

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	18	Jan	2023	To	31	Jan	2024

Reference and administration details

Charity name	Drumchapel Friendship House
Other names charity is known by	
Registered charity number	SC052256
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)
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	Constitution
Trustee recruitment and appointment	Existing trustees can nominate individuals as trustees

## Objectives and activities

Charitable purposes	<ul style="list-style-type: none"> <li>to promote the relief of poverty for asylum seekers and refugees</li> <li>to support and encourage integration into the local community by asylum seekers and refugees</li> <li>to promote well-being and improve mental health of asylum seekers and refugees</li> <li>to build confidence</li> </ul>
Summary of the main activities in relation to these objects	<ul style="list-style-type: none"> <li>Weekly lunch prepared by and held at Friendship House for asylum seekers and refugees</li> <li>Weekly collection of and distribution of food bags from Drumchapel Food Bank</li> <li>Distribution of clothing &amp; household items donated to Friendship House</li> <li>Registering clients with local Food Bank</li> <li>Regular visits from community police and fire &amp; rescue service offering advice &amp; to increase confidence in authority</li> </ul>

## APPENDIX 1

### Achievements and performance

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

- Successful operation of weekly lunches and food donation resulting in increased footfall. On average 20 families attend Friendship House
- Annual fun day held before return to school in summer – outdoor activities including bouncy castle, special lunch
- Day trip to Blair Drummond Safari Park for 55
- Twice weekly English classes (by tutor from local college)
- Increased participation by many of the asylum seekers in the wider community (attending other groups and volunteering)

### Financial review

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

#### Details of any deficit

n/a

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

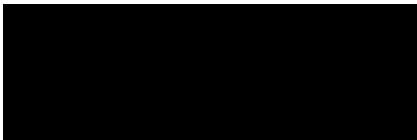

Friendship House operates from Drumchapel Essenside United Reform Church which offers its building and utilities free of charge

Other optional information

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)	Chair	
Date	29 October 2024	

## **Independent Examiner's Report to the Trustees of Friendship House**

I report on the accounts of the charity for the period ended 31 January 2024 which are set out on pages 2 to 7.

### **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) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 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 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.

### **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
  - 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.

[REDACTED]  
**Member of the Institute of Chartered Accountants of Scotland**

[REDACTED]  
**30 October 2024**

[REDACTED]

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Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year

## 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	3,050				3,050	
Legacies					-	
Grants	31,811				31,811	
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>A1 Sub total</b>	<b>34,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,861</b>	<b>-</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>34,861</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,861</b>	<b>-</b>
<b>A3 Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	30,581				30,581	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
<b>A3 Sub total</b>	<b>30,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,581</b>	<b>-</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>30,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,581</b>	<b>-</b>
<b>Net receipts / (payments)</b>	<b>4,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,280</b>	<b>-</b>
<b>A5 Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>4,280</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,280</b>	<b>-</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 £
B1 Cash funds	Cash and bank balances at start of year	2,788				2,788	
	Surplus / (deficit) shown on receipts and payments account	4,280				4,280	
						-	
						-	
	<b>Cash and bank balances at end of year</b>	<b>7,068</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,068</b>	<b>-</b>
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

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

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

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities	Accounts preparation	Unrestricted funds		
	Independent examination	Unrestricted funds		
		Total	-	-

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

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

Signature

Print Name

Date of  
approval


## Section C Notes to the Accounts

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

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### C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Support of local asylum seekers & refugees	SRC	2	30,150
Support of local asylum seekers & refugees	Glasgow City Council	1	1,661
Total			31,811

### 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)	
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### Authority under which paid

£

### C3b Trustee remuneration - details


### C4a Trustee expenses

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

£

### C4b Trustee expenses - details


### 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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### Analysis of receipts and payments

	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 £
Cernach Housing Association	3,000				3,000	
Individual	50				50	
					-	
					-	
<b>Total</b>	<b>3,050</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,050</b>	<b>-</b>

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	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
Scottish Refugee Council SRC	30,150		30,150	
Glasgow City Council	1,661		1,661	
			-	
			-	
<b>Total</b>	<b>31,811</b>	<b>-</b>	<b>31,811</b>	<b>-</b>

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	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>Total</b>	-	-	-	-	-	-

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	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 £
Lunches	1,899				1,899	
Food	2,482				2,482	
Trips	1,242				1,242	
Events	2,245				2,245	
Christmas gifts	798				798	
Workshops	424				424	
Assistance with travel	330				330	
Printing	3,000				3,000	
Sundries	160				160	
Admin support	18,000				18,000	
					-	
<b>Total</b>	<b>30,581</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,581</b>	<b>-</b>

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**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	3,050				3,050	
Legacies					-	
Grants	31,811				31,811	
Receipts from fundraising activities					-	
Gross trading receipts					-	
buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
<b>Sub total</b>	<b>34,861</b>	-	-	-	<b>34,861</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>Total receipts</b>	<b>34,861</b>	-	-	-	<b>34,861</b>	-
<b>Payments</b>						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	30,581				30,581	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
<b>Sub total</b>	<b>30,581</b>	-	-	-	<b>30,581</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>Total payments</b>	<b>30,581</b>	-	-	-	<b>30,581</b>	-
<b>Net receipts / (payments)</b>	<b>4,280</b>	-	-	-	<b>4,280</b>	-
<b>Transfers to / (from) funds</b>						
					-	
<b>Surplus / (deficit) for year</b>	<b>4,280</b>	-	-	-	<b>4,280</b>	-

**Nature and purpose of funds**

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**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
<b>Receipts</b>						
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>	-	-	-	-	-	-
<b>Receipts from asset &amp; investment sales</b>						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total receipts</b>	-	-	-	-	-	-
<b>Payments</b>						
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>	-	-	-	-	-	-
<b>Payments relating to asset and investment movements</b>						
Purchases of fixed assets					-	
Purchase of investments					-	
<b>Sub total</b>	-	-	-	-	-	-
<b>Total payments</b>	-	-	-	-	-	-
<b>Net receipts / (payments)</b>	-	-	-	-	-	-
<b>Transfers to / (from) funds</b>					-	
<b>Surplus / (deficit) for year</b>	-	-	-	-	-	-
<b>Nature and purpose of funds</b>						