

Project Scotland
(a company limited by guarantee)
Report and financial statements
Year ended 31 March 2013

Charity No: SC035464

Company No: SC267476

THURSDAY



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12/12/2013
COMPANIES HOUSE

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Legal and administrative details

Directors	Ian McAteer (Chairman) Matthew Benson Fiona Duff (Resigned 30 October 2012) Jim Fraser (Appointed 16 January 2013) John Glen Laura Greatrex Julie-Anne Jamieson (Appointed 20 March 2013) John Mulgrew
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Senior Management Team

Chief Executive	Susan Watt (Resigned 10 December 2012)
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Acting Chief Executive/ Finance Director	Rucelle Soutar
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Registered office	20 Hopetoun Street Edinburgh EH7 4GH
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Auditors	BDO LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD
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Bankers	Lloyds TSB Hanover Street Edinburgh EH2 2DS
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Solicitors	Lindsays WS 19a Canning Street Edinburgh EH3 8HE
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Investment Manager	Brewin Dolphin 7 Drumsheugh Gardens Edinburgh EH3 7QH
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Company number	SC 267476
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Charity number	SC 035464
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Directors' Report

Directors and Advisors

The directors and advisors of the charity and key administrative details of the charity are set out on page 1.

Structure, Governance and Management

Project Scotland (hereinafter referred to as "ProjectScotland") is a company limited by guarantee incorporated on 6 May 2004 and registered as a charity on 18 May 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by the Articles of Association.

Under those Articles the Directors of the Board are elected at the AGM to serve a period of 6 years with the option to extend that appointment if necessary. The Board composition seeks to reflect the different stakeholders and environment in which ProjectScotland operates. ProjectScotland therefore appoints Directors based on the skills they can bring to the organisation whilst maintaining this cross representation of the Board. Directors are appointed and ratified by the Board following nomination by the officers of the company or other Directors. The Acting Chief Executive is responsible for the day to day management and operation of the charity on behalf of the Directors.

All new Directors are issued with an induction pack and meet the Chairman and senior management and are taken through the role of Director and the main activities of the charity. Any new Directors are also assessed for any initial training needs prior to taking up the role. Training is provided for existing Directors as identified on an annual basis.

Risk Management

The major risks to which ProjectScotland is exposed are reviewed regularly by the Board and procedures have been established to mitigate these risks. The major risk which the organisation faces is failing to secure the projected voluntary income within the three year plan.

Objectives and Activities

ProjectScotland's vision is to be Scotland's national youth volunteering programme, offering high quality full time volunteering opportunities to a significant number of young people thus bringing about a significant economic and cultural shift to the benefit of Scottish society.

We offer 18 to 30 year-olds the chance to make a positive contribution to their community and their country through volunteering. Young people get experience of work and a chance to develop themselves. Charities throughout the country get additional skills, talents and energy. Local communities are strengthened across generations. Scotland is a better place through social cohesion.

ProjectScotland's primary goal is achieving positive outcomes for young people which reflect a greater realisation of individual potential and skills development while instilling a culture of active citizenship.

In so doing, it aims to demonstrate maximum value for money to its funders.

This is achieved by:

- providing young people of all backgrounds the opportunity to benefit from a period of up to six months to develop personal skills and new social networks, enhance their life choices and become more active citizens.
- recruiting and training adult volunteers as mentors to young people.
- maintaining a strong brand to improve the image and opportunities available for volunteering and create a culture of service to support worthwhile community activity in Scotland.
- supporting not-for-profit organisations to build their capacity to involve and manage volunteers in meaningful and rewarding experiences.

Directors' Report *(continued)*

- providing a stepping stone for all young people into opportunities in further education and training, employment and volunteering

Achievements and Performance

We have achieved much since we were established eight years ago. Nearly 4,000 young people have volunteered in their local area, delivering 2.6 million hours of volunteering through over 300 national and local charities.

2012/13 was another year in which ProjectScotland volunteers, mentors and partner charities continued to change lives and make a real difference to communities and individuals across Scotland.

