

Company registration number: SC176771
Charity number SC006259

**The Abbeyview Day Centre
Company limited by guarantee**

Trustees' report and financial statements

31 March 2017

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**The Abbeyview Day Centre
Company limited by guarantee**

Contents

| | Page |
|---|----------------|
| Trustees and other information | 2 |
| Trustees report | 3 - 5 |
| Independent examiners' report | 6 |
| Combined statement of financial activities and income and expenditure | 7 |
| Balance sheet | 8 - 9 |
| Notes to the financial statements | 10 - 16 |

**The Abbeyview Day Centre
Company limited by guarantee**

Trustees and other information

Trustees

Helen Welsh
Mary Hammon
Doreen Cuthbertson
Samuel Hanson
Fiona Crowe
Karen Butterfield

Resigned 26/9/16

Chairperson
Vice Chairperson - appointed
28/9/16

Paul Howorth
Ann Wrightson
Danielle Knox

Resigned 28/9/16
Treasurer - appointed 28/9/16

Company number

SC176771

Charity number

SC006259

Registered office

Duncan Crescent
Dunfermline
Fife
KY11 4BZ

Business address

Duncan Crescent
Dunfermline
Fife
KY11 4BZ

Independent Examiner

John Lynch & Co
Torridon House
Torridon Lane
Rosyth
Fife
KY11 2EU

Bankers

Bank of Scotland
Dunfermline
1 Bothwell Street
Dunfermline
Fife
Ky11 3AG

**The Abbeyview Day Centre
Company limited by guarantee**

**Trustees report
Year ended 31 March 2017**

The trustees present their report and the financial statements for the year ended 31 March 2017.

Objectives, organisation and activities

The charity is constituted as a company limited by guarantee and is governed by a Memorandum and Articles of Association. In the event of the company being wound up, its 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 six co-opted members. Members of the committee are elected at the AGM and serve for up to four 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.

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.

Development, activities and achievements

A 3 year evaluation was completed by a link officer from Fife Council at the start of the year, it comprised of excellent feedback with no recommendations. It did lead to the Service Level Agreement with Fife Council being changed geographically to include the Eastern expansion/Duloch area. The Day Centre is able to take referrals and provide transport. It will be phased in over a 2-day period to which older people living in this area will be allocated 1 of the 2 days.

An application was accepted from Fife Council to develop a Dementia Cafe 2 days a week on a Monday and Thursday. This comprised of employing 2 additional staff. The development will support carers as well as individuals who have dementia to maintain social stimulation, meet others of their own peer group, reduce their isolation and give carers further knowledge and information for the way forward. The 2 staff members are responsible for arranging activities, inviting speakers and working alongside other professionals to ensure community connections. The launch day was held on 18th September 2017.

Fundraising started in the year to purchase new chairs for the Day Centre, some of the events were Karen Butterfield doing a charity walk, A Just Giving page set up and a daffodil tea. The grand total of £4124 has now been met and delivery of the chairs was last month.

The Day Centre relies on volunteers who come and help on a weekly basis and are a valued part of the team. The board would like to thank all staff and volunteers who continue to do an excellent job.

**The Abbeyview Day Centre
Company limited by guarantee**

**Trustees report (continued)
Year ended 31 March 2017**

Trustees

The directors who served during the year are as stated below:

| | |
|--------------------|--------------------------------------|
| Helen Welsh | Resigned 26/9/16 |
| Mary Hammon | |
| Fiona Crowe | Chairperson |
| Karen Butterfield | Vice Chairperson - appointed 28/9/16 |
| Samuel Hanson | |
| Paul Howorth | |
| Doreen Cuthbertson | |
| Ann Wrightson | Resigned 28/9/16 |
| Danielle Knox | Treasurer - appointed 28/9/16 |

Risk management

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of budgeted financial commitments, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and have established systems to enable regular reports to be produced so that active steps can be taken to mitigate these risks as and when they are identified.

