

Report and Financial Statements for the period
6th April 2022 to 5th April 2023

For

OUTPOST HIGHLANDS SCIO

A Scottish Charitable Incorporated Organisation



Lael View
Loch Broom
Ullapool
Ross-Shire
IV23 2RS

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Trustees Annual Report

For the year ended 5th April 2023

The trustees have pleasure in presenting their report together with the financial statements and the independent examiner's report for the year ended 5th April 2023

Introduction

In September 2012 before Outpost Charity was even thought of, an idea was put forward to Co-Founder [REDACTED] of walking Inverness to Ullapool for charity. In March 2013, the event went ahead and [REDACTED] along with her partner/Co-Founder [REDACTED] decided not only would they carry out the event but they would invite others to join them. They decided a military based charity was what they wanted to fundraise for, which was a cause close to their hearts. They chose a charity and a community group (to provide support locally) and the organisation began. This took several months but soon the 10th August 2013 arrived and although it was a long and arduous event, it was a huge success. 28 people took part and between them they raised over £7,400.

Shortly after completing the walk [REDACTED] realised the potential that this event had to help other charities and raise awareness in the community and so they made the event an annual walk.

They began researching several military charities and local groups for whom they could support in the coming years along with the support each one provided. They soon realised that although there are several military charities throughout the UK, there were very few in the Highlands and more support could be provided in areas which were not already being covered.

After much deliberation they decided that becoming a charity was the way forward to enable them to provide support for our servicemen and women, veterans and their families, however they felt that keeping the annual walk was a great way to provide wider support through other charities and in areas they would not cover.

Over the next few months they researched, completed forms and eventually obtained charitable status with OSCR and was incorporated on 04 April 2014.

About the Charity

We are a small military charity based in the Scottish Highlands however we do provide support throughout the UK. Our work is aimed at supporting the Armed Forces Community from any era, conflict, service or age and their families. We have defined support to emotionally, socially and practically help people through activities, events, programs and general daily life support.

The support we provide is based on self-help, independence and social integration all of which can provide the beneficiary the basic skills and confidence to support themselves and to improve their own conditions of life at home or work. We use tried and tested alternative therapy concepts such as Wilderness, Nature and Art to support our beneficiaries which provides a positive change in combination with their standard therapies.

We take the time to listen and do our very best to help and provide fast and direct support where it is needed. Our volunteers are passionate about everything we do and we dedicate as much of our spare time as we can to help those who made sacrifices on our behalf and their families. Most if not all of the volunteers have links to the Military in some way, some are Veterans themselves.

The team have specific roles within the charity each taking on more than one to ensure that all areas are covered so that Outpost Charity can provide the best support we can in the safest way, including equal opportunities and fair support for all.

Every year thousands of servicemen and women leave the forces and return to civilian life some of who may, at times need a little guidance, help or support. We believe that anyone who has served their country and their families, deserve nothing less than our utmost respect and the best possible support which should be provided as soon as they are in need of it.

Objectives and Activities

Charitable Purposes and Activities

The purpose of the charity is to provide relief from suffering and hardship for men or women who are or have at any time served with any branch of the British Army, Royal Navy and Royal Air Force (Regular or Reserve); Merchant Navy (served in conflict) and their families. Providing support for those who are in need by reason of age, ill-health, disability, financial hardship, social circumstance or other disadvantage with the overall objective of improving conditions of life.

All of our activities are centred on encouraging social integration, improving mental and physical health and financial support. Our main activities are:

- Providing the provision and organisation of recreational facilities, activities and support programs
- Constructing, advancing and maintaining facilities for and with Armed Forces Community members
- Supplying household and mobility necessities, goods or services
- Raising awareness of the needs of the Armed Forces Community

We review our aims annually looking back at our achievements and the outcome of our work. We analyse the success of each activity based on feedback and experiences to ensure our aims and activities remain focused on our stated purpose.

We actively seek to work with other Charities and organisations where possible to give our beneficiaries the best possible opportunities for support.

Achievements & Performance

The board of trustees have continued their efforts in showing our donors, beneficiaries, the public and other stakeholders our commitment to good governance, professionalism and good fundraising practices. As such we have again renewed our membership with:

- Charity Excellence; the trustees worked through the provided framework covering all aspects of governance, volunteers, planning, analysis and much more obtaining the Quality Mark once again for the year which we now proudly display on all media.
- Scottish Fundraising Standards Panel; is our commitment, shown through the use of the new Good Fundraising logo where the board agree to abide by the Code of Fundraising. This instills confidence in our donors and the general public that we are committed to lawful and ethical fundraising inline with the practice. In September we were awarded the Good Fundraising logo as a sign of acceptance to the panel.

