

**ANNUAL REPORT & FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 30<sup>th</sup> APRIL 2023

# **ANNUAL REPORT & FINANCIAL STATEMENTS**

**For the year ended 30<sup>th</sup> April 2023**



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**Foreword from Chair**

I am very pleased to say that KLSB has seen another busy and successful year. Initiatives developed in partnership with voluntary and public organisations continue to thrive.

These included partnerships with Woodside Nursery, Stenhousemuir Community Foundation, NHS Forth Valley, The Rotary Club of Larbert, Larbert Round Table, Falkirk Council, Falkirk Health & Social Care Partnership, Forth Environment Link and CVS Falkirk. The projects delivered by these organisations focused on various areas including challenging food poverty, raising self-esteem, social isolation, learning new skills and building confidence.

The running of the food pantry would not be possible without the help and support from a number of people and I would therefore like to take this opportunity to thank those involved, namely, KLSB Trustees, our Volunteers, the members of Rotary Larbert, Police Scotland, various Council staff on the Support for People helpline, staff at CVS Falkirk, schools and nurseries in the local area and members of our local community for the never ending support. Without your donations of food and household items, help, ideas, time, skills, knowledge, financial assistance and patience some of the projects may never have been achieved.

I would also like to thank our funders who have helped KLSB achieve it's purpose throughout the year.

We will continue to focus primarily in reducing food poverty as well as community initiatives in the coming year, namely building on our initiatives in the community kitchen.

I am sure KLSB will continue to grow and thrive to serve our local community.

  
Chairperson

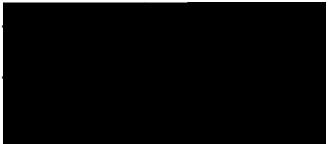
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The Trustees are pleased to present their Report and Financial statements together with The Associating of Accounting Technicians Report for the year ended 30<sup>th</sup> April 2023.

**REFERENCE & ADMINISTRATIVE DETAILS**

Charity Number	SC050944
Principal Address	17 King Street Stenhousemuir FK5 4HD

Current Trustees



Chairperson  
Secretary  
Treasurer

Bankers	RBS Cartsdyke Avenue Greenock PA15 1EF
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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Constitution

KLSB Community Group is an unincorporated community group which was established in 2019. KLSB successfully registered as a charity in October 2020.

Appointment of Trustees

All the Trustees, known as the Management Committee, retire at each Annual General Meeting but are eligible for re-election. The Trustees may co-opt other Trustees between AGM's. The constitution provides for a minimum of five and a maximum of twelve trustees.

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**Organisational Structure**

KLSB is governed by a Management Committee responsible for the strategic direction and governance of the Charity. The Management Committee is elected by its members at the Annual General Meeting. At the year end there was one employee at KLSB.

The Management Committee are particularly aware of their responsibilities and adhere to the Charity's Policies and Procedures.

**Objectives & Activities**

The KLSB mission is to alleviate poverty, enhance health, challenge social isolation and bring together a sense of belonging in our community.

KLSB envision a world where even the most disadvantaged or vulnerable people have the power to lift themselves out of poverty and create vital healthy life choices for their families, now and in the future.

**KLSB Core Values:**

**Integrity & Accountability**

We maintain the highest level of professionalism and ethic behaviour and value transparency and honesty in everything that we do. We hold ourselves accountable for the actions that we take and the commitments that we make to our community, donors, partners and each other.

**Respect & Dignity**

We understand that everyone has their own values, talents and experiences and we treat everyone with the respect and sensitivity that they deserve. We follow the Dignity: Ending Hunger Together in Scotland report which gives us the knowledge and understanding on how to help our communities and partners.

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### **Achievements & Performance**

KLSB has made significant progress in raising the profile of the project in the local community and further afield. KLSB are very active on social media and have been featured in the local press on a number of occasions. During the course of the year 5860 individuals have accessed one or more services that KLSB offer.

### **Activities**

The Community Food Pantry opens 3 days per week and has on average 70 pantry members attend each week. Emergency food provision is also offered from the pantry premises and this has averaged 25 emergency parcels per week in 2022-2023. Regular cook at home recipe packs are provided via the pantry when funding allows and home made meals are cooked in the community kitchen to distribute to pantry members.

In February 2023 KLSB were fortunate to secure funding to employ a Kitchen Co-ordinator from The Schools Charity Board. The community café hosts a weekly Seniors Lunch Club each Wednesday to alleviate social isolation and forge friendships within our community.

