

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

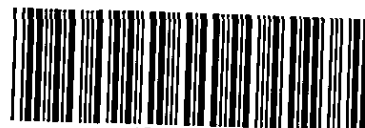
**REPORT AND ACCOUNTS  
For the year ended 31 March 2009**

**Company No. SC184821**

**Charity No. SCO 27771**

**Johnston Smillie Ltd  
Chartered Accountants  
22 Craigmount Avenue  
Edinburgh  
EH12 8HQ**

THURSDAY



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**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

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**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Company number:** SC184821

**Charity registration number:** SCO 27771

**Registered office and operational address:**

Room 7  
New Parliament House  
5 – 7 Regent Road  
Edinburgh  
EH7 5BL

**Directors**

The following persons served as directors during the year:

Robert Hope (Chairperson)  
Norman Hall (Resigned 07/01/2009)  
William Watt  
James Shedden  
Charles Black  
Gail Cousins  
John MacGregor (Appointed 07/01/09)

For the purposes of charity law the directors of the company are also charity trustees.

**Company secretary:**

William Watt

**Reporting accountants:**

Johnston Smillie Ltd  
Chartered Accountants  
22 Craigmount Avenue  
Edinburgh  
EH12 8HQ

**Bankers:**

Bank of Scotland  
52 Shandwick Place  
Edinburgh  
EH2 4SB

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**REPORT OF THE DIRECTORS**

The directors have pleasure in submitting their report and accounts for the year ended 31 March 2009.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The organisation is a company limited by guarantee and a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Companies Act 1985. The directors of the company are also charity trustees for the purposes of charity law. Under the company's Articles, the directors are elected to serve for a maximum period of three years, after which they can offer themselves for re-election. Members and the directors are entitled to elect new directors, up to a maximum of 8. The directors who served during the year are set out on page 1.

**OBJECTIVES AND ACTIVITIES**

The objects of the charity are to advance the mental, physical and spiritual welfare of young people in the City of Edinburgh and the Lothians by the provision of facilities for recreation and other leisure-time occupations in the interests of social welfare and furthermore by promoting the scheme of awards as established by the Duke of Edinburgh's Award.

**REVIEW OF ACTIVITIES, ACHIEVEMENTS AND PERFORMANCE**

The year to 31 March 2009 finds our company at a time of change. We have enjoyed a period of prosperity which has allowed us to deliver on our goals and in many instances exceed delivery of individual project targets. May 2009 will see the end of a number of significant 3 year funding streams which supported development work in Edinburgh. This coincides with the end of our rolling business plan 'Award Inclusive'. This plan delivered concentrated development of D of E delivery in the city with an exit strategy which involved evaluation and forward planning. We are delighted with our achievements throughout 'Award Inclusive' which have been recognised in the recent HMIe review of the D of E in Scotland.

This period of review has now been completed and we are moving forward with a reduced staff team to deliver our new business plan 'Supporting Transitions'. This plan builds on our previous success through continuing to support D of E delivery in Edinburgh. In addition, the plan provides for the development of an enterprise strategy designed to extend the reach of our work to other areas of Scotland and to generate income through commissioning.

During the year we have retained contact with both East Lothian and Midlothian Councils. We would be happy to provide further support in either Council area.

Total income has decreased to £162,240 (2008: £215,324) while resources expended have also decreased to £179,494 (2008: £205,411) resulting in a net decrease in funds of £17,254.

The main expense was staff costs which fell slightly from £142,883 to £142,528.

We are delighted to report that a wide range of funding bodies are still supporting our work, with monies in our account to cover many of our project areas. This provides us with what appears to be a healthy bank balance, however it must be noted that most of this has been provided for specific projects which are ongoing. We continue to seek funding to cover running costs and project work as the need arises.

**Friends of the Award in Edinburgh & the Lothians  
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**POLICY ON RESERVES**

The Board has a strategy for holding funds in reserve which was advised as good business practice to cover unforeseen costs or necessary redundancy. This has been set as a designated fund of £15,000.

