

APPENDIX 1



Office of the Scottish Charity Regulator

Trustees' Annual Report for the period							
Period start date				Period end date			
	Day	Month	Year		Day	Month	Year
From	01	09	2017	To	31	08	2018

**Reference and administration details**

<b>Charity name</b>	Projekt 42
<b>Other names charity is known by</b>	
<b>Registered charity number</b>	SC045938
<b>Charity's principal address</b>	83/8 Dickson Street
	Edinburgh
	Postcode EH6 8QH

**Names of the charity trustees on date of approval of Trustees' Annual Report**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Alex Smith	Treasurer		
2	David Peck			
3	Oliver Brown			
4	Sara Hawkins			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

## Structure, governance and management

### Type of governing document

The charity, a Scottish Charitable Incorporated Organisation (SCIO), was set up by Sara Hawkins and Oliver Brown and was recognised as a charity with effect from 26 August 2015. The charity is administered in accordance with the terms of its Constitution.

### Trustee recruitment and appointment

During the period covered by this report, no trustees resigned and no new trustees were appointed.

The appointment and removal of a trustee is in accordance with the Constitution. Trusteeship is open to any individual who subscribes to the purposes of the organisation. Any interested individual must apply to the board in writing to be appointed as a trustee and their application will be considered at the next Board meeting. Appointment is at the Board's discretion but must be notified to the applicant in writing. In accordance with the Constitution, the minimum number of trustees is three and the maximum is eight.

## Objectives and activities

## Charitable purposes

The purposes of the charity are as set out in Object 4 of the Constitution as follows:

- The organisation's purposes are:
- The prevention or relief of poverty;
- The advancement of public participation in sport;
- The provision of recreational facilities, or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended;
- The relief of those in need by reason of age, ill-health, financial hardship or other disadvantage
- To increase awareness and understanding of sexual offences legislation and policies amongst the general public

## Summary of the main activities in relation to these objects

The charity achieved these objectives through running a community co-development fitness and wellness centre. The wellness centre delivered over 100 hours per week of fitness, yoga and meditation. Community classes included adult ballet, women-only weight lifting, men's meditation classes, workshops combining yoga, meditation and mindfulness aimed at creating and strengthening resilience and tools for better mental health. In addition to the fitness, yoga and meditation classes, the charity delivered a psychotherapy, cognitive behavioural therapy and person centred counselling. In the last 12-months, the charity has delivered 494 hours of free fitness and provided 451 free four-week fitness and yoga passes to community members based in Leith and the surrounding areas. The charity helped support 9 individuals to complete fitness industry qualifications, 7 people completed walk leader training, 3 volunteers completed a NCFE Level 2 Digital Promotion for Business course and 10 community members attended a Leadership and Management course.

2

## APPENDIX 1

### Achievements and performance

#### Summary of the main achievements of the charity during the financial period

During this financial period, the charity had been delivering community fitness classes in Leith for 16-months. The studio space grew to deliver over 100 hours of activities. Classes ranged from adult ballet to weight lifting, yoga and meditation. The charity has created several new routes to help more people such as, senior fitness clubs, youth fitness academy, exercise through cancer and the UK's first Transgender fitness club. The seniors club aims to reduce loneliness and isolation in our community and aims to keep our seniors fit and healthy. We are particularly proud of the inclusive environment we have created at the charity – and have created an environment that is welcoming to so many different people.

The charity opened in late April 2017 with four volunteers and now, at August 31<sup>st</sup> 2018, the charity has 7 employees and over 30 independent contractors and 20 volunteers.

The charity worked hard to strengthen the connections with the community. This was achieved by creating a Community Board that consists of 11 individuals from Leith and the surrounding areas. The Community Board ensure the charity delivers activities that the community would like to see taking place. Connecting further with the community has strengthened our co-development model and social approach to identify and to work with the community to tackle issues affecting an individual's health.

The charity has continued to gain a lot of recognition for the work that we do such as, being recognised in the Evening News Community Awards, being selected as a finalist for 'Women in Business 2018'.

## Financial review

### Brief statement of the charity's policy on reserves

At 31 August 2018, £54,541 was held at the bank. The restricted funds were to cover specific projects. At the year-end for 2017/2018, the restricted funds surplus as per the accounts, is £2,579. The unrestricted funds represent income earned and donations received but not yet utilised in supporting charitable activities. At the end of the year, the unrestricted funds held were £51,962.

### Details of any deficit

### Donated facilities and services (if any)

During the year the charity received £17,712 in donated equipment.

