

Registered No. SC163352
Scottish charity No. SC024503

The Buddies Club and Playscheme (Glasgow West) Limited
(Limited by Guarantee)

Report of the Directors and Financial Statements
Year Ended 31 March 2003



The Buddies Club and Playscheme (Glasgow West)

Contents

	Pages
Charity Information	1
Report of the Directors	2 - 4
Report of the Accountants	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 12

The Buddies Club and Playscheme (Glasgow West)

Charity Information

Directors

Mrs V Clark
Mrs E Craig
Mrs S Gibbs
Mr W Kelly
Mrs D Marshall
Mrs H Morrison
Mrs M Runcie
Mrs J McDonald
Mrs R Gazely

Co. Secretary

Mrs MJ Hook

Registered Office

549 Crow Road
Glasgow
G13 1NY

Registered Number

SC163352

Bankers

Bank of Scotland plc
836 Crow Road
Glasgow
G13 1ET

Solicitors

MacLay Murray & Spens
151 St Vincent Street
Glasgow
G2 5NW

Reporting Accountants

Cook & Co.
Chartered Accountants
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

The Buddies Club and Playscheme (Glasgow West)

Report of the Directors for the Year Ended 31 March 2003

The directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2003.

Constitution

The Buddies Club and Playscheme (Glasgow West) ("the charity") is a company limited by guarantee (No. SC163352) and a recognised Scottish charity (No. SC024503), governed by its Memorandum and Articles of Association.

Principal Activity and Charitable Objectives

The principal activity of the charity in the year under review was:

- ❑ the provision of communities based play/leisure and recreational opportunities for a range of children and young people with disabilities and additional needs thereby giving independence, choice and opportunity to be valued as individuals, thus allowing children and families to lead as normal lives as possible.

Administrative Structure

The directors are responsible for the overall direction of the charity. The daily administration is undertaken by the Development Manager and support staff.

The charity operates from within the Netherton Community Centre at 358 Netherton Road, Anniesland, Glasgow G13 1AX

Directors

The directors who served during the year and to the date of this report were as follows:

Mrs V Clark
Mrs S Gibbs
Mrs E Craig
Mrs M Runcie
Mr W Kelly
Mrs H Morrison
Mrs D Marshall
Mr G McEwan (resigned 30 May 2002)
Mrs J McDonald (appointed 22 May 2003)
Mrs R Gazely (appointed 22 May 2003)

Directors are elected at the Annual General Meeting, the board having the power to co-opt during the year, but all such persons may resign and stand for election at the next Annual General Meeting. In addition, one third of the directors must retire each year, but they may offer themselves for re-election. No paid employee may be a director.

Review of Activities

It has been a busy and exciting year with Buddies becoming well settled in Netherton Community Centre. The major benefits of secure premises have enabled us to expand our range of services.

Parent & Toddler Family Support

The project now runs four mornings per week and some (30 families) have benefited and use the facility. We have been extremely lucky to work in partnership with Kate Docherty (Health Visitor) and Ann-Marie Burns (Nursery Nurse), from the Riverside LHCC. This has enabled us to run 'Positive Parenting' courses and a Play and Share project. We have also had visits from oral health hygiene, a dietician and others. Our sincere thanks goes to Marion Hodgson, Childcare Strategy Manager for her vision and accessing Sure Start funding for the project.

The Buddies Club and Playscheme (Glasgow West)

Report of the Directors for the Year Ended 31 March 2003

Review of Activities (continued)

Afterschool Services

Our afterschool service continues to grow and we have a children's group, a junior teens and senior teens group on different days. However, even with our good premises, our wait list grows and the levels of need increase.

The size of our premises and funding means we cannot unfortunately meet the needs of everyone, but those who come have much enjoyment and make friendships in a happy, warm and friendly environment.

Holiday Playschemes

Our holiday playschemes now take some 50 children/teens on a daily basis with often up to 30 staff per day to meet the individual needs of those who come. Some 140 families now benefit from this service. The Parent & Toddler group also access 3 days from 11am-2pm while the others are out on a trip.

Youth Club

A new Youth Club on Monday evenings gives the older teens a club of their own for the first time. We would love to expand this service in the future.