Total reserves held by the charity is £45,384; it is the objective of the charity to maintain sufficient reserves in order to ensure that day to day operations can continue and that liabilities can be met. The charity holds £3,823 of unrestricted funds, £15,000 designated funds and £26,561 of restricted funds.

**PRINCIPAL RISKS AND UNCERTAINTIES**

Friends of the Award in Edinburgh & the Lothians receive both restricted and unrestricted grants and hold £26,561 of restricted funds at the year end; therefore they are exposed to risk relating to the correct use of restricted income. The directors are careful to ensure that the restricted income is used correctly in order to negate this risk and perform sufficient risk assessments to negate any other significant risk. It is the policy to review risk on an annual basis.

**RESPONSIBILITIES OF THE DIRECTORS**

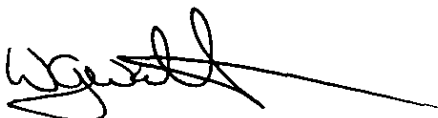
Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the directors should follow best practice and;

- ♦ select suitable accounting policies and then apply them consistently;
- ♦ make judgements and estimates that are reasonable and prudent; and
- ♦ prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Memorandum and Articles of Association of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (Revised 2005) and with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the directors on  2009 and signed on their behalf by:



WG Watt

Secretary

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE FRIENDS OF THE  
AWARD IN EDINBURGH AND THE LOTHIAN**

I report on the accounts of the charity for the year ended 31 March 2009 which are set out on pages 5 to 14.

**Respective Responsibilities of Directors and Examiner**

The Directors 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 Directors consider that the audit requirement of regulation 10(1) (a) to (c) 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 8 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.



**I Allan Sim BSc CA  
Johnston Smillie Ltd  
Chartered Accountants  
22 Craigmount Avenue  
Edinburgh**

Date ..... 7/10/09 .....

Relevant professional body: The Institute of Chartered Accountants of Scotland

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES  
INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
For the year ended 31 March 2009**

	Notes	General Fund £	Restricted Funds £	2009 Total Funds £	2008 Total Funds £
<b>Incoming Resources:</b>					
Incoming resources from generated funds:					
- Voluntary income	3	-	146,815	146,815	180,928
- Activities for generating funds		-	-	-	1,491
- Investment income (Bank Interest)		2,419	-	2,419	6,767
Incoming resources from charitable activities	4	13,006	-	13,006	20,065
Other incoming resources					6,073
<b>Total Incoming Resources</b>		<b>15,425</b>	<b>146,815</b>	<b>162,240</b>	<b>215,324</b>
<b>Resources Expended:</b>					
Costs of generating funds					
- Costs of generating voluntary income					
Charitable activities:					
- Office costs		7,679	6,958	14,637	29,828
- Expedition costs		2,276	32,617	34,893	33,719
- Projects costs		1,825	122,058	123,883	133,499
- Training costs		-	579	579	4,082
Governance costs		5,502	-	5,502	4,283
<b>Total Resources Expended</b>		<b>17,282</b>	<b>162,212</b>	<b>179,494</b>	<b>205,411</b>
<b>Net Movement in Funds</b>		<b>(1,857)</b>	<b>(15,397)</b>	<b>(17,254)</b>	<b>9,913</b>
<b>Reconciliation of Funds</b>					
Balance at 1 April 2008		20,680	41,958	62,638	52,725
<b>Total funds carried forward</b>		<b>18,823</b>	<b>26,561</b>	<b>45,384</b>	<b>62,638</b>

The notes on pages 7 to 14 form part of these accounts.

