

Abbeyview Day Centre

(A company limited by guarantee)

Scottish Charity No: SC006259

Company No: SC176771

Annual Report & Financial Statements

For the Period

Ended 31 March 2016

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Annual Report & Statement of Account

For the year ended 31 March 2016

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Trustees' Annual Report

For the year ended 31 March 2016

The trustees (who are also the directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year ended 31 March 2016.

Reference & Administrative Information

Charity and Company Name: Abbeyview Day Centre

Charity Number: SC006259

Company Number: SC176771

Registered Office & Principal Address: Duncan Crescent, Dunfermline, Fife, KY11 4BZ

Trustees: Helen Welsh – Chairperson
Mary Hammon
Doreen Cuthbertson
Karen Butterfield
Samuel Hanson
Fiona Crowe – from September 2015
Paul Howorth – from March 2016

Other trustees who served During the year: Ann Wrightson – until June 2016
Marjorie Scott – until March 2016
Hazel Beale – until September 2015
Alison Grey - until September 2015
Hazel Brannigan – until September 2015

Independent Examiner: Chris Smith BSc (Hons) FCIE

Bankers Bank of Scotland

Trustees' Annual Report

For the year ended 31 March 2016

Structure, Governance & Management

The charity was established in 1987 and converted to a company in 1997. It is governed by its Memorandum & Articles of Association. In the event of the company being wound up, members may be required to contribute an amount not exceeding £1.

The Centre is managed by a management committee consisting of up to sixteen elected members and up to 6 co-opted members. Members of the committee are elected at the AGM and serve for up to 4 years when they are eligible to stand for re-election.

● The management committee is supported by a small staff team who run the day to day affairs of the Centre.

Objectives & Activities

The Centre was established to advance the education, further health and promote the social welfare, leisure and recreation of older people in Abbeyview and the surrounding area.

The Centre offers and provides the best quality care for older people and the housebound. From its premises the day centre provides meals, social care and appropriate activities to stimulate clients. The Centre also provides own transport for clients to attend and take part in outings.

Achievements & Performance

● The financial year 2015-16 has been busy as always, with a continued high demand for our services. Our core funding situation remains unchanged in that our Council grant is only committed for one year at a time, although the Council continues to express an intention to return to three-year funding when their constraints allow this. We understand the straitened circumstances in which all public services are operating but nevertheless note that it is very difficult for us to plan any service developments with such short-term security. Accordingly, our focus has been on running our core service to the best of our ability, and we are proud of the quality of the service we offer.

As we are all aware, the integration of health and social care services has been ongoing and we hope in due course that this will result in stronger communication regarding Fife policies on services for older people. The Health and Social Care Partnership's Review of Day Care Services for Older People was recently published and we have a list of approved recommendations for continuing community-based 'early interventions' which delay or prevent the need for more intensive services. As always, we feel that the service we provide sits securely within this field, and that our service helps people to live as long as possible in their own homes, engaging in mainstream local life. The Day Care Review does not, on the face of it, give us cause for concern. However, some of the

Trustees' Annual Report

For the year ended 31 March 2016

recommendations appear somewhat ambiguous and we have been unable as yet to clarify what, if anything, the Council intends for Abbeyview Day Centre. As always we will need to be vigilant in interpreting the Council's intentions, and hope for a steadily improving dialogue. Meantime we are grateful to our Council Link Officer, Margaret Geggie, for practical advice and support.

As intimated in last year's report, we increased our fees again this year - two years since the last increase - and this has contributed to our financial stability. Other fundraising activities continue to be essential and the detail of these are as indicated in the full report. It is no small achievement to come in on budget and we congratulate all the staff who go the second mile in helping to keep high standards within thrifty housekeeping necessities.

The garden project, which started last year, has developed beautifully and is well used by the service users. Just one year on, plants have matured and the improvement in the site is enormous. Our volunteer gardener, Paul Howorth, is due a huge thank you for his ongoing efforts which are greatly appreciated by all.

Internally, the Centre is beginning to show some signs of wear in some of the furnishings and we will be looking to replace certain items.

The Committee is indebted to our Manager, Isa Beveridge, who keeps business running on a steady course despite the many challenges that come our way. We are also grateful to Kirsty Rowan, who has been acting as Depute one day a week for the last three years. Kirsty brings huge reserves of energy, enthusiasm and commitment to her role at the Centre. Indeed the entire staff group is skilled, hard working and committed, and it is through their efforts that we manage to run on the proverbial shoe-string.