Sunday Club

Our Sunday Club, which was the catalyst for starting Buddies, is much used and again we have different age groups and needs being addressed with a range of indoor and outdoor activities.

The key to all our services and the children's/teens enjoyment is of course our excellent staff, whose enthusiasm care and help make everything we do work well. Considerable effort has been made to ensure adequate staff training and relevant qualifications are obtained. Our sincere thanks to them all.

The sudden death of Bill Hook last August has been not only an immense personal loss but has had a significant impact on our activities. Bill was not only a founder of Buddies but his skill as a fundraiser will be impossible to follow. Sincere thanks to everyone who has offered help at this time

Finally, without the continued support and funding from Glasgow City Council Childcare Partnership, our work would not be possible. Play and leisure is something that is vital to all children's development and we hope we can continue to ensure that as many young people as possible can have the fun and pleasure our services offer.

The results for the accounting year and the financial position of the charity are shown in the attached financial statements.

Supporters, Staff and Volunteers

The charity can never be self supporting and so the directors recognise and thank all those who contribute to our funding - local government sources, various charitable trusts, donations and parental/staff fund raising. The directors are particularly appreciative of grant assistance from The Baily Thomas Charitable Fund, The Hugh Fraser Foundation, Lloyds TSB Foundation for Scotland, Cash for Kids and The Robertson Trust.

The directors acknowledge Glasgow City Council Social Work Department's provision of free transport facilities for our Holiday Playschemes and also its contribution to the Sunday Club transport costs. Similarly, the directors acknowledge the financial assistance of Glasgow City Council Childcare Partnership via its direct payment of staff training costs.

We thank our supporters, staff and volunteers for their considerable contributions during the year and look forward to their continuing support in the future.

The Buddies Club and Playscheme (Glasgow West)

Report of the Directors for the year ended 31 March 2003

Reserves Policy


The directors' policy is to hold a level of reserves equivalent to approximately six months worth of operating costs. Unrestricted funds were maintained at this level throughout the year.

Statement on Risk

The directors have begun a review to assess the major risks, financial and non-financial, to which the charity is exposed and will establish procedures to mitigate those that are identified as a result of this review.

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

On behalf of the Board



W Kelly
Director - Chair



J Hook
Co Secretary/Development Manager

Dated: 30 July 2003

The Buddies Club and Playscheme (Glasgow West)

Report of the Accountants

To the Members on the Unaudited Financial Statements of The Buddies Club and Playscheme (Glasgow West)

We report on the financial statements for the year ended 31 March 2003 set out on pages 6 to 12.

Respective Responsibilities of Directors and Reporting Accountants

As described on page 6, the directors are responsible for the preparation of the financial statements, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

1. The financial statements are in agreement with those accounting records kept by the charity under Section 221 of the Companies Act 1985;
2. Having regard only to, and on the basis of, the information contained in those accounting records:
 - a) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - b) the charity satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).



Cook & Co
Chartered Accountants
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Dated: 30 July 2003

The Buddies Club & Playscheme (Glasgow West) Limited

Statement of Financial Activities for the Year Ended 31 March 2003

	Notes	Funds		2003	2002
		Unrestrict.	Restricted	Total	Total
		£	£	£	£
Incoming resources					
From Operating Activities					
Grants (Glasgow City Council)		119,013	17,281	136,294	111,996
Fees/Registration		44,146	-	44,146	24,011
Donations from charities		675	24,000	24,675	29,625
Other donations		848	931	1,779	8,392
Investment income					
Bank interest		4,147	-	4,147	4,025
Total incoming resources		168,829	42,212	211,041	178,049
Resources expended					
<i>Charitable Expenditure</i>					
Cost of activities in furtherance of the charity's objectives	2	132,652	61,925	194,577	157,897
Management & administration	3	17,269	100	17,369	18,724
Total resources expended		149,921	62,025	211,946	176,621
Net operating (deficit)/surplus before transfers	4	18,908	(19,813)	(905)	1,428
Transfers		(3,150)	3,150	-	-
Net (outgoing)/incoming resources after transfers		15,758	(16,663)	(905)	1,428
Balances brought forward at 1 April 2002		89,375	32,519	121,894	120,466
Balances carried forward at 31 March 2003	5	105,133	15,856	120,989	121,894
Representing:-					
<i>Unrestricted Funds</i>					
General	10	105,133	-	105,133	89,375
<i>Restricted Funds</i>					
Parents and Toddlers	10	-	12,100	12,100	15,000
Development Manager	10	-	-	-	4,516
Playleader/Project Leader	10	-	1,100	1,100	13,003
Training Fund	10	-	1,725	1,725	-
Bill Hook Memorial Fund	10	-	931	931	-
		105,133	15,856	120,989	121,894

The notes on pages 8 to 12 form part of these financial statements.