We are proud to declare that this year no complaints were recieved only positive feedback and compliments with thanks from those who we have supported. It is clear that our work, processes, procedures and volunteers are working tremendously well providing benefit to our service users. Beneficiaries are reaching financial stability and independence, obtaining knowledge and guidance to manage any issues they maybe facing, utilising peer support groups established to improve friendships and socialisation and all this expands on their network of support which we assist in creating at the veterans Camp and through provisions of necessities.

In October 2022 we were nominated in the Personable category of the For the People Awards 2022 and shortly after shortlisted. Sadly we did not get through as finalists however it was fantastic to be nominated. This shows we are growing and working in a manner that is positive, providing benefit and that our work is being recognised.

This year we were able to run 6 Veterans Camps with over 90 places being allocated in total which has been our busiest year to date. With an ever growing list of registrations the camps are becoming even more popular and volunteer numbers are increasing to support the camps. November 2022 the Veterans Camp was trialled at our winter location but with new exciting activities, which was fantastic. Activities included go karting, zip lining, ice skating, escape rooms, wildlife park and more. The feedback from the camp attendees was extremely positive and we hope to return their next year and continue to do so as part of the ongoing camps.

In December 2022 we were delighted to be able to implement our new 80% paperless processes and a new CRM system that is not only customised to the charity's needs but streamlines our processes, provides statistical data and more indepth reporting but it also reduces administration time. The new system works extremely well and will help the charity in its long term aims and through its expansion plans of modernising systems.

This year the charity has worked towards its expansion, increasing volunteer numbers, meeting increased demand of support from clients and via referrals and continues to work alongside many other service charities to provide the best support possible for the men, woman and families of our Armed Forces.

Financial Review

During the year the charity generated income of £61,244. We generate income by carrying out fundraising activities, promotion for donations, collections, events and utilising grant opportunities where possible. This year we were delighted to be awarded 4 grants to support our work:

- To assist with provision of necessities support we recieved £5,000 from The Robertson Trust and £15,000 from Veterans Foundation.

- To assist with core costs we received £1,000 from the Arnold Clarke Community Grant Fund.

- For assistance in implementing the new upgraded systems, cloud based case management and additional welfare officer we recieved £4,979 from Foundation Scotland Baille Gifford Award.

In additon we also recieved the final balance of the Armed Forces Covenant Fund Trust Grant of £1,750 - Note 9 to the accounts has been included to show expenditures from the funding which was predominantly received last year and some funds in the current year.

We are extremely thankful to all grant providers for their support as these grants have helped us expand as a charity and continue to provide support while meeting increased demand, all in all making a significant difference to the lives of whom we support.

An amazing 95% of payments made from the account were paid out on charitable activities through the provision of necessities supplies and/or services, programs such as the Veterans Camp, general support and some equipment. Where funds were spent and were not charitable purposes it was for other operating costs and fundraising.

Reserves Policy

The trustees' policy is to maintain reserves at around 6 months of normal running costs in order to meet commitments and to cover any unexpected or high end expenditure such as insurance. The unrestricted funds represent income received but not yet utilised in supporting charitable activities.

Principle Risk and Uncertainties

For the most part of the year there were minimal risks or uncertainties, however, with the current climate where the cost of living crisis is still ongoing, it has impacted on our work. From onset the board of trustees have managed, monitored, assessed and adapted considering changes that would be required to minimise any effect on the charity. This included but not limited to finances, operations and increased demand for our services through self and organisation referrals.

The overall impact on the charity has been predominantly around income generation but this has not affected our sustainability. As a result the trustees carried out assessments and the following measures were implemented to generate an income: Sourcing of funders and making applications for grants, utilising and increasing online fundraising and sale of donated goods, utilising current resources such as the release of designated funds if and when necessary, use of existing grants already obtained and potential need to utilise charity reserves which was considered to be at an adequate level to continue operations if necessary for the designated 6 month period.