We are also indebted to the volunteers who give invaluable support to the staff. One of our current plans is to recruit some extra volunteers to help with escorting the driver and service users on the minibus.

We have had a number of changes on the Management Committee over the last year. With regret we had to accept the resignation of our Treasurer, Marjorie Scott, as her personal circumstances changed. Also our longest-standing committee member, Ann Wrightson has decided to move on after the best part of twenty years' service. During this time Ann has been Vice Chair, Secretary, and acted as Chair during a short but difficult vacancy. She has also attended the Centre as a volunteer once a week, working directly with service users, and her contribution has been massive. We wish them both the very best in their ongoing ventures, and thank them for their ongoing goodwill and support.

We have two new Committee members - Fiona Crowe and Paul Howorth. Both have been enormously helpful already and it is good to have fresh ideas on the Committee.

Trustees' Annual Report

For the year ended 31 March 2016

I as Chairperson am tendering my resignation as from this year's AGM as my personal circumstances have changed and I will be moving out of the area in the near future. I have been most grateful to the Committee, staff and volunteers at the Day Centre for making this an enjoyable experience and hope that my efforts have been effective at least some of the time. It is a privilege to work in this field. The Committee has been quick and constructive in agreeing to taking on various responsibilities and these will be dealt with at the AGM.

In summary, this has been a busy year for the Day Centre and we have weathered a few storms, coming out at the end in good shape. I have full confidence that the Centre will go from strength to strength in the years to come.

Financial Review

With income, principally from grants and fees, of £143,286 and expenditure of £158,371 the Centre had a deficit for the year of £15,085. The deficit was funded from reserves brought forward from the previous year. At the 31 March 2015 the total funds held Centre were £385,828 of which:

- £319,183 is the value of tangible assets
- £279 are restricted funds, and
- £66,366 are free reserves

The trustees aim to hold a free reserve of £79,000, equivalent to at least six months running costs, to provide time to seek alternative sources of funding should current levels of income be substantially reduced. With, at the 31 March 2015, a free reserve of £66,366 this target had not been met and trustees will consider ways of achieving the desired level of reserves.

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the trustees on 13 September 2016 and signed on their behalf by:



.....
Helen Welsh – Chairperson

Independent Examiner's Report

I report on the financial statements of Abbeyview Day Centre for the year ended 31 March 2016 which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 as amended ("the 2006 Regulations"). The trustees consider that an audit under Regulation (10)(1)(a)-(c) of the 2006 Regulations is not required and that the accounts can be subject to an Independent Examination.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.


Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any 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 by the accounts.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention: -

1. Which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the Regulation 8 of the 2006 Regulationshave not been met, or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Chris Smith BSc (Hons) FCIE
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Aytounhill
Cupar
KY14 6JH

Date: 28/9/16

Statement of Financial Activities (incorporating the Income & Expenditure Account)
For the year ended 31 March 2016

	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Income from:					
Donations		2,894	7,280	10,174	8,268
Fife Council Grants		91,011	1,000	92,011	75,749
Fundraising		2,575	-	2,575	1,453
Charitable activities	6	38,526	-	38,526	35,431
Total income		135,006	8,280	143,286	120,901
Expenditure on:					
Charitable activities	7	146,050	12,321	158,371	139,444
Net income/(expenditure)		(11,044)	(4,041)	(15,085)	(18,543)
Transfers		48,326	(48,326)	-	-
Net movement in funds		37,282	(52,367)	(15,085)	(18,543)
Reconciliation of Funds					
Funds brought forward		348,267	52,646	400,913	419,456
Net movement in funds		37,282	(52,367)	(15,085)	(18,543)
Funds carried forward		385,549	279	385,828	400,913

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derive from continuing activities. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. The notes on pages 10 to 16 form an integral part of these accounts.

