

APPENDIX 1

OSCR

Scottish Charity Regulator

Office of the Scottish Charity Regulator

Trustees' Annual Report for the period

Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	06	2024	To	31	05	2025

Reference and administration details

Charity name

Highland and Islands Blood Bikes

Other names charity is known by

HAIBB

Registered charity number

SC049345

Charity's principal address



Postcode

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

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1		Chairman		Board & Members
2		Operations Manager		Board & Members
3		Treasurer		Board & Members
4		Bus Dev Manager	14/04/2025 – present	Board
5		Fleet Manager	26/03/2025 – present	Board
6		Secretary	11/11/2025 – present	Board & Members
7		NHS Liaison Officer	11/11/2025 – present	Board & Members
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year
	11/11/2024 – 13/02/2025
	01/06/2024 – 11/11/2024
	01/06/2024 – 11/11/2024

Structure, governance and management

Type of governing document

Constitution

Trustee recruitment and appointment

The Board of Trustees are appointed by the Charity Membership through the AGM, and/or Co-opted by the Board following constitutional criteria. Appointment and removal is in accordance with the Constitution.

No remuneration was paid to any trustee or connected person during the year.

Objectives and activities

Charitable purposes

The organisation's purposes are:

The advancement of Health and the saving of lives achieved by the provision of free transport of urgently needed medical items between hospitals, and other locations in the Highland and Islands of Scotland.

Summary of the main activities in relation to these objects

Provision of free transportation, through volunteers, of urgently needed medical items between NHS hospitals, Medical Centres, Care Homes and other locations in the Highland and Islands of Scotland.

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Achievements and performance

Summary of the main achievements of the charity during the financial period

Now in our sixth year of operation, the Charity maintains a strong provision of free transport of urgent services to NHS Highland and its patients in the Highland Region.

The charity has around 100 active volunteers giving their time completely freely to the service of the NHS and the local communities.

We continue to service 3 SLA's (Service Level Agreements) for NHS Highland, covering the departmental needs of the Laboratories, the Discharge Support Team and Pharmacy department throughout the region. In addition, we also have an SLA with Argyll & Bute Health and Social Care Partnership, supporting remote FP surgeries and their Community Hospital.

In this financial year period (12 months to 31st May 2025), we completed 1,271 urgent deliveries for the NHS and local patient communities. Of these, we predominantly carried blood samples (43%), patient medications, including covid medication (21%) and GP Samples (16%). Patient medications reduced as a proportion of our activity in line with reduction in levels of Covid 19. The total mileage covered by our volunteers for the NHS was 119,047 miles in the period.

In the 2025 financial period we started supporting Maternity and Neonatal Care with the movement of Human Breast Milk in conjunction with the NHS Milk Bank and the Glasgow Children's Hospital Charity.

We plan to start supporting the Highland Hospice in the 2026 financial period.

Financial review

Brief statement of the charity's policy on reserves

Our financial policy remains that we will maintain reserves to cover 3 months of operating costs.

As at 31 May 2025 the charity held a total of available funds of £47,932 (of which £310 were restricted funds). The Trustees consider this to be appropriate to fund ongoing activities.

Our approximate running costs for a period of 3 months is £10,000.

Details of any deficit

Donated facilities and services (if any)

Aird Accountancy Limited provided services to conduct our annual financial review at nil cost.

