

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	04	2024	To	31	03	2025

Reference and administration details

Charity name	Portobello Timebank (SCIO)
Other names charity is known by	
Registered charity number	SC050023
Charity's principal address	

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			
2			
3			
4			
5			
6			
7			
9			
1			
0			
1			
5			
1			
6			
1			
7			
1			
8			
1			
9			
2			
0			

## 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 sole governing document is the Constitution of Portobello Timebank (SCIO) as adopted on 10 March 2020

### Trustee recruitment and appointment

Trustees are recruited from within the membership of Portobello Timebank, at the discretion of the Management Committee.

## Objectives and activities

### Charitable purposes

To advance citizenship and community development and the promotion of civic responsibility by providing a local time bank service for the community in Portobello.

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

The overarching aims are to increase social interaction between individuals in the community and to promote feelings of self-worth. To that end:

- Portobello Timebank generates opportunities for people in the community to use their skills to help each other in numerous ways, in exchange for a nominal 'currency' based on time spent.
- As well as 1:1 transactions between individuals, members may earn time credits by engaging in our organised activities such as litter picking, local conservation and community gardening, which also benefit the environment and thus the wider community.
- The Timebank also organises talks and walks on topics of interest to members, and several Timebank groups have been formed to help members with similar interests to share knowledge and skills.
- The Timebank partners with other local organisations with a similar ethos, by loaning members' skills.

## Achievements and performance

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

There were a total of 304 exchanges of services from individual time bank members equivalent to 711 hours.

Services offered ranged from decorating, minor repairs, IT support, tool sharpening, garment fixing, lifting, cooking, buddying, garden tidying, dog walking, teaching various skills and goods exchanges.

Members also continued to receive community hours for volunteering in community projects like the Community Fridge, Belfield Friday Cafe and community clean ups.

These exchanges contributed to creating a great sense of community and in some cases supporting vulnerable members.

The Timebank's activities once again were varied last year. We held:

- 3 talks in Belfield: Water of Leith Bridges, How to Dress Better for your Body Type and Life Planning for 2025 - all these have been well attended, allowing members to learn something new, and provided a chance for networking over coffee and cake.

- 2 historic walking tours including a walk around Portobello in May to point out and explain various plaques and points of interest and in September a walk along the Water of Leith to explore its bridges.

- 6 Craft along sessions: needle felting and mending woollen garments, Christmas wreaths, origami Christmas window stars, and making fabric brooches. Apart from the social aspect of these sessions, they gave members the opportunity to learn new skills.

- 5 events contributing to keeping our community beautiful including: weeding and planting at Joppa Pans and Joppa shoreline; litter picks, path clearing in collaboration with other volunteer groups at various locations including Brunstane Burn, Magdalen Glen and the Christian Path. This contributes significantly to enhancing our community spaces. Huge gratitude is extended to our dedicated participants.

- Birdwatching and nature appreciation: many meet-ups, especially in the autumn and between February and June at locations such as Figgate Park for birdsong in spring; Musselburgh lagoons to see the waders and ducks; Bawsinch for a mix of songbirds and mammals; the New Hopetoun Gardens for winter gardens and woodland birds. We also had a couple of nature events at Bawsinch with forest-bathing in July and learning how to create a Land Art Mandala in October, giving members the opportunity of a quiet time for contemplation within the forest.

- A few pub meet-ups and coffee mornings, the former in the evening have proved popular with those not free to socialise during daytime.

- The weekly French Group continues to be popular. Members enjoyed discussions on various subjects from arts, the seasons, childhood memories and how to relax, with some sessions on grammar and tricky pronunciation.

Our fundraising events included:

- Afternoon tea/coffee fundraiser in April with tombola, games, plant sales tool sharpening and a vast spread of cakes with half the proceeds shared between the Portobello Dog and Cat Home and the Disaster Emergency Committee.

- We supported the Northfield and Willowbrae Community Centre by providing refreshments and baking at their environment fair in September and sharing the proceeds 50:50.

- Carol singing in December: a popular event with timebankers; this year proceeds went to Portobello Old People's Project

Through our various fundraising activities, we distributed £679 to four local group and charities.

We also had a potluck supper and speed networking at our AGM in October and an open committee meeting in January to encourage members to see the workings of the committee and recruit new members.

Our new website was launched in February, thanks to the dedication of a couple of our members.

## Financial review

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

We aim to maintain a reasonable cash balance above £100 in order to give us flexibility. We are not aiming to build a cash balance above £5000 in the foreseeable future.