Reserves

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least six months of the resources expended. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding but it would obviously be necessary to consider how the funding would be replaced. At present the free reserves total £65,475 whereas six months resources expended total £73,445 and therefore do not reach this target level. The trustees continue to strive to improve the financial position and meet the desired target.

Trustees responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and 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 company and to enable them to ensure that the financial statements comply with Section 44(1)(c) of the Charities and Trustee Investment Act (Scotland) 2005. 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.


Accountants

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

**The Abbeyview Day Centre
Company limited by guarantee**

**Trustees report (continued)
Year ended 31 March 2017**

This report was approved by the trustees on 28 July 2017 and signed on their behalf by:-

A handwritten signature in black ink, appearing to read 'Fiona Crowe'. The signature is fluid and cursive, with the first name 'Fiona' and the last name 'Crowe' clearly distinguishable.

**Fiona Crowe
Trustee - Chairperson**

**The Abbeyview Day Centre
Company limited by guarantee**

**Independent examiner's report to the trustees on the
unaudited financial statements of The Abbeyview Day Centre**

In accordance with the engagement letter dated 28 July 2017 I have compiled the financial statements of the charity which comprise the Profit and Loss Account, the balance sheet and the related notes from the accounting records and information and explanations you have given to me.

This report is made to the charity's trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might compile the financial statements that I have been engaged to compile, report to the charity's trustees that I have done so and state those matters that I have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees, as a body, for my work or for this report.

I have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants of Scotland and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 examiners' statement

In the course of our 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 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have 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.



John Lynch LLB CA
John Lynch & Co
Torridon Lane
ROSYTH

Date: 28 July 2017

The Abbeyview Day Centre
Company limited by guarantee

Combined statement of financial activities and income and expenditure
for the year ended 31 March 2017

| | Notes | 2017 Unrestricted funds £ | 2017 Restricted funds £ | 2017 Total funds £ | 2016 Total funds £ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| <u>Incoming resources</u> | | | | | |
| Incoming resources from generated funds | | | | | |
| <i>Voluntary income</i> | | | | | |
| Donations | 3 | 4,142 | 1,768 | 5,910 | 10,174 |
| Fundraising | 3 | 2,315 | | 2,315 | 2,575 |
| | | <u>6,457</u> | <u>1,768</u> | <u>8,225</u> | <u>12,749</u> |
| Incoming resources from charitable activities | | | | | |
| Fife Council grants received | 3 | 91,011 | - | 91,011 | 92,011 |
| Day charges and excursions | 3 | 36,809 | - | 36,809 | 38,029 |
| Other income | 3 | 282 | | 282 | 497 |
| | | <u>128,102</u> | <u>-</u> | <u>128,102</u> | <u>130,537</u> |
| Total incoming resources | | <u>134,559</u> | <u>1,768</u> | <u>136,327</u> | <u>143,286</u> |
| <u>Resources expended</u> | | | | | |
| Costs of generating funds | | | | | |
| Charitable activities | 11 | 143,824 | 1,069 | 144,893 | 157,620 |
| Governance costs | 12 | 1,997 | - | 1,997 | 751 |
| Total resources expended | | <u>145,821</u> | <u>1,069</u> | <u>146,890</u> | <u>158,371</u> |
| Net movement in funds | | (11,262) | 699 | (10,563) | (15,085) |
| Funds brought forward | | <u>385,549</u> | <u>279</u> | <u>385,828</u> | <u>400,913</u> |
| Funds carried forward | | <u>374,287</u> | <u>978</u> | <u>375,265</u> | <u>385,828</u> |

The notes on pages 10 to 16 form part of these financial statements.