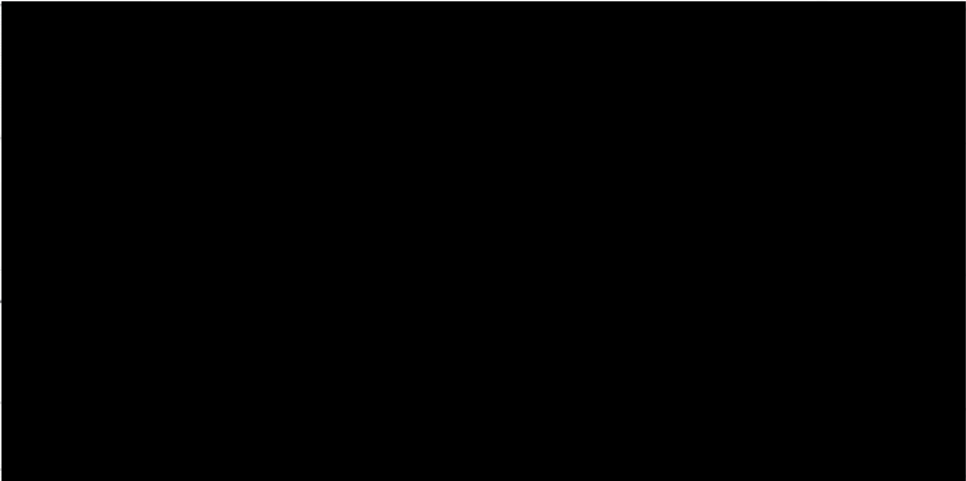
APPENDIX 1

Other optional information

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) <i>OSCR will accept digital or typed signatures</i>	
Full name(s)	
Position (e.g. Chair)	
Date	

Highlands and Islands Blood Bikes

SC049345



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	June	2024		31	May	2025

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	39,582				39,582	26,197
Legacies	-				-	
Grants	-				-	11,353
Receipts from fundraising activities	29,641				29,641	14,961
Gross trading receipts	35				35	513
Income from investments other than land and buildings	494				494	
Rents from land & buildings					-	
Gross receipts from other charitable activities	3,474				3,474	8,006
					-	
A1 Sub total	73,225	-	-	-	73,225	61,030
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	10,750				10,750	5,450
Proceeds from sale of investments					-	
A2 Sub total	10,750	-	-	-	10,750	5,450
	83,976	-	-	-	83,976	66,480
A3 Payments						
Expenses for fundraising activities	3,508	841			4,349	3,864
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	39,601	265			39,866	44,921
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	43,109	1,106	-	-	44,215	48,785
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	21,882				21,882	27,698
Purchase of investments					-	
A4 Sub total	21,882	-	-	-	21,882	27,698
Total payments	64,991	1,106	-	-	66,097	76,483
Net receipts / (payments)	18,985	(1,106)	-	-	17,879	(10,003)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	18,985	(1,106)	-	-	17,879	(10,003)

Section B Statement of balances

Categories	Details	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 £
B1 Cash funds	Cash and bank balances at start of year	28,637	1,416			30,053	40,056
	Surplus / (deficit) shown on receipts and payments account	18,865	(1,106)			17,879	(10,003)
						-	
						-	
	Cash and bank balances at end of year	47,622	310	-	-	47,932	30,053
	(Agree balances with receipts and payments account(s))						

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets	Vehicles	Unrestricted	89,907	59,900	44,851
	Plant & Equipment	Unrestricted	615	200	
	VAT reclaim due	Unrestricted	1,626	1,626	2,743
		Total	92,148	61,726	47,594

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Members deposits for logo'd uniform	Unrestricted	200	
		Total	200	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

[Redacted Signature Area]

Date of approval

[Redacted Date Area]

* Please note - OSCR will accept digital or typed signatures

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

Details of the various restricted funds can be found in the notes to the accompanying Additional notes (3)

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
		Total	

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

X

Authority under which paid

£

C3b Trustee remuneration - details

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£
Retirement Gift for longstanding members	2	80
Merchandise for events	2	700
Consumables for vehicles	1	196
Fuel for charity vehicle	1	94
MOT for charity vehicle	1	30

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

From 1 June 2024 all income and expenditure has been recorded net of VAT. Comparative figures have not been restated, and remain shown as VAT inclusive. The remaining VAT claim from the 2024 accounting year has been shown as a separate receipt line item, in line with previous years.

