



Annual Report 2014 / 15

1 April 2014 to 31 March 2015

People Know How

Registered Scottish Charity
Number/SCIO: SC043871

Principle Address

Kirkloan Hall
18 Kirk Loan
Corstorphine
Edinburgh, EH12 7HD

contactus@peopleknowhow.org

Twitter @PKHinnovation

Facebook /PeopleKnowHow

www.peopleknowhow.org

Our Mission:

Innovating positive change by believing in people

Our Vision:

Our vision is a world where people have the opportunity to reach their full potential using their strengths and assets.

Our Values:

- We value people's potential
- We invest in creative and dynamic processes
- We commit to meaningful action
- We strive for innovative solutions

Our Trustees (at 7th October 2015):

Lesley London – Chairperson

Nigel Ross – Vice Chairperson

Glenn Liddall – Secretary / Joint Treasurer

Lucy Morgan – Joint Treasurer

Samantha Monk – Trustee

Jamie Laing – Trustee

Eloise Nutbrown – Trustee

Keith Smyth - Trustee

Resignations

Ivan Kralj – October 2014

David Brackenridge – June 2015

Structure, governance and management:

People Know How (PKH) is a SCIO being registered with charitable status with OSCR from 19th March 2013, and recognised as a charity by HM Revenue & Customs. The organisation was established with and is governed by a constitution.

Objectives and activities:

People Know How (PKH) objects as detailed in the constitution are:

to advance health and wellbeing and

to advance citizenship and community development.

People Know How (PKH) has been established as a social innovation organisation to help and support people to discover their strengths and assets; to address challenges and harness opportunities they face. We fundamentally believe people know how to achieve their full potential and seek to empower them toward their goals.

We approach this by asking and consulting people on where they see the challenges and opportunities; and what they are looking to achieve. We compliment this approach by reviewing research and collating the findings to build solutions with people that are innovative, creative and supported by these findings.

We are a Scottish Charitable Incorporated Organisation (SCIO) based in Edinburgh and our initial focus is with children & young people whilst we plan to work with other groups of people and a range of issues over the coming years.

We will start-up services, projects and initiatives with the intention that they either run their course or are taken on by other groups or bodies. This will enable for the energy of People Know How to remain rooted in developing innovative and creative solutions with people for people.

Financial review:

Our Policy on reserves

The board is committed to overseeing the long-term development of un-restricted financial reserves equal to three months expenses of the organisation.

Charity Number: SC043871
SCIO: People Know How

Accounts

1st April 2014 to 31st March 2015

£

Income

Balance brought forward from 2013/14	508.02
BIG Lottery – Investing In Ideas	10,000.00
One City Trust	10,000.00
Third Sector Internship Scotland	691.06
Santander	1,500.00
My Donate – online giving	1.97

TOTAL

22,701.05

Expenditure

Salaries, NI, Payroll costs	9,425.39
Insurance	318.00
Phone, internet, computers, website	1,118.23
Rent, utilities and room hire	201.85
Training, volunteer expenses	1,292.64
Sundry expenses	129.84
TOTAL	12,485.95

Assets carried forward

10,215.10

Assets at year end

10,215.10

Accounts and trustees' report agreed as a true record on 7th October 2015

By the following trustees:

Lesley London, Chairperson *Lesley A London*

Glenn Liddall, Secretary / Joint Treasurer *[Signature]*

APPENDIX 3

OSCr

Office of the Scottish Charity Regulator

		Independent examiner's report on the accounts						v2	
Report to the trustees/members of	Registered charity number	Charity name							
		PEOPLE KNOW HOW							
On the accounts of the charity for the period		Period start date				Period end date			
		Day	Month	Year	to	Day	Month	Year	
		1	APRIL	2014		31	MARCH	2015	
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 [other than that disclosed on the attached page*]								
	1. which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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:	M Ewart					Date: 25/8/15			
Name:	M EWART								
Relevant professional qualification(s) or body (if any):									
Address:	16 WESTER DALMENY STEADWLT, DALMENY EH30 9TT								

*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.

Achievements and performance:

Our Highlights:

April 2014: Project Coordinator inducted to run the BIG Lottery (Investing In Ideas) project to consult children and young people on what they see as the issues that most affect them and what solutions they would like to see.

May 2014: Recruitment campaign launched to build a team of volunteers to design and implement the consultation with the Project Coordinator.

June 2014: Recruitment process including interviews for new trustees to join the board.

June 2014: Training Day held with 14 prospective volunteers for the consultation project.

June 2014: Mission, Vision and Values reviewed and rewritten

August 2014: Consultation Subgroup review meeting held to review and support the team as they start meeting young people.

September 2014: Intern part funded by Santander joins the team along with a new volunteer office manager. Amongst other objectives they will review research papers.

September 2014: Student joins the team on placement from Dundee University to research and scope out the merits of volunteers supporting schools.

October 2014: New trustees join the board to enhance the experience and skills.

October 2014: Further Training Day held with volunteers for the consultation project with young people.

November 2014: New office computer system installed with cloud storage.

November 2014: Ragged University and People Know How continue to explore ways of working together support both organisations aims to mutual benefit.

December 2014: All subgroups established chaired by trustees.

January 2015: Christmas / New Year thank you party for the People Know How team on volunteers, students on placement, interns, staff and trustees.

January 2015: New twitter and facebook pages launched.

January 2015: Volunteer reviews finance systems and sets up new online system, making volunteer expenses easy to manage.

February 2015: Over 100 research papers reviewed to date with findings published on our website.

February 2015: Extensive work commenced to develop training resources with the support of Queen Margaret University, Open University and the Opening Educational Practices in Scotland project.

March 2015: Consultation workshops underway with young people across Edinburgh and East Lothian.

March 2015: Two new interns join the team from Spain and start work on establishing the Social Innovation Academy and running a consultation process with the Spanish speaking community in Edinburgh.

March 2015: Funding secured from One City Trust, Voluntary Action Fund (Scottish Government) and in kind support from businesses to run the Social Innovation Academy.

March 2015: Ongoing volunteers from Project Scotland support the development of People Know How.