

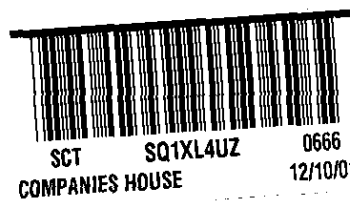
Company Registration No. 135696 (Scotland)

Charity Registration No. 002280 (Scotland)

**FAIR LIMITED  
(A COMPANY LIMITED BY GUARANTEE)**

**DIRECTORS' AND TRUSTEES' REPORT  
AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2001**



**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**COMPANY INFORMATION**

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**Directors and Trustees**

D Boyd  
D Blair  
R Alexander  
M Duncan  
G Duncan  
E Hyland (Resigned 26 October 2000)  
M McGowan  
J Bryce (Appointed 6 April 2001)  
C Barclay  
J McMurdo (Appointed 12 January 2001)  
J Scotland (Resigned 4 May 2001)  
P Merchant (Appointed 26 October 2000)

**Secretary**

M Hurcombe

**Company number**

135696

**Charity number**

SC 002280

**Registered office**

25/27 West Nicholson Street  
EDINBURGH  
EH8 9DB

**Auditors**

Duncan Young and Co  
29 Manor Place  
EDINBURGH  
EH3 7DX

**Business address**

25/27 West Nicholson Street  
EDINBURGH  
EH8 9DB

**Bankers**

Bank of Scotland  
32a Chambers Street  
EDINBURGH  
EH1 1JB

**Solicitors**

Dickson McNiven & Dunn WS  
22 St John's Road  
EDINBURGH  
EH12 6NZ

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**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

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# **FAIR LIMITED**

## **(A COMPANY LIMITED BY GUARANTEE)**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2001**

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The directors and trustees present their report and financial statements for the year ended 31 March 2001. On 1 February 2001 the company changed its name from Fair(South Edinburgh) Limited to Fair Limited.

#### **Objects of the charity, principal activities and organisation of our work**

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity's object and its principal activity continues to be to assist people with learning disabilities in the community.

The charity is organised so that the trustees meet regularly to manage its affairs. There are 7 staff who manage the day to day administration of the charity. They are assisted by 12 volunteers who work on the production and mailing of newsletters and information booklets.

#### **Development, activities and achievements this year**

The directors have used this year to consolidate the achievements of the previous year. The charity has been through three years of change and uncertainty but the process of fundamental change engendered by the move from Urban Aid funding to other sources is now complete. Turnover dipped from 1999 - 2000, but was still considerably higher than any of the previous years. The dip related to the LIFT project, whose funding ended during this year. Funding for core activities remains buoyant and we are keen to maintain and build on this success. In order to give the charity some stability and a source of income we did not seek major new grants from outside sources in 2000 - 2001, but did get a modest amount of support from the newly formed FAIR MULTIMEDIA Ltd.

#### **Change of name**

Throughout the year we have been reviewing the charity's activities and operations. This led us to seek members' approval, which was given, to change the name from FAIR (South Edinburgh) Ltd to FAIR Ltd. The new name reflects the fact that the charity's activities are no longer confined to one part of Edinburgh, but cover the whole city. At the same time, the Scottish Executive has carried out a major review of services for people with learning disabilities. This review emphasised the problems that people have getting information and cited FAIR as a good example of how this problem could be addressed. Local authorities from across Scotland have contacted the charity as a result of this, with a view to learning from FAIR's experience.

#### **Partnerships**

During the year under review we have pursued the strategic objective of working in partnership with other organisations to achieve our objects. In 1999, in partnership with Enable Scotland and the City of Edinburgh Council, we secured funding for the Contacts project. This project has been so successful that we are actively seeking continued funding to expand and develop it.

We are very pleased to be able to announce that we have secured a contract with the Health Education Board for Scotland to continue to produce health education materials designed for people with learning disabilities. The contract will fund the development of new materials and the Health Education Board for Scotland will ensure that they are distributed to all Health Boards in Scotland.

Continued funding from the BBC Children in Need Appeal has enabled the charity to work with schools and colleges in Edinburgh to ensure that young people with learning disabilities can get the information they need as they leave school. This is a time of great change for both the young people and their families and lack of information can lead to missed opportunities and financial hardship.

# **FAIR LIMITED**

## **(A COMPANY LIMITED BY GUARANTEE)**

### **DIRECTORS' AND TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2001**

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#### **Development, activities and achievements this year (continued)**

The LIFT project generated interest and enquiries from throughout Scotland. We have not yet been able to secure funding to continue this project, but we are working with Enable, the national organisation, to do so.

