

REGISTERED COMPANY NUMBER: SC059807 (Scotland)  
REGISTERED CHARITY NUMBER: SC003084

Report of the Trustees and  
Financial Statements For The Year Ended 31 March 2012  
for  
Duthie Trust Limited (The)

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Duthie Trust Limited (The)

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for the Year Ended 31 March 2012

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## Duthie Trust Limited (The)

### Report of the Trustees for the Year Ended 31 March 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

SC059807 (Scotland)

##### **Registered Charity number**

SC003084

##### **Registered office**

c/o James & George Collie  
1 East Craibstone Street  
Aberdeen  
ABERDEENSHIRE  
AB11 6YQ

##### **Trustees**

J I Collie  
P G Dawson  
R D McShepherd

##### **Company Secretary**

James and George Collie

##### **Independent Examiner**

Ruth Howie  
ICAS  
J M Taylor  
5 Rubislaw Terrace  
ABERDEEN  
AB10 1XE

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Organisational structure**

The organisation is a registered charity and a non-profit making company limited by guarantee. It is managed by the trustees; who are also the directors. These trustees are long standing and have experience of managing trusts of all sorts. The members' liability is limited by guarantee and, in the event of winding up, does not exceed £5 per member.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objective of the charity**

The objective of the charity is to relieve those in need by reason of age, ill health, disability, financial hardship or other disadvantage.

Duthie Trust Limited (The)

Report of the Trustees  
for the Year Ended 31 March 2012

**FINANCIAL REVIEW**

**Review of activities and finances; and future plans**

The service provided by the charity is called the "Good Morning Service" which is the provision of early morning calls to the elderly and infirm who are registered with the charity, to confirm that all is well with them and that they are not in need of any assistance. Any non answers are also investigated and acted upon.

There was no change in the business of the charity throughout the year and no change is envisaged in the foreseeable future. There is a deficit of £3,537 for the year compared with a £1,429 deficit in the previous year.

The charity is supported by donations from the Miss WC Duthie Trust, one of who's objects is to support the activities of this charity. One of the reasons for the fluctuation over the years is that donations from the Miss AW Duthie Trust are out of sequence due to the timing of the Miss WC Duthie Trust meetings. Miss WC Duthie Trust has sufficient designated resources to support the charity at its current level of activity for the foreseeable future.

No major changes are anticipated.

**ON BEHALF OF THE BOARD:**



.....  
P G Dawson - Trustee

Date: 27-06-12

Independent Examiner's Report to the Trustees of  
Duthie Trust Limited (The)

I report on the accounts for the year ended 31 March 2012 set out on pages four to ten.

**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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) 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 the independent examiner's report**

My examination was 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 seeking explanations from you as 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.

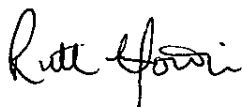
**Independent examiner's statement**

In connection with 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 to comply with Regulation 8 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.



Ruth Howie  
ICAS  
J M Taylor  
5 Rubislaw Terrace  
ABERDEEN  
AB10 1XE

Date: ..... 6/6/12 .....

Duthie Trust Limited (The)

Statement of Financial Activities  
for the Year Ended 31 March 2012

	Notes	31.3.12 Unrestricted funds £	31.3.11 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income	2	7,352	9,259
Investment income	3	24	15
<b>Total incoming resources</b>		<b>7,376</b>	<b>9,274</b>
<b>RESOURCES EXPENDED</b>			
Charitable activities	4	9,729	9,639
Good Morning services			
Governance costs	6	1,184	1,064
<b>Total resources expended</b>		<b>10,913</b>	<b>10,703</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(3,537)</b>	<b>(1,429)</b>
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>10,624</b>	<b>12,053</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>7,087</b>	<b>10,624</b>

The notes form part of these financial statements

Duthie Trust Limited (The)

Balance Sheet  
At 31 March 2012

	Notes	31.3.12 Unrestricted funds £	31.3.11 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	10	37	43
<b>CURRENT ASSETS</b>			
Debtors	11	218	218
Cash at bank	12	8,004	11,598
		<hr/> 8,222	<hr/> 11,816
<b>CREDITORS</b>			
Amounts falling due within one year	13	(1,172)	(1,235)
<b>NET CURRENT ASSETS</b>		<hr/> 7,050	<hr/> 10,581
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> 7,087	<hr/> 10,624
<b>NET ASSETS</b>		<hr/> <hr/> 7,087	<hr/> <hr/> 10,624
<b>FUNDS</b>	14		
Unrestricted funds		<hr/> 7,087	<hr/> 10,624
<b>TOTAL FUNDS</b>		<hr/> <hr/> 7,087	<hr/> <hr/> 10,624

The notes form part of these financial statements

Duthie Trust Limited (The)

Balance Sheet - continued

At 31 March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

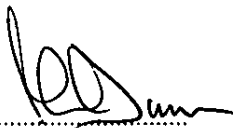
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on ....27-06-12..... and were signed on its behalf by:



.....  
P G Dawson -Trustee

The notes form part of these financial statements

Notes to the Financial Statements  
for the Year Ended 31 March 2012

### Accounting convention

### Incoming resources

### Resources expended

### Tangible fixed assets

**Plant and machinery etc**

- 15% on reducing balance

## Taxation

**Taxation.** The charity is exempt from corporation tax on its charitable activities.

## Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Members liability

The members' liability is limited by guarantee and, in the event of winding up, does not exceed £5 per member.

