

AMENDED

Registered No. SC163352
Scottish charity No. SC024503

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

Financial Statements
Year Ended 31 March 2004



The Buddies Club and Playscheme (Glasgow West) Limited

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The Buddies Club and Playscheme (Glasgow West) Limited

Charity Information

Directors

Mrs E Craig
Mrs K Docherty
Mrs R Gazely
Mrs J Gillespie
Mrs P Graham
Mrs E Johnston
Mrs F Keogh
Mrs J McDonald
Mrs M Runcie

Co. Secretary

Mrs M J Hook

Registered Office

Netherton Community Centre
358 Netherton Road
Anniesland
GLASGOW
G13 1AX

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) Limited

Report of the Directors *for the year ended 31 March 2004*

The directors are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2004.

Constitution

The Buddies Club and Playscheme (Glasgow West) Limited ("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 E Craig	
Mrs V Clark	(resigned 10 November 2003)
Mrs K Docherty	(appointed 25 September 2003)
Mrs R Gazely	
Mrs S Gibbs	(resigned 18 November 2003)
Mrs J Gillespie	(appointed 10 November 2003)
Mrs P Graham	(appointed 10 November 2003)
Mrs E Johnston	(appointed 10 November 2003)
Mr W Kelly	(resigned 6 August 2003)
Mrs F Keogh	(appointed 10 November 2003)
Mrs D Marshall	(resigned 28 August 2003)
Mrs J McDonald	
Mrs H Morrison	(resigned 25 September 2003)
Mrs M Runcie	

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.

The Buddies Club and Playscheme (Glasgow West) Limited

Report of the Directors for the year ended 31 March 2004

Review of Activities

It has been another busy and exciting year at Buddies. We continue to expand services as much as possible. However, expansion depends on funding and the size of our premises.

Parent Toddler Family Support

This project has run for three mornings per week from 10am to 1pm. We also have a very successful Play and Share group on Fridays mornings where families have benefited greatly from our on going partnership with the Pre-Five Riverside LHCC. Positive Parenting courses continue as do visits from a range of health professionals. These projects were funded by Sure Start and Changing Children Fund. Sincere thanks to everyone.

Afterschool Services

Our after school continues to grow with children's groups, junior and senior teens all meeting on different days. We have seen an increase in children with high level support needs but limited funding means we cannot offer places to everyone on our wait list. All who attend have much enjoyment in a happy warm friendly environment.

Holiday Playschemes

The holiday playschemes cater for children, junior and senior teens. More of these young people require individual support and again, we continue to cater for as many as possible.

Youth Club and Themed Discos

Our Youth Club now meets on Monday and Wednesday evenings and we also run a series of themed Friday Discos for Junior and Senior Teens.

Sunday Club

The Sunday Club continues to grow with a range of age groups enjoying indoor and outdoor activities. The key to all our services and the children's/teens' enjoyment is of course our excellent staff whose enthusiasm, professionalism, care and concern make everything work well. We continue to provide appropriate training for all staff with many working towards relevant childcare qualifications. Our sincere thanks to all the staff.

Finally without the continued support and funding from Glasgow City Council Childcare Partnership none of our work would be possible. Play and Leisure is vital to all children's development and we continue to support as many as possible to access fun and leisure.

Results for the Year

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 due to the high level of need and support our young people require. The directors thank everyone who contributes to our funding. This includes not just local government sources but various charitable trusts, donations and staff fundraising. The directors are particularly appreciative of grant assistance from BBC Children in Need, The Robertson Trust, Lloyds TSB Foundation for Scotland, Cash for Kids and our staff fundraising team.

The directors also acknowledge Glasgow City Council Social Work Department's provision of free providing transport for our Holiday Playschemes and also its funding towards our Sunday Club transport costs. The directors also want to thank Glasgow City Council Childcare Partnership for continuing to support our large training programme for staff.

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) Limited

Report of the Directors *for the year ended 31 March 2004*

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 assessed the major risks, financial and non-financial, to which the charity is exposed and are satisfied that systems are in place to mitigate any exposure to the major risks as a result of this review.