**Friends of the Award in Edinburgh & the Lothians**  
**(Limited by Guarantee)**  
**BALANCE SHEET**  
**As at 31 March 2009**

	Notes	2009 £	2008 £
<b>Fixed Assets:</b>			
Tangible assets	7	<u>1,448</u>	<u>3,622</u>
<b>Current Assets:</b>			
Debtors		7,086	-
Cash at bank and in hand		<u>40,630</u>	<u>109,862</u>
		47,716	109,862
<b>Creditors:</b>			
Amounts falling due within one year	8	<u>(3,780)</u>	<u>(50,846)</u>
Net Current Assets		<u>43,936</u>	<u>59,016</u>
Total Assets less current liabilities		<u>45,384</u>	<u>62,638</u>
<b>Creditors:</b>			
Amounts falling due after one year	8	<u>-</u>	<u>-</u>
Net Assets	10	<u>45,384</u>	<u>62,638</u>
<b>Capital and Reserves</b>			
Unrestricted Funds	11	3,823	5,680
Designated Funds	11	15,000	15,000
Restricted Funds	11	<u>26,561</u>	<u>41,958</u>
<b>Total Charitable Funds</b>		<u>45,384</u>	<u>62,638</u>

The notes on pages 7 to 14 form part of these accounts.

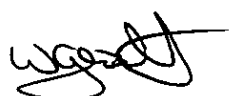
In preparing these financial statements:

- a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985;
- b) No notice has been deposited under Section 249B(2) of the Companies Act 1985; and
- c) The directors acknowledge their responsibilities for;
  - (i) ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985, and
  - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of this Act relating to the accounts so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board for issue on 3 October 2009

WG Watt  
Director



Company No: SC 184821



**Friends of the Award in Edinburgh & the Lothians**  
**(Limited by Guarantee)**  
**NOTES TO THE ACCOUNTS**  
**For the Year Ended 31 March 2009**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The accounts are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Companies Act 1985 and the Statement of Recommended Practice – Accounting and Reporting by Charities (revised 2005).

**Tangible Fixed Assets**

The company's policy is to capitalise all fixed assets of a value greater than £100.

**Depreciation**

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Plant & Machinery	-	33.3% Straight Line
Computer Equipment	-	33.3% Straight Line

**Funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without specified purpose and are available as general funds. The Trustees have decided to set up a designated contingency fund that will allow for necessary expenses to be paid if the Charity faces a period of hardship.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

**Income**

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate. Grants for the purchase of fixed assets are treated as deferred income, and released to the Income and Expenditure account as the relevant assets are written off. Donations and legacies are credited to income upon receipt.

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (cont'd)  
For the Year Ended 31 March 2009**

**1. ACCOUNTING POLICIES (CONT'D)**

**Resources expended**

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Costs are allocated dependent on the activity categories of the resources expended. The support costs of overall direction and administration, comprising the salary and overhead costs of the central function are apportioned on an appropriate basis e.g. staff time, as set out in note 5.

- **Charitable activities**

Costs of charitable activities include all expenditure for the running of the organisation including expedition costs and costs of running the various projects undertaken by the organisation. Staff costs are allocated as appropriate as shown in note 5.

- **Governance costs**

Governance costs comprise all costs associated with the governance arrangements of the charity which relate to the general running of the charity. Included within this category are any costs associated with the strategic as opposed to day to day management of the charity's activities.

**Pensions**

Amounts are paid in to a defined contribution Stakeholder Pension Scheme. The pension cost charge represents contributions paid or payable by the company.

**2. TRUSTEES' REMUNERATION**

During the period expenses, amounting to £576 (2008: £1,173) were reimbursed to 2 of the Trustees (2007: 1 Trustee). These were for board expenses.

No Trustees received any remuneration during the year.

**Friends of the Award in Edinburgh & the Lothians**  
**(Limited by Guarantee)**  
**NOTES TO THE ACCOUNTS (cont'd)**  
**For the Year Ended 31 March 2009**

**3. VOLUNTARY INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2009 £</b>	<b>Total 2008 £</b>
Grants:				
Big Lottery Fund	-	56,622	56,622	55,649
Hendrie Trust	-	40,000	40,000	90,000
Tulip Trust	-	5,000	5,000	-
Lloyds TSB	-	8,000	8,000	17,500
Project Scotland	-	1,965	1,965	2,655
Duke of Edinburgh	-	-	-	1,000
Youthlink Scotland	-	-	-	3,722
Scottish Community Foundation	-	4,700	4,700	-
HBOS Foundation	-	6,541	6,541	-
Jubilee Fund	-	400	400	-
Active Futures	-	23,587	23,587	5,174
Local Initiative Fund	-	-	-	5,000
Other Grants	-	-	-	228
<b>Total Voluntary Income</b>	<b>-</b>	<b>146,815</b>	<b>146,815</b>	<b>180,928</b>

The Trustees would like to thank all the members and supporters who have contributed their time and effort to raising money for the Trust.

