

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

CHARITY NO. SC021937

RECEIPTS AND PAYMENT ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

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

04 October 2022

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

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Principles Address

The Award Office
Kincarrathie House Drive
Perth
PH2 7HX

Email

admin@pkdofe.com

Website

www.pkdofe.com

Current Trustees

Alistair Mair MBE, CL (Honorary President) resigned 21 November 2021
Alison Grassick (Honorary Vice-President) resigned 21 November 2021
Robin Illsley (Chairperson)
Dave Sherman (Vice-Chairperson)
David Sands (Treasurer)
Kerry Ramsay (Secretary)
Evelyn Mackie (Committee Member)
Gillian Whytock (Committee Member)
Gavid Lindsay (Committee Member)
Elaine Howie (Committee Member)
Paul Rennie-Smith, (Committee Member)

Recruitment and Appointment of Trustees

Membership elects an Executive Committee.

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CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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.

And in particular (but without prejudice to the generality of this object) :

- i) to assist young people to participate in the scheme;
- ii) to establish a group of users to co-ordinate the delivery of the Scheme at local level;
- iii) to promote the Scheme locally, by recruiting adults, helping to establish Open Award Centres and use the media;
- iv) to pool resources of leadership, equipment and facilities;
- v) to help participants who have started the Scheme under one Operating Authority to link up with other agency to complete the Award;
- vi) to help independent participants not attached to particular Award Units;
- vii) to arrange Award Presentations in consultation with the Operating Authority;
- viii) to train new leaders and volunteers;
- ix) to maintain contact with Award Holders;
- x) to monitor standards to ensure a degree of uniformity;
- xi) to share good practice to improve standards.

Trustee Remuneration and Expenses

There were no Trustees remunerated during this year.

Reserves

Level of reserves are £167,544 to cover liabilities should the organisation fold plus amounts designated for key projects and equipment. Our ambition is to increase these to 3-6 months in line with good practice.

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PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Chairman's Introduction

I am delighted to present our Annual Impact Report for 2021 – 2022

"I didn't think I cud do it but I can".

These are the words of a 12 year old girl who had just completed a series of outdoor challenges and I had asked her how she felt at the end of the 5 day course. Her words have been with me for 22 years now and are a constant reminder of the power of the outdoors, of nurture, of encouragement, and of appropriate challenge.

Self - doubt and fear can affect anyone, at any age, so the words of that young girl resonate as strongly now as they did then.

People need support and encouragement from each other at challenging times in their lives which has made the last three years of lockdowns and restrictions so very difficult to navigate.

And so when we were able to meet our young people face to face, and re commence work with them last August, it was most certainly a time to celebrate.

And what a year of fun, achievement and celebration it has been.

Prince Edward visited us to celebrate our 30th birthday and visit our work at Megginch Castle. He must have been inspired by the young people who demonstrated confidence and unbounded enthusiasm for their experiences within the Award programme.

Our Gold group completed their expedition and residentials in spectacular fashion and featured on the BBC. Their smiles were the biggest you could possible imagine.

Our Starfish Way groups attended Megginch every week showing confidence, commitment and enthusiasm galore.

Distance Learning Hub users continued to grow with participants from N Africa, France, and Australia. And young folk we had kept contact with during lockdown came back to reconnect and complete their challenges. We had missed them and there was no doubt they had missed us too.

It has also been a year tinged with some sadness. Two stalwarts of the Association – Alison Grassick and Alistair Mair, retired after many years of devoted service. We wish them and their families well. But we have also welcomed our first ever Director – Julie Hogg-Weld. We wish Julie every success as she helps us build our capacity to reach out to even more young people.

In my last report I wrote about the importance of "smiling eyes". It has been good to see them again – from the young people, their parents and carers, our partners, our staff, our volunteers, our Trustees.

Together we learn together, support one another, encourage one another, and make a positive difference to the lives of others. We aim to help young people feel achievement, hope and belief. Speaking to them, watching them grow and develop, seeing them move onto College and jobs, is inspirational.

