

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC021937

**RECEIPTS AND PAYMENT ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

**Bell Ingram LLP
Durn
Isla Road
PERTH PH2 7HF**

03 October 2019

Duke of Edinburgh Award Perth & Kinross Association

Scottish Charity Number - SC021937

Trustees Annual Report

For Year Ending March 2019

Current Trustees

Alistair Mair MBE, DL (Honorary President)
Alison Grassick (Honorary Vice President)
Robin Illsley (Chairman, Reappointed November 2017 for 3 years)
Dave Sherman (Vice Chairman, Reappointed November 2017 for 3 years)
David Sands (Treasurer, Reappointed November 2017 for 3 years)
Kerry Ramsay (Secretary, Reappointed November 2017 for 3 years)
Robert Ellis (Committee Member)
Evelyn Menzies (Committee Member)
Gillian Whytock (Committee Member)
Angus Clarke (Committee Member until December 2018)

Recruitment and Appointment of Trustees

Membership elects an Executive Committee

Charitable Purpose

To advance the mental, physical and spiritual welfare of young people between the ages of 14 – 25 years old by promoting the scheme of Awards known as the Duke of Edinburgh's Award.

Trustees Remuneration and Expenses

There were no Trustees remunerated during the year.

Reserves

There were no reserves held. Designated funds are detailed under Closing Bank Balance and are likely to be spent in the coming year.



Last year we reflected on the words of Daniel who said "I didn't do my expedition this summer. I pulled out because I didn't think I could do it. So I let my friends do it without me. But when I got encouraged by my teacher to do the stonemasonry course, I realised that I had missed out. I should have done it."
(Daniel Meehan)

Our Association is committed to working with, and supporting, the many, many young people who face barriers to getting involved and who need help and encouragement from adults and friends who will never give up on them. We are devoted to overcoming barriers and making the D of E experience available to anyone. An experience that we know improves confidence, resilience, self esteem, social skills, vocational skills, citizenship and the likelihood of getting a job.

We have focussed our work, throughout the last 12 months, on

Those who have Additional Support Needs through learning difficulties, physical disability or social and emotional difficulties

and

Those who live in, and experience, multiple deprivation.

This supports the ambitions of the Scottish Government who want to reduce inequality and close the attainment gap between those who are well off and those facing multiple deprivation.

But we do it because morally it is the right thing to do.

We are making a difference to the lives of young people, and the lives of the adults they interact with, as this report will demonstrate.

So what has the Association been doing for the last 12 months?

1. We have targeted support for our disadvantaged and vulnerable young people

These young people may face barriers such as deprivation, lack of nurture, neglect, drug and alcohol issues, mental ill health, abuse and violence, unstable family environment, being Looked After, responsibilities of being a Young Carer, physical disability, learning challenges, low resilience and a restrictive lack of confidence and ambition.

Our flagship project at Megginch Castle, the Starfish Way, has had an incredibly successful first year meeting and surpassing our expectations

Through the activities we provide we seek to help the young people uncover their potential and discover self-belief by providing customised programmes involving hands on activity, moments of reflection and opportunities for achievement.

These include:

- Garden Planning & Design & Planting
- Green Woodworking
- Hard Landscaping
- Outdoor Cookery
- Forest Bathing
- Meditation, Relaxation & Positive Mental Health
- Individual Walks & Talks – breaking down barriers and building trusted relationships
- Employability Skills including bespoke CV Creation
- Bushcraft
- Navigation Training (NNAS qualification)
- First Aid Training
- Health & Safety Awareness
- Outdoor Art & Creativity
- Photography
- Crop Maintenance and Harvesting
- Beekeeping
- Shelter Building & Fire Making
- Overnight Camping
- Archery
- Individual Positive Destination Support

The young people involved successfully completed

- Duke of Edinburgh Award (bronze)

- First Aid
- Saltire Award
- Perth & Kinross Council Wider Achievement Standard
- National Navigation Award (*equivalent to SCQF Level 4*)
- John Muir Award

We expected to work with 18 young people. We worked with 28 from Perth High School, Perth Academy, PKAVS Young Carers and PKC Scott Street Services for Young people.