Balance Sheet

At 31 March 2016

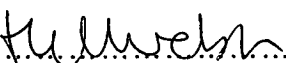
	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Fixed Assets					
Tangible assets	8	319,183	-	319,183	332,383
Current Assets					
Debtors		62	-	62	1,326
Prepayments	9	995	-	995	427
Cash at bank & in hand		90,156	279	90,435	67,277
Total current assets		91,213	279	91,492	69,030
Current Liabilities					
Deferred income	10	22,753	-	22,753	-
Creditors	11	1,356	-	1,356	-
Accruals	12	738	-	738	500
Total current liabilities		24,847	-	24,847	500
Net current assets		66,366	279	66,645	68,530
Net assets		385,549	279	385,828	400,913
Funds of the Charity					
Unrestricted funds		385,549	-	385,549	348,267
Restricted funds		-	279	279	52,646
Total Funds		385,549	279	385,828	400,913

The directors confirm that for the financial period ended 31 March 2016: -

- the company was entitled to exemption under section 477 of the Companies Act 2006, and
- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the 2006 Companies Act with respect to accounting records and the preparation of accounts. The accounts have been prepared in accordance with the provisions applicable to companies' subject to the small companies' regime of the 2006 Companies Act. The notes on pages 10 to 16 form an integral part of these accounts.

Approved by the trustees on 13 September 2016 and signed on their behalf by:

..........

Helen Welsh – Chairperson

Notes to the Financial Statements

For the year ended 31 March 2016

1 Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with: -

- (a) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (b) The Charities Accounts (Scotland) Regulations 2006 as amended
- (c) The Company's Act 2006
- (d) Financial Reporting Standard for Smaller Entities (the FRSSE) (Effective January 2015),
- (e) Accounting & Reporting by Charities – Statement of Recommended Practice (Charities SORP (FRSSE))

1.2 Changes to Basis of Preparation

- (a) The Charities SORP (FRSSE), previously SORP 2005 (2nd Edition)
- (b) The FRSSE 2015, previously FRSSE 2008

1.3 Changes to previous years' accounts

- (a) The presentation of the financial statements has been amended to meet the requirements of the Charities SORP (FRSSE). No material changes to the accounts have been made.

2 Accounting Policies

2.1 Form of Financial Statements

The charity maintains two types of funds for accounting purposes: -

- (a) A general unrestricted fund that can be expended at the discretion of the trustees on furthering the objects of the charity, and
- (b) Restricted funds that may only be used for specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes.

2.2 Incoming Resources

- (a) Incoming Resources are recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; their receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.
- (c) Funds received in advance and which specifically relate to a future accounting period are treated as deferred income.

Notes to the Financial Statements

For the year ended 31 March 2016

2.3 Expenditure & Liabilities

(a) Expenditure is accounted for on an accruals basis.

(b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources; it is probable they will be paid and the monetary value can be measured with sufficient reliability.

2.4 Assets

(a) Tangible fixed assets are capitalised if they have a value greater than £500 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.

(b) Depreciation is calculated on a straight line basis to write off the cost of tangible assets over their useful economic life as follows:

Buildings - 2% straight line

Fixtures & fittings – 25% reducing balance

Motor Vehicles - 25% reducing balance

2.5 Debtors

(a) Debtors are recognised at the settlement amount due

(b) Prepayments are valued at the amount prepaid

2.6 Cash

Cash at bank and in hand includes cash and bank deposits repayable on demand

2.7 Creditors

(a) Creditors are recognised where the charity has an obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3. Trustee Remuneration & Expenses

(a) No trustees or connected persons received any remuneration from the charity during the year.

(b) No trustees were reimbursed for expenses during the year.

Notes to the Financial Statements

For the year ended 31 March 2016

4. Restricted Funds

During the year the charity maintained the following restricted income funds:

- The development of the gardens funded by donations
- A security camera system funded by Fife Council
- For the purchase of computers and a digital camera funded by donations

5. Movement in Funds

Funds	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
<u>General Fund</u>	348,267	135,006	146,050	(124)	337,099
					-
<u>Designated Funds</u>					-
Project Development Reserve	-	-	-	48,450	48,450
					-
<u>Restricted Funds</u>					-
Project Development Reserve	48,450	-	-	(48,450)	-
Garden improvement	4,196	6,180	11,500	1,124	-
Camera system	-	1,000	-	(1,000)	-
Computer purchase	-	1,100	821	-	279
Restricted fund sub-total	<u>52,646</u>	<u>8,280</u>	<u>12,321</u>	<u>(48,326)</u>	<u>279</u>
Total Funds	<u>400,913</u>	<u>143,286</u>	<u>158,371</u>	<u>-</u>	<u>385,828</u>

The transfer of £48,450 from the restricted fund to the designated fund represents the reallocation of the Project Development Fund that had been mis-stated as a restricted fund.

