report above.

Signed on behalf of the charity's trustees:



Date: 17th December 2024

Independent Examiner's Report

Report to the trustees/members of	Drumchapel Caravan Project
Registered charity number	SC039952
Accounts of the charity for the period	1 April 2023 to 31 March 2024
Set out on pages	8 - 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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. 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 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
 - 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.

..... Date:


Fellow of Association of Chartered Certified Accountants
Brett Nicholls Associates
Herbert House, 24 Herbert Street, Glasgow, G20 6NB

Drumchapel Caravan Project
Report and Accounts for the Year Ended 31 March 2024

Receipts and Payments Account

		<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>	<i>2023 Total</i>
	<i>Notes</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Receipts					
Donations	3	385	-	385	70
Grants	4	-	42,750	42,750	54,230
Charitable Activities Income	5	17,781	-	17,781	20,515
		<u>18,166</u>	<u>42,750</u>	<u>60,916</u>	<u>74,815</u>
Payments					
Charitable Activities Costs	6	30,912	44,437	75,349	96,535
Support Costs	7	1,851	-	1,851	1,764
		<u>32,763</u>	<u>44,437</u>	<u>77,200</u>	<u>98,299</u>
Total Payments		<u>32,763</u>	<u>44,437</u>	<u>77,200</u>	<u>98,299</u>
Net Receipts/-Payments		<u>(14,597)</u>	<u>(1,687)</u>	<u>(16,284)</u>	<u>(23,484)</u>
<i>Funds Brought Forward</i>		24,268	4,750	29,018	52,502
Funds Carried Forward	9	<u>9,671</u>	<u>3,063</u>	<u>12,734</u>	<u>29,018</u>

The notes on pages 10 to 13 form an integral part of these accounts.
All income and expenditure during the year was unrestricted.

Drumchapel Caravan Project
Report and Accounts for the Year Ended 31 March 2024

Statement of Balances

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Opening Cash and Bank Balances	24,268	4,750	29,018	52,502
<i>Surplus/-Deficit for the year</i>	<u>(14,597)</u>	<u>(1,687)</u>	<u>(16,284)</u>	<u>(23,484)</u>
Closing Cash and Bank Balances	<u>9,671</u>	<u>3,063</u>	<u>12,734</u>	<u>29,018</u>

Signed on behalf of the trustees:



Date: 17th December 2024

Notes to the Accounts

1. General Information

Drumchapel Caravan Project (SCIO) ("the charity") is a Scottish Charitable Incorporated Organisation governed by its constitution. It was registered as an unincorporated association in Scotland (registered number SC039952) on 15 October 2008 and was incorporated as a SCIO on 14 March 2013. Its registered address is Knightswood Community Centre, 201 Alderman Road, Glasgow, G13 3DD.

2. Basis of Preparation

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

3. Donations

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Donations	385	-	385	70

4. Grants

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Endrick Trust	-	3,000	3,000	-
Glasgow City Council	-	1,500	1,500	-
Big Lottery Fund	-	36,750	36,750	42,750
Glasgow Care Foundation	-	1,000	1,000	1,000
Andrew & Mary Little Trust	-	500	500	500
Shared Care Scotland	-	-	-	9,980
	-	42,750	42,750	54,230

5. Charitable Activities Income

	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Rental Revenue	17,781	-	17,781	20,515

Notes to the Accounts

6. Charitable Activities Costs	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Salaries	3,327	38,437	41,764	50,471
Employer's Pensions	1,700	-	1,700	1,701
Payroll fees	480	-	480	678
Site Fees	7,636	1,500	9,136	18,999
Cleaning costs	7,667	500	8,167	3,302
Repairs and maintainace	-	2,945	2,945	7,046
Fuel/Travel	2,082	-	2,082	2,500
Grant repaid	-	-	-	3,180
Heat and light	1,718	-	1,718	-
Rent	3,851	55	3,906	3,720
Big Day Out	438	-	438	430
Internet & Telephone	663	1,000	1,663	1,759
Accomodation	270	-	270	-
Postage/ Stationery	38	-	38	106
Website designing and hosting	-	-	-	75
Insurance	454	-	454	911
Miscellaneous	588	-	588	1,657
	<u>30,912</u>	<u>44,437</u>	<u>75,349</u>	<u>96,535</u>

Notes to the Accounts

7. Support Costs	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total Funds £</i>	<i>2023 Total £</i>
Accounting - Independent Examination	1,692	-	1,692	1,620
Bank services charges	159	-	159	144
	<u>1,851</u>	<u>-</u>	<u>1,851</u>	<u>1,764</u>

8. Related Party Transactions

The trustees received no remuneration or expenses during the year (2023: Nil).

All trustees are not allowed to participate in discussions or decisions on transactions where they have an interest. In addition, all trustees are asked to complete a register of interest form, interests declared by trustees on the 31st March 2024 were as follows:

- ██████████ – Employee of Arcadis Limited.
- ██████████ – Student at the University of Dundee.
- ██████████ – Employee of Clydesdale Bank.
- ██████████ – Employee of Scottish Canals.

Trustees did not declare any shares or investments, gifts or hospitality, relations to service users, contractual or other conflicts in line with our policy.

Notes to the Accounts

9. Funds Analysis	<i>Opening Balance 1 April 23</i>	<i>Receipts</i>	<i>Payments</i>	<i>Transfers</i>	<i>Closing Balance 31 Mar 24</i>
Unrestricted					
General	24,268	18,166	(32,763)	-	9,671
Restricted					
Endrick Trust	-	3,000	(3,000)	-	-
Glasgow City Council	-	1,500	(1,500)	-	-
Big Lottery Fund	4,750	36,750	(38,437)	-	3,063
The Glasgow Care Foundation	-	1,000	(1,000)	-	-
Andrew & Mary Elizabeth Little Trust	-	500	(500)	-	-
	4,750	42,750	(44,437)	-	3,063
Grand Total	29,018	60,916	(77,200)	-	12,734

Purposes of Funds

General Fund	- The unrestricted, 'free reserves' of the charity
Endrick Trust	- For general charitable activities
Glasgow City Council	- For general charitable activities
Big Lottery Fund	- For the charity to continue to be able to provide holidays to those in need in Drumchapel and its environs
The Glasgow Care Foundation	- For the delivery of free holidays to families with the most need
Andrew & Mary Elizabeth Little Charitable Trust	- For general charitable activities
Shared Care	- For a disability holiday programme