Seven out of ten ProjectScotland volunteers go on to employment, education and training and a recent survey showed that 93% of our volunteers believe it has had a positive impact on their life, with 81% saying it gave them an edge when looking for a job. Crucially, 87% say they will volunteer again in the future.

Our philosophy is one of mutual benefit. In exchange for their energy and hard work, ProjectScotland volunteers get new skills and networks that help them get on in life. Our charity partners get additional resources, full time, for at least three months. For some of our smaller partners, this support makes a significant difference to the services they can offer their local community.

In these challenging financial times, charities across Scotland are finding it harder to plan with confidence for the future. In common with many charities we have experienced a significant drop in our annual revenue since 2008, but the need for our work has, if anything, increased since the recession.

Last year we reported that this generation of young adults faces an uncertain future. Unemployment among 18 – 24 year olds is at the highest since the early 1980s. We commissioned research by Scot Cen which shows that unemployment among 25 – 29 year olds has risen just as sharply as it has among the younger age group. We were so concerned about this statistic that we took the decision to widen our criteria for our volunteering opportunities from 16 - 25 year olds to 18 - 30 year olds.

Evidence from previous recessions shows that an early period of unemployment can have a "scarring" effect on an individual's future well-being as well as future earnings. The Scottish and UK governments responded to this national challenge with a range of employability schemes, including the Work Programme.

ProjectScotland's contribution was to progress towards offering 1000 volunteering opportunities per annum to 18 – 30 year olds. In 2012/13 we invested in new recruitment techniques so that we could reach young people throughout Scotland. We reviewed and improved our operations to help respond to the increased number of applicants. We are now well placed to continue towards our goal of helping 1000 young people each year to get on in life.

At the same time the Board agreed a business plan which committed ProjectScotland to using its reserves to help as many young people as possible; while at the same time seeking medium to long term sustainable sources of revenue.

We continued to seek and secure funding through Trusts and Foundations and have been working towards developing and strengthening our relationships with existing funders to ensure ongoing support in addition to sourcing new potential funders for the future.

Financial Review

The incoming resources for the year amounted to £154k (2012: £653k). Resources expended amounted to £635k (2012: £1,185k) leaving net outgoing resources of £481k (2012: £532k outgoing). Gains on investment assets of £74k (2012: £25k) brought the total net reduction in funds to be £407k (2012: £507k decrease). The principal income came from grant, donations and investment income.

Directors' Report *(continued)*

Reserves Policy

The Board has established a reserves policy to cover known commitments through designated reserves and to ensure that the remaining general unrestricted and undesignated reserves held by the Company are greater than 3 months of costs. For the year ahead expenditure over 3 months is expected to be £200k. With general unrestricted and undesignated reserves of £1,045k as at 31 March 2013 the Company is operating within its reserves policy.

Going Concern

No material uncertainties that may cast significant doubt about the ability of the company to continue as a going concern have been identified by the Directors. The Directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the financial statements.

Designated Reserves

There was one designated reserve existing at the year end as follows (see note 13):

Development Reserve

These funds have been designated to align with the organisation's strategy to focus on future sustainability. This reserve will ensure that the organisation can focus on delivering 1000 volunteering opportunities each year whilst remaining confident that the organisation is still a going concern. The amount set aside represents the estimated costs of business development, salaries, infrastructure and other costs less the minimum amount of income the organisation expects to raise whilst enabling the strategy to take effect. The reserve is expected to be drawn down over the next 2 years.

Investments

Day-to-day funds are held in a current account earning interest at the base rate less 0.25%. During the year £1.5m was also invested in short term deposits earning various rates of interest of up to 3.25%. Brewin Dolphin continue to manage the investment portfolio valued at £1.107m at 31 March 2013. With rising inflation the Board continued to adopt a "cautious with risk" investment strategy aimed at outperforming RPI. During the year the portfolio provided a total weighted return of 9.3% against the RPI benchmark of 3.2% (From November 2011 to March 2012 the portfolio provided a total weighted return of 2.8% against the RPI benchmark of 1.2%).

