

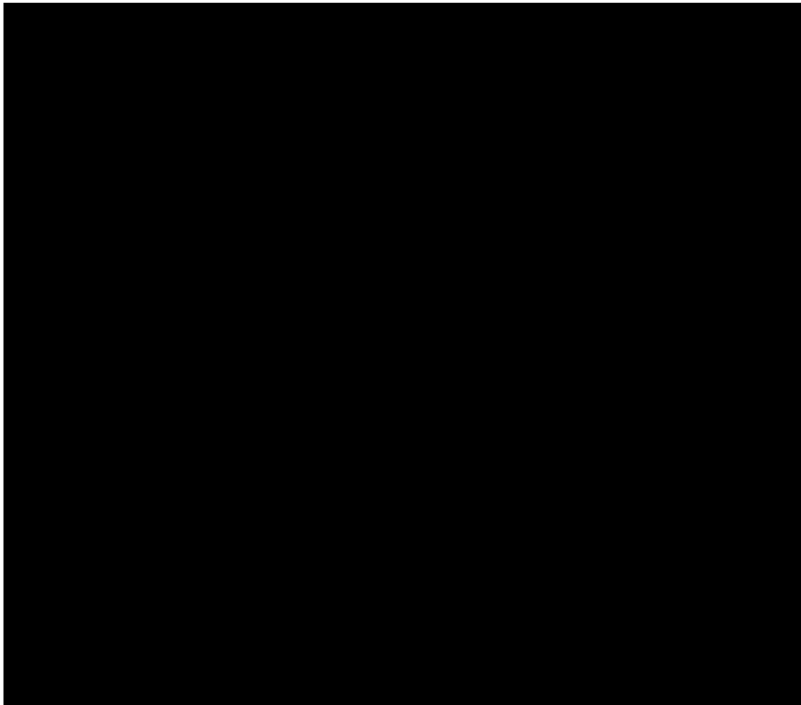


Central Dalkeith & Woodburn Pantry

Scottish Charitable Incorporated Organisation

Trustees' Annual Report

14 October 2022 to 30 June 2024

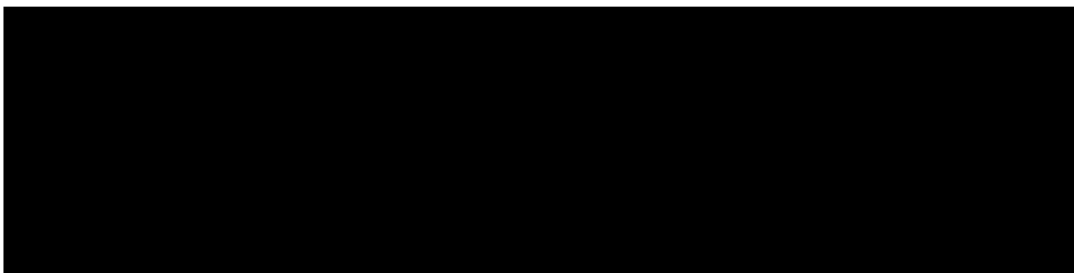


Charity contact information



Central Dalkeith & Woodburn Pantry

Scottish Charity Number: SC052648



Charity Trustees



Objectives and activities

The Pantries purposes are:

The prevention of poverty and the relief of financial hardship by providing dignified access to affordable food to the people of Central Dalkeith and Woodburn thereby reducing the cost of living for households disadvantaged due to unemployment, low income, lone parenting, health, or social standing.

The advancement of health by improving health outcomes – particularly around the consumption of fresh fruit and vegetables. The Pantry acts as a community hub improving emotional wellbeing and reducing social inclusion.

The advancement of environmental protection by reducing food waste locally.

The advancement of education by increasing access to training in food preparation and production.

The provision of access to key support such as money advice, energy advice, health, housing, employment and skills.

The advancement of community development by encouraging volunteering and active citizenship.

The development of local food growing initiatives expanding skills in growing local foods sustainably.