The impact has been remarkable. In summary

- Attendance from school groups, excluding genuine illness, has been 100%.
- Massive increase in confidence displayed by all who had been referred for anxiety and/or lack of confidence
- All feel a sense of security within the programme despite taking on new challenges
- All have good positive relationships with the adults and feel supported
- All have a growing sense of achievement
- All have an awareness of good mental health, possessing tools to help positively manage anxiety and stress
- National awards including a Bronze Duke of Edinburgh Award, John Muir Award and Saltire Award have been achieved
- All are better prepared for making the transition into the world of work
- Adults around each young person report significant progress for all participants.

Our work for Perth and Kinross Council through our Service Level Agreement continues to provide strong support for other ASN groups -

- The Letham Open Unit continues to operate with 6 young people working towards their Bronze Award.
- 10 groups with an ASN focus are receiving support from our ASN Lead Development Coordinator, a post funded through our Service Level Agreement.
- Groups being supported over the year included PKAVS Young Carers, Fairview School, Perth ASN Open, Crieff High School, Perth High School, NHS Open, Rathbone, Butterstone New School, Kilgraston School and Letham.
- During this year, some of these groups have faced changes and challenges including Butterstone New School closing, Kilgraston becoming its own Licenced Organisation and NHS Open now feeding into Open ASN group. Perth High School faced a number of staffing changes resulting in the ASN group being put on hold for the year.

- Fairview School, working with young people with highly complex needs, have 20 participants enrolled at Bronze level, with 53 section completions. Meticulous planning is being carried out to support 4 young people embark on their expedition this summer. It is expected that 13 staff will be required to support the group including waking night staff.



- There are 9 in the Open ASN Silver group who want to progress onto Gold. The group had their Expedition in Aviemore and made a great impression on the leaders. The group managed in adverse weather and did amazingly well with their achievements documented in the local newspaper.
- Associated risk assessments, residential opportunities, fund raising and communication with parents and carers ongoing

Our “bread and butter” work that is highly valued by unit leaders and volunteers remains undiminished. This includes

- Support for ASN units
- Provision of expedition equipment (including a recently introduced repair service)
- Provision of subsidised training opportunities including MIDAS, First Aid, NGB leader qualifications
- Provision of minibus, trailer and an all terrain Boma wheelchair
- Prompt and efficient advice and information service
- Support and recruitment of volunteers

We have promoted what we do within the wider community

- Our website has had a complete makeover and is regularly updated
- We have a Facebook page which is updated with events and achievements
- We have a Twitter Account which is monitored daily and articles posted most weeks
- A presentation was made to Perth Rotary Club which led to offers of assistance for our work and an invite to a charity event to promote our work further and funding for Starfish Way.
- We attended Generations Working Together meetings and made contacts there as a volunteer source.

Of course, to undertake this valuable work we need to continue to keep ourselves financially viable and to prove to our partners that we operate efficiently and effectively.

We continue to improved the focus, direction, quality of service and accountability to our partners.

Evidence includes:



- A constant review of the roles and effectiveness of how we deploy our staff.
- Excellent communications are maintained with PKC as we ensure the requirements of our 3 year SLA are met. Our service to them focusses on the support of young people with ASN (additional support needs). This supports one of our key priorities.
- Systems have been put in place to ensure key files are securely stored, shared and backed up and that we meet current legislation.
- Our banking has been simplified and our accounts carefully analysed.
- We have excellent support from the Gannochy Trust who provide us with valuable advice and encouragement.

We have strengthened our financial position.

We continue to be vigilant and utilise our funds to best effect. Funding is "hard won" and has to be used appropriately with maximum impact.

