

Scottish Charity No SC043317



## **HE/FE PROCUREMENT DEVELOPMENT FUND**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED  
31 JULY 2025**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2025**

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**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2025**

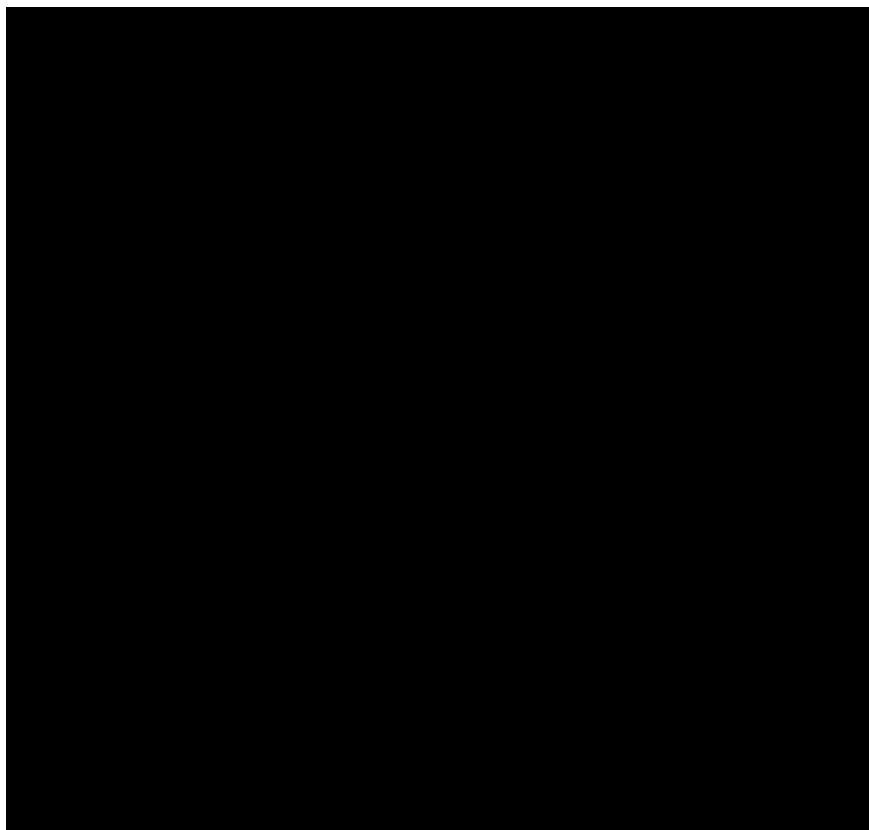
**Reference and administration details**

Trustees

Registered Office

Registered Charity Number

Independent Examiner



**TRUSTEES' REPORT  
FOR THE YEAR ENDED 31 JULY 2025****Structure, governance and management**

The charity is a Scottish Charitable Incorporated Organisation and was recognised as a Scottish Charity with effect from 26 July 2012. The charity is administered in accordance with the constitution. Trustee appointments and removals are in accordance with the constitution.

**Objectives and activities**

The purpose of the charity is to provide funding that will ultimately lead to advancement of publicly funded education delivery and provision through enhanced procurement capability, thus bringing better value for money through institutional staff in universities and colleges enhancing their knowledge and practice, public procurement procedures and regulations.

**Achievements and performance**

Donations received by the charity during the year amounted to £24,366 (£24,497 in 2023/24). During the year, £14,891 of grants were awarded by the charity to assist individuals with funding towards procurement training. The value of grants paid out during the year was £2,687 (£3,243 in 2023/24). As at 31 July 2025, the charity has £12,390 of grants that have been awarded but have not yet been paid out. This includes £661 of claims with valid invoices received before the year end, which will be paid in the first quarter of 2025/26. All other claims will be paid on sight of valid invoices.

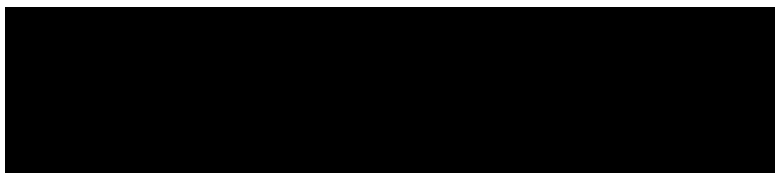
**Financial review**

All funds held by the charity are unrestricted funds. Bank charges of £61 were paid during the year. As at 31 July 2025, the charity held a total of £54,732 at the bank which will be used in future years to provide funding that will ultimately lead to advancement of publicly funded education delivery and provision through enhanced procurement capability, thus bringing better value for money through institutional staff in universities and colleges enhancing their knowledge of best practice, public procurement procedures and regulations.

**Plans for future periods**

The maximum funding that can be applied for has been reduced from £3,000 to £2,000 over a two-year period. A minimum of 25% of the allocated funds must now be used in the first year or the entire funding will be forfeited, unless exceptional circumstances apply. Full use/draw down of previously awarded funds must be completed before new funding awards can be made or confirm that remaining funds are no longer required and released back to the fund prior to new awards being made.

Signed on behalf of the trustees



Approved by the trustees on 7 January 2026

## Independent Examiners Report

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.

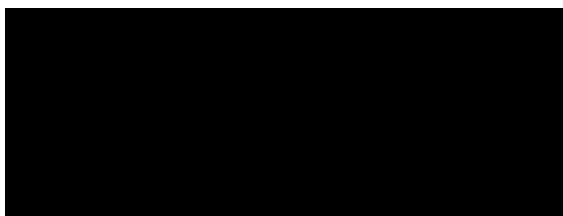
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual 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.

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.



Independent Verifier.

**RECEIPTS AND PAYMENTS ACCOUNT  
FOR THE YEAR ENDED 31 JULY 2025**

	2025	2024
	£	£
<b>Receipts</b>		
Donations and grants	24,366	24,486
Bank interest and refunded charges	15	11
<b>Total receipts</b>	<u>24,381</u>	<u>24,497</u>
<b>Payments</b>		
Bank charges	61	60
Office expenses	0	0
Payments relating directly to charitable activities	2,687	3,243
<b>Total payments</b>	<u>2,748</u>	<u>3,303</u>
<b>Surplus/(Deficit) for the year</b>	<u><b>21,633</b></u>	<u><b>21,194</b></u>

**STATEMENT OF BALANCES  
AS AT 31 JULY 2025**

	£	£
Cash and bank balances at start of year	33,099	11,905
Surplus/(Deficit) shown on receipts and payments account	21,633	21,194
<b>Cash and bank balance at year end</b>	<u><b>54,732</b></u>	<u><b>33,099</b></u>

Signed

Date 7 January 2026

Signed

Date 7 January 2026

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Treasurer

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2025****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 furtherance of the objects of the charity. All funds held by the charity are unrestricted funds.

**3. Related Party Transactions**

There were no related party transactions during the year.

**4. Commitments**

Grants are paid out on sight of valid invoices. Grants amounting to £12,390 have been awarded but have not yet been paid. These are expected to be paid during the 2025/26 financial year when HPDF receives sight of the invoices for which the grant covers.