The Pantry operates every Friday from the hours of 1.30pm to 5.30pm. Membership is free and members pay £3.50 and get to shop from selection of ambient food in tins, packets, jars such as pasta, sauces, soups, tinned meals, puddings, sugar, flour, eggs etc also a variety of chilled meals, fresh meat and poultry, pies, cheese etc. A large variety of toiletries for both men and women and children, toothpaste, toothbrushes, shaving items, deodorants etc. Also, household cleaning and laundry products. One top of this they access free fresh fruit and vegetables, free sanitary and incontinence products, free pet food.

Access to the Pantry is for any household in the Central Dalkeith and Woodburn area.

In response to our members needs we found that making the Pantry experience a social event, allowing people to sit and chat could be just as beneficial as the access to the food. Reducing social isolation is important in helping with peoples physical and mental wellbeing. We regularly hold small events on the Friday to bring members together in a fun and friendly manner, such as taking part in the Macmillan Cancer Coffee Morning and celebrating events like birthdays etc. We promote the Pantry as a Community Pantry for the Community and belonging to the Community.

Structure, governance and management

Central Dalkeith & Woodburn Pantry is a Scottish Charitable Incorporated Organisation governed by a constitution.

Trustee recruitment and appointment

The maximum number of charity trustees is 8; out of that no more than 5 are elected/appointed Charity Trustees, and no more than 3 co-opted trustees.

At each AGM, the members may elect any member to be a charity trustee. At the AGM, all of the present charity trustees elected/appointed shall retire from office – but shall then be eligible for re-election.