ProjectScotland owns two ordinary £1 shares in PS Enterprises Limited, a dormant subsidiary company. The charity is exempt from producing group accounts as the gross income of the group in the accounting period is below the threshold for preparing group accounts.

Plans for Future Periods

ProjectScotland's vision is to be Scotland's national youth volunteering organisation, offering high quality full time volunteering opportunities to a significant number of young people thus bringing about an economic and cultural shift to the benefit of Scottish society.

We aim to serve all of Scotland and be representative in all local authorities.

In 2013/14 we aim to help 1,000 young people get on in life through volunteering with over 300 charity partners supported by a mentor from their local community.

We will recruit our volunteers through appropriate marketing channels including radio, online advertising and local PR. We have redeveloped our website so that volunteers find it easier to apply and understand better the ProjectScotland offering. We will use our Google Grant of up to £80k per annum to direct volunteers to ProjectScotland through cost-per-click advertising. Through analytical tracking we will monitor how we can improve both the number and relevance of applications through the various channels.

Directors' Report (continued)

We will continue to build up our partners and the opportunities that they offer throughout Scotland to enable a choice of opportunities to our 1,000 volunteers.

A significant amount of work has been undertaken to understand our operational pipeline and the number of applicants that go on to become volunteers. We will continue to monitor this and review ways in which we can engage with young people better so that we can match them with the opportunities that are right for them.

Delivering a successful national youth volunteering programme is an ambitious undertaking, but it is a challenge we relish. With our supporters' backing ProjectScotland can continue to help change the lives of thousands of young people, while supporting local charities across the whole country. In 2013/14 we will continue to seek sustainable funding to ensure that ProjectScotland can help young people for the long term.

Statement of Directors' Responsibilities

The directors are responsible for preparing the directors annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company and charity law requires the directors to prepare financial statements for each financial year. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year. In preparing those financial statements the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping adequate and proper accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment Scotland Act 2005, regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) the requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Provision of information to auditor

The directors who held office at the date of approval of this directors' report confirm that, so far as they are individually aware, there is no relevant audit information of which the company's auditor is unaware; and each director has taken all the steps that they ought to have taken as a director to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

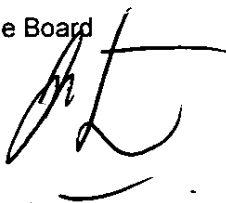
Basis of preparation

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On behalf of the Board

Ian McAteer

Director and Chair



Date: 28.8.13

Independent Auditor's Report to the Directors and Members of ProjectScotland

We have audited the financial statements of ProjectScotland for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's directors and members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the members and the charity's directors and members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's directors and members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditor

As explained more fully in the Statement of Directors' responsibilities the directors (who are also directors of the charitable company for the purposes of Company Law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other requirement of the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Independent Auditor's Report to the Directors and Members of Project Scotland

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' Report

BDO LLP

MARTIN GILL (Senior Statutory Auditor)
For and on behalf of BDO LLP, Statutory Auditor
Edinburgh UK

Date: *30 August 2013*

BDO LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

Statement of Financial Activities (incorporating an income and expenditure account)
for the year ended 31 March 2013