### Details of any deficit

### Donated facilities and services (if any)

3

## APPENDIX 1

## Other optional information

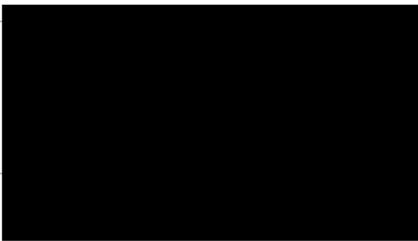
n/a

## Declaration

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

Signed on behalf of the charity's trustees

**Signature(s)**



**Full name(s)**

**Position (e.g. Chair)**

Treasurer



**Date**

29/09/2025



**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 Portobello Timebank (SCIO)						
Registered charity number SC050023						
Period start date					Period end date	
Day	Month	Year		Day	Month	Year
31	03	2024	to	31	03	2025
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

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:**

**Name:**

**Date:**

29/09/2025

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

FORMERLY A FELLOW OF THE CHARTERED ASSOCIATION  
OF CERTIFIED ACCOUNTANTS - NOW RETIRED

**Address:**

## 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

PortobelloTimebank (SCIO)

SC050023



## Receipts and payments accounts

For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	1 April 2024				31 March 2025		

## 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	200				200	58
Legacies					-	
Grants					-	
Receipts from fundraising activities	1,251				1,251	1,299
Gross trading receipts					-	
Income from investments other than land and buildings	33				33	4
Rents from land & buildings					-	
Gross receipts from other charitable activities						63
					-	
<b>A1 Sub total</b>	<b>1,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,484</b>	<b>1,423</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>1,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,484</b>	<b>1,423</b>
<b>A3 Payments</b>						
Expenses for fundraising activities	67				67	89
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	256				256	514
Grants and donations	679				679	955
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other	259				259	167
<b>A3 Sub total</b>	<b>1,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,261</b>	<b>1,725</b>
<b>A4 Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>A4 Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,261</b>	<b>1,725</b>
<b>Net receipts / (payments)</b>	<b>223</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>223</b>	<b>( 303)</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>223</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>223</b>	<b>- 303</b>



PortobelloTimebank (SCIO)

SC050023

Section B Statement of balances

Categories

Details

B1 Cash funds

Cash and bank balances at start of year	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 £
	3,514				3,514	3,816
Surplus / (deficit) shown on receipts and payments account	223				223	( 303)
					-	
					-	
Cash and bank balances at end of year	3,737	-	-	-	3,737	3,513
(Agree balances with receipts and payments account(s))	-	-	-	-	-	1

Details

B2 Investments

	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
	Total	-	-

Details

B3 Other assets

	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
	Total	-	-	-

Details

B4 Liabilities

	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
	Total	-	-

Details

B5 Contingent liabilities

	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
	Total	-	-

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

Signature\*

Print Name

Date of approval

			29/09/2025

\* Please note - OSCR will accept digital or typed signatures

Section C Notes to the Accounts

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

To advance citizenship and community development and the promotion of civic responsibility and volunteering by providing a local time bank volunteer service for the community in Portobello. By increasing the membership of the timebank and promoting more swaps between members we aim to advance citizenship and community development. In order to do this we undertook a number of events such as running coffee mornings, supporting other local community events, organising talks on various subjects, tool sharpening events as well as promoting more community interaction through time “swaps” between members. We also undertook a number of group activities, such as litter picking sessions as well as conservation events helping our local parks improve biodiversity and their accessibility.

C2 Grants

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

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)	x
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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)	x
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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 (£)
Outgoing Treasurer	Reimbursing transactions	101	0
Time Bank member	Reimbursing transactions	18	0
Trustee	Reimbursing transactions	68	0
Outgoing secretary	Reimbursing transactions	38	0
Time Bank member	Reimbursing transactions	25	

C6 Other information

The long standing treasurer and secretary resigned during the year

**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 £
Porty apple	200				200	39
amazon smile					-	19
					-	
					-	
<b>Total</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>58</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 £
Talk - refreshments					-	63
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>63</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 £
Talks and events- room booking	194				194	362
Talks &Event - expenses	62				62	7
Plants					-	145
					-	
					-	
					-	
					-	
					-	
					-	
<b>Total</b>	<b>256</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>256</b>	<b>514</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	200				200	58
Legacies					-	
Grants					-	
Receipts from fundraising activities	1,251				1,251	1,299
Gross trading receipts					-	
	33					4
Income from investments other than land and buildings					33	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	63
<b>Sub total</b>	<b>1,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,484</b>	<b>1,423</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>1,484</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,484</b>	<b>1,423</b>
<b>Payments</b>						
Expenses for fundraising activities	67				67	89
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other	259				259	167
<b>Sub total</b>	<b>1,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,261</b>	<b>1,725</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>1,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,261</b>	<b>1,725</b>
<b>Net receipts / (payments)</b>	<b>223</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>223</b>	<b>( 303)</b>
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	<b>223</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>223</b>	<b>( 303)</b>

Nature and purpose of funds

## Additional analysis (3)

## 6 Breakdown of restricted funds

Restricted fund 1  
- enter name of  
fund belowRestricted fund 2  
- enter name of  
fund belowRestricted fund 3  
- enter name of  
fund belowRestricted fund 4  
- enter name of  
fund belowTotal restricted  
fundsTotal restricted  
funds last period

## Receipts

Donations					-	
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					-	
<b>Sub total</b>	-	-	-	-	-	-

## Receipts from asset &amp; investment sales

Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-

## Payments

Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
<b>Sub total</b>	-	-	-	-	-	-

## Payments relating to asset and investment movements

Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-

## Transfers to / (from) funds

					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-

## Nature and purpose of funds

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