#### **Future developments**

The charity's principal activity continues to be the provision of an information service for people with learning disabilities in Edinburgh. Some restructuring has been necessary to protect the core activity, whilst allowing the development of new ones. This has included setting up a subsidiary company (see below), which we intend will contribute both to core activities and future development. We want more people with learning disabilities to benefit from the charity's activities and have designated £1000 for a fund to help us achieve this.

In addition to developing the work of the Contacts Project we intend to seek funding to continue our work with young people. We will continue to review the charity's activities and operations, as the Scottish Executive's review of services provides a real opportunity for FAIR. The charity's ability to provide comprehensive, current information and advice for people with learning disabilities, families and service providers is unmatched in Scotland. We hope to play a part in ensuring that such services are more widely available.

#### **Transactions and financial position**

The Statement of Financial Activities shows net expenditure for the year of £23,592 and the Balance Sheet reflects total reserves of £24,288.

During the year the charity issued charitable grants of £29,169 (2000 : £24,308). The grants were to Enable, a registered charity, who are partners in a project which is funded by Scottish Enterprise.

At the very end of the previous financial year the charity set up a separate subsidiary company, FAIR Multimedia Limited. Its principal activity is the production and sale of booklets and CD ROMs, but it also provides consultancy about making information and information services accessible to people with learning disabilities.

The charity decided it was necessary to do this because of the increasing demand for both its products and expertise and the potential non-charitable nature of these activities. All profits from FAIR Multimedia Limited are transferred to FAIR Limited by way of gift aid, which will give the charity an independent source of income. At the financial year end this gift aid donation amounted to £9,228.

#### **Tangible Fixed assets for use by the charity**

Details of movements in fixed assets are set out in note 10 to the financial statements. The improvements to leasehold property are not valued at a materially different sum from that shown in the financial statements.

#### **Funds available**

The present level of funding is adequate to support the charity's activities and the trustees consider the financial position of the charity to be satisfactory.

#### **Directors and trustees**

All directors of the company are also trustees of the charity and there are no other trustees. All of the trustees, along with dates of resignation and appointment, are named on the schedule of company information. The Board has the power to appoint additional trustees as it considers fit to do so.

#### **Auditors**

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Duncan Young and Co be reappointed as auditors of the company will be put to the Annual General Meeting.

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**DIRECTORS' AND TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2001**

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**Statement of trustees' responsibilities**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period and of its financial position at the end of that period. In preparing those financial statements, the trustees are required to:

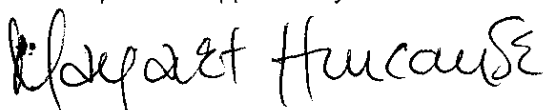
- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**Approval**

*This report was approved by the Board of directors and trustees on 5 October 2001 and signed on its behalf.*



M Hurcombe  
**Secretary**

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**AUDITORS' REPORT**  
**TO THE MEMBERS OF FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

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We have audited the financial statements on pages 5 to 13 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

**Respective responsibilities of trustees and auditors**

As described on page 3 the charity's trustees, who are also directors for the purpose of company law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

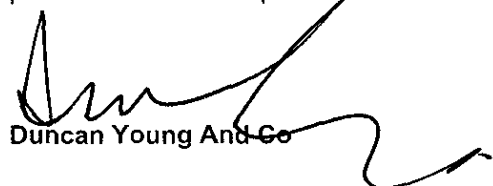
**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2001 and of its deficit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



Duncan Young And Co

Chartered Accountants  
Registered Auditor

5 October 2001

29 Manor Place  
EDINBURGH  
EH3 7DX

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2001**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

	Notes	Restricted £	Unrestricted £	Total 2001 £	2000 £
<b>INCOMING RESOURCES</b>					
Grants received	2	100,638	45,000	145,638	162,290
Gift Aid donation - Fair Multimedia Ltd		-	9,228	9,228	-
Capital grants	14	1,532	-	1,532	1,532
Other income	3	-	3,019	3,019	7,495
Booklet and CD sales		-	9	9	1,106
Bank interest	4	-	2,101	2,101	1,270
<b>Total Income</b>		<b>102,170</b>	<b>59,357</b>	<b>161,527</b>	<b>173,693</b>
<b>RESOURCES EXPENDED</b>					
<i>Direct charitable expenditure</i>					
Project costs	5	105,937	64,077	170,014	130,480
<i>Other expenditure</i>					
Management and administration	6	9,300	5,805	15,105	16,306
<b>Total Expenditure</b>		<b>115,237</b>	<b>69,882</b>	<b>185,119</b>	<b>146,786</b>
<b>NET (EXPENDITURE) / INCOME FOR THE YEAR</b>		<b>(13,067)</b>	<b>(10,525)</b>	<b>(23,592)</b>	<b>26,907</b>

The charity has no gains or losses other than as noted in the Statement of Financial Activities above therefore no separate statement of other recognised gains and losses has been prepared.