The Buddies Club & Playscheme (Glasgow West) Limited

Balance Sheet as at 31 March 2003

	Notes	£	2003 £	£	2002 £
Fixed Assets					
Tangible Assets	6		4,649		4,749
Current Assets					
Debtors	7	6,466		9,938	
Cash at bank and in hand		<u>122,359</u>		<u>114,756</u>	
		128,825		124,694	
Creditors: Amounts falling due within one year	8	<u>12,485</u>		<u>7,549</u>	
Net Current Assets			116,340		117,145
Net Assets			<u><u>120,989</u></u>		<u><u>121,894</u></u>
Funds					
Unrestricted Funds	10		105,133		89,375
Restricted Funds	10		15,856		32,519
			<u><u>120,989</u></u>		<u><u>121,894</u></u>

The charity is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ending 31 March 2003.

The members have not required the charity to obtain an audit of its financial statements for the year ended 31 March 2003 in accordance with Section 249B(2) of the Companies Act 1985.

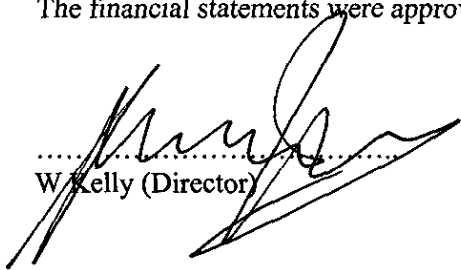
The directors acknowledge their responsibilities for:

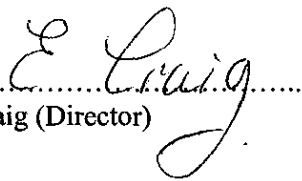
(a) ensuring that the charity keeps accounting records which comply with Section 221 of the Companies Act 1985 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charity.

These financial statements 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 (effective June 2002).

The financial statements were approved by the Board on 30 July 2003 and signed on their behalf by:


.....
W Kelly (Director)


.....
E Craig (Director)

The notes on pages 8 to 12 form part of these financial statements.

The Buddies Club and Playscheme (Glasgow West)

Notes to the Financial Statements for the Year Ended 31 March 2003

1. Accounting Policies

Accounting Convention

The financial statements have been prepared under the Financial Reporting Standard for Smaller Entities (effective June 2002), the historical cost convention and under the guidelines laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (2000).

Income

Donations and bank interest are accounted for when received.

Registration fees and grants are accounted for on an accruals basis.

Grants

Revenue grants are recognised in the Income and Expenditure Account so as to match them with the expenditure towards which they are intended to contribute.

Tangible Fixed Assets

Depreciation is provided on assets on a straight-line basis in order to write off each asset over its estimated useful life as follows: -

Welfare equipment	25%
Administration equipment	25%

Statement of Financial Activities

For the purpose of the Statement of Financial Activities as shown on page 6, funds are defined as follows: -

Unrestricted funds comprise grants and other income received for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are funds that have been given for a particular purpose as specified by the donor.