<i>Gannoch Trust Core Funding – Year 1 of 3</i>	<i>£20,000</i>
<i>Gannochy Trust Special Funding (Starfish Way)</i>	<i>£10,000</i>
<i>Roberston Trust (ASN Salaries) – Year 3 of 3</i>	<i>£7,000</i>
<i>Alistair Mair Donation</i>	<i>£500</i>
<i>Forteviot Trust</i>	<i>£1,100</i>
<i>Diamond Fund (Starfish Way)</i>	<i>£6,000</i>
<i>Diamond Fund (Young Carers)</i>	<i>£5,200</i>
<i>Tesco Groundworks (Kit)</i>	<i>£2,475</i>
<i>(PKC SLA 2018/19 (ASN Coordinator Salary) Year 2 of 3</i>	<i>£11,557 – received April 2019)</i>

Other Income generated includes –

<i>PKS Youth Services - Bushcraft Course</i>	<i>£2,854</i>
<i>Charity Shop</i>	<i>£953</i>
<i>Minibus Hire</i>	<i>£2,363</i>
<i>Boma Hire</i>	<i>£158</i>
<i>Kit Hire</i>	<i>£1,172</i>
<i>Meeting Room Hire</i>	<i>£600</i>

We have successfully recruited more volunteers as will be demonstrated in the report from the ASN Lead Officer.

After our 6 week trial of a bespoke Bushcraft course (survival techniques, responsible use of fire, shelter building, outdoor cookery, camouflage and observation, navigation and weather) we designed a Bushcraft course for PKC Youth Services People. Four staff spent a day experiencing elements of this course and were so enthused that 5 young people were identified for a 10 week programme. ***"We had a blast! Really enjoyed the experience but more than that we are really excited at the fantastic***

opportunity we can now introduce to young people we are working with" (Colin Hay, Youth Services Manager). The group included an elective mute who achieved 100% attendance and who by the end of the course had begun to communicate verbally with staff, much to everyone's delight.

Looking ahead

- The Starfish Way moves into Year 2. Exciting and challenging. We must ensure the young people get a great experience and build for future groups.
- Our "Escape and Survival" course proved popular. We need to consider how to proceed.
- Fundraising initiatives must continue apace. Key funders have introduced "breaks" in financial support. We must secure alternative funding to enable us to have secure and regular funding.
- Our website is being completely redesigned by a professional web designer and marketing manager.
- We need to build our volunteer base this year to support our work, this is vital and urgent.
- We need to consider how we can best show our appreciation to the amazing adult volunteers that do so much to support the Award, And then we must do it!

Last year I wrote

"Our staff team is full of energy and are committed to doing the best for our young people and adult volunteers. But it is a small team and there is a limit to what they can achieve.

We need to be active in recruiting more people onto the committee and into volunteer activities. We each have a responsibility to help achieve this. "

This important message stays the same.

For various reason, some staff have moved on over the last 18 months. Their contributions were significant in all manner of ways. Along with Wendy huge progress has been achieved and wonderful things experienced by the young people we have worked with.

Lives of many young people have been transformed.

One young girl, dyslexic, massively lacking in confidence, and very anxious, said this of her time with us

"I feel safe here, it's like a family vibe. I am more confident to speak to the staff here than any other adults."

Her mother is delighted by the positive change in her since she started with Starfish and commented on her confidence and happiness both at school and at home.

We are making a difference.

So thank you to the staff for all the work you have done. Without you, none of these young people would have had the chance to discover their hidden talents and to start believing in their future.

And thank you to all the volunteers who give up their time to make good things happen.

My thanks to each and every person on the Committee. We have gone through some challenging moments as well as uplifting ones! We are a great support to each other and together we help keep our direction sure and true.

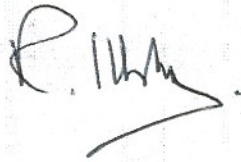
2018/2019 has been a year of making great experiences available to some wonderful young people.

Let's make 2019/2020 the year when we ensure this wonderful work can be sustained for the future. More young people overcoming disadvantage and getting involved, more volunteers being recruited, teamwork thriving, and more experiences for young people to enjoy. And importantly, people in the wider community seeing the value of this work and supporting it now and for the future.