The café has also held various cookery classes including Cooking on a Budget, Slow Cooker Workshops, Mother's Day Afternoon Teas, Wreath Making, and various holiday club craft activities for children. The café is open to members of the public on a Thursday morning to welcome members of our community in to enjoy health home cooked food.

Various groups use the café including PANDAS Forth Valley, Citizens Advice and Breast Friends which is a support group for breast cancer survivors.

### **Public Benefit**

For an organization to qualify as a charity, it must meet the charity test as laid down in the Charities and Trustees Investment (Scotland) Act 2005. The test requires that all of the organisations objectives and activities meet one or more of the fifteen charitable purposes as defined in the Act and that the organization must provide public benefit.

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**FINANCIAL REVIEW**

Overall, our income for the year to 30<sup>th</sup> April 2023 was **£149,745**.

Our main source of income came from grants from The National Lottery, CVS Falkirk, Falkirk Council Community Choices, Foundation Scotland, Todhill Windfarm Fund, Places for People, CORRA Foundation and Falkirk Health & Social Care Partnership.

Please see note 12 for the purpose of each fund.

**RESERVES FUND**

Our reserves (funds freely available to meet the running costs of the project) amounts to **£5,699.00**.

**FUTURE PLANS**

This coming year the Management Committee aim to:-

- Maintain and enhance our food poverty provision
- Provide access to more services for advice
- Continue with our Christmas parcels and toy appeals for vulnerable families
- Continue to work in partnership with public, private and voluntary agencies and organisations to provide services appropriate to the community needs
- Continue to run various cooking groups at the community kitchen
- Continue to build on establishing various groups at the community kitchen to tackle social isolation.

**APPROVAL**

This report was approved by the trustees on 5<sup>th</sup> May 2023 and signed on their behalf

by:



Chairperson

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**ACCOUNTING TECHNICIAN'S REPORT**

I report on the accounts of the charity for the year ended 30<sup>th</sup> April 2022 which are set out on pages 6 – 12.

**Respective responsibilities of Trustee 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 (The 2005 Act) and the Charities Accountants (Scotland) Regulations 2006 (as amended) (the 2006 Regulations). The trustee considers that the audit requirement of Regulation (10)(1)(d) of the 2006 Regulations do not apply. It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

**Basis of Accounting Technician's Statement**

My examination is carried out in accordance with Regulation 11 of the 2006 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.

**Accounting Technician Report**

In connection with my examination, no matter came to my attention:-

1. Which gives me reasonable cause to believe that in any material respect the requirements
  - (a) To keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations and
  - (b) To prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

Signature.....

Date 3<sup>rd</sup> May 2023

Print Name.....



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**RECEIPTS & PAYMENTS**

	Note	Unrestricted Funds	Restricted Funds	2022
<b>Receipts</b>				
Donations	6	£ 4,180.00	£ 14,419.00	£ 5,561.00
Grants	5	£	£ 131,146.00	£ 105,631.00
Fundraising	7	£ -	£ -	
		£ 4,180.00	£ 145,565.00	£ 111,192.00
<b>Payments</b>				
Cost of Trading	8	£	£ 49,910.00	£
Charitable Activities	10	£ 3,737.00	£ 73,257.00	£ 54,958.00
Accountancy Fees		£	£ 684.00	£ 1,678.00
		£ 3,737.00	£ 123,851.00	£ 56,636.00
<b>Purchase of Fixed Assets</b>				
	9	£ -	£ 21,714.00	£ 11,000.00
		£ -	£ 21,714.00	£ 11,000.00

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**STATEMENT OF BALANCES**

Balance in Bank 1 <sup>st</sup> May 2022	Income Grants	Income Donations	Total Expenditure Grants	Total Expenditure Donations	Balance in Bank 30 <sup>th</sup> April 2023
£ 43,556.00	£131,146.00	£18,599.00	£145,565	£ 3,737.00	£ 43,999.00

Restricted Funding    £38,300.00  
 Unrestricted Funding   £ 5,699.00  
 Total                        **£43,999.00**

**Other Assets**

Kitchen Equipment	£ 24,712.10
Gardening Planters/Tools	£ 3,085.00
Trailer	£ 2,620.00
Fridges/Freezers	£ 2,400.00
Shelving	£ 1,200.00

**Liabilities**

None

The charity has no other material or contingent liabilities or obligations.