Thanks to everybody for making this happen. Particularly to our young people. You are awesome.

Robin Illsley

(Chair)

THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

'My son has multiple support needs and was a non-attender at school. Even when offered a place at a specialist provision, he quickly gave up. Then Liam started Starfish Way. He worked on a one to one basis in a safe environment, at a pace and level he could manage. We watched his confidence grow week on week, in his body language, attitude and happiness. It is the only day he gets himself up and dressed and is waiting at the door to go to Megginch! It may not sound like much, but to us it is a miracle. The staff encourage and inspire him and have given him, for the first time, belief in himself. He is hoping to join a group Megginch, which would have been unthinkable this time last year.

Starfish Way and their incredible team are a true blessing to our family and has given Liam - and us - hope for the future'. Mother of Starfish Way Participant 22/23

Supported by our dedicated team of staff and volunteers, The Duke of Edinburgh's Award Perth & Kinross Association has been working to help young people and volunteers participate in the Award over the last 30 years.

We offer support in the recruitment and training of volunteers that run Duke of Edinburgh groups, assist with relevant qualifications and expedition advice and give information to participants, parents, carers, volunteers and other interested parties. We work collaboratively with many other support organisations throughout Scotland and act as a link to our participants and volunteers for new and relevant services.

Providing access to equipment, expedition kit and clothing, our minibus and BOMA motorised off-road wheelchair to individuals and groups maximises the participant opportunities of all young people. Available to other community groups and not for profit organisations, we share these resources across Perth and Kinross and beyond. It is our aim to remove any barriers to participation to enable all young people – and volunteers and staff – to participate in the Award regardless of ability, financial constraints or self belief.

We also provide specialist advice and practice support to young with a range of additional support needs (ASN), some with very complex multiple support needs. Such challenges can include neglect, abuse, learning difficulties, poor mental health, physical disabilities, trauma, anxiety, social isolation and chronic lack of confidence and self belief. With our high staff to participant ratios on which our success is based, we focus on building strong and trusted relationships. Only when a feeling of safety is achieved can the exploration of abilities and the unlocking of potential begin. Over 5 years ago, we launched The Starfish Way to encourage more young people with additional support needs take part in the Duke of Edinburgh's Award. Based at the Megginch Castle Estate, we work in close partnership with the Drummond-Herdman family in the most stunning, therapeutic environment. This provides a safe nurturing space to provide wonderful opportunities for the young people to achieve, thrive, feel secure, grow and build confidence and hope and heal after trauma.

With our high staff to participant ratios on which our success is based, we focus on building strong and trusted relationships. Only when a feeling of safety is achieved can the exploration of abilities and the unlocking of potential begin.

Our original Starfish Way model was designed around a year-long programme of activities during which young people would achieve not only a Duke of Edinburgh's Award but also a John Muir Environmental Awards, a Saltire Volunteering Award, and a National Navigation Award, First Aid certificate and Perth & Kinross Higher Achievement Standard. As word spread about the success and life changing effects of our programme, we were approached by other organisation to take part – collaborative partnerships have grown and grown, for example

