

**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	10	2023	To	30	09	2024

**Reference and administration details**

<b>Charity name</b>	Arkordia
<b>Other names charity is known by</b>	
<b>Registered charity number</b>	SC 039951
<b>Charity's principal address</b>	South Side Centre 86 Causewayside Edinburgh Postcode EH9 1PY

**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	[REDACTED]	Chair		Operations Management Group (OMG)
2		Secretary		OMG
3		Treasurer		OMG
4				OMG
5				OMG
6				OMG
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
[REDACTED]	Oct – Nov 2023
[REDACTED]	Oct – Nov 2023

## Structure, governance and management

Type of governing document

On 10 June 2023 Arkordia in general meeting amended its constitution from a single-tier model to a two-tier model. Notification of the changes to the constitution was sent to OSCR in July 2023.

Trustee recruitment and appointment

In terms of the amended constitution, trustees are elected at each Annual General Meeting or may be appointed by the Board at any time. The Board may also co-opt trustees who are not members of the charity. The maximum number of charity trustees is 12, of whom no more than 10 shall charity trustees who are elected at AGM or appointed, and no more than four shall be trustees who are co-opted. The minimum number of trustees is three.

## Objectives and activities

Charitable purposes

Arkordia provides long and short-term psychotherapy, counselling and Arts Therapies for individual adults in Edinburgh and the Lothians. We aim to increase health and mental wellbeing and decrease symptoms such as stress, loneliness and depression. Arkordia volunteer practitioners are experienced professionals who are members of relevant professional bodies.

Summary of the main activities in relation to these objects

Providing a low cost one to one and couple counselling and psychotherapy for people requesting this service. Practitioners are fully qualified and give their time on a voluntary basis. We run peer group supervision to provide professional support to our practitioners.

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### Achievements and performance

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

As in other years, issues addressed by clients have been depression, anger, anxiety, guilt and self-esteem. Many of these are embedded within other issues such as personal relationships, addiction, relationships at work, bereavement and eating disorders.

In the 2023/24 financial year, Arkordia saw an increase in client donations compared to the previous year. Most clients opted to continue their support, making regular financial contributions electronically. This resulted in an improved financial position, with a total surplus of £1,289 — primarily driven by a £1,000 donation from Foundation Scotland on behalf of Baillie Gifford. This donation has been classified as an unrestricted fund.

Arkordia initially received £4,680 from the Foundation Scotland Resilience Fund in FY 2019/20 to help reduce waiting lists. These funds have been used to compensate volunteer therapists at £30 per session for short-term client support, capped at 12 sessions rather than open-ended care. This funding is recorded as restricted in the receipts and payments accounts. At the start of FY 2023/24, a remaining £360 from the Resilience Fund was brought forward from FY 2022/23. As of the financial year ended 30 September 2024, the same £360 balance remained, with no expenditure from the Resilience Fund during FY 2023/24. This amount has now been carried forward to FY 2024/25.

### Financial review

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

£1000 is held in reserve for use in case of the charity being no longer being able to operate financially.

#### Details of any deficit

N/A

#### Donated facilities and services (if any)

N/A

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**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>OSCR will accept digital or typed signatures</i>		
<b>Full name(s)</b>		
<b>Position (e.g. Chair)</b>	Chair	Treasurer
<b>Date</b>	10/06/2025	06/06/2025



Arkordia

SC039951



## Receipts and payments accounts

<b>For the period from</b>	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	Oct	2023		30	Sep	2024

### Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
<b>A1 Receipts</b>						
Donations	1,000				1,000	
Legacies					-	
Grants					-	
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	1,594				1,594	796
					-	
<b>A1 Sub total</b>	<b>2,594</b>	-	-	-	<b>2,594</b>	<b>796</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>Total receipts</b>	<b>2,594</b>	-	-	-	<b>2,594</b>	<b>796</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	1,306				1,306	1,004
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>1,306</b>	-	-	-	<b>1,306</b>	<b>1,004</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	<b>1,306</b>	-	-	-	<b>1,306</b>	<b>1,004</b>
<b>Net receipts / (payments)</b>	<b>1,289</b>	-	-	-	<b>1,289</b>	<b>(208)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>1,289</b>	-	-	-	<b>1,289</b>	<b>(208)</b>

**Section B Statement of balances**

Categories	Details	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 £
<b>B1 Cash funds</b>	Cash and bank balances at start of year	3,950	360			4,310	4,518
	Surplus / (deficit) shown on receipts and payments account	1,289				1,289	(208)
						-	
	<b>Cash and bank balances at end of year</b>	<b>5,239</b>	<b>360</b>	<b>-</b>	<b>-</b>	<b>5,599</b>	<b>4,310</b>
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
<b>B3 Other assets</b>					
			<b>Total</b>	<b>-</b>	<b>-</b>