**The Abbeyview Day Centre
Company limited by guarantee**

**Balance sheet
31 March 2017**

| | Note | 2017 £ | £ | 2016 £ | £ |
|---|------|-----------|---------|-----------|---------|
| Fixed assets | | | | | |
| Tangible assets | 6 | 308,812 | | 319,183 | |
| | | | 308,812 | | 319,183 |
| Current assets | | | | | |
| Debtors | 7 | 440 | | 1,057 | |
| Cash at bank and in hand | | 69,298 | | 90,435 | |
| | | 69,738 | | 91,492 | |
| Creditors: amounts falling due within one year | 8 | (3,285) | | (24,847) | |
| Net current assets | | | 66,453 | | 66,645 |
| Total assets less current liabilities | | | 375,265 | | 385,828 |
| Net assets | | | 375,265 | | 385,828 |
| Represented by: | | | | | |
| Unrestricted funds | 9 | 374,287 | | 385,549 | |
| Restricted funds | | 978 | | 279 | |
| Total funds | | 375,265 | | 385,828 | |

For the year ending 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

The notes on pages 10 to 16 form part of these financial statements.

**The Abbeyview Day Centre
Company limited by guarantee**

**Balance sheet (continued)
31 March 2017**

These financial statements were approved by the board of directors and authorised for issue on 28 July 2017, and are signed on behalf of the board by:

A handwritten signature in black ink, appearing to read 'Fiona Crowe', with a stylized, cursive script.

**Fiona Crowe
Trustee - Chairperson**

Company registration number: SC176771

The notes on pages 10 to 16 form part of these financial statements.

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements
Year ended 31 March 2017**

1. General information

The company is a private company limited by guarantee, registered in Scotland. The address of the registered office is Duncan Crescent, Dunfermline, Fife, KY11 4BZ.

2. Statement of compliance

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through profit or loss.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 10.

Incoming resources

Income consists of grants, donations, client charges and fundraising revenue and is credited in the year in which it is receivable except when received in advance, when it is credited in the year in which it falls due.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which is an irrecoverable cost for the charity.

Expenditure which is directly attributable to specific activities has been included in those cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Charitable activities includes expenditure directly relating to the objects of the charity, including such support costs identifiable as an integral part of the carrying out of those charitable activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements compliance.

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements (continued)
Year ended 31 March 2017**

Tangible assets

Tangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated depreciation and impairment losses.

Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as a result of revaluation is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

| | | |
|---------------------------------|-------|------------------|
| Freehold property | - 2% | straight line |
| Fittings fixtures and equipment | - 25% | reducing balance |
| Motor vehicles | - 25% | reducing balance |

If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements (continued)
Year ended 31 March 2017**

Financial instruments

A financial asset or a financial liability is recognised only when the company becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Debt instruments are subsequently measured at amortised cost.

Where investments in non-convertible preference shares and non-puttable ordinary shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in profit or loss. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in profit or loss, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised in profit or loss immediately.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised in profit or loss immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised in finance costs in profit or loss in the period in which it arises.

4. Limited by guarantee

The charity is a company limited by guarantee. In the event of the company being wound up, members may be required to contribute an amount not exceeding £1.

5. Loss before taxation

Loss before taxation is stated after charging/(crediting):

| | 2017 | 2016 |
|---------------------------------|--------|--------|
| | £ | £ |
| Depreciation of tangible assets | 13,804 | 14,501 |

The Abbeyview Day Centre
Company limited by guarantee

Notes to the financial statements (continued)
Year ended 31 March 2017

6. Tangible assets

| | Freehold property | Fixtures, fittings and equipment | Motor vehicles | Total |
|-------------------------|----------------------|--|-------------------|----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1 April 2016 | 413,958 | 50,671 | 36,555 | 501,184 |
| Additions | - | 3,433 | - | 3,433 |
| At 31 March 2017 | <u>413,958</u> | <u>54,104</u> | <u>36,555</u> | <u>504,617</u> |
| Depreciation | | | | |
| At 1 April 2016 | 113,440 | 47,428 | 21,133 | 182,001 |
| Charge for the year | 8,279 | 1,669 | 3,856 | 13,804 |
| At 31 March 2017 | <u>121,719</u> | <u>49,097</u> | <u>24,989</u> | <u>195,805</u> |
| Carrying amount | | | | |
| At 31 March 2017 | <u>292,239</u> | <u>5,007</u> | <u>11,566</u> | <u>308,812</u> |
| At 31 March 2016 | <u>300,518</u> | <u>3,243</u> | <u>15,422</u> | <u>319,183</u> |