## 2. VOLUNTARY INCOME

	31.3.12	31.3.11
	£	£
Donations - WC Duthie's Trust	7,292	8,924
Other donations	60	335
	<u>7,352</u>	<u>9,259</u>

### 3. INVESTMENT INCOME

	31.3.12	31.3.11
	£	£
Deposit account interest	24	15

Duthie Trust Limited (The)

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2012

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 5)	Totals
	£	£
Good Morning services	9,729	9,729

**5. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.3.12	31.3.11
	£	£
Staff costs	8,119	8,104
Rates and water	-	87
Light and heat	98	97
Telephone	1,311	1,333
Postage and stationery	50	10
Sundries	144	-
Depreciation	7	8
	<u>9,729</u>	<u>9,639</u>

**6. GOVERNANCE COSTS**

	31.3.12	31.3.11
	£	£
Accountancy	720	600
Professional fees	464	464
	<u>1,184</u>	<u>1,064</u>

**7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.12	31.3.11
	£	£
Depreciation - owned assets	6	8

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011.

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2012 nor for the year ended 31 March 2011.

Duthie Trust Limited (The)

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2012

**9. STAFF COSTS**

	31.3.12	31.3.11
	£	£
Wages and salaries	<u>8,119</u>	<u>8,104</u>

The average monthly number of employees during the year was as follows:

	31.3.12	31.3.11
Administrative (all part time)	<u>2</u>	<u>2</u>

**10. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2011 and 31 March 2012	<u>705</u>
<b>DEPRECIATION</b>	
At 1 April 2011	662
Charge for year	<u>6</u>
At 31 March 2012	<u>668</u>
<b>NET BOOK VALUE</b>	
At 31 March 2012	<u>37</u>
At 31 March 2011	<u>43</u>

**11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.12	31.3.11
	£	£
Other debtors	<u>218</u>	<u>218</u>

**12. CASH AT BANK**

	31.3.12	31.3.11
	Total funds	Total funds
	£	£
Bank deposit account	<u>8,004</u>	<u>11,598</u>

The charity's bank accounts are held in the name of James and George Collie Solicitors, on behalf of the charity.

Duthie Trust Limited (The)

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2012

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.12	31.3.11
	£	£
Taxation and social security	108	123
Other creditors	1,064	1,112
	<u>1,172</u>	<u>1,235</u>

**14. MOVEMENT IN FUNDS**

	At 1.4.11	Net movement in funds	At 31.3.12
	£	£	£
<b>Unrestricted funds</b>			
General fund	10,624	(3,537)	7,087
	<u>10,624</u>	<u>(3,537)</u>	<u>7,087</u>
<b>TOTAL FUNDS</b>	<u>10,624</u>	<u>(3,537)</u>	<u>7,087</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	7,376	(10,913)	(3,537)
	<u>7,376</u>	<u>(10,913)</u>	<u>(3,537)</u>
<b>TOTAL FUNDS</b>	<u>7,376</u>	<u>(10,913)</u>	<u>(3,537)</u>

**15. RELATED PARTY DISCLOSURES**

The trustee/directors of the charitable company are also trustees of the Miss WC Duthie Trust. During the year the company received donations amounting to £7,292 (2011:£8,924) from the trust.

The trustees of the charitable company are also partners in James and George Collie Solicitors who act as the company secretary. During the year James and George Collie Solicitors were paid £450 (2011:£456) in respect of those services and £144 (2011:£nil) in respect of holiday cover provided.

The trustees/directors did not receive remuneration during the year and were not reimbursed for any costs they incurred.

Duthie Trust Limited (The)

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2012

	31.3.12 £	31.3.11 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations - WC Duthie's Trust	7,292	8,924
Other donations	60	335
	<hr/> 7,352	<hr/> 9,259
<b>Investment income</b>		
Deposit account interest	24	15
	<hr/> 7,376	<hr/> 9,274
<b>Total incoming resources</b>		
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	8,119	8,104
Rates and water	-	87
Light and heat	98	97
Telephone	1,311	1,333
Postage and stationery	50	10
Sundries	144	-
Fixtures and fittings	7	8
	<hr/> 9,729	<hr/> 9,639
<b>Governance costs</b>		
Accountancy	720	600
Professional fees	464	464
	<hr/> 1,184	<hr/> 1,064
<b>Total resources expended</b>	10,913	10,703
<b>Net expenditure</b>	<hr/> (3,537) <hr/>	<hr/> (1,429) <hr/>

This page does not form part of the statutory financial statements