Achievements and performance

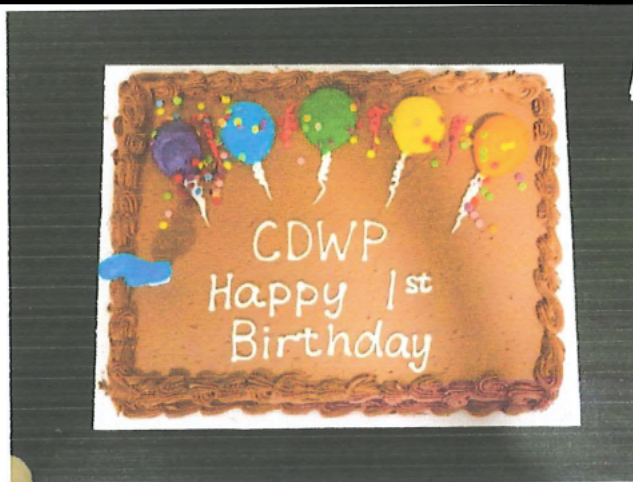
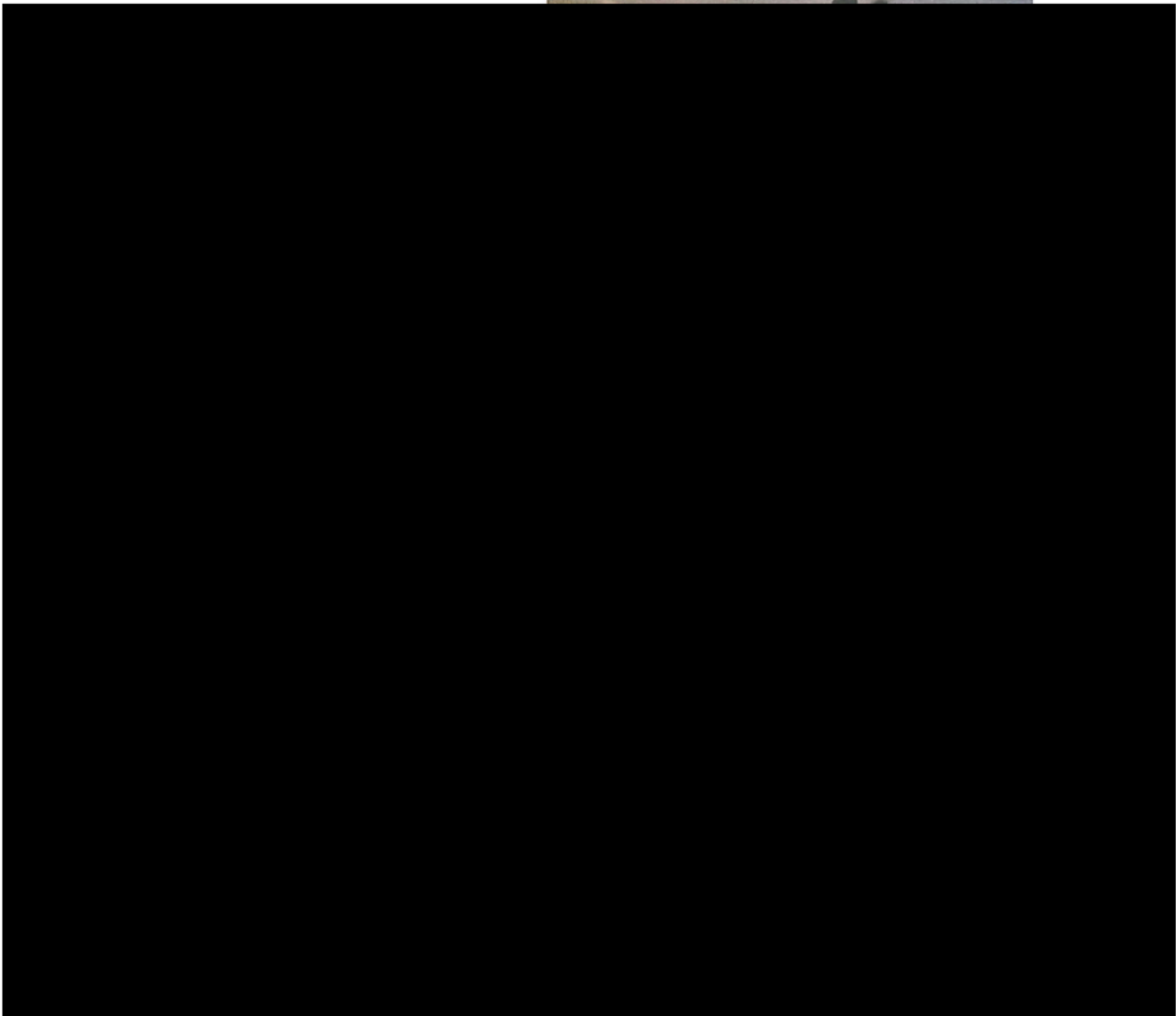
Central Dalkeith & Woodburn Pantry had a standing start in October 2022 and has in the period grown to a membership of over 500.

With participation and regular visits from the likes of Citizens Advice, Changeworks, VOCAL, and Social Security Scotland a substantial number of financial benefits has been achieved in the area, particularly with members being able to readily access advice and information on their rights in obtaining benefits.

The Volunteers are a hardworking and committed team who bring their life experience and knowledge into the Pantry and work hard with the membership to ensure that problems are dealt with and when appropriate signpost members to agencies that can assist.

As the Pantry has grown, a real sense of community has developed and is something that we actively foster and encourage, our hope is the members accessing the Pantry get not only affordable food, but a

sense of belonging and security, access to services that can hopefully help and improve their lives and the knowledge that as an organisation we are there to help as best we can.



During the first 21 months of operation, we have had Easter egg bonanzas, Halloween themed days, Christmas party days, Birthday, Tombola's, raffles and Jumbles sales, school uniform access and warm clothing rails. This will continue and improve.

Financial review

Income and Expenditure for the period ended 30 June 2024.

