

**YORKHILL FAMILY HOUSE LIMITED**

**REPORT AND ACCOUNTS**

**31 MARCH 2003**

Company Registration Number : SC 155050  
Charity Number : SCO 23199



SCT  
COMPANIES HOUSE

SIODHN8N

1106  
05/08/03

**Directors**

D McVicar (Chairperson)  
J W Anderson  
C J Aronson  
C J Black  
A S Gibson  
G McCorkindale  
G M McCudden  
B Townsend  
D Watson

**Secretary**

J W Anderson

**Auditors**

Scott-Moncrieff  
Allan House  
25 Bothwell Street  
Glasgow  
G2 6NL

**Bankers**

The Royal Bank of Scotland plc  
10 Gordon Street  
Glasgow  
G1 3PL

**Registered office**

Ronald McDonald House  
61 Esmond Street  
Glasgow  
G3 8SL

## **DIRECTORS' REPORT**

The directors present their report and accounts for the year ended 31 March 2003.

### **Principal activity and review of operations**

The company operates a "Ronald McDonald House" for use by the families and carers of patients at the Royal Hospital for Sick Children, Yorkhill, Glasgow.

The company is limited by guarantee and therefore has no share capital.

### **Directors**

The following served during the year:

D McVicar (Chairperson)  
J W Anderson  
C J Aronson  
C J Black  
A S Gibson  
G McCorkindale  
G M McCudden  
B Townsend  
D Watson

### **Reserves policy**

The directors consider the current level of reserves to be sufficient to continue the current activities of the charity even in the event of a significant drop in funding. If such a drop did take place it would be necessary to consider how the lost funding would be replaced.

### **Risk management**

The directors review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves at the current level will provide sufficient resources in the event of adverse conditions. The directors carry out annual reviews of the controls over key financial systems and also examine other operational and business risks which the charity faces and have established systems to mitigate significant risks.

### **Investment policy**

The cash resources of the charity are reviewed regularly.

**DIRECTORS' REPORT (cont'd)**

**Contribution of volunteers**

The contribution of volunteers in the day to day running of the house is significant.

**Fundraising activities**

The fundraising activities of the charity continue to be effective.

**Auditors**

Scott-Moncrieff have expressed their willingness to continue in office as auditors and a resolution to re-appoint them will be proposed at the forthcoming Annual General Meeting.

**Directors' responsibilities**

Company law requires the directors to prepare accounts for each financial period which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those accounts, the directors are required to :

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the company accounts comply with the Companies Act. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company exemption**

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

By order of the board

  
J W Anderson  
Secretary

14 August 2003

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF YORKHILL FAMILY HOUSE LIMITED**

We have audited the financial statements of Yorkhill Family House Limited for the year ended 31 March 2003 set out on pages 6 to 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the directors, in accordance with Section 7 of the Charities Accounts (Scotland) Regulations 1992. Our audit work has been undertaken so that we might state to directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's directors as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of the Directors and Auditors**

As described on page 3 the directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the directors have not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the Charity is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of opinion**

We conducted our audit in accordance with United Kingdom 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 Charity'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.

**YORKHILL FAMILY HOUSE LIMITED****INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF YORKHILL  
FAMILY HOUSE LIMITED****Opinion**

In our opinion the financial statements give a true and fair view of the state of affairs of Yorkhill Family House Limited as at 31 March 2003 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992.



Scott-Moncrieff  
Chartered Accountants  
Registered Auditors  
25 Bothwell Street  
Glasgow

4 August 2003

## REVENUE ACCOUNT AND STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2003

	Note	2003 £	2002 £
<b>INCOME</b>			
Donations, fund raising and grants	3	491,710	438,010
Investment income		42,753	40,295
		<u>534,463</u>	<u>478,305</u>
<b>EXPENDITURE</b>			
Direct Charitable Costs:			
Staff costs		37,112	34,754
Depreciation		80,742	79,655
Repairs and renewals		52,749	14,595
Insurance		3,567	850
Cleaning and household		16,332	12,439
Heat, light and water		15,309	14,389
		<u>205,811</u>	<u>156,682</u>
Fund raising and public relations:			
Staff costs		30,288	29,060
Other costs		50,623	58,443
		<u>80,911</u>	<u>87,503</u>
Administration expenses:			
Staff costs		37,112	34,753
Insurance		396	94
Stationery and postage		1,427	2,694
Telephone		947	2,779
Cleaning and household		881	655
Heat, light and water		807	757
Training, travelling and subsistence		3,138	2,236
Legal and professional		2,909	1,951
Miscellaneous		320	306
Audit fee		1,175	1,175
		<u>49,112</u>	<u>47,400</u>
<b>TOTAL EXPENDITURE</b>		<u>335,834</u>	<u>291,585</u>
<b>NET INCOME FOR THE YEAR</b>		198,629	186,720
Transfer to building repairs fund	11	(15,000)	(15,000)
<b>NET INCOME AFTER TRANSFERS</b>	10	<u>183,629</u>	<u>171,720</u>

The notes on pages 8 to 11 form part of these accounts.