## APPENDIX 1

## Other optional information

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	<i>Sara Hawkins</i>	
<b>Full name(s)</b>	Sara Hawkins	
<b>Position (e.g. Chair)</b>	Founder	
<b>Date</b>	31/05/2019	

Projekt 42

SC045938



Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	01Day	Month	Year		Day	Month	Year
	01	September	2017		31	August	2018

## Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
<b>A1 Receipts</b>						
Donations	9,584				9,584	4,916
Legacies					-	
Grants	14,103	22,240			36,343	8,780
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	102,740				102,740	9,186
					-	
<b>A1 Sub total</b>	<b>126,427</b>	<b>22,240</b>	<b>-</b>	<b>-</b>	<b>148,667</b>	<b>22,882</b>
<b>A2 Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>A2 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>126,427</b>	<b>22,240</b>	<b>-</b>	<b>-</b>	<b>148,667</b>	<b>22,882</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	56,153	32,534			88,687	26,880
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>56,153</b>	<b>32,534</b>	<b>-</b>	<b>-</b>	<b>88,687</b>	<b>26,880</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets	14,941				14,941	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>14,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,941</b>	<b>-</b>
<b>Total payments</b>	<b>71,094</b>	<b>32,534</b>	<b>-</b>	<b>-</b>	<b>103,628</b>	<b>26,880</b>
<b>Net receipts / (payments)</b>	<b>55,333</b>	<b>(10,294)</b>	<b>-</b>	<b>-</b>	<b>45,039</b>	<b>(3,998)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>55,333</b>	<b>(10,294)</b>	<b>-</b>	<b>-</b>	<b>45,039</b>	<b>(3,998)</b>

**Section B Statement of balances**

Categories	Details	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
		to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>	Cash and bank balances at start of year	(3,371)	12,873			9,502	13,500
	Surplus / (deficit) shown on receipts and payments account	55,333	(10,294)			45,039	(3,998)
						-	
						-	
	<b>Cash and bank balances at end of year</b>	<b>51,962</b>	<b>2,579</b>	<b>-</b>	<b>-</b>	<b>54,541</b>	<b>9,502</b>
	(Agree balances with receipts and payments account(s))						

<b>B2 Investments</b>	Details	Fund to which asset belongs		Market valuation	Last year
				to nearest £	to nearest £
		Total		-	-

<b>B3 Other assets</b>	Details	Fund to which asset belongs		Cost (if available)	Current value (if available)	Last year
				to nearest £	to nearest £	to nearest £
	Debtors - Gift aid	Unrestricted			2,669	1,004
	Capital equipment	Unrestricted			36,558	21,617
		Total		-	39,227	22,621

<b>B4 Liabilities</b>	Details	Fund to which liability relates		Amount due	Last year
				to nearest £	to nearest £
	Accruals - accountancy	Unrestricted		600	1,200
	Trade creditors	Unrestricted		44	2,303
		Total		644	3,503

<b>B5 Contingent liabilities</b>	Details	Fund to which liability relates		Amount due (estimate)	Last year
				to nearest £	to nearest £
		Total		-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
<i>Sara Hawkins</i>	Sara Hawkins	31/05/2019

**Section C Notes to the Accounts**

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

see additional notes page

**C2 Grants**

Type of activity or project supported	Individual / institution	Number of grants made	£
<b>Total</b>			-

**C3a Trustee remuneration**

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)

**C3b Trustee remuneration - details**

Authority under which paid	£
Sara Hawkins	5,758

**C4a Trustee expenses**

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

**X**

**C4b Trustee expenses - details**

	Number of trustees	£

**C5 Transactions with trustees and connected persons**

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)
Trustee - Oliver Brown	Website & social media services	1,000	0

**C6 Other information**



## Projekt 42

SC045938

**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 £
Donations with gift aid	9,584				9,584	4,018
Donations without gift aid					-	900
					-	-
					-	-
<b>Total</b>	<b>9,584</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,584</b>	<b>4,918</b>
	-	-	-	-	-	reference

## 2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Main Grant Big Lottery			-	8,780
Foundation Scotland		2,500	2,500	
PWC	1,000		1,000	
Robertson Trust		13,500	13,500	
Women's fund		2,000	2,000	
Aberdeen Assets	3,109		3,109	
Mars		4,240	4,240	
Leith Decides	9,994		9,994	
<b>Total</b>	<b>14,103</b>	<b>22,240</b>	<b>36,343</b>	<b>8,780</b>
	reference error	-	reference	-

## 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 £
Revenue from classes	102,740				102,740	9,186
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>102,740</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>102,740</b>	<b>9,186</b>
	-	-	-	-	-	-