Income

Donations, Grants and Fundraising – £88,852

Expenditure

Purchase of ambient foods, fruit, vegetables. Purchase of Storage facility, fridge, shelving - £52,393

Reserves

Unrestricted Funds – £27,361

Restricted Funds – £9,098

Total Funds – £36,459

Reserves Policy

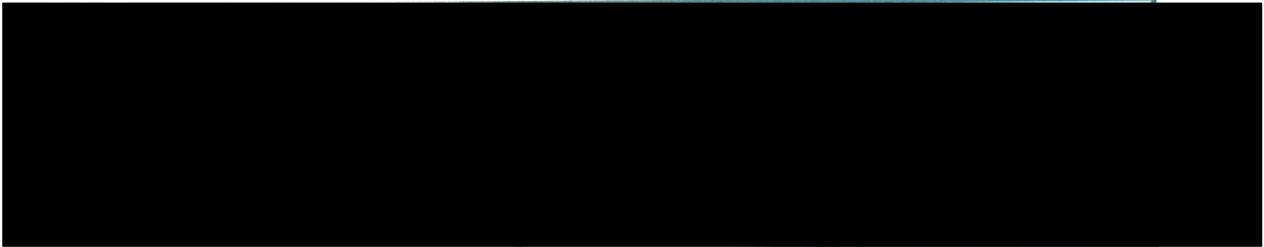
Whilst the Charity does not aim to make a surplus it requires a level of reserves that allows it to meet its future commitments. This is estimated at around £10,000.

Future plans

It is hoped that during the next year the Pantry will become an integral part of the Community by working with other partners to create the Woodburn Community Hub and work with them to develop the current premises into a true community facility. It is hoped that a Steering Group and Charity will be established to allow the development to proceed to increase the activities within the facility to the benefit of the whole community. It is possible that an additional day for the Pantry may become required and it is hoped that we will be in a good position to do this.

Declaration

Signed on behalf of the charity trustees:



Designation

Trustee

Date

12 March 2025

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	14	October	2022		30	June	2024

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	5,012				5,012	
Legacies					-	
Grants		61,491			61,491	
Receipts from fundraising activities	2,735				2,735	
Gross trading receipts	19,480				19,480	
Income from investments other than land and buildings	134				134	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	27,361	61,491	-	-	88,852	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	27,361	61,491	-	-	88,852	-
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments		46,553			46,553	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	-	46,553	-	-	46,553	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-	5,840			5,840	
Purchase of investments					-	
A4 Sub total	-	5,840	-	-	5,840	-
Total payments	-	52,393	-	-	52,393	-
Net receipts / (payments)	27,361	9,098	-	-	36,459	-
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	27,361	9,098	-	-	36,459	-

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	-				-	
	Surplus / (deficit) shown on receipts and payments account	27,361	9,098			36,459	
						-	
						-	
	Cash and bank balances at end of year	27,361	9,098	-	-	36,459	-

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	Restricted	4,062	2,708	
	Restricted	1,027	685	
	Restricted	45	32	
	Restricted	706	647	
	Total	5,840	4,072	-

Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Unrestricted	300	-
	Total	300	-

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

Signature

Print Name

Date of approval

12 March 2025

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

Purchases for community pantry, purchase of food, shelving, storage, display

Type of activity or project supported	Individual / institution	Number of grants made	£
Start up costs for Pantry	LACER Funds	1	50,000
Support for ongoing costs for Pantry and cooking lessons for membership	National Lottery	1	10,000
Purchase of fresh food	Sainsburys	1	500
Installation of containers to expand refill options	Midlothian Climate Action Network	1	991
		Total	61,491

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	£

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

	Number of trustees	£

[illegible]

--

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 £
Nisbits	60				60	
Melville Housing	1,100				1,100	
	100				100	
Zombie Roller Derby	51				51	
Dalkeith Singers	391				391	
Changeworks	220				220	
Fife Creamery	1,500				1,500	
Esk Valley Rotary	500				500	
Savanta Group	150				150	
Zenith	500				500	
Midlothian Wellbeing Group	150				150	
Anon Donations - Total	150				150	
Yonder Donation	75				75	
Other Donation (cash)	30				30	
Donation	35				35	
					-	
					-	
Total	5,012	-	-	-	5,012	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
LACER Fund		50,000	50,000	
Midlothian Climate Action Network		991	991	
Sainsburys		500	500	
National Lottery		10,000	10,000	
Total		61,491	61,491	-