The charity's expenditures have decreased slightly in support costs for provision of necessities which we feel is due to covid pandemic subsiding to some extent but yet remain high in comparison to self generated income due to demand for our services however costs such as expenses and fundraising costs have decreased. Regular monitoring and reporting continues at board meetings and adjustments will be made in planning and operations as the board deems

Going Concern

The going concern remains with cost of living and its implications for the charity's operations and activities for the coming year and the result of this is the effects primarily with generating an income. At present we are in a good financial position with further grants awarded but not yet received and we have the ability to continue to operate as normal however the board will continue to regularly review new information on the current climate situation and will adapt our management plan to ensure we are able to continue our operations and support.

Plans for Future Periods

Over the coming year we will continue to streamline our processes, increase volunteer numbers within the welfare department and actively fundraise online in addition to providing support with necessity support and the Veterans Camp to ensure support is reaching those who need it.

Structure Governance & Management**Structure**

Outpost Charity is recognised as a Scottish Charitable Incorporated Organisation and is controlled by its governing document, a constitution - with a single tier structure. The trustees are the only members of the charity and at present the board is made up of 4 Trustees. Some trustees are those who were appointed on incorporation and new trustees who have been appointed over time.

Governance**Recruitment & Appointment of Trustees**

Appointment and removal of a trustee is processed in accordance with the Constitution which requires that: Appointment is approved by majority agreement of the existing board of trustees, Removal of a trustee may only be approved with majority agreement of the other trustees. As per the Constitution there must be a minimum of three trustees and no more than seven at any given point.

The trustees, on appointment may or may not be familiar with the work of the charity but they do have the knowledge and skills to carry out a trustee role effectively. New trustees are inducted and given the information and documentation they require to understand the charity, its aims and objectives and the way in which it operates.

All new trustees are given information which includes but is not limited to, their obligations, documentation that sets out framework, financial overview and accounts, meeting procedures and future plans and aims.

Fundraising

We have signed up to the Scottish Fundraising Standards Panel, where all our fundraising activities complies with the Code of Fundraising Practices and is committed to the Fundraising Guarantee. The approach taken to fundraising is balanced and ethical, due regard is paid to all fundraising activities and in particular, protecting people including those who are vulnerable. All fundraisers are provided with information and guidance to ensure their fundraising actions do not become unreasonably persistent, place undue pressure to give or intrude on privacy. Processes are in place which enables monitoring of all fundraising activity on the charity's behalf and to date no complaints have been received.

Statement of Trustees Responsibilities

The trustees are responsible for the strategic direction, governance and for keeping proper accounting records that disclose reasonable accuracy at any time the financial position of the charity. They also manage the day to day running of the charity. To facilitate the effectiveness of the charity, the trustees each hold a role which contributes to operations including finance, administration, programme related activity and more.

They observe and comply with the methods and principles in the Charities SORP in preparing a true and fair view of the state of affairs of the charity within the trustee's annual report and the financial statements that are prepared in accordance with the applicable law and accounting standards.

The trustees have a duty to identify, assess and review the risk to which the charity is exposed and ensure appropriate systems are in place to provide reasonable assurances to mitigate exposure to major risks.

Including but not limited to ensuring the assets of the charity are safeguarded, taking preventative measures for the detection of irregularities, fraud etc.

Reference and Administrative Information**Charity Name**

Outpost Highlands SCIO

Other name Charity is known by

Outpost Charity

Charity Number

SC044790

Principle Address

Lael View, Loch Broom, Ullapool, Ross-Shire, IV23 2RS

Current Trustees

- 
- Chairman
 - Vice Chairman
 - Secretary/Treasurer

No other Trustees served during the year.

Approved by the board of Trustees

Signed on their behalf by:

Print Name:

Position:

Date:


CHAIRMAN20/06/23

Independent Examiners Report

For the year ended 5th April 2023

Independent Examiner's Report to the Trustees of Outpost Highland SCIO

I report on the accounts of Outpost Highland SCIO for the year ended 5th April 2023 which comprises a Statement of Receipts and Payments, Statement of Balances and the related notes.

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 44 of the Charities and Trustee Investment (Scotland) Act 2005. My examination has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my examination, for this report, or for the opinions I have formed.