- Gannochy Trust
- Lottery Improving Lives
- Garfield Weston Foundation

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

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

- Forteviot Trust
- Perth & Kinross Mental Health & Wellbeing Fund
- Corra Foundation
- The Guildry Incorporation of the City of Perth
- Stafford Trust
- Skipton Charitable Foundation
- Perth City Boys Club
- Perth Rotary Club
- Duke of Edinburgh Award, Scotland and Nationally
- Perth and Kinross Council Youth Services
- Perth and Kinross Council Edge of Care Team
- Perth and Kinross Council Social Work Department
- Perth and Kinross Council Health & Social Care Partnership
- Perth and Kinross Council Parenting and Family Learning Team
- GPs and Health Centres – Social Prescribing
- Perth and Kinross Secondary Schools ASN and High Nurture Units
- Moore House Academy (Specialist Day and Residential Care and Education, including Therapeutic Support for Young People)
- Perth College (Additional Support Needs groups)
- Balnacraig School (for Attachment and Developmental Trauma)
- Perth & Kinross Minority Communities Hub
- Perth & Kinross Food Bank
- PKAVS (Perth & Kinross Association of Voluntary Service)
- Generations Working Together
- Perth Autism
- Breathe Project (Youth Mental Health)
- Perth ADHD group
- YMCA
- Alyth Youth Group
- The Salvation Army
- Men & Children Matter Charity
- Megginch Castle Estate
- Dupplin Estate
- Jim Thompson Green Woodworking
- Comrie Development Trust
- Aberdalgie & Forteviot Community Group
- Dobbies, Linden & Glendoick Garden Centres
- John Muir Trust
- Saltire Award Scotland
- National Navigational Award Scheme
- National Trust for Scotland
- Scottish National Heritage
- Willowgate Activity Centre
- Carse of Gowrie Continuing Education Group

Tailoring provision to the specific requirements of each group, we now offer bespoke programmes of activity for schools and youth and community groups including mental health support, employability, confidence building and one to one support.

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

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

**Our Mental Health Support, Outdoor Activities
& Award Opportunities**

Our holistic approach is an integral part of Starfish Way and our wide range of Mental Health support includes -

- 1:1 Walks & Talks – breaking down barriers and building trusted relationships
- Trauma, Stress & Anxiety Management
- Forest Bathing
- Meditation, including our Walking Meditation Labyrinth
- Positive Mindset and Relaxation
- Therapeutic Reiki
- Mindfulness & Gratitude practices
- Yoga, Tai Chi and Breathing practices
- Understanding, Blending and Using Essential Oils
- Self Assertiveness
- Body Scanning
- Tapping Method
- Sleep Management
- Lifelong Positive Mental Health Management
- Promotion of Physical Activity as part of regular routine and its positive impact on Mental Wellbeing

Young People lead on and are shaping our activities which are continually being added to and currently include –

- Paddle Boarding
- Archery
- Canoeing
- Climbing Wall
- Golf
- Ice Skating
- Outdoor Cookery
- Bushcraft
- Shelter Building & Fire Making
- Beekeeping, Honey Processing and Candle Making
- Outdoor Art & Creativity
- Soap Making
- Photography
- Expedition & Overnight Camping

THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

- Garden Planning & Design & Planting
- Green Woodworking
- Hard Landscaping
- Crop Maintenance and Harvesting
- Outdoor Structure Building (garden furniture, outdoor oven, wildlife pond, etc)
- Dry-Stane Dyking
- Willow Weaving
- Seasonal Wreath Making
- Geocache
- Navigation Training
- Business Planning & Marketing
- Health & Safety Awareness

Opportunities to Achieve

- Duke of Edinburgh Award - Bronze, Silver & Gold
- John Muir (Environmental) Award,
- Saltire (Volunteering) Award
- National Navigational Bronze Award
- First Aid Certificate
- Perth & Kinross Higher Achievement Standard

Employability Support

- Individual Positive Destination Support
- Identifying Long and Short Term Career Goals
- Employability Skills
- Employer/Employee Expectations
- CV Creation
- Job Searching - How, Where and the Hidden Job Market
- Job Applications
- Interview Preparation, Techniques and Presentation
- Work Experience and Work Placements
- Further Education
- Apprenticeship Opportunities
- 1:1 Intergenerational Mentors
- In Work Support

Covid-19 Recovery – ***Building Even Better***

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PERTH & KINROSS ASSOCIATION**

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

When we could no longer provide face to face support due to covid-19, we quickly adjusted our way of working with our groups and Starfish Way participants to ensure all were supported, motivated, and helped to continue with their Award. We were able to bring some continuity and ongoing learning as well as contact with others during this challenging period for young people. Our response was the setting up of a pioneering Distance Learning Hub, <https://pkdofe.com/distancelearning-hub/>, a provision of online activities (to complete Expedition preparation and Skill, Physical and Volunteering Sections), mentoring would lead to a hugely positive response and a new way of reaching even more young people. Its free to all young people 24/7 and we provide additional on-line support and equipment to ensure digital inclusion.

Two years plus on, our challenge has clearly turned into an opportunity and continues to grow and grow. Our sheer determination to be there for young people, to support and encourage them and to provide fulfilling activities became a real lifeline for many and continues to help young people especially with understanding and managing trauma, anxiety and stress.

Our Distance Learning Hub is helping young people across Britain and as far afield as Africa and the success of this new pioneering resource and method of participation continues to grow and will remain a vital part of our provision in the longer term.

Our Distance Learning Hub

Its free to young people and their families (of all shapes and sizes), that would support those disadvantaged throughout the covid crisis and afterwards. This we continue to achieve and provide. The Hub delivers online and remote recreational, vocational, and wellbeing activities, reduce isolation, and increase achievement and self-esteem. Responding to what young people said they needed and they have been involved in shaping content, topics to ensure that they are relevant to their lives and well targeted as young people's needs change as the world changes yet again.

Alongside these quality online activities, resources continue to be provided such as weekly mentor support for young people needing an increased level of support and encouragement and digital equipment to ensure disadvantage and poverty was not a barrier – ensuring we are accessible to all.

During the pandemic and now, it has been vitally important to that we ensured we were *Getting it Right for Every Child*, and focussing on Scotland's Wellbeing Priorities, such as, ensuring that young people are "well educated, skilled and able to contribute to society", "we are healthy and active", and "we grow up loved, safe and respected so that we realise our full potential". We will ensure we are fully engaged in "The Promise", supporting more young carers, and actively promoting our offer to young people arriving from Ukraine and their families so we can help them integrate, provide help with trauma, and hopefully help them to start to heal and hope.

So far we have created over 45 online courses lasting a minimum of 12 weeks each. These provide a significant variety of choice of subject matter and provide a progression of challenge. They are free for anyone to use of all ages and abilities. Volunteers have assisted in starting to adapt modules into audio file for people with visual impairment. We will continue and grow this work.

See our online activities on Our Distance Learning Hub at
<https://pkdofe.com/distance-learning-hub/>

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

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

Last year's annual report said we will

"Expand our infrastructure further and improve our storage for equipment."

We have

- installed a new shed at Megginch with a ramp and extra wide doors
- built new shelving for our second store room at our Offices at the Kincarrathie House Drive
- negotiated a 3 year lease for a multi purpose hut at Cultybraggan
- purchased paddleboarding kit for 10 people
- researched and produced a full purchase list of essential equipment for our hut at Cultybraggan

"Build and implement a programme for recruiting, training and retaining volunteers"

We have

- expanded our volunteer team at Megginch to include adults and young people
- recruited new volunteers to assist with stores and outdoor learning
- ensured appropriate induction, training and ongoing support for our volunteers
- a designated member of staff who has responsibility for volunteers

"Reach out to even more groups and individuals and increase the numbers of those with ASN that we support"

We have

- supported over 100 young people with ASN through directly working with them over the last 12 months
- taken referrals from new groups/agencies including "The Reach Project"(PKC), Perth Autism/PKC and the "Employability Project", the Children and Disability Team (PKC), the Parenting and family Learning Team (PKC), NAVIGATE, Social Work Transition Team, Moorhouse Academy, Ochil Tower School.
- re established work with young people from PKAVS Young Carers
- We have established support for the Polish Scout Group and are bringing them under our "umbrella"
- gained 61 registered users of our DL Hub in the first three months of 2022
- agreed and signed a service specification with "Perth Health and Social Care Partnership"(PKC)

"Expand Activities on the Distance Learning Hub and include formats to improve accessibility for those with a visual impairment and for whom English is not their first language"

