



Craigie's Education and Environment Project SCIO
Scottish Charity No – SC045535
Annual Report and Financial Statements
For the year ended 31 March 2018

Trustees' Annual Report

For the year ended 31 March 2018

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 March 2018.

Reference and Administrative Information

Charity Name

Craigie's Education and Environment Project SCIO

Charity no.

SC045535

Address

West Craigie Farm, South Queensferry, Edinburgh, EH30 9AR

Current Trustees

Graham Clarkson	Chair
Stuart Ridge	Secretary
Graham Leith	Treasurer
Enrico Prentice	(appointed July 2016)
Derek Clark	(appointed July 2017)

Structure, Governance and Management

Constitution

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 2nd April 2015. The charity was previously an unincorporated association but changed its legal form to a SCIO. The assets of the unincorporated association were transferred to the SCIO on the 2nd April 2015. The structure of the organisation consists of the charity trustees who are also the organisation's only members and comprise the organisation's board.

Appointment of trustees

The minimum number of Charity Trustees is 3.

Charity Trusteeship is open to:

- any person aged 16 or over; and/or
- any individual who has been nominated for membership by an unincorporated organisation; and/or
- any corporate body;

who subscribes to the purposes of the organisation and wishes to see them fulfilled.

Any person, nominated individual or body who/which wishes to become a Charity Trustee must sign a written application for Charity Trusteeship. For a corporate body, that application must be signed by an appropriately authorised officer of that body who will remain as the representative of that corporate body until such time as the corporate body informs the Board otherwise.

Applications will be considered by the Board and an application may be refused where there are reasonable grounds to do so.

Each applicant will be notified promptly (in writing, which includes by e-mail) of the decision on whether or not to admit him/her/it as a Charity Trustee.

At each AGM, all of the charity trustees must retire from office but may then be re-elected. A charity trustee retiring at an AGM will be deemed to have been re-elected unless

- he/she/it advises the Board prior to the conclusion of the AGM that he/she/it does not wish to be re-appointed as a charity trustee; or
- an election process was held at the AGM and he/she/it was not among those elected/re-elected through that process; or
- a resolution under sub-clauses 27.5, 27.6, 27.7, 27.8 of the constitution was put to the AGM and was carried.

Objectives and Activities

Charitable purposes

The organisation is established for charitable purposes only, and in particular, the objects are:

- the advancement of education for all sections of society, with the focus on school children, in allotment design and construction, agriculture, horticulture, sustainable development, food production and processing, cooking, and protection of the natural environment through good environmental practices;
- the advancement of environmental improvement through increasing awareness to, and interest in, food production and the environment, the growing of food locally and reducing the carbon footprint, increased recycling and reusing of materials and utilising planting methods to increase biodiversity whilst retaining local crop production heritage;
- the advancement of community development through the provision of and participation in community garden spaces for all sections of society in a sustainable and inclusive manner, direct involvement, partnership working and the provision and promotion of volunteering activities;
- The promotion of such other charitable purposes as may from time to time be determined.

Activities

The organisation utilises an area of land in West Edinburgh as allotments and a community garden to support and encourage the growing of food locally, to educate primarily young people from all sections of society about food production and the environment, to conserve local fruit and vegetable production and to have a positive impact on the environment.

It will promote health and well-being and an active lifestyle through gardening and other outdoor pursuits and promote the benefits of growing and eating seasonal, nutritious, affordable food.

The organisation will provide and promote volunteering opportunities in the community, encouraging outdoor and healthy activities as well as social interaction, community involvement and cohesion.

Current projects include:

- Vegetable Allotments - Allotments have been developed for the use of groups from the local area. Allotments are managed and maintained by individual groups. A polytunnel is available to raise plants for growing on in the allotments.
- Fruit Tree Orchard – One of the allotments has been set aside and has been planted with a range of apple and plum trees. More unusual varieties have been selected.
- Bio Diversity – hedges have been planted with wide borders where native wild flowers will be planted to encourage diversity of flora and fauna.
- Bee keeping – the organisation has introduced beehives, honey production and bee keeping classes to the project.
- Raised Beds – An area has been levelled and hard standing laid, to allow for wheelchair accessibility. Nine raised beds have been constructed to increase the number of groups involved in the project.
- Food Preparation – This was started at the launch of the project under supervision from Edinburgh School of Food and Wine. It was repeated at the Power of Food Festival. It is an area we wish to expand.