	<i>Note</i>	Unrestricted General funds year to 31 March 2013 £	Designated funds year to 31 March 2013 £	Restricted funds year to 31 March 2013 £	Total funds year to 31 March 2013 £	Total funds year to 31 March 2012 £
Incoming resources						
Incoming resources from generated funds:						
Voluntary income	2	-	21,900	61,007	82,907	125,333
Activities for generating funds	3	-	12,255	-	12,255	8,440
Investment income	4	19,956	37,620	-	57,576	28,380
Incoming resources from charitable activities	5	-	-	1,579	1,579	490,349
Total incoming resources		19,956	71,775	62,586	154,317	652,502
Resources expended						
Costs of generating funds:						
Cost of generating voluntary income		-	21,052	4,621	25,673	41,069
Cost of activities for generating income		-	9,924	-	9,924	7,747
Investment management costs		7,127	-	-	7,127	2,258
Charitable activities	6	-	499,822	55,386	555,208	1,124,564
Governance costs	7	25,200	11,816	-	37,016	9,158
Total resources expended		32,327	542,614	60,007	634,948	1,184,796
Net (outgoing)/incoming resources before transfers		(12,371)	(470,839)	2,579	(480,631)	(532,294)
Transfers between funds		3,775	-	(3,775)	-	-
Net (outgoing)/incoming resources before other recognised gains/losses	13,14	(8,596)	(470,839)	(1,196)	(480,631)	(532,294)
Other recognised gains/losses						
Gains on investment assets		74,126	-	-	74,126	25,289
Net movement in funds during year		65,530	(470,839)	(1,196)	(406,505)	(507,005)
Funds brought forward		979,899	2,100,000	39,351	3,119,250	3,626,255
Funds carried forward		1,045,429	1,629,161	38,155	2,712,745	3,119,250

None of the charity's activities were acquired or discontinued during the above two financial periods.

Balance Sheet
as at 31 March 2013

	Note	2013 £	2012 £
Fixed assets			
Investments	10a	1,107,340	1,021,505
Investment in subsidiary undertaking	10b	2	2
		<u>1,107,342</u>	<u>1,021,507</u>
Current assets			
Debtors due within one year	11	41,316	46,986
Cash at bank and in hand		1,620,924	2,147,124
		<u>1,662,240</u>	<u>2,194,110</u>
Current liabilities			
Creditors: amounts falling due within one year	12	(56,837)	(96,367)
Net current assets		<u>1,605,403</u>	<u>2,097,743</u>
Net assets		<u><u>2,712,745</u></u>	<u><u>3,119,250</u></u>
Funds			
Unrestricted funds			
General reserves	13	1,045,429	979,899
Designated reserves	13	1,629,161	2,100,000
Restricted funds	14	38,155	39,351
Total funds		<u><u>2,712,745</u></u>	<u><u>3,119,250</u></u>

The financial statements have been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved and authorised for issue by the Board of Directors and signed on their behalf by:

Ian McAteer
Chair



Date: 28.8.13

Notes*(forming part of the financial statements)***1. Accounting policies**

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the charity's financial statements.

(a) Basis of preparation

The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, in accordance with the Statement of Recommended Practice (SORP) Accounting & Reporting by Charities (revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Accounts (Scotland) Regulations 2006.

Exemption from preparing a cash flow statement has been taken on the grounds that the company qualifies as a small company.

(b) Going concern

Following withdrawal of core Scottish Government funding in 2008/09, the principal risk for ProjectScotland continues to be the sourcing of alternative funding streams. However, ProjectScotland has a four year strategic plan in place to ensure the continued operation of the organisation and sufficient cash reserves to ensure this plan can be implemented. On this basis, the Directors believe it is appropriate to prepare the accounts on the going concern basis.

(c) Status

The charity is a company limited by guarantee. The members of the charity are the directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member.

(d) Reserves/Funds

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity which have not been designated for any other purpose.

Designated funds comprise unrestricted funds that have been set aside by the directors for particular purposes. The aim and use of each designated fund is set out in note 13 to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of restricted funds is set out in note 14 of the financial statements.

(e) Incoming resources

All incoming resources, except investment income, are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Investment income is recognised on a receivable basis. Gifts in kind and donated services/facilities are included in the Statement of Financial Activities at the commercial value agreed with the donor. The equivalent cost of the donated good/service is allocated to the appropriate expenditure line.

(f) Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category.

Notes (continued)

1. Accounting policies (continued)

Costs of generating voluntary income comprises those costs incurred by the charity in making grant applications to trusts and foundations, attending networking events, corresponding and meeting with company representatives etc. Costs include the salaries, expenses and administration of these fundraising activities. These costs are allocated based on an estimate of the proportion of time that personnel spend on generating voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them. These costs are allocated based on an estimate of the proportion of time that personnel spend on charitable activities.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Support costs are those costs which are necessary to deliver an activity but do not themselves produce the output of the charitable activity. It includes the central office functions such as general management, finance, information technology and administration.