Statement of Directors' Responsibilities

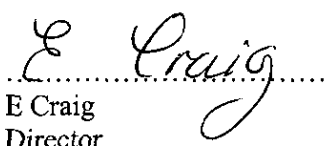
Company law requires the directors to prepare financial statements that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its surplus or deficit for that period. In preparing those financial statements, the directors are required to:

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

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and 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 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.

On behalf of the Board


E Craig
Director


J Hook
Co Secretary/Development Manager

Dated: 26 August 2004

The Buddies Club and Playscheme (Glasgow West) Limited

Report of the Independent Auditors to the Directors of The Buddies Club and Playscheme (Glasgow West) Limited

We have audited the financial statements of The Buddies Club and Playscheme (Glasgow West) Limited for the year ended 31 March 2004 on pages 6 to 13. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the directors as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the directors those matters we are required to state to them in an auditors' 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 charity and the directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Directors and Auditors

As described on page 4, the charity's directors are responsible for the preparation of 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 Companies Act 1985. We also report to you if, in our opinion, the Report of the Directors is not consistent with the financial statements, if the charity has 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 Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

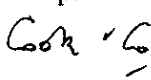
Basis of Opinion

We conducted our audit in accordance with 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.

Opinion

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2004, of its net surplus for the year then ended and of its incoming resources and application of resources in the year. In our opinion the financial statements have been properly prepared in accordance with the Companies Act 1985.


Cook & Co.
Chartered Accountants & Registered Auditors
Glasgow

26
..... August 2004

The Buddies Club & Playscheme (Glasgow West) Limited

Statement of Financial Activities for the year ended 31 March 2004

	Notes	Unrestricted £	Funds Designated £	Restricted £	2004 Total £	2003 Total £
Incoming resources						
From Operating Activities						
Grants (Glasgow City Council)	13	124,863	-	41,096	165,959	136,294
Fees/Registration	14	64,815	-	2,467	67,282	44,146
Donations from:						
Trusts		1,007	-	7,000	8,007	24,675
Others		233	-	100	333	1,779
Cash for Kids		750	-	-	750	-
BBC Children in Need		-	-	12,552	12,552	-
Fundraising		1,143	-	-	1,143	-
Other income		770	-	-	770	-
Investment income						
Bank interest		2,836	-	-	2,836	4,147
Total incoming resources		196,417	-	63,215	259,632	211,041
Resources expended						
<i>Charitable Expenditure</i>						
Cost of activities in furtherance of the charity's objectives	2	140,112	933	61,585	202,630	194,577
Management & administration	3	25,741	4,465	2,050	32,256	17,369
Total resources expended		165,853	5,398	63,635	234,886	211,946
Net surplus(deficit) before transfers	5	30,564	(5,398)	(420)	24,746	(905)
Transfers		(8,209)	11,209	(3,000)	-	-
Net incoming/(outgoing) resources after transfers		22,355	5,811	(3,420)	24,746	(905)
Balances brought forward at 1 April 2003		105,133	-	15,856	120,989	121,894
Balances carried forward at 31 March 2004	12	127,488	5,811	12,436	145,735	120,989
Comprising:-						
<i>Unrestricted Funds</i>						
General	11/12	127,488	-	-	127,488	105,133
Designated Assets	11/12	-	5,811	-	5,811	-
<i>Restricted Funds</i>						
Parents and Toddlers	11/12	-	-	11,405	11,405	12,100
Development Manager	11/12	-	-	-	-	-
Playleader/Project Leader	11/12	-	-	-	-	1,100
Training	11/12	-	-	-	-	1,725
Bill Hook Memorial	11/12	-	-	1,031	1,031	931
		127,488	5,811	12,436	145,735	120,989

The notes on pages 9 to 13 form part of these financial statements.