The notes on pages 7 to 13 form part of these financial statements.



**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET**  
**AS AT 31 MARCH 2001**

	Notes	2001 £	£	2000 £	£
<b>Fixed assets</b>					
Tangible assets	10		5,624		11,425
Investments	11		1		1
			<u>5,625</u>		<u>11,426</u>
<b>Current assets</b>					
Debtors	12	16,444		4,790	
Cash at bank and in hand		17,607		49,915	
		<u>34,051</u>		<u>54,705</u>	
<b>Creditors: amounts falling due within one year</b>	13	(13,683)		(15,014)	
<b>Net current assets</b>			<u>20,368</u>		<u>39,691</u>
<b>Total assets less current liabilities</b>			<u>25,993</u>		<u>51,117</u>
<b>Accruals and deferred income</b>	14		(1,705)		(3,237)
			<u>24,288</u>		<u>47,880</u>
<b>Funds</b>	16				
Restricted funds	17		10,427		23,494
Designated funds	17		1,000		-
Unrestricted funds	17		12,861		24,386
			<u>24,288</u>		<u>47,880</u>

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

Approved by the Board of directors and trustees on 5 October 2001 and signed on its behalf.



R Alexander  
**Director and Trustee**



G Duncan  
**Director and Trustee**

The notes on pages 7 to 13 form part of these financial statements.

# **FAIR LIMITED**

## **(A COMPANY LIMITED BY GUARANTEE)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001**

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#### **1 Accounting policies**

##### **1.1 Accounting convention**

The financial statements are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The financial statements have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement.

##### **1.2 Income**

Income represents grants received, sales of CDs and booklets and other income from conferences raised in the course of the charity's ordinary activities during the year and is stated net of value added tax.

##### **1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Property improvements	10% on cost
Office equipment	10% on cost
Computer equipment	33 1/3% on cost

##### **1.4 Leasing**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

##### **1.5 Investments**

Fixed asset investments are stated at cost less provision for diminution in value.

##### **1.6 Pensions**

The charity operates a defined contribution pension scheme for the employees. The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with SSAP 24.

##### **1.7 Government grants**

Grants received in respect of expenditure charged to the income and expenditure account during the year have been included in profit and loss. Grants received in respect of capital expenditure are deferred and included in the income and expenditure account by instalments over the expected useful lives of the related assets. The useful lives of the assets are detailed in the tangible fixed assets accounting policy.

##### **1.8 Direct charitable expenditure**

Direct charitable expenditure comprises costs incurred in assisting people with learning disabilities: including salaries, volunteers' expenses and the costs of producing brochures and CDs.

##### **1.9 Expenditure on management and administration of the charity**

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes costs of renting and running office premises and professional fees.

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2001**

<b>2 Grants</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Edinburgh Council Local Authority Funding	51,929	60,818
Scottish Enterprise	54,804	46,670
National Lottery Charities Board	26,383	26,382
Lloyds TSB Foundation for Scotland	-	3,975
Craigmillar Community Development	-	590
BBC Children In Need Appeal	11,522	14,242
The Esmee Fairbairn Charitable Trust	-	6,463
Camelot Foundation	-	3,150
Hope Trust	1,000	-
	<u>145,638</u>	<u>162,290</u>

**3 Other Income**

*The main sources of other income are from running conferences and assisting at council meetings.*

<b>4 Investment income</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Bank interest received	<u>2,101</u>	<u>1,270</u>

<b>5 Project costs</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Salaries, NI and pension	122,772	86,663
Recharge of direct wages to Fair Multimedia Ltd	(3,068)	-
Conference and training expenses	1,685	1,113
Telephone and internet charges	1,983	1,876
Travelling expenses	2,151	2,174
Volunteer expenses	1,102	685
Publications and promotional literature	1,996	1,688
Printing and stationery	5,700	4,584
Publicity	827	1,214
Postage	2,651	2,863
Depreciation - computer equipment	3,046	3,312
Grants to other charitable organisations	29,169	24,308
	<u>170,014</u>	<u>130,480</u>

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2001**

<b>6 Management and administration</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Hire of equipment and premises	979	1,430
Repairs and computer expenses	447	1,439
Heating and lighting	1,069	906
Cleaning	159	126
Insurance	501	434
Rent and rates	7,250	7,250
Payroll processing expenses	242	205
Sundry expenses	299	452
Auditors remuneration	1,057	970
Depreciation - property improvements	966	966
Depreciation - plant and equipment	2,136	2,128
	<u>15,105</u>	<u>16,306</u>

<b>7 (Deficit)/surplus for the year</b>	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Operating (deficit)/surplus is stated after charging:		
Depreciation of tangible assets	6,148	6,406
Auditors' remuneration	1,057	970
	<u>7,205</u>	<u>7,376</u>

**8 Staff costs**

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. The staff costs of the remaining staff were:

	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
Wages and salaries	102,829	75,452
Social security costs	6,705	4,501
Employer's pension contributions	13,238	6,710
	<u>122,772</u>	<u>86,663</u>

The average weekly number of staff employed by the charity during the year was as follows:

	<b>2001</b>	<b>2000</b>
Direct charitable work	5	6
Administrative	2	2
	<u>7</u>	<u>8</u>

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2001**

**9 Taxation**

Being a registered charity, the company has no liability to corporation tax.