**4. INCOME FROM CHARITABLE ACTIVITIES**

	<b>2009 £</b>	<b>2008 £</b>
<b>Incoming Resources</b>		
CEC	5,783	10,880
Duke of Edinburgh Award	208	-
Membership fees	108	1,981
Kit hire	4,005	2,219
Schools contribution to Hendrie Project	2,901	4,985
Other income	1	-
<b>Total incoming resources</b>	<b>13,006</b>	<b>20,065</b>

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (cont'd)**

**For the Year Ended 31 March 2009**

**5. TOTAL RESOURCES EXPENDED**

	Fundraising Trading £	Office costs £	Expedition costs £	Projects £	Training £	Governance £	Total 2009 £	Total 2008 £
Project work, includes project work in schools	-	-	-	16,290	-	-	16,290	18,549
Expenses	-	-	1,089	-	-	-	2,090	5,753
Staff Costs (Note 6)	-	9,181	27,846	105,501	-	1,001	142,528	142,883
Other Costs	-	447	-	-	-	-	447	2,443
Honorariums	-	-	-	-	-	-	-	343
Annual report costs	-	-	-	-	-	2,310	2,310	2,180
Course Costs	-	-	-	-	-	-	-	2,795
Insurance	-	977	-	-	-	-	977	959
Travel expenses	-	-	-	-	-	-	-	4,047
Room Hire	-	-	-	-	-	-	-	820
Staff training costs	-	-	1,413	-	579	-	1,992	925
Computer expenses	-	874	-	-	-	-	874	3,451
Advertising	-	1,595	-	-	-	-	1,595	500
Subscriptions	-	410	-	-	-	-	410	445
Accountancy Fees	-	-	-	-	-	2,191	2,191	2,103
Depreciation	-	1,153	2,276	-	-	-	3,429	9,947
Lloyds TSB grant to SEAOG and EAGLE	-	-	-	-	-	-	-	1,500
Project Scotland	-	-	-	2,092	-	-	2,092	3,414
Kit	-	-	2,269	-	-	-	2,269	2,354
<b>Total</b>	-	<b>14,637</b>	<b>34,893</b>	<b>123,883</b>	<b>579</b>	<b>5,502</b>	<b>179,494</b>	<b>205,411</b>

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)  
NOTES TO THE ACCOUNTS (cont'd)  
For the Year Ended 31 March 2009**

**6. STAFF COSTS AND NUMBERS**

	2009 £	2008 £
Salaries and Wages	128,279	127,561
Social Security Costs	11,259	10,569
Pension Contributions	2,990	4,753
	<u>142,528</u>	<u>142,883</u>

The average number of employees during the year was:

	2009	2008
Employees on payroll	7	7

There are no employees with emoluments above £60,000.

**Pension Costs**

Amounts are paid in to a defined contribution Stakeholder Pension Scheme. The pension cost charge represents contributions paid or payable by the company.

**Volunteers**

During the year a number of volunteers contributed a many hours in carrying out a variety of administrative and support tasks. If the work carried out by these volunteers had been undertaken by employees paid at the minimum wage, the cost to the Trust would have been material. The Trustees would like to recognise the vital contribution made by the volunteers to the smooth running of the Trust and thank them for their hard work.