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
<b>B4 Liabilities</b>				
		<b>Total</b>	<b>-</b>	<b>-</b>

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

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

Signature\* \_\_\_\_\_ Print Name \_\_\_\_\_ Date of approval \_\_\_\_\_

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**Section C Notes to the Accounts**

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

Funds are received on a voluntary basis from 1) clients who undertake therapy with our volunteer therapists; 2) small donations from participants of our seminars (via Eventbrite). Expenses relate to room rental, phone and internet connection and miscellaneous items to support operations. Further details are provided in the additional notes sections. Arkordia has received £4,680 from the Foundation Scotland resilience fund to provide capacity to reduce the waiting list in light of the Covid 19 pandemic in the FY 19/20. A total of £360 has been brought forward to FY 23/24. This money is used to pay volunteer therapists £30 per session to see clients on a short-term basis (the market rate for such work is £50-£80). This funding is treated as restricted in the R&P accounts. The current volunteer therapists are also trustees of the charity, so details of the payments for funded therapy sessions are included in section 3b below. However, due to a lack of short-term clients, none of the restricted fund was spent during FY 23/24, with the same amount (a total residual £360) carried forward to the new FY 24/25. Additionally, Arkordia has received £1,000 from Foundation Scotland on behalf of Baillie Gifford in 23/24, which is treated as unrestricted fund.

**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)	<b>X</b>
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Authority under which paid

**C3b Trustee remuneration - details**

Authority under which paid	£

**C4a Trustee expenses**

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	<b>X</b>
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**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 (£)

**C6 Other information**

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**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 £
Foundation Scotland	1,000				1,000	-
					-	
					-	
					-	
<b>Total</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
	-	-	-	-	-	-

**2 Grants**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
			-	
			-	
			-	
			-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	-	-	-	-

**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 £
Client Contributions	1,386				1,386	744
Misc Income (Seminar Contributions)	209				209	53
					-	
					-	
					-	
					-	
<b>Total</b>	<b>1,594</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,594</b>	<b>796</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 £
Phone, Internet and Website	248				248	225
Membership Fees	78				78	78
Room Rental	818				818	651
Miscellaneous Expenses	81				81	50
Insurance Fees	81				81	-
Therapist Payments	-				-	-
					-	
					-	
					-	
<b>Total</b>	<b>1,306</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,306</b>	<b>1,004</b>
	-	-	-	-	-	-

## 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
<b>Receipts</b>						
Donations	1,000				1,000	
Legacies					-	
Grants					-	
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	1,594				1,594	796
<b>Sub total</b>	<b>2,594</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,594</b>	<b>796</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>2,594</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,594</b>	<b>796</b>
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
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Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
<b>Sub total</b>	<b>1,306</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,306</b>	<b>1,004</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>1,306</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,306</b>	<b>1,004</b>
<b>Net receipts / (payments)</b>	<b>1,289</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,289</b>	<b>(208)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>1,289</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,289</b>	<b>(208)</b>

#### Nature and purpose of funds

Funds are received on a voluntary basis from 1) clients who undertake therapy with our volunteer therapists; 2) small donations from participants of our seminars (via Eventbrite). Expenses relate to room rental, phone and internet connection and miscellaneous items to support operations. During this year both the total income and expenditure have increased in parallel due to the increased volunteering hours of therapists and more donation from clients. Additionally, Arkordia has received £1,000 from Foundation Scotland on behalf of ██████████ in 2024, which is treated as unrestricted fund.

## APPENDIX 3



<b>Independent examiner's report on the accounts</b>		v2				
<b>Report to the trustees/ members of</b>	Charity name Arkordia					
<b>Registered charity number</b>	SC039951					
<b>On the accounts of the charity for the period</b>	Period start date			Period end date		
	Day	Month	Year	Day	Month	Year
	01	10	2023	<b>to</b>	30	09 2024
<b>Set out on pages</b>						(remember to include the page numbers of additional sheets)
<b>Respective responsibilities of trustees and examiner</b>	<p>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 (as amended). 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</p>					
<b>Basis of independent examiner's statement</b>	<p>My examination is carried out in accordance with Regulation 11 of the 2006 Accounts 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.</p>					
<b>Independent examiner's statement</b>	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> <li>1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> <li>• to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and</li> <li>• to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations</li> </ul> </li> </ol> <p>have not been met, or</p> <ol style="list-style-type: none"> <li>2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol>					

**Signed\*\*:**

**Name:**

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

**Address:**

\*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.

\*\* OSCR will accept digital or typed signatures

## 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**