The notes on pages 9 – 11 form an integral part of these accounts.

These accounts were approved by the trustees on ...5th May 2023....

And signed on their behalf

.....

Chairperson

**NOTES TO THE ACCOUNTS**

**1. Basis of Preparation**

These accounts have been prepared on the receipts and payments in accordance with

- a. The Charities and Trustee Investment (Scotland) act 2005
- b. The Charities Accounts (Scotland) Regulations 2006 (as amended)

There have been no changes to the basis of preparation.

**2. Fund Accounting**

- a. Unrestricted funds are those that can be expended at the discretion of the trustee in the furtherance of the objects of this charity.
- b. Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustee ability to apply the funds.
- c. Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or where the funds are raised for specific purposes.
- d. The purposes of the funds are shown in Note 12.

**3. Taxation**

- a. The Charity is not liable to income tax or capital gains tax on its charitable activities
- b. The Charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.

**4. Transactions with trustees and related parties**

- a. No remuneration was paid to trustees or any persons connected with them during the year 2022/2023.
- b. No expenses were reimbursed to trustees during the year 2022/2023.
- c. No travelling expenses were reimbursed to the trustees during the year 2022/2023.

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**GRANTS**

	Unrestricted Funds		Restricted Funds
National Lottery	£	-	£ 51,500.00
Corra Foundation	£	-	£ 5,250.00
Falkirk Council	£	-	£ 54,188.17
School Charity Board	£	-	£ 15,208.00
Foundation Scotland	£	-	£ 5,000.00
	£		£ 131,146.17

**DONATIONS**

	Unrestricted Funds		Restricted Funds
OCP Consultants	£ 1,000.00		£
General Public Collections /Donations	£ 3,180.00		£ 14,419.00
	£ 4,180.00		£ 14,419.00

**FUNDRAISING**

Funds were raised at various events ie Girls Day Out, Bucket Collections in Asda and the general public collections above.

**COST OF TRADING**

	Unrestricted Funds		Restricted Funds
Cost of Trading			
Salaries	£	-	£ 28,686.00
Maintenance & Repair	£		£ 1,440.00
Internet	£		£ 1,070.00
Insurance	£		£ 188.00
Utilities	£		£ 1,562.00
Coffee Machine Hire	£		£ 1,726.00
Rent	£		£ 15,238.00
	£		£ 49,910.00

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**CHARITABLE ACTIVITIES**

Charitable Activities	Unrestricted Funds	Restricted	
		Funds	2022
Charity Promotion/printing	£	£ 3,558.00	£ 1,472.84
Volunteer Expenses	£	£ 2,902.00	£ 257.86
Volunteer Uniform	£	£ 478.00	£
Emergency Community Support	£	£ 15,128.00	£ 11,990.81
Gardens	£	£ 3,999.00	£ 10,357.14
Consultation	£	£	£ 5,000.00
Café Refurbishment	£	£ 16,140.00	£
Food	£	£ 22,449.00	£ 16,821.75
Vehicle Hire for Xmas Food Packs	£ 68.00	£	
Community Trips	£	£ 6,909.00	
Postage	£ 248.00	£	
Stationery	£ 530.00	£	
Facilitators for Workshops	£ 1,040.00	£	
Sundries	£ 1,851.00	£ 1,694.00	£ 7,319.50
Litter Picks	£	£	£ 508.65
Grab a bag	£	£	£ 1,229.02
Accountancy Fees	£	£ 684.00	£ 1,678.43
	£ 3,737.00	£ 73,941.00	£ 56,636.00

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**PURPOSE OF FUNDS**

**National Lottery**

Restricted funding specifically for the payment of salaries, utility bills, rent and community emergency support.

**Corra Foundation**

Restricted funding to provide families and individuals with tangible support that they needed in the form of vouchers or cash to meet the emergency need such as food, fuel, household items or clothing.

**Falkirk Council**

Restricted funding to purchase furniture, shelving, tables, chairs, and various other items for the community pantry and café.

**Todhill Windfarm (Administrated by Foundation Scotland)**

Restricted funding to purchase shrubs and planters for Stenhousemuir town centre as well as re-establish 5 flowerbeds within our community and stock these with shrubs.

**Schools Charity Board (Administrated by Foundation Scotland)**

Restricted funding to pay a salary for the Café Co-ordinator at 17 King Street.