**7. TANGIBLE FIXED ASSETS**

	Equipment, fixtures & fittings £
<b>Cost</b>	
At 1 April 2008	29,842
Additions during the year	1,255
Disposals during the year	-
At 31 March 2009	<u>31,097</u>
<b>Depreciation</b>	
At 1 April 2008	26,220
Charge for the year	3,429
Depreciation eliminated on disposal	-
At 31 March 2009	<u>29,649</u>
<b>Net Book Value</b>	
At 31 March 2009	<u>1,448</u>
At 31 March 2008	<u>3,622</u>

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)  
NOTES TO THE ACCOUNTS (cont'd)  
For the Year Ended 31 March 2009**

**8. CREDITORS**

	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
<b>Amounts Falling Due Within One Year</b>		
Other creditors	1,825	5,744
Accruals	1,955	5,102
Deferred Income (Note 9)	-	40,000
	<u>3,780</u>	<u>50,846</u>
<b>Amounts Falling Due After One Year</b>		
	<b>2009</b>	<b>2008</b>
	<b>£</b>	<b>£</b>
Deferred Income (Note 9)	-	-
	<u>-</u>	<u>-</u>

**9. DEFERRED INCOME**

	<b>£</b>
Deferred Income at 1 April 2008	40,000
Released in year	<u>(40,000)</u>
Deferred Income at 31 <sup>st</sup> March 2009	<u>-</u>
<b>Falling Due Within One Year</b>	<u>-</u>
<b>Falling Due After One Year</b>	<u>-</u>

The deferred income relates to a grant for £120,000 from the Hendrie trust to be used partially for staff costs over a 3 year period. Therefore the final £40,000 of this income relates to 2008/09.

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (cont'd)**

**For the Year Ended 31 March 2009**

**10. FUNDS**

	Opening Balance at 1 April 2008 £	Funds received £	Funds expended £	Closing Balance at 31 March 2009 £
Grants:				
Big Lottery Fund	-	56,622	42,466	14,156
Active Futures	-	23,587	23,587	-
Hendrie Trust	40,000	40,000	80,000	-
Tulip Trust	-	5,000	5,000	-
Lloyds TSB	1,419	8,000	3,419	6,000
Project Scotland	206	1,965	2,171	-
Awards for All	333		333	-
HBOS Foundation	-	6,541	4,341	2,200
Scottish Community Foundation	-	4,700	495	4,205
Jubilee Fund	-	400	400	-
<b>Total Restricted Income</b>	<b>41,958</b>	<b>146,815</b>	<b>162,212</b>	<b>26,561</b>
<b>Designated Funds</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>15,000</b>
<b>General Funds</b>	<b>5,680</b>	<b>15,425</b>	<b>17,282</b>	<b>3,823</b>
<b>Total Balances</b>	<b>62,638</b>	<b>162,240</b>	<b>179,494</b>	<b>45,384</b>

Grants from the Big Lottery Fund were to be spent on staff costs. The current grant runs to 30 June 2009.

Active Futures is a project run in partnership with Edinburgh Leisure who are the main grant partner. Grants received are to help fund staff costs associated with the project.

The Hendrie Trust Grant was partially for staff costs, with £50,000 of the grant being for project costs. There was no specific date for this money to be spent by.

The Tulip Trust grant was for training costs including the costs of Friends of the Award in Edinburgh and the Lothians staff running training courses for others.

The Lloyds TSB grant was made to support projects relating to mental health.

The grant by Project Scotland is for project costs relating to a work placement scheme.

Awards for All donated a grant for website development. This amount has been not yet utilised from the previous period.

HBOS supplied a grant for website and IT development.

The grant from the Scottish Community Foundation was made to support expedition expenses.

The Jubilee Fund donation was to cover the costs of expedition places for young people at Craigmount High School. The money was used to pay for 8 young people at £50 per person.

**Friends of the Award in Edinburgh & the Lothians  
(Limited by Guarantee)**

**NOTES TO THE ACCOUNTS (cont'd)  
For the Year Ended 31 March 2009**

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Tangible Fixed Assets	1,448	-	-	1,448
Current Assets less	6,155	15,000	26,561	47,716
Current Liabilities	(3,780)	-	-	(3,780)
Creditors due after one year	-	-	-	-
Net Assets at 31 March 2009	<u>3,823</u>	<u>15,000</u>	<u>26,561</u>	<u>45,384</u>