Let's make sure that Darren, pupil "CT" and many more young people feel safe, happy and able to achieve their potential.

Thank you.

Robin Illsley
Association Chair



**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

**Independent Examiner's Report to the Trustees of The Duke of Edinburgh's
Award, Perth & Kinross Association**

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 10 & 11.

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. 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 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 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:
 - 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 Regulationshave not been met,
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Gordon D. Thoms

Professional Qualification: Chartered Accountant

Address: Bell Ingram LLP, Durn, Isla Road, Perth, PH2 7HF.

Date: 12/11/2019

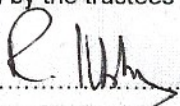
**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019**

	<u>2019</u>	<u>2018</u>
<u>Income</u>		
Donations (note 1)	£24,075	£21,850
Grants (note 2)	31,054	34,307
Receipts from fundraising activities	1,021	-
Bank Interest Received	1	1
Gross receipts from other charitable activities	4,301	2,088
	£60,452	£58,246
<u>Expenditure</u>		
Expenses for fundraising activities	£-	£-
Payments relating directly to charitable activities:		
Wages	£46,712	£23,440
Redundancy Payment	-	6,238
Rent	3,600	3,600
Insurance	2,085	2,604
Fuel & Transport Expenses	1,498	2,760
Heat & Light	1,187	748
Postage, Telephone, & Stationery	1,588	1,260
Equipment Repairs & Renewals	703	237
Professional Fees	1,980	2,119
Miscellaneous Expenses	2,211	2,493
Training Expenses (net)	2,392	1,678
Starfish Way Expenditure	6,780	-
Other Expedition Expenditure	2,132	16,749
	£72,868	£63,926
Purchase of fixed assets	1,899	670
	£74,767	£64,596
<u>Net Surplus/(deficit) for Year</u>	(£14,315)	(£6,350)

STATEMENT OF BALANCES

Opening Bank Balance	£24,471	£30,789
Opening Cash Balance	85	117
	£24,556	£30,906
Surplus/(Deficit) for year	(14,315)	(6,350)
	£10,241	£24,556
Represented by:-		
Closing Bank Balance (See Notes to the Accounts)	£10,124	£24,471
Closing Cash Balance	117	85
	£10,241	£24,556
Assets other than cash on hand and at bank (estimated value)	£11,560	£11,560
Estimated liabilities	£-	£-

Approved by the trustees


 R Illsley, Chairman

**THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION**

**YEAR ENDED 31 MARCH 2019
NOTES TO THE ACCOUNTS**

	<u>2019</u>	<u>2018</u>
1 <u>Donations</u>		
The Gannochy Trust (Core Funding)	£20,000	£20,000
Forteviot Charitable Trust	1,100	1,100
Mr Alastair Mair M.B.E.	500	500
Tesco Groundworks	2,475	0
Gift Aid	0	250
	<u>£24,075</u>	<u>£21,850</u>

In addition to the above, the Gannochy Trust provides office facilities to the Association at a subsidised rate of £3600 per annum as opposed to the market rate of £7500 per annum.

2 <u>Grants</u>		
The Gannochy Trust (Special Funding)	£10,000	£0
Robertson Trust	7,000	7,000
The Diamond Fund (ASN Young Carers Post)	6,000	0
The Diamond Fund (The Award Scheme)	5,200	0
PKC Positive Destinations Training Grant	2,854	0
Guldry Incorporation Training Grant	0	5,000
Perth & Kinross Council SLA (New Start)	0	11,557
ASN & Young Carers Funding	0	9,750
Maria Marina Foundation	0	1,000
	<u>£31,054</u>	<u>£34,307</u>

3 Closing Bank/Cash Balance

The closing bank/cash balance of £10,241 relates to the under-noted funds specifically allocated for anticipated future expenditure:-

Training	£ -	£13,147
New Start Programme	-	4,495
Office Administration	10,241	13,147
Total	<u>£10,241</u>	<u>£13,147</u>

4 Transactions between the charity and any charity trustee

There were no such transactions carried out during the financial year.