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 £
Donations from individuals & companies	39,582				39,582	26,197
					-	
					-	
					-	
Total	39,582	-	-	-	39,582	26,197

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Grants from individuals & companies			-	11,353
			-	
			-	
			-	
Total	-	-	-	11,353

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 £
Sale of jackets to members	581				581	
Collection of deposits for jackets	220				220	
VAT reclaims	2,673				2,673	8,006
					-	
					-	
					-	
Total	3,474	-	-	-	3,474	8,006

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 £
Vehicle expenses	20,511	226			20,737	29,118
Insurance	6,303				6,303	494
Sundries	42				42	204
Premises Rental & Service Charge	8,667				8,667	10,480
Premises and Office	2,166	39			2,205	3,373
Stationery	184				184	299
Bank and Donation Processer Charges	13				13	370
Postage	23				23	98
Telephone	562				562	485
IT Software and Consumables	1,108				1,108	
Ferry Costs	22				22	
Total	39,601	265	-	-	39,866	44,921

Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
	Unrestricted funds	Member's Deposits				
Receipts						
Donations	39,582				39,582	26,197
Legacies					-	
Grants					-	
Receipts from fundraising activities	29,641				29,641	14,961
Gross trading receipts	35				35	513
Income from investments other than land and buildings	494				494	
Rents from land & buildings					-	
Gross receipts from other charitable activities	3,254	220			3,474	8,006
Sub total	73,006	220	-	-	73,226	49,677
Receipts from asset & investment sales						
Proceeds from sale of fixed assets	10,750				10,750	5,450
Proceeds from sale of investments					-	
Sub total	10,750	-	-	-	10,750	5,450
Total receipts	83,756	220	-	-	83,976	55,127
Payments						
Expenses for fundraising activities	3,508				3,508	3,758
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	39,601				39,601	39,647
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	43,109	-	-	-	43,109	43,405
Payments relating to asset and investment movements						
Purchases of fixed assets	21,882				21,882	13,454
Purchase of investments					-	
Sub total	21,882	-	-	-	21,882	13,454
Total payments	64,991	-	-	-	64,991	56,859
Net receipts / (payments)	18,765	220	-	-	18,985	(1,732)
Transfers to / (from) funds						
Surplus / (deficit) for year	18,765	220	-	-	18,985	(1,732)

Nature and purpose of funds

Unrestricted funds are available to be spent by the charity in pursuit of its charitable activities, without restriction.

The charity has started collecting deposits from volunteers as security for the branded uniform to be used by volunteers when volunteering. These funds are not available to be spent by the charity and are to be returned to members on return of the charity's uniform.

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
	Foundation Scotland	Parklands	Groundworks			
Receipts						
Donations					-	
Legacies					-	
Grants					-	11,353
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	11,353
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	11,353
Payments						
Expenses for fundraising activities		841			841	106
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	226		39		265	5,274
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	226	841	39	-	1,106	5,380
Payments relating to asset and investment movements						
Purchases of fixed assets					-	14,244
Purchase of investments					-	
Sub total	-	-	-	-	-	14,244
Total payments	226	841	39	-	1,106	19,624
Net receipts / (payments)	(226)	(841)	(39)	-	(1,106)	(8,271)
Transfers to / (from) funds						
Surplus / (deficit) for year	(226)	(841)	(39)	-	(1,106)	(8,271)

Nature and purpose of funds

Foundation Scotland provided funds to cover running costs in the IV14 & IV15 postcode areas, and the Raigmore and Caithness Area. The balance of these funds at the year end was £nil (2024 - £226)

Parklands provided funds for the purchase of pull up banners, artworks and outdoor table banners. There was £13 remaining in this fund at the year end (2024 - £853)

Groundworks Ltd provided a grant last year to fund the purchase of digital fundraising equipment. There is £297 remaining in this fund at the year end (2024 - £336)

APPENDIX 3



Report to the trustees/members of

Registered charity number
On the accounts of the charity for the period

Set out on pages

Respective responsibilities of trustees and examiner

Basis of independent examiner's statement

Independent examiner's statement

Relevant professional qualification(s) or body (if any):

Address:

Independent examiner's report on the accounts

v2

Charity name

Highland and Islands Blood Bikes

SC049345

Period start date

Day Month Year
01 June 2024

to

Period end date

Day Month Year
31 May 2025

1 to 10

(remember to include the page numbers of additional sheets)

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 [other than that disclosed on the attached page*]

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

Signed:

Name:

Chartered Accountant (ICAEW / ICAS)

Aird Accountancy Ltd

Bredaig

Kiltarlity

Beaully, IV4 7JP

26/02/2025

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose