

APPENDIX 1



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	1	12	2023	To	30	11	24

Reference and administration details

Charity name  
Other names charity is known by  
Registered charity number  
Charity's principal address

Rose Duncan Community Foundation
SC051381
205 Shuna Square
Glenrothes
Fife
Postcode KY7 6RH

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		Chairperson		
2		Treasurer		
3		Secretary		
4		Trustee		
5				
6				
7				
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

## Structure, governance and management

Type of governing document

Constitution

Trustee recruitment and appointment

The charity advertises through Fife Voluntary Action to recruit Trustees and also directly through our social media platforms. Potential Trustees are invited to express their interest. They are asked to submit a letter or email with their past or current work experience and/or volunteering experience inclusive of their knowledge, experience and specialisms. They are invited to attend a trustee meeting at the beginning of a scheduled meeting to speak and meet existing Trustees. If successful they are given a welcome pack, which includes roles and responsibilities of being a charity Trustee. Two references are required.

## Objectives and activities

Charitable purposes

- The advancement of health.
- The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the person for whom the facilities of activities are primarily intended.
- The advancement of citizenship or community development.
- The relief of those in need by reason of age, ill health, disability, financial hardship or another disadvantage.

Summary of the main activities in relation to these objects

- To advance health inequalities which will ensure that individuals, families and communities are able to access health services which will help them have a quality of life enabling them to reach their full potential.
- The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the person for whom the facilities or activities are primarily intended.
- The advancement of citizenship or community development.

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### Achievements and performance

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

Rose Duncan Community Foundation, in its second operational year has built on the success achieved in its first year. The new premises has assisted with delivery of all activities.

A wider range of differing activities have been delivered, including peer-led interactive workshops, 1-1 health consultations, moral and emotional support and clinical support services.

Support services included homeopathy, Asma care, podiatry, coping with depression, health coaching for anxiety, menopause and insomnia.

We have supported over 1,000 people and in partnership with specialist agencies have supported a range of health conditions.

The Board of Trustees are totally committed to the ethos and development of "social prescribing", community health and wellbeing, physical and mental health programmes and educational facilities with the ultimate goal of enhancing collective wellbeing.

### Financial review

#### Brief statement of the charity's policy on reserves

It is the intention of the Trustees of Rose Duncan Community Foundation to facilitate a reserve fund of 2-3 months of operating costs and we currently have 20 months in reserve.

#### Details of any deficit

#### Donated facilities and services (if any)

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### 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)		
Full name(s)		
Position (e.g. Chair)		
Date		

## Rose Duncan Community Foundation

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Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1	12	2023		30	11	2024

## Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	8,297				8,297	
Legacies					-	
Grants	-	-			-	29,983
Receipts from fundraising activities	2,357	-			2,357	6,609
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
<b>A1 Sub total</b>	<b>10,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,654</b>	<b>36,592</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,654</b>	<b>36,592</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	-	-			-	5,823
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	7,925	-			7,925	29,309
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>7,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,925</b>	<b>35,132</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>7,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,925</b>	<b>35,132</b>
<b>Net receipts / (payments)</b>	<b>2,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,729</b>	<b>1,460</b>
<b>A5 Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>2,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,729</b>	<b>1,460</b>





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**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
<b>Receipts</b>						
Donations	8,297				8,297	
Legacies					-	
Grants					-	1,687
Receipts from fundraising activities	2,357				2,357	6,609
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>10,654</b>	-	-	-	<b>10,654</b>	<b>8,296</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>10,654</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,654</b>	<b>8,296</b>
<b>Payments</b>						
Expenses for fundraising activities	-				-	5,823
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	7,925				7,925	4,210
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	<b>7,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,925</b>	<b>10,033</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>7,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,925</b>	<b>10,033</b>
<b>Net receipts / (payments)</b>	<b>2,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,729</b>	<b>(1,737)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>2,729</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,729</b>	<b>(1,737)</b>
<b>Nature and purpose of funds</b>						



## Rose Duncan Community Foundation

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**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
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants	-				-	28,296
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					-	
<b>Sub total</b>	-	-	-	-	-	28,296
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	28,296
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	-				-	25,099
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	-	-	-	-	-	25,099
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	25,099
<b>Net receipts / (payments)</b>	-	-	-	-	-	3,197
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	3,197

**Nature and purpose of funds**

## APPENDIX 3



		Independent examiner's report on the accounts						v2
Report to the trustees/members of	Charity name	Rose Duncan Community Foundation						
	Registered charity number	SC051381						
01	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
	01	12	2023	to	30	11	2024	
Set out on pages	1 to 7						(remember to include the page numbers of additional sheets)	
Respective responsibilities of trustees and examiner	<p>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 (as amended). 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.</p>							
Basis of independent examiner's statement	<p>My examination is 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 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.</p>							
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <p>1. which gives me reasonable cause to believe that in any material respect the requirements:</p> <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> <p>have not been met, or</p> <p>2. to which, in my opinion, attention should be drawn in order to enable a proper</p>							
Signe					16 <sup>th</sup> April 2025			
Nam								
Relevant profession								
qualification(s) or bo								
(if an								
Address								

\*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