## 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 £
Travel and subsistence					-	34
Board meeting expenses					-	48
Training	1,624	720			2,344	-
Fitness instructor	9,156	9,872			19,028	4,617
Marketing	182	500			682	2,890
Business Insurance	788				788	493
Legal and professional fees	4,476				4,476	3,928
Subscriptions	1,912				1,912	396
Studio expenses	3,268				3,268	-
Equipment	12,585	2,356			14,941	4,999
Sundry expenses	9,383	3,949			13,332	395
Rent & rates	13,349				13,349	9,082
Salaries & wages	14,314	15,137			29,451	-
Bank charges	57				57	-
					-	-
					-	-
<b>Total</b>	<b>71,094</b>	<b>32,534</b>	<b>-</b>	<b>-</b>	<b>103,628</b>	<b>26,882</b>
	reference error	-	-	-	reference error	reference error

**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	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
	Unrestricted funds - general	PWC	Aberdeen Assets	Leith Decides		
<b>Receipts</b>						
Donations	9,584				9,584	4,916
Legacies					-	
Grants		1,000	3,109	9,994	14,103	
Receipts from fundraising activities					-	
Gross trading receipts					-	9,186
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities	102,740				102,740	
<b>Sub total</b>	<b>112,324</b>	<b>1,000</b>	<b>3,109</b>	<b>9,994</b>	<b>126,427</b>	<b>14,102</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>112,324</b>	<b>1,000</b>	<b>3,109</b>	<b>9,994</b>	<b>126,427</b>	<b>14,102</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	52,713			3,440	56,153	20,473
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>52,713</b>	<b>-</b>	<b>-</b>	<b>3,440</b>	<b>56,153</b>	<b>20,473</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets	14,941				14,941	-
Purchase of investments					-	
<b>Sub total</b>	<b>14,941</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,941</b>	<b>-</b>
<b>Total payments</b>	<b>67,654</b>	<b>-</b>	<b>-</b>	<b>3,440</b>	<b>71,094</b>	<b>20,473</b>
<b>Net receipts / (payments)</b>	<b>44,670</b>	<b>1,000</b>	<b>3,109</b>	<b>6,554</b>	<b>55,333</b>	<b>(6,371)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>44,670</b>	<b>1,000</b>	<b>3,109</b>	<b>6,554</b>	<b>55,333</b>	<b>(6,371)</b>

Nature and purpose of funds

**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 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
	Womens' fund / Gannochy Trust / Lottery	Foundation Scotland	Robertson Trust	Mars		
<b>Receipts</b>						
Donations					-	
Legacies					-	
Grants	2,000	2,500	13,500		22,240	8,780
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					-	
<b>Sub total</b>	<b>2,000</b>	<b>2,500</b>	<b>13,500</b>	<b>-</b>	<b>22,240</b>	<b>8,780</b>
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,000</b>	<b>2,500</b>	<b>13,500</b>	<b>-</b>	<b>22,240</b>	<b>8,780</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	14,873	2,500	13,500	1,661	32,534	6,407
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>14,873</b>	<b>2,500</b>	<b>13,500</b>	<b>1,661</b>	<b>32,534</b>	<b>6,407</b>
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>14,873</b>	<b>2,500</b>	<b>13,500</b>	<b>1,661</b>	<b>32,534</b>	<b>6,407</b>
<b>Net receipts / (payments)</b>	<b>(12,873)</b>	<b>-</b>	<b>-</b>	<b>(1,661)</b>	<b>(10,294)</b>	<b>2,373</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>(12,873)</b>	<b>-</b>	<b>-</b>	<b>(1,661)</b>	<b>(10,294)</b>	<b>2,373</b>

Nature and purpose of funds

APPENDIX 3



**Independent examiner's report on the accounts** v2

**Report to the trustees/members of**  
**Registered charity number**  
**On the accounts of the charity for the period**

Charity name	Projekt 42						
Registered charity number	SC045938						
Period start date				Period end date			
Day	Month	Year		Day	Month	Year	
1	September	2017	to	31	August	2018	

**Set out on pages**

(remember to include the page numbers of additional sheets)

**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. 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 accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page\*]

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 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.

**Signed:**

**Date:**

31 May 2019

**Name:**

Kenneth Kilpatrick

**Relevant professional qualification(s) or body (if any):**

ACCA

**Address:**

Kilpatrick Accounting  
172 Cumbernauld Road  
Chryston  
Glasgow G69 9NB

\*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

## APPENDIX 3

### Disclosure section

Only complete if the examiner needs to highlight material problems.

**Give here brief details of any items that the examiner wishes to disclose**