(g) Capitalisation and depreciation

The company capitalises tangible fixed assets with a cost greater than £10,000. Assets are held at historic cost and depreciated on a straight line basis over 3 years.

(h) Operating leases

Rentals in relation to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

(i) Pension costs

The company contributes to defined contribution money purchase pension schemes for its members. The assets of the schemes are held separately from those of the company in independently administered funds. The amount charged to the Statement of Financial Activities represents the contributions payable to the scheme in respect of the accounting year.

(j) Taxation

The company is a Scottish registered charity and is recognised as such by HMRC for UK taxation purposes. As a result there is no liability to UK taxation on any of its income or capital gains.

(k) Investments

Investments are shown at market value. Additions are shown at cost and gains and losses are recognised in the Statement of Financial Activities in the period in which they arise.

In addition, ProjectScotland has two £1 ordinary shares in PS Enterprises Limited, a dormant subsidiary. The investment is held at historic cost within the accounts. The charity is exempt from producing group accounts as the subsidiary is immaterial.

Notes (continued)

2 Voluntary income

	2013 £	2012 £
Donations and other grants	82,907	125,333

3 Activities for generating funds

	2013 £	2012 £
Social enterprise income	12,255	8,440

4 Investment income

	2013 £	2011 £
Bank interest receivable	37,621	25,231
Investment income	19,955	3,149
	57,576	28,380

5 Incoming resources from charitable activities

	2013 £	2012 £
Contractual payments for volunteering opportunities	1,579	154,463
Scottish Government	-	(66,439)
Future Jobs Fund	-	382,335
	1,579	470,359

In 2012 £66,439 was returned to the Scottish Government being travel expenses not incurred in the Summer Leavers' programme.

6 Resources expended on charitable activities

	2013 £	2012 £
Activities undertaken directly	386,337	920,932
Support costs	168,871	203,632
	555,208	1,124,564

Support costs are costs not related directly to delivering volunteering opportunities and include some salaries, rent, rates, insurance and other general infrastructure costs.

7 Governance costs

	2013 £	2012 £
External audit costs	5,932	6,185
Professional advice	31,084	2,277
Cost of trustee meetings	-	696
	37,016	9,158

Notes (continued)

8 Directors' remuneration and expenses and related party transactions

None of the directors received any remuneration for services as a director during the period. Two directors received reimbursement of expenses amounting to £229 (2012: £226 for two directors). The Memorandum of Association permits payment to directors for non-management services. Ian McAteer is a director of the Union Advertising Agency Ltd which produced some of the company's marketing material at a cost of £11,731 (2012: £5,542). There was £8,379 (2012: £0) due to Union Advertising Agency Ltd at the year end.

9 Staff costs

	2013 £	2012 £
Gross wages	315,149	309,363
Social security costs	28,712	33,200
Pension costs	31,953	26,017
	<u>375,814</u>	<u>368,580</u>

The average number of employees, calculated on a full time equivalent basis, was 8 (2012: 9). The number of employees with emoluments greater than £60,000 in the period under review was as follows:

	2013 No.	2012 No.
£60,000 - £69,999	-	1
£90,000 - £99,999	1	-
	<u>1</u>	<u>1</u>

During the year £11,204 (2012: £6,225) was paid toward the provision of defined contribution pension schemes for this employee.

10 Fixed Assets

	2013 £	2012 £
(a) Investments		
Opening Market Value	809,907	-
Additions at cost	150,586	804,340
Disposal proceeds	-	(19,722)
Realised gain	-	354
Unrealised gains	74,126	24,935
	<u>1,034,619</u>	<u>809,907</u>
Closing Market Value		

Notes (continued)

10 Fixed Assets (continued)

	Market Value 2013 £	Investment Income 2013 £	Market Value 2012 £	Investment Income 2012 £
UK Bonds & Equities	694,495	14,886	562,032	2,235
North American Equities	44,416	481	36,597	-
Global investments	147,655	3,014	89,691	-
Overseas Bonds	16,201	276	-	-
Absolute Return	116,338	-	105,493	-
Property	15,514	1,167	16,094	487
Total	1,034,619	19,824	809,907	2,722
Cash	72,721	131	211,598	427
	1,107,340	19,955	1,021,505	3,149

There are no individual shareholdings within the investment portfolio with a value over 5% of the total investment portfolio.