Achievements and Performance

Highlights during the past Year

- April – June 2017 – Large group involved in growing on and planting hanging baskets. These were supplied to businesses in Queensferry and sold through Craigie's shop. Our thanks to Neil McKinlay for his help here.
- Summer 2017 – Advertised and recruited additional beekeepers to replace current team members. This was due to relocation and job change.
- June and September 2017 – Some 78 jars of honey extracted from the beehives and sold through Craigie's shop.
- September 2017 – All raised beds recoated thanks to staff at Lloyds Bank.
- September 2017- Portakabin donated to us from World of Soccer. This was totally refurbished inside and out, thanks to trustee Derek Clark, Howden's and P McHale.
- Winter 2017 – Relocated tool store, due to water ingress.
- Ongoing – Provided nursery facilities for Maggie's Edinburgh, whilst the redevelopment is taking place.
- Ongoing – Attendance by user groups continued to grow, particular the very young people with the Childminders.
- January 2018 – Pruned all apple trees in the orchard. Our thanks to Peter Boyd for his help and guidance.
- March 2018 – Cleared area around our new polytunnel, ready to relocate from existing polytunnel.
- Ongoing - Men's Shed continues to grow, with regular attendees each week.
- Maintained the website and Facebook page.
- Seven novices attended course in beekeeping, run by EMBC.
- We received much support and encouragement from John, Kirsteen and the staff at Craigie Farm throughout the year and we are most grateful to them.

Projects for 2018/19

- Erect second polytunnel on prepared ground
- Complete path laying in and around polytunnels
- Build beds and benching inside polytunnels
- Add/adjust watering systems inside both polytunnels
- Build barbecue for use by all groups
- Recruit additional users
- Build on small group of dedicated Friends
- Build commercial wormery

Financial review

This year, our main source of funding was from:

- Donations from groups and individuals for either general use or specific purposes.
- Sales of Hanging Baskets and other plants
- Sales of surplus equipment

£1,296 was received as restricted funding from Edinburgh Council to fund the purchase of a new Polytunnel and ancillary parts. £69.73 of these restricted funds remains to be spent in 2018/19. All other money the Project received was unrestricted. This has been used to continue the development of the site and facilities, and maintain the existing facilities.

The project also supplies plants and hanging baskets to a local community group for display through South Queensferry and sells them through the shop at Craigie Farm. This is operated as a self-funding activity with the community group paying all the costs.

Reserves policy

The project does not operate any specific Reserve policy. When a project is identified funding is identified from either grants or donations before spend is approved. The Trustees are committed to maintaining a positive bank account that does not go overdrawn.

Plans for future period

The trustees intend to continue to develop the project and the facilities available, concentrating on expanding the number of user groups involved. We need to review our policies and update, as necessary.

Statement of Trustees' Responsibilities

The Trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the Charity during the financial year.

The Trustees are responsible for keeping proper accounting records which, on request, must reflect the financial position of the Charity at that time.

This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

They are also responsible for safeguarding the assets of the Charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

Signed

Name

Date

2018

Independent Examiner's Report to the Trustees of Craigie's Education and Environment Project SCIO Charity no. SC045535

I report on the accounts of the charity for the year ended **31 March 2018** which are set out on pages 8 to 9.

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.

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 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, 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.

Signature:

Date:

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Name: Eric J Proven MCIBS

Qualification: Member of the Chartered Institute of Bankers in Scotland

Address: 4 Featherhall Crescent South, Edinburgh, EH12 7UL

Statement of Receipts and Payments for the year ended 31 March
2018

	Restricted Funds	Unrestricted Funds	Year ended 31/3/18
RECEIPTS			
Donations	£1,296.00	£300.00	£1,596.00
Fundraising	£0	£0	£0
Sales	£0	£2,023.41	£2,023.41
Other	£0	£274.80	£274.80
Total Receipts	£1,296.00	£2,598.21	£3,894.21
PAYMENTS			
Allotments/Raised Beds/Polytunnel	£1,226.27	£0	£1,226.27
Running Costs	-	£256.80	£256.80
Seeds, Plants & Growing Material	-	£1,538.60	£1,538.60
Other		£1,366.22	£1,366.22
Total Payments	£1,226.27	£3,161.62	£4,387.89
Surplus/(Deficit) for the year	£69.73	(£563.41)	(£493.68)

Statement of Balances - As at 31 March 2018

	Restricted Funds	Unrestricted Funds	Total 2018
Balance Brought forward 1st April 2016		£4,767.19	£4,767.19
Gain (Loss) for year	£69.73	(£563.41)	(£493.68)
Balance Carried forward	£69.73	£4,203.78	£4,273.51
Bank Account Balance			£4,273.51

Notes to the accounts - for the year ended 31 March 2018

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended)

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day-to-day running and expansion of the project.

Restricted funds may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. The £69.73 held as restricted at the end of the year will be used towards the polytunnel in 2018/19.

3 Related party transactions

No remuneration was paid to the trustees or any connected persons during the year.