## BALANCE SHEET

At 31 March 2003

	Note	2003 £	2002 £
<b>FIXED ASSETS</b>			
Tangible assets	5	1,365,206	1,438,225
Investment in subsidiary undertaking	6	-	1
		<u>1,365,206</u>	<u>1,438,226</u>
<b>CURRENT ASSETS</b>			
Debtors	7	5,692	4,468
Cash at bank	8	1,429,995	1,159,517
Cash in hand		100	100
		<u>1,435,787</u>	<u>1,164,085</u>
<b>CREDITORS</b> - amounts falling due within one year	9	(1,672)	(1,619)
<b>NET CURRENT ASSETS</b>		<u>1,434,115</u>	<u>1,162,466</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>2,799,321</u>	<u>2,600,692</u>
<b>GENERAL FUND</b>	10	2,694,321	2,510,692
<b>BUILDING REPAIRS FUND</b>	10	105,000	90,000
<b>TOTAL FUNDS</b>		<u>2,799,321</u>	<u>2,600,692</u>

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities.

The accounts were approved by the Board on

D. McVicar

Director 4. 8. 03.

G M McCudden

Director

The notes on pages 8 to 11 form part of these accounts.



## NOTES TO THE ACCOUNTS

Year ended 31 March 2003

## 1. The company

The company is limited by guarantee and was formed to provide accommodation for the families and carers of patients at the Royal Hospital for Sick Children, Yorkhill, Glasgow.

## 2. Accounting policies

*Basis of preparation*

The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards. The incomes and expenditures are set out in the format prescribed by the Statement of Recommended Practice-Accounting and Reporting by Charities rather than the format prescribed by the Companies Act 1985 as it is the directors' opinion that this best reflects the position of the company. The SOFA has not been prepared in accordance with the format stated in the SORP as all items of income and expenditure are for unrestricted activities.

*Investment income*

Investment income consists entirely of gross bank deposit interest.

*Depreciation*

Depreciation is provided on a straight line basis as follows :

Buildings	-	over 25 years
Fixtures and fittings	-	over 3 years
Office equipment	-	over 5 years

*Pension Costs*

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from the company in an independently administered fund. Included in staff costs are pension costs representing pension contributions paid by the company for the year.

## NOTES TO THE ACCOUNTS

At 31 March 2003

## 3. Donations

Donations are from companies, private individuals, associations and other charitable organisations.

Cash donations, gifts and legacies are included in the revenue account on a cash received basis. Gifts in kind have not been included in the accounts as their value is unknown.

## 4. Directors and employees

The directors did not receive any remuneration during the year in respect of their services to the company.

The company had an average of five administrative and operational staff members during the year (2002 : six).

## 5. Tangible fixed assets

	Heritable Property £	Long leasehold building £	Equipment fixtures and fittings £	Total £
Cost:				
At 1 April 2002	255,595	1,580,089	219,698	2,055,382
Additions in year	-	-	7,723	7,723
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2003	255,595	1,580,089	227,421	2,063,105
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation:				
At 1 April 2002	20,846	382,425	213,886	617,157
Provided in year	10,224	63,204	7,314	80,742
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2003	31,070	445,629	221,200	697,899
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value:				
At 31 March 2003	224,525	1,134,460	6,221	1,365,206
	<hr/>	<hr/>	<hr/>	<hr/>
At 1 April 2002	234,749	1,197,664	5,812	1,438,225
	<hr/>	<hr/>	<hr/>	<hr/>

## NOTES TO THE ACCOUNTS

At 31 March 2003

6. *Investment in subsidiary undertaking*

	2003 £	2002 £
Cost:		
At 1 April 2002 and 31 March 2003	1	1
Written off in the year	(1)	-
	<hr/>	<hr/>
At 31 March 2003	-	1
	<hr/>	<hr/>

Name:	YFH (Trading) Limited
Activity:	Dormant
Ordinary shares of £1 each:	1
Proportion of shares held:	100%
Aggregate capital and reserves at 31 March 2003	£1
Profit for year	-

YFH (Trading) Limited was dissolved in July 2002 therefore the investment has been written off this year.

7. **Debtors**

	2003 £	2002 £
Prepayments and accrued income	5,692	4,468
	<hr/>	<hr/>

8. **Cash at bank**

The company has arrangements in place with its bankers whereby all cleared funds in excess of £2,000 are transferred to an interest bearing account.

9. **Creditors** - amounts falling due within one year

	2003 £	2002 £
Accrued expenses	1,672	1,619
	<hr/>	<hr/>
	1,672	1,619
	<hr/>	<hr/>

## NOTES TO THE ACCOUNTS

At 31 March 2003

## 10. Unrestricted funds

	Opening balance at 1 April 2002	Incoming resources	Transfers	Outgoing resources	Closing Balance at 31 March 2003
General funds	2,510,692	534,463	(15,000)	(335,834)	2,694,321
Building repairs fund	90,000	-	15,000	-	105,000
	<u>2,600,692</u>	<u>534,463</u>	<u>-</u>	<u>(335,834)</u>	<u>2,799,321</u>

The building repair fund is intended to meet future major repairs to the house, and is a designated fund.

The company is limited by guarantee. Accordingly, no share capital is presented. The general fund at 31 March 2003, which represents the accumulated net income in the period from the date of incorporation to 31 March 2003 less transfers to the building fund, is unrestricted.