The Buddies Club & Playscheme (Glasgow West) Limited

Income and Expenditure Account for the year ended 31 March 2004

	Notes	Unrestricted	Restricted	2004 Total	2003 Total
		£	£	£	£
Income					
Grants (Glasgow City Council)		124,863	38,096	162,959	136,294
Fees/Registration		64,815	2,467	67,282	44,146
Trust Donations		1,007	7,000	8,007	24,000
Donations		233	100	333	1,779
Cash for Kids		750	-	750	675
BBC Children In Need		-	12,552	12,552	-
Fundraising		1,143	-	1,143	-
Other income		770	-	770	-
Bank interest		2,836	-	2,836	4,147
Total income		196,417	60,215	256,632	211,041
Expenditure					
Salaries and wages	4	107,699	55,560	163,259	154,801
Transport		16,286	-	16,286	17,717
Toys etc		3,238	1,000	4,238	2,424
Catering		2,179	1,000	3,179	4,245
Outings		6,800	-	6,800	8,006
Hall lets		3,866	2,000	5,866	7,103
Volunteer expenses		598	-	598	1,233
Training costs		4,353	1,725	6,078	453
Depreciation	7	5,398	-	5,398	1,618
Telephone		1,620	500	2,120	2,502
Postage		917	100	1,017	692
Stationery/publicity		4,283	1,000	5,283	2,986
Advertising		341	-	341	-
Subscriptions		353	-	353	599
Insurance		815	250	1,065	927
Accountancy fees		2,886	-	2,886	1,915
Audit fees		2,350	-	2,350	-
Payroll costs		1,171	200	1,371	1,253
Sundries		2,233	-	2,233	1,029
Repairs		2,667	-	2,667	2,893
CEIS Study Contract		-	-	-	(450)
Uniforms		1,198	300	1,498	-
Total expenditure		171,251	63,635	234,886	211,946
Net surplus/(deficit) for the year		25,166	(3,420)	21,746	(905)

Statement of Total Recognised Gains and Losses For the year ending 31 March 2004

Surplus/(Deficit) for the year	21,746	(905)
Add Capital grants received	3,000	-
	24,746	(905)

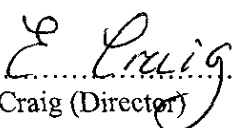
The notes on pages 9 to 13 form part of these financial statements.

The Buddies Club & Playscheme (Glasgow West) Limited

Balance Sheet as at 31 March 2004

	Notes	£	2004 £	2003 £
Fixed Assets				
Tangible Assets	7		5,811	4,649
Current Assets				
Debtors	8	11,437	12,706	
Cash at bank and in hand		138,130	116,119	
		<u>149,567</u>	<u>128,825</u>	
Creditors: Amounts falling due within one year	9	<u>9,643</u>	<u>12,485</u>	
Net Current Assets			139,924	116,340
Net Assets			<u><u>145,735</u></u>	<u><u>120,989</u></u>
Represented by:				
Funds				
Unrestricted	12		127,488	105,133
Designated Assets	12		5,811	-
Restricted	12		12,436	15,856
			<u><u>145,735</u></u>	<u><u>120,989</u></u>

The financial statements were approved by the Board on 26 August 2004 and signed on their behalf by:


E Craig (Director)


E Johnston (Director)

The notes on pages 9 to 13 form part of these financial statements.

The Buddies Club and Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the year ended 31 March 2004

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.

Grants and gifts received to fund capital expenditure are credited to the Statement of Financial Activities when they are received.

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 comprise grants and donations 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 2004

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

	Unrestricted	Restricted	2004	2003
	£	£	£	£
Salaries and wages	91,509	55,560	147,069	143,359
Social Security costs	7,418	-	7,418	5,863
Transport	16,286	-	16,286	17,717
Toys etc	3,238	1,000	4,238	2,424
Catering	2,179	1,000	3,179	4,245
Outings	6,800	-	6,800	8,006
Hall Lets	3,866	2,000	5,866	7,103
Volunteer expenses	598	-	598	1,233
Training costs	4,353	1,725	6,078	453
Depreciation	933	-	933	339
Sundries	-	-	-	942
Repairs	2,667	-	2,667	2,893
Uniforms	1,198	300	1,498	-
Total	141,045	61,585	202,630	194,577