The transfer of £1,124 into the garden improvement represents the unrestricted funds required to complete the project.

The £1,000 transfer out of the camera system fund represents the restricted fund expenditure on the camera system that once spent satisfied the restriction and was transferred to the unrestricted or general fund.

Notes to the Financial Statements

For the year ended 31 March 2016

6. Income from charitable activities	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Day care lunches and outings		38,029	-	38,029	35,161
Other income		497	-	497	270
Total		38,526	-	38,526	35,431

7. Expenditure on charitable activities	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
<u>Direct costs</u>					
Staff costs	12	102,791	-	102,791	93,550
Lunches and social events		9,435	-	9,435	9,460
Publicity		-	-	-	43
Minibus expenses		2,161	-	2,161	3,029
Garden development		-	11,500	11,500	-
Travel		206	-	206	617
Training		-	-	-	803
sub-total		114,593	11,500	126,093	107,502

<u>Support costs</u>					
Heat & light		5,689	-	5,689	4,426
Water rates		1,359	-	1,359	1,429
Cleaning		985	-	985	671
Repairs and maintenance		2,069	-	2,069	2,903
Equipment		-	821	821	-
Subscriptions		404	-	404	95
Insurance		2,185	-	2,185	2,410
Printing postage & stationery		672	-	672	1,095
Telephone and internet		720	-	720	680
Payroll fees		249	-	249	366
Sundry expenses		1,873	-	1,873	1,154
Depreciation		14,501	-	14,501	16,141
Independent examination		500	-	500	500
Legal & professional fees		251	-	251	72
Sub-total		31,457	821	32,278	31,942
Total		146,050	12,321	158,371	139,444

Notes to the Financial Statements
For the year ended 31 March 2016

8. Tangible Fixed Assets	Building	Fixtures and fittings	Motor vehicles	Total
	£	£	£	£
Cost				
Balance at 31/3/2014	413,958	49,371	36,555	499,884
Additions	-	1,300	-	1,300
Disposals	-	-	-	-
Balance at 31/03/15	413,958	50,671	36,555	501,184
Depreciation				
Balance at 31/03/2014	105,161	46,347	15,993	167,501
Charge for the year	8,279	1,081	5,141	14,501
Balance at 31/03/2015	113,440	47,428	21,134	182,002
Net Book Value				
Balance at 31/03/2014	308,797	4,324	20,562	333,683
Balance at 31/03/2015	300,518	3,243	15,422	319,183

9. Prepayments	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Insurance		995	-	995	-
Maintenance contract		-	-	-	427
Total		995	-	995	427

10. Deferred income	Balance 31/03/2015	Funds received	Released to income	Balance 31/03/2016
	£	£	£	£
Fife Council grant for 2016/17	-	22,753	-	22,753

Notes to the Financial Statements

For the year ended 31 March 2016

11. Creditors	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
HMRC		1,356	-	1,356	-

12. Accruals	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Independent examination		500	-	500	500
Accountancy		238	-	238	-
Total		738	-	738	500

13. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2016 Total	2015 Total
		£	£	£	£
Salaries		95,228	-	95,228	86,890
Employers NI		5,409	-	5,409	4,721
Employers Pension	14	2,154	-	2,154	1,939
Total		102,791	-	102,791	93,550

The average monthly number of staff employed was 7 (2015: 7)

No employee received remuneration of more than £60,000 (2015: None).

14. Pension Costs

The company operates a defined contribution pension scheme in respect of its employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the charity and for this year was £2,154.

Notes to the Financial Statements

For the year ended 31 March 2016

15. Previous year information

In order to comply with the SORP (FRSSE) to show corresponding amounts for the previous year for every item in the Statement of Financial Activities (not just the prior year totals), the previous year's statement, set out in accordance with the requirements of the SORP (FRSSE), is shown below:

Statement of Financial Activities for the year ended 31 March 2015

	Unrestricted Funds	Restricted Funds
	£	£
Income from:		
Donations	4,072	4,196
Fife Council Grants	75,749	-
Fundraising	1,453	-
Charitable activities	35,431	-
Total Income	116,705	4,196
Expenditure on:		
Charitable activities	139,444	-
Net income/(expenditure)	(22,739)	4,196
Transfers	-	-
Net movement in funds	(22,739)	4,196
Reconciliation of Funds		
Funds brought forward	371,006	48,450
Net movement in funds	(22,739)	4,196
Funds carried forward	348,267	52,646