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 the audit requirement of Regulation 10(1) (d) of the 2006 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 report

My examination was 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 a 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:

I to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and

I to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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

Azets Audit Services
5 Whitefriars Crescent
Perth
PH2 0PA

27th June 2023

Statement of Receipts and Payments

For the year ended 5th April 2023

Receipts

		Unrestricted	Restricted	Total	
Income	Notes	Funds	Funds	2023	2022
Donations		7,220	1,808	9,028	10,530
Gift Aid & Gasds		2,344	-	2,344	5,588
Fundraising	4	12,559	-	12,559	20,085
Other Trading Activities	5	9,584	-	9,584	8,253
Grants	6	-	27,729	27,729	88,500
Total Income		31,707	29,537	61,244	132,956

Expenditure

Fundraising	7	3,717	-	3,717	4,878
Charitable Activity	8 & 9	24,063	66,842	90,905	114,164
Govenance Cost		-	1,008	1,008	1,200
Sundry Expenses		-	-	-	-
Total Payments		27,780	67,850	95,630	120,242

Surplus/(Deficit) for the year		3,927	-38,313	-34,386	12,714
Transfer between Funds		-	-		
Surplus/(Deficit) for the year		3,927	-38,313	-34,386	12,714

The notes on page 10 & 11 form an integral part of these accounts

Statement of Balances

For the year ended 5th April 2023

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Bank Reconciliation				
Surplus/Deficit	3,927	-38,313	-34,386	12,714
Total Funds Brought Forward	9,033	44,794	53,827	41,113
Total Funds Carried Forward	12,960	6,481	19,441	53,827

Bank & Cash Balances

Cash In Hand Including Petty Cash	6	5
Balance at Bank	19,435	53,822
Total Cash	19,441	53,827

The notes on page 10 & 11 form an integral part of these accounts

Approved by the board of Trustees

Signed on their behalf by: _____

Print Name: _____

Position: _____

Date: _____

Signed on their behalf by: _____

Print Name: _____

Position: _____

Notes to the Account

For the year ended 5th April 2023

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.

Restricted funds may only be used for specified purpose which arises from donors or if the funds raised, are for a specific purpose.

3. Related Party Transactions

No trustees were in receipt of remuneration or expenses paid on their behalf from the charity during the current or previous year. One trustee was reimbursed out of pocket expenses during the year of 2023:£1,816 (2022 – Three trustees £4,205).

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Note 4. Fundraising Income				
Fundraising Activities	12,559	-	12,559	20,085
Total	12,559	-	12,559	20,085

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Note 5. Other Trading Activities				
Sale of Donated Goods	9,584	-	9,584	8,253
Total	9,584	-	9,584	8,253

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
Note 6. Grants				
Fresco Bags of Help Scheme	-	-	-	1,000
Arnold Clarke	-	1,000	1,000	2,000
Veterans Foundation	-	15,000	15,000	30,000
Robertson Trust	-	5,000	5,000	7,500
Corra Foundation Winter Support Fund	-	-	-	5,000
Hugh Fraser Foundation	-	-	-	3,000
Scottish Government AF Resilience Fund	-	-	-	5,000
Armed Forces Covenant Fund Trust	-	1,750	1,750	35,000
Foundation Scotland - Baille Gifford Award	-	4,979	4,979	-
Total	-	27,729	27,729	88,500

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2023	2022
Note 7. Cost of Fundraising				
Events	50	-	50	-195
Other Trading Activities	1,207	-	1,207	945
Fundraising Activities	294	-	294	807
Equipment & Maintenance	63	-	63	148
Promotion	0	-	-	3
Volunteer Out of Pocket Expenses	2,103	-	2,103	3,170
Total	3,717	-	3,717	4,878

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2023	2022
Note 8. Cost of Charitable Activities				
Principle Activities	21,386	60,388	81,774	102,631
Insurance	-	1,044	1,044	1,043
Awareness Promotion	159	279	438	794
Administration & Operations	2,423	3,360	5,783	2,967
Volunteer Costs	25	651	676	1,035
Training	70	1,120	1,190	5,694
Total	24,063	66,842	90,905	114,164

NB: Principle activities include direct support, programs, donations and charitable equipment used for support

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2023	2022
9. Positive Pathways Grant				
Armed Forces Covenant Fund Trust	-	37,658	37,658	31,987
Total	-	37,658	37,658	31,987

The amounts shown in the above note are also included in note 8.

	Unrestricted	Designated	Total	Total
	Funds	Funds	2023	2022
10. Designated Funds				
Unrestricted funds split by:	7,399	5,562	12,960	9,033
Total	7,399	5,562	12,960	9,033