

**The Duthie Trust Limited (Limited by Guarantee)**

Directors' report and financial statements

Registered number SC 059807

Charity registration number - SC 003084

31 March 2009

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The Duthie Trust Limited (Limited by Guarantee)  
Directors' report and financial statements  
31 March 2009

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## **Directors and officers**

### **Directors**

J Ian Collie  
Philip G Dawson  
Richard D Mc Shepherd

### **Secretary and registered office**

James and George Collie  
Advocates  
1 East Craibstone Street  
Bon Accord Square  
ABERDEEN  
AB11 6YB

### **Independent examiner**

Alan DJ Amoores Esq CA  
Amoores & Associate  
Chartered Accountants  
9 Springfield Road  
ABERDEEN  
AB15 7RU

### **Bankers**

The Royal Bank of Scotland plc

## **Directors' report**

The trustees, who are also directors, submit their annual report and financial statements for the year ended 31 March 2009. This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to smaller companies.

### **Structure, governance and management**

The company's business is to carry out charitable activities in connection with the welfare of the elderly and infirm, particularly in the Aberdeen area. As such it is a non-profit making company limited by guarantee. It is also a registered charity. No significant changes were reported during the year. It is managed by the directors/trustees who are set out on page 1. These directors are long standing and have experience of managing trusts of all sorts. Information about members liabilities is in the notes to the accounts (note1).

### **Achievements, performance, financial review and plans for the future.**

The service provided 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. Non answers are then acted upon.

There was no change in the business of the company throughout the year and no change is envisaged in the foreseeable future. There is a surplus of £4,354 for the year compared with a 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 company. One of the reasons for the fluctuation over the years is that donations from the Miss WC 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 company at its current level of activity for the foreseeable future.

No major changes are anticipated.

### **Risks**

The directors have reviewed the major risks to which the trust is exposed and confirmed that all possible safeguards are in place to mitigate against those risks.

By order of the board



**Philip G Dawson**  
*Trustee/Director*

Aberdeen

19 November 2009

## **Statement of directors' responsibilities**

The trustees who are the directors of the company, are responsible for preparing the annual report and applicable law and UK generally accepted accounting practice.

Law applicable to incorporated charities in Scotland requires the trustees who are also the directors of the company to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activities during the year then ended.

In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and 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 operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 1985. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

**Independent examiner's report to the members of  
The Duthie Trust Limited (Limited by guarantee)**

I report on the accounts of the charity for the year to 31 March 2009, which comprise statement of financial activities, balance sheet and supporting notes.

***Respective responsibilities of the directors and examiner***

Within the terms of the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006, the charity's directors consider that an audit is not required and that an independent examination is appropriate.

It is my responsibility to:

- examine the financial statements in accordance with the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006;
- to follow the procedures laid down by 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 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 directors concerning 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 in the financial statements.

***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 directors have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with the Act; and
  - financial statements are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alan DJ Amoore, Chartered Accountant  
Amoore & Associate  
Chartered Accountants

19 November 2009

The Duthie Trust Limited (Limited by Guarantee)  
 Directors' report and financial statements  
 31 March 2009

**Statement of financial activities** *(incorporating the income and expenditure account)*  
*for the year ended 31 March 2009*

	<i>Notes</i>	<b>2009</b> <b>£</b>	<b>2008</b> <b>£</b>
		<b>Unrestricted funds</b>	<b>Total</b>
<b>Incoming resources</b>	<b>3</b>	<b>16,576</b>	<b>1,687</b>
<b>Outgoing resources</b>	<b>4</b>	<b>(12,222)</b>	<b>(11,675)</b>
		<hr/>	<hr/>
<b>(Deficit) surplus for the year</b>	<b>10</b>	<b>4,354</b>	<b>(9,988)</b>
		<hr/> <hr/>	<hr/> <hr/>

**Statement of recognised gains and losses**

There were no recognised gains or losses since the last financial statements other than those included above.

The Duthie Trust Limited (Limited by Guarantee)  
 Directors' report and financial statements  
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**Balance sheet**

at 31 March 2009

	Notes	£	2009 £	£	2008 £
<b>Fixed assets</b>					
Tangible assets	6		60		71
<b>Current assets</b>					
Debtors	7	218		268	
Bank	8	17,087		12,688	
Cash		-		-	
		<u>17,305</u>		<u>12,956</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(1,364)</u>		<u>(1,380)</u>	
<b>Net current assets</b>			<u>15,941</u>		<u>11,576</u>
<b>Total assets less current liabilities</b>			<u>16,001</u>		<u>11,647</u>
<b>Revenue surplus</b>					
Unrestricted funds	10		<u>16,001</u>		<u>11,647</u>

The financial statements have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

**Audit exemption certificate**

The company is entitled to exemption from audit under section 249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

No notice has been deposited with the company under 249B(2) of that Act requiring an audit to be carried out.