7. Debtors

| | 2017 | 2016 |
|---------------|------------|--------------|
| | £ | £ |
| Trade debtors | - | 62 |
| Other debtors | 440 | 995 |
| | <u>440</u> | <u>1,057</u> |

8. Creditors: amounts falling due within one year

| | 2017 | 2016 |
|---------------------------------|--------------|---------------|
| | £ | £ |
| Social security and other taxes | 1,383 | 1,356 |
| Other creditors | 1,902 | 23,491 |
| | <u>3,285</u> | <u>24,847</u> |

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements (continued)
Year ended 31 March 2017**

9. Reserves

The Unrestricted Fund is a general reserve where the charity has no restrictions on expenditure. The total of the Unrestricted Fund at 31st March 2017 was £374,287 of which £308,812 is invested in fixed assets, leaving £65,475 as the free reserves.

The Restricted Fund is for funds which have been received for a specific use or purpose. The balance at 31st March 2017 of £978 represents the restricted funds collected to date which are to be used for purchasing new chairs for the Centre.

10. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The company transitioned to FRS 102 on 1 April 2015.

Reconciliation of equity

No transitional adjustments were required.

Reconciliation of profit or loss for the year

No transitional adjustments were required.

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements (continued)
Year ended 31 March 2017**

| 11. Direct charitable expenses | 2017 Unrestricted funds £ | 2017 Restricted funds £ | 2017 Total funds £ | 2016 Total funds £ |
|---------------------------------------|------------------------------------|----------------------------------|--------------------------|--------------------------|
| Direct costs | | | | |
| Staff costs | 100,299 | - | 100,299 | 102,791 |
| Lunches and outings | 9,187 | | 9,187 | 9,435 |
| Minibus expenses | 3,567 | | 3,567 | 2,161 |
| Garden development | - | - | - | 11,500 |
| Travel expenses | 234 | | 234 | 206 |
| | <u>113,287</u> | <u>-</u> | <u>113,287</u> | <u>126,093</u> |
| Support costs | | | | |
| Water rates | 1,500 | | 1,500 | 1,359 |
| Insurance | 2,835 | | 2,835 | 2,185 |
| Heat & light | 5,386 | | 5,386 | 5,689 |
| Cleaning | 1,105 | | 1,105 | 985 |
| Repairs, renewals and minor equipment | 2,517 | | 2,517 | 2,069 |
| Printing, postage and stationery | 980 | | 980 | 672 |
| Equipment | - | 1,069 | 1,069 | 821 |
| Telephone and internet | 944 | | 944 | 720 |
| Sundry expenses | 817 | | 817 | 1,873 |
| Memberships and subscriptions | 460 | | 460 | 404 |
| Payroll fees | 189 | | 189 | 249 |
| Depreciation | 13,804 | | 13,804 | 14,501 |
| | <u>30,537</u> | <u>1,069</u> | <u>31,606</u> | <u>31,527</u> |
| Total costs | <u>143,824</u> | <u>1,069</u> | <u>144,893</u> | <u>157,620</u> |

| 12. Governance costs | 2017 Total funds £ | 2016 Total funds £ |
|------------------------------|--------------------------|--------------------------|
| Legal and professional costs | - | 251 |
| Accountancy | 1,997 | 500 |
| | <u>1,997</u> | <u>751</u> |

**The Abbeyview Day Centre
Company limited by guarantee**

**Notes to the financial statements (continued)
Year ended 31 March 2017**

13. Employees

Number of employees

2017

2016

The average monthly number of employees analysed by function was:-

Direct charitable services

5

5

Management and administration

2

2

7

7

Employment costs

Staff costs during the year were as follows:-

2017

2016

£

£

Wages and salaries

95,871

95,228

Social security costs

2,402

5,409

Staff training

294

-

Pension costs

1,732

2,154

100,299

102,791