3. Management and Administration

	Unrestricted	Restricted	2004	2003
	£	£	£	£
Salaries and wages	8,095	-	8,095	5,314
Social Security costs	677	-	677	265
Telephone	1,620	500	2,120	2,249
Postages	917	100	1,017	692
Stationery/Publicity	4,283	1,000	5,283	2,986
Advertising	341	-	341	-
Subscriptions	353	-	353	599
Insurance	815	250	1,065	927
Accountancy Fees	2,886	-	2,886	1,915
Audit Fees	2,350	-	2,350	-
Depreciation	4,465	-	4,465	1,279
Sundries	2,233	-	2,233	340
Payroll	1,171	200	1,371	1,253
CEIS Study Contract	-	-	-	(450)
Total	30,206	2,050	32,256	17,369

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the year ended 31 March 2004

4. Staff Costs

	2004	2003
	£	£
Salaries and wages	155,164	148,673
Social security costs	8,095	6,128
	<u>163,259</u>	<u>154,801</u>

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

5. (Deficit)/Surplus

The deficit is stated after charging:

	2004	2003
	£	£
Depreciation - owned assets	<u>5,398</u>	<u>1,618</u>

6. Taxation

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

7. Tangible Fixed Assets

	Welfare Equip	Admin Equip	Total
	£	£	£
<i>Cost</i>			
At 1 April 2003	4,242	11,824	16,066
Additions	526	6,034	6,560
At 31 March 2004	<u>4,768</u>	<u>17,858</u>	<u>22,626</u>
<i>Depreciation</i>			
At 1 April 2003	3,441	7,976	11,417
Charge for year	933	4,465	5,398
At 31 March 2004	<u>4,374</u>	<u>12,441</u>	<u>16,815</u>
<i>Net Book Value</i>			
At 31 March 2004	<u>394</u>	<u>5,417</u>	<u>5,811</u>
At 31 March 2003	<u>801</u>	<u>3,848</u>	<u>4,649</u>

The Buddies Club & Playscheme (Glasgow West) Limited

Notes to the Financial Statements for the year ended 31 March 2004

8. Debtors: Amounts falling due within one year.

	2004	2003
	£	£
Registration fees	2,867	5,646
Other Debtors	-	738
Sundry Prepayments	-	82
GCVS (payroll advance)	8,570	6,240
	<u>11,437</u>	<u>12,706</u>

9. Creditors: Amounts falling due within one year.

	2004	2003
	£	£
Accrued Expenses	9,643	12,485
	<u>9,643</u>	<u>12,485</u>

10. Liability of Members

The company is limited by guarantee, with the liability of each member limited to £1. There were 146 members at 31 March 2004 (2003 - 110).

11. Explanation of Funds

The various funds are held for the following purposes:-

Unrestricted

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

Designated Assets Fund - represents the net book value of the charity's assets.

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 costs 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 2004

12. Analysis of Net Assets by Funds

	Unrestricted	Designated	Restricted	Total
	£	£	£	£
Fixed Assets	-	5,811	-	5,811
Current Assets				
Debtors	11,437	-	-	11,437
Cash at bank and in hand	125,694	-	12,436	138,130
Current Liabilities				
Creditors	(9,643)	-	-	(9,643)
Net Assets	127,488	5,811	12,436	145,735

13. Analysis of funding received from Glasgow City Council

Funds allocated as follows:

	Playscheme	Childcare Partnership	Transport	Surestart	Changing Childrens Fund	Total
	£	£	£	£	£	£
General	3,804	116,247	4,812	-	-	124,863
Parents and Toddlers	-	-	-	31,200	6,896	38,096
Capital Adaptations	-	3,000	-	-	-	3,000
	3,804	119,247	4,812	31,200	6,896	165,959

14. Analysis of Fees/Registration

	General Fund £	Parents & Toddlers £	Total £
Fees/Registration	61,903	2,467	64,370
Transport	2,912	-	2,912
	64,815	2,467	67,282