The directors acknowledge their responsibility for;

- ensuring that the company keeps accounting records in accordance with section 221 of the Companies Act 1985,
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its result for the financial year, in accordance with requirements of section 226 and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company,
- preparing financial statements in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

These financial statements were authorised for issued and approved by the trustees on 19 November 2009 and were signed on their behalf by;



**Philip G Dawson**  
 Trustee/director



## Notes

(forming part of the financial statements)

### 1 Members' liability

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

### 2 Accounting policies

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

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP) "Accounting by Charities" and applicable standards, under the historical cost accounting rules and the Financial Reporting Standard for Smaller Entities (effective January 2005).

#### Depreciation

Depreciation of tangible fixed assets is provided at a rate required to write off the cost of assets over their expected useful economic lives on a reducing balance basis. The rate applied is;

Furniture and fittings - 15%

#### Restricted funds

Funds donated or bequeathed or funds designated by the trustees for a special purpose other than towards the general purposes of the charity are designated as restricted funds. Any transactions on those funds are shown separately in the accounts.

### 3 Incoming resources - unrestricted

	2009 £	2008 £
Donations from Miss WC Duthie's Trust	16,055	1,069
Other donations	145	215
Bank interest	376	403
	<u>16,576</u>	<u>1,687</u>

### 4 Outgoing resources - unrestricted

	2009 £	2008 £
<i>Costs directly attributed to activities</i>		
<i>Good morning service</i>		
Staff costs	7,701	7,398
Office accommodation costs	572	391
Office running costs	2,918	2,850
Depreciation - owned assets	11	13
<i>Governance costs</i>		
Professional fees	1,020	1,023
	<u>12,222</u>	<u>11,675</u>

**Notes** *(continued)*

**5 Employee information**

	<b>Number of employees</b>	
	<b>2009</b>	<b>2008</b>
The average number of persons employed by the company during the year were;		
Administrative (all part time)	1	1
	<hr/>	<hr/>
The aggregate payroll costs of these persons were;	£	£
Wages and salaries	7,701	7,398
	<hr/>	<hr/>

The trustees did not receive any remuneration (but see note 11)

**6 Tangible fixed assets**

	<b>Furniture and fittings</b>
	<b>£</b>
<i>Cost</i>	
At beginning of year	705
Additions	-
	<hr/>
At end of year	705
	<hr/>
<i>Depreciation</i>	
At beginning of year	634
Charge for the year	11
	<hr/>
At end of year	645
	<hr/>
<i>Net book value</i>	
At 31 March 2009	60
	<hr/>
At 1 April 2008	71
	<hr/>

**Notes (continued)**

**7 Debtors**

	2009 £	2008 £
Income tax deducted	218	218
Other debtors	-	50
	<u>218</u>	<u>268</u>

**8 Bank**

The bank accounts are held in the name of James & George Collie, Solicitors, on behalf of the company.

**9 Creditors: amounts falling due within one year**

	2009 £	2008 £
Taxation and social security	129	164
Other creditors	1,235	1,216
	<u>1,364</u>	<u>1,380</u>

**10 Reconciliation of movements in reserves - all unrestricted funds**

	2009 £	2008 £
Surplus (deficit) for the financial year	4,354	(9,988)
Opening reserves	11,647	21,635
	<u>16,001</u>	<u>11,647</u>

**11 Related parties**

The directors of the company are also the trustees of the Miss WC Duthie Trust. During the year the company received donations amounting to £16,055 (2008: £1,069) from the trust and for part of the year, occupied a building belonging to the trust free of charge.

The directors of the company (the trustees) are also partners in J&G Collie who act as company secretaries. During the year J&G Collie, the firm, was paid £426 (2008: £426) in respect of those services. No balances were outstanding at the year end.

**The Duthie Trust Limited (Limited by Guarantee)**

**Detailed Income and expenditure account**

**31 March 2009**

*(This does not form part of the statutory accounts)*

The Duthie Trust Limited (Limited by Guarantee)  
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**Detailed income and expenditure account**  
*for the year ended 31 March 2009*

	2009 £	2008 £
<b>Income</b>		
Donations from Miss WC Duthie's Trust	16,055	1,069
Other donations	145	215
Interest received	376	403
	<hr/>	<hr/>
	16,576	1,687
	<hr/>	<hr/>
<b>Expenditure</b>		
Wages	7,701	7,398
Telephone	2,880	2,604
Professional fees	1,020	1,023
Heat and light	100	(69)
Rates and insurance	472	460
Post and stationery	7	156
General expenses	31	90
Repairs and replacements		-
Depreciation	11	13
	<hr/>	<hr/>
	12,222	11,675
	<hr/>	<hr/>
<b>(Deficit) surplus for the year</b>	<b>4,354</b>	<b>1,524</b>
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