THE DUKE OF EDINBURGH'S AWARD
PERTH & KINROSS ASSOCIATION

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

We have

- 45 complete sets of modules, a minimum of 12 modules per set, covering all sections of the Award
- Written new modules including Film Making, the Happiness Project, Mindfulness, Meditation and Yoga, Film Making, Gardening, Yoga, Mindful Gardening
- New sets currently being written include Swimming, Running, Health Care for Dogs, the Association "Bake Off"
- Audio formats have been produced and uploaded for the cookery modules
- Promoted our DL Hub better through improved use of social media, our website and "witness accounts"

"Review our Strategic Plan and formalize our new 5 year plan"

We have

- written and agreed our "blueprint"
- completed a SWOT analysis
- completed a draft strategy document
- completed a draft strategic plan 2021 – 2026

"Devise and implement a revised marketing Plan"

We have

- approved a comprehensive and high quality plan produced by Elaine Howie
- have appointed a member of staff (6 hours) to assist with marketing using Digital communications

"Plan for sustainability and seek ways to generate further income"

We have

- Appointed our first ever Director to lead us on our next journey with effect from April 5th 2022
- Generated income of 200k for the first time
- Generated income through contractual work
- Supported staff to attend a series of workshops led by the Gannochy Trusts Grants Plus Programme on 'Planning for Sustainability' and 'Funding & Income Generation'

"Retained existing partnerships and Built new ones"

- Strengthened and consolidated partnerships with the Gannochy Trust, Robertson Trust, PKC, Megginch Castle Estate, PKAVS
- Developed new partnerships including Comrie Heritage Trust, Perth Social Care and Health Partnership, the Parenting and Family Learning Team (see previous list above).

Our work is dependent on good partnerships and people that are committed to our work.

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

CHARITY NO. SC021937

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

I'd like to take the opportunity to thank

Prince Edward for visiting us and giving us support and encouragement

Lady Catherine Drummond Herdman for her continuing support and letting us use parts of her wonderful estate

Our volunteers for the vital contributions they make in the gardens, in the countryside, with the young people and with us

Our amazing staff team who show all the values we are committed to in their daily work. Their energy, belief in young people, compassion, team spirit, imagination and desire to do the best they can is what makes our team so special.

Our Trustees, for having the ambition and courage to step onto this incredible journey, to support and encourage each other through ideas, questioning and practical support. Without you, none of this would be happening.

The trusted partners who have stood with us over these last 30 years – the Gannochy Trust, the Robertson Trust and PKC in particular.

Mr Alistair Mair who retired as Honorary President in November 2021 and who has and continues to support and encourage us in all manner of ways. Also, Alison Grassick (Honorary Vice-President) retired at the same time and we thank her for her first class support.

And, of course, the amazing young people. They give us so much. They inspire us. They humble us. They make what we do worthwhile.

So to our future – in 2022-2023 we aim to

- Complete our 5 year strategic plan and deliver year one operationally
- Continue to generate income and increase our capacity to consolidate and expand
- Expand the numbers of our volunteers and mentors
- Develop Cultybraggan as a centre for residential experiences for those with ASN
- Market and sell our story to a much wider, and targeted, audience
- Develop our Distance Learning Hub so it is the “go to” resource for those seeking assistance with their sectional challenges
- Improve our reporting so that the impact we make is clear, powerful and easily communicated
- Ensure our learning experiences are of the highest quality and fitted to the needs of the young people
- Ensure our communication and dialogue with referring groups is the best it can be
- Reach out to ever greater numbers of young people as our capacity permits

If we do this, we will be helping change the lives of many more young people, and their families, for the better. Young people will have our help in breaking down the barriers preventing them from believing in themselves and what the future holds.

At the beginning they will think they can't do it but we know they can.

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 2022 which are set out on pages 13 & 14.