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the Year Ended 31 March 2003

2. Cost of activities in furtherance of the charity's objects

	Unrestrict	Restricted	2003	2002
	£	£	£	£
Salaries and wages	89,096	54,263	143,359	107,047
Social Security costs	2,454	3,409	5,863	4,063
Transport	17,717	-	17,717	11,537
Toys etc	1,424	1,000	2,424	5,772
Catering	3,745	500	4,245	3,580
Outings	8,006	-	8,006	8,154
Hall Lets	4,603	2,500	7,103	6,302
Volunteer expenses	1,233	-	1,233	901
Training costs	453	-	453	2,141
Depreciation	339	-	339	214
Sundries	689	253	942	503
Repairs	2,893	-	2,893	5,354
Uniforms	-	-	-	2,329
Total	132,652	61,925	194,577	157,897

3. Management and Administration

	Unrestr'ed	Restricted	2003	2002
	£	£	£	£
Salaries and wages	5,314		5,314	8,172
Social Security costs	265		265	434
Telephone	2,249		2,249	1,432
Postages	692		692	818
Stationery/Publicity	2,986		2,986	2,933
Advertising	-		-	290
Subscriptions	599		599	378
Insurance	927		927	913
Accountancy Fees	1,915		1,915	294
Depreciation	1,279		1,279	897
Sundries	240	100	340	516
Payroll	1,253		1,253	1,197
CEIS Study Cont	(450)		(450)	450
Total	17,269	100	17,369	18,724

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the Year Ended 31 March 2003

3. Staff Costs

	2003	2002
	£	£
Salaries and wages	148,673	115,219
Social security costs	6,128	4,497
	<u>154,801</u>	<u>119,716</u>

The average number of employees and sessional workers during the period was 5 and 35 respectively (2002 - 4 and 35)

4. Operating Deficit

The deficit is stated after charging:

	2003	2002
	£	£
Depreciation - owned assets	<u>1,618</u>	<u>1,111</u>

5. Taxation

No liability to UK Corporation Tax arises in the light of the company's charitable status.

6. Tangible Fixed Assets

	Welfare Equip	Admin Equip	Total
	£	£	£
Cost			
At 1 April 2002	4,242	10,306	14,548
Additions	-	1,518	1,518
At 31 March 2003	<u>4,242</u>	<u>11,824</u>	<u>16,066</u>
Depreciation			
At 1 April 2002	3,102	6,697	9,799
Charge for year	339	1,279	1,618
At 31 March 2003	<u>3,441</u>	<u>7,976</u>	<u>11,417</u>
Net Book Value			
At 31 March 2003	<u>801</u>	<u>3,848</u>	<u>4,649</u>
At 31 March 2002	<u>1,140</u>	<u>3,609</u>	<u>4,749</u>

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the Year Ended 31 March 2003

7. Debtors: Amounts falling due within one year.

	2003	2002
	£	£
Registration fees	5,646	3,406
Other Debtors	738	6,450
Sundry Prepayments	82	82
	<u>6,466</u>	<u>9,938</u>

8. Creditors: Amounts falling due within one year.

	2003	2002
	£	£
Accrued Expenses	12,485	7,549
	<u>12,485</u>	<u>7,549</u>

9. Liability of Members

The company is limited by guarantee, with the liability of each member limited to £1. There were 110 members at 31 March 2003

10. Explanation of Funds

The various funds are held for the following purposes:-

Unrestricted

General Fund - to support the general activities of the charity.

Restricted

Parents and Toddlers Fund - to support the parent and toddler family support project and to meet staff costs.

Development Manager's Fund - to fund the salary cost of the Development Manager.

Playleader/Project Leader's Fund - to fund the salary costs of the Playleader/Project Leader.

Training Fund - to provide training to outside agencies involved in similar activities.

Bill Hook Memorial Fund - set up in memory of founding member to be used as instructed by the Hook family.

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the Year Ended 31 March 2003

11. Analysis of Net Assets by Funds

	Unrestr'ed	Restricted	Total
	£	£	£
Fixed Assets	4,649	-	4,649
Current Assets			
Debtors	6,466		6,466
Cash at bank and in hand	105,753	16,606	122,359
Current Liabilities			
Creditors	(12,485)	-	(12,485)
Net Assets	104,383	16,606	120,989

12. Restatement of Comparative Figures

Incoming resources per the 2002 comparative figures have been restated to reflect actual income received for Restricted Funds in that year. The financial statements for the year ended 31 March 2002 previously included transfers from Restricted Funds within income. The reconciliation between the revised and last year's reported operating surplus is shown below.

	2002
	£
Transfers from Restricted Funds	52,669
Income received for Restricted Funds	37,687
Overstatement of income	14,982
Operating surplus per 2002 financial statements	16,410
Revised operating surplus (per page 6)	1,428