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 £
Crowdfund	510				510	
Donation Box	278				278	
Jumble Sale	396				396	
Tombolla - Dalkeith Festival 2024	355				355	
Tombolla - Dalkeith Festival 2023	456				456	
Donation Box	176				176	
Donation Box	105				105	
Donation Box	250				250	
Donations from Halloween event	142				142	
Sum up fee add back	67				67	
Total	2,735	-	-	-	2,735	-

reference error

-

-

reference error

-

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 £
					-	
					-	
					-	
Total	-	-	-	-	-	-

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	Total unrestricted funds	Total unrestricted funds last period
Receipts					
Donations	5,012			5,012	
Legacies				-	
Grants				-	
Receipts from fundraising activities	2,735			2,735	
Gross trading receipts	19,480			19,480	
Income from investments other than land and	134			134	
Rents from land & buildings				-	
Gross receipts from other charitable activities				-	
Sub total	27,361	-	-	27,361	-
Receipts from asset & investment sales					
Proceeds from sale of fixed assets				-	
Proceeds from sale of investments				-	
Sub total	-	-	-	-	-
Total receipts	27,361	-	-	27,361	-
Payments					
Expenses for fundraising activities				-	
Gross trading payments	-			-	
Investment management costs				-	
Payments relating directly to charitable activities				-	
Grants and donations				-	
Governance costs:				-	
Audit / independent examination				-	
Preparation of annual accounts				-	
Legal costs				-	
Sub total	-	-	-	-	-
Payments relating to asset and investment movements					
Purchases of fixed assets	-			-	
Purchase of investments				-	
Sub total	-	-	-	-	-
Total payments	-	-	-	-	-
Net receipts / (payments)	27,361	-	-	27,361	-
Transfers to / (from) funds					
				-	
Surplus / (deficit) for year	27,361	-	-	27,361	-

Nature and purpose of funds

Purchase of food and grocery items and upkeep of Pantry facility

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 5 - enter name of fund below	Total restricted funds	Total restricted funds last period
	LACER FUND	Sainsburys	Midlothian Climate Action	National Lottery		
Receipts						
Donations					-	
Legacies					-	
Grants	50,000	500	991	10,000	61,491	
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	50,000	500	991	10,000	61,491	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	50,000	500	991	10,000	61,491	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments	44,866	500		1,187	46,553	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	44,866	500	-	1,187	46,553	-
Payments relating to asset and investment movements						
Purchases of fixed assets	5,134			706	5,840	
Purchase of investments					-	
Sub total	5,134	-	-	706	5,840	-
Total payments	50,000	500	-	1,893	52,393	-
Net receipts / (payments)	(0)	-	991	8,107	9,098	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(0)	-	991	8,107	9,098	-

Nature and purpose of funds

See Section C for the purpose of the funds.

APPENDIX 3



		Independent examiner's report on the accounts v2					
Report to the trustees/members of	Registered charity number	Charity name Central Dalkeith & Woodburn Pantry					
On the accounts of the charity for the period	Set out on pages	SC052648					
		Period start date			Period end date		
		Day	Month	Year	Day	Month	Year
		14	October	2022	30	June	2024
		to					
		10 to 15					
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 (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.						
Basis of independent examiner's statement	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.						
Independent examiner's statement	In the course of my examination, no matter has come to my attention -						
	<ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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						
	<ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 						
Signed:	[Redacted Signature]			Date:	12 March 2025		
Name:	[Redacted Name]						
Relevant professional qualification(s) or body (if any):	CA (ICAS)						
Address:	James Anderson & Co						
	Pentland Estate						
	Straiton						
	EH20 9QH						