(b) Investment in subsidiary undertaking

	Shares in group undertakings
Cost	£
At 1 April 2012 and 31 March 2013	2
Net Book Value	
At 31 March 2013	2
At 31 March 2012	2

ProjectScotland owns two ordinary £1 shares in PS Enterprises Limited, a dormant subsidiary company. The charity is exempt from producing group accounts as the subsidiary is immaterial.

11 Debtors

	2013 £	2012 £
Trade debtors	3,900	37,980
Accrued income	31,912	1,800
Prepayments	5,504	7,206
	41,316	46,986

Notes (continued)

12 Creditors: Amounts falling due within one year

	2013 £	2012 £
Trade creditors	19,158	50,872
Other taxes and social security	6,251	8,669
Accruals	29,610	32,118
Group Personal Pension Scheme	1,818	2,738
Deferred income	-	1,970
	<u>56,837</u>	<u>96,367</u>

13 Analysis of unrestricted reserves

	Balance at 1 April 2012 £	Incoming Resources £	Resources Expended £	Transfers to/(from) reserves £	Other recognised gains/losses £	Fund at 31 March 2013 £
General reserves	979,899	19,956	(32,327)	3,775	74,126	1,045,429
Designated reserves						
Development reserve	2,100,000	71,775	(542,614)	-	-	1,629,161
Total	<u>3,079,899</u>	<u>91,731</u>	<u>(574,941)</u>	<u>3,775</u>	<u>74,126</u>	<u>2,674,590</u>

Development Reserve

These funds have been designated to align with the organisation's strategy to focus on future sustainability. This reserve will ensure that the organisation can focus on delivering 1000 volunteering opportunities each year whilst remaining confident that the organisation is still a going concern. The amount set aside represents the estimated costs of business development, salaries, infrastructure and other costs less the minimum amount of income the organisation expects to raise whilst enabling the strategy to take effect. The reserve is expected to be drawn down over the next 2 years.

Notes (continued)

14 Analysis of restricted reserves

	Balance at 1 April 2012	Incoming Resources	Resources Expended	Transfers Out of Reserves	Fund at 31 March 2013
	£	£	£	£	£
Big Lottery – Investing in Ideas	9,305	-	(9,305)	-	-
Souter Charitable Trust	12,600	-	(6,300)	-	6,300
Hollywood Trust	-	10,000	(5,000)	-	5,000
J Paul Getty Jr Charitable Trust	-	15,000	(5,500)	-	9,500
Garfield Weston Foundation	-	20,000	(9,995)	-	10,005
Other restricted funds	17,446	17,586	(23,907)	(3,775)	7,350
Total	39,351	62,586	(60,007)	(3,775)	38,155

ProjectScotland had in excess of 30 restricted funds during the year. The analysis shows the individual funds which account for more than 10% of opening/closing balances or income during the year. It also shows any funds specifically required to be disclosed in accordance with grant giving terms. All of the donations were restricted to opportunities within Scotland in particular geographical locations and/or for particular charitable purposes.

15 Commitments

	Land and Buildings 2013 £	Land and Buildings 2012 £
Annual commitments under non-cancellable operating leases which expire:		
Within 1 year	25,916	25,916
Between 1 and 2 years	-	-

18 Allocation of funds

	General £	Designated reserves £	Restricted reserves £	Funds at 31 March 2013 £
Fixed Assets	1,053,140	54,202	-	1,107,342
Current Assets	552	1,623,533	38,155	1,662,240
Current Liabilities	(8,263)	(48,574)	-	(56,837)
Total	1,045,429	1,629,161	38,155	2,712,745