**10 Tangible fixed assets**

	Property improvements	Plant and machinery etc	Total
	£	£	£
<b>Cost</b>			
At 1 April 2000	9,663	31,212	40,875
Additions	-	347	347
At 31 March 2001	9,663	31,559	41,222
<b>Depreciation</b>			
At 1 April 2000	7,728	21,722	29,450
Charge for the year	966	5,182	6,148
At 31 March 2001	8,694	26,904	35,598
<b>Net book value</b>			
At 31 March 2001	969	4,655	5,624
At 31 March 2000	1,935	9,490	11,425

# FAIR LIMITED

## (A COMPANY LIMITED BY GUARANTEE)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

#### 11 Fixed asset investments

	Shares in group undertakings and participating interests
	£
<b>Cost</b>	
At 1 April 2000 & at 31 March 2001	1

#### Holdings of more than 20%

The company holds more than 20% of the share capital of the following companies:

Company	Country of registration or incorporation	Class	Shares held %
<b>Subsidiary undertakings</b>			
Fair Multimedia Limited	Scotland	Ordinary	100

The aggregate amount of capital and reserves and the results of these undertakings for the last relevant financial year were as follows:

	Capital and reserves	Profit for the year
Fair Multimedia Limited	1	-

On 17 March 2000 Fair Multimedia Limited was incorporated. Fair Limited hold 100% of the issued share capital in Fair Multimedia Limited. Two of the three directors of Fair Multimedia Limited are also Trustees of Fair Limited. Fair Multimedia Limited's principal activity is that of the production and sale of booklets and CD Roms and consultancy in the area of information activities. £9,228 of profits made by Fair Multimedia Ltd have been transferred to Fair Ltd by way of gift aid. In addition £2,133 of costs paid for by Fair Ltd on behalf of Fair Multimedia Ltd have been recharged to Fair Multimedia Ltd via the inter company loan account. These have been recharged at actual cost with no profit element included.

12 Debtors	2001 £	2000 £
Amounts owed by Fair Multimedia Ltd	11,360	-
Other debtors	-	4,567
Prepayments and accrued income	5,084	223
	<u>16,444</u>	<u>4,790</u>

# FAIR LIMITED

## (A COMPANY LIMITED BY GUARANTEE)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

13 Creditors: amounts falling due within one year	2001 £	2000 £
Other creditors	13,683	15,014

#### 14 Accruals and deferred income

##### National Lottery capital grant

	£
Balance at 1 April 2000	3,237
Amortisation in the year	(1,532)
Balance at 31 March 2001	1,705

The grant received from the National Lottery Charities Board was for the purchase of computer equipment and a new desk. The grant has been credited to deferred income and is released to the income and expenditure account in line with the depreciation charged against the assets.

#### 15 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £13,238 (2000 - £6,710).

#### 16 Funds of the charity

The restricted fund represents income from various sources including Scottish Enterprise, The National Lottery Charities Board, Edinburgh City Council, The Esmee Fairbairn Charitable Trust and BBC Children In Need Appeal. The income has been spent on various projects including the production of leaflets and CD-ROMs, the development of an exhibition, a guide for school leavers and various training courses.

The surplus of restricted funds at the year end is committed to be spent on completing the above projects.

The designated fund is to be used to help more people with learning disabilities to benefit from the charity's activities by setting up new offices elsewhere in Scotland.

**FAIR LIMITED**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2001**

**17 Reconciliation of movements in funds**

	Designated	Restricted	Unrestricted	Total 2001	Total 2000
	£	£	£	£	£
(Deficit)/surplus for the financial year	-	(13,067)	(10,525)	(23,592)	26,907
Total funds:					
Brought forward	-	23,494	24,386	47,880	20,973
Transfer between funds	1,000	-	(1,000)	-	-
Carried forward	1,000	10,427	12,861	24,288	47,880

**18 Analysis of the fund balances between the net assets**

	Designated	Restricted	Unrestricted	Total
	£	£	£	£
Tangible fixed assets	-	1,705	3,920	5,625
Net current assets/(liabilities)	1,000	10,427	8,941	20,368
Deferred income	-	(1,705)	-	(1,705)
	1,000	10,427	12,861	24,288