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, or
- 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: 06/10/2022

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

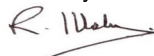
**RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

	<u>2022</u>	<u>2021</u>
<u>Income</u>		
Donations (note 1)	£2,601	£2,400
Grants (note 2)	160,032	116,764
Income	15,416	5,217
Receipts from fundraising activities	0	0
Bank Interest Received	0	0
Other Income	2,278	0
Gross receipts from other charitable activities	0	0
	<u>£180,327</u>	<u>£124,381</u>
<u>Expenditure</u>		
Expenses for fundraising activities	£-	£-
Payments relating directly to charitable activities:		
Wages & Pension Payments	£59,978	£46,808
Rent	3,600	3,600
Insurance	2,118	2,165
Fuel & Transport Expenses	1,696	39
Heat & Light	554	634
Postage, Telephone, & Stationery	1,424	1,735
Computer Expenses	1,475	135
Equipment Repairs & Renewals	538	724
Professional Fees	1,122	6,734
Advertising	1,732	0
Miscellaneous Expenses	2,651	1,141
Training Expenses	3,082	973
Distance Learning HUB Website Creation	3,529	5,764
Distance Learning HUB Expenses	3,114	10,413
Starfish Way Expenditure	22,776	3,272
	<u>£109,389</u>	<u>£84,137</u>
Purchase of fixed assets	1,335	1,259
	<u>£110,724</u>	<u>£85,396</u>
<u>Net Surplus/(deficit) for Year</u>	<u>£69,603</u>	<u>£38,985</u>

STATEMENT OF BALANCES

Opening Bank Balance	£97,909	£58,924
Opening Cash Balance	32	32
	<u>£97,941</u>	<u>£58,956</u>
Surplus/(Deficit) for year	69,603	38,985
	<u>£167,544</u>	<u>£97,941</u>
Represented by:-		
Closing Bank Balance (See Notes to the Accounts)	£167,512	£97,909
Closing Cash Balance	32	32
	<u>£167,544</u>	<u>£97,941</u>
Assets other than cash on hand and at bank (estimated value)	£12,335	£11,000
Estimated amounts receivable	£4,243	£0
Estimated liabilities	£1,188	£950

Approved by the trustees



R Illsley, Chairman

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

**YEAR ENDED 31 MARCH 2022
NOTES TO THE ACCOUNTS**

	<u>2022</u>	<u>2021</u>
1		
<u>Donations</u>		
Forteviot Charitable Trust	£0	£1,100
Mr Alastair Mair M.B.E.	0	500
Perth City Boys	800	800
Arnold Clark	1,000	0
Gift Aid	251	0
Amazon Smile	13	0
DL HUB	427	0
Office desk donation	100	0
Teas/Coffee Donations	10	0
	<u>£2,601</u>	<u>£2,400</u>

In addition to the above, the Gannochy Trust provides office facilities to the Association at a subsidised rate of £3,600 per annum as opposed to the market rate of £7,500 per annum.

2		
<u>Grants</u>		
The Gannochy Trust (Core Funding)	£40,000	£20,000
Stafford Trust	0	5,000
Lottery Fund	20,010	36,810
The Gannochy Trust (Covid 19 Recovery & Renewal Fund)	0	15,000
CORRA Foundation	0	13,300
Perth & Kinross Funding 2020/21	0	11,577
Perth & Kinross Funding 2021/22	0	11,577
Perth & Kinross Upskilling Fund	3,822	0
Perth & Kinross Development Worker Salary	15,000	0
The Robertson Trust	25,000	0
First Por Ltd - Adapt & Thrive	47,000	0
Youth Link Scotland	5,000	0
Forteviot Trust	1,200	0
YMCA Tayside	3,000	3,500
	<u>£160,032</u>	<u>£116,764</u>

3		
<u>Other Income</u>		
Minibus, Boma & Equipment hire	£2,252	£0
Cashback - Virgin Money	26	0
	<u>£2,278</u>	<u>£0</u>

4		
<u>Closing Bank/Cash Balance</u>		
The closing bank/cash balance of £167,544.04 relates to the under-noted funds specifically allocated for anticipated future expenditure:-		
Office Administration	£10,000	£10,000
ASN/Starfish	97,544	30,000
DL Hub	60,000	57,941
Total	<u>£167,544</u>	<u>£97,941</u>

5	
<u>Transactions between the charity and any charity trustee</u>	
The only transaction between the charity and trustee during the year was £120 paid to Elaine Howie for mileage.	