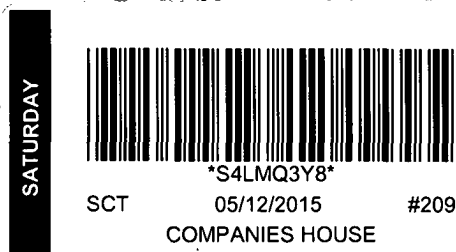


Abbeyview Day Centre
(A company limited by guarantee)

Scottish Charity No: SC006259
Company No: SC176771

Annual Report & Financial Statements
For the Period
Ended 31 March 2015



Chris Smith BSc (Hons) FCIE
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Annual Report & Statement of Account

For the year ended 31 March 2015

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Trustees' Annual Report

For the year ended 31 March 2015

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 2015.

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
Ann Wrightson – Secretary
Marjorie Scott - Treasurer
Hazel Beale
Mary Hammon
Doreen Cuthbertson
Karen Butterfield
Alison Grey
Samuel Hanson
Irene Millar
Hazel Brannigan - Appointed September 2014
Irene Miller - Resigned January 2015
Frances Rhodes - Resigned September 2014
Agnes Hutton - Resigned September 2014

Independent Examiner: Chris Smith BSc (Hons) FCIE

Bankers Bank of Scotland

Trustees' Annual Report

For the year ended 31 March 2015

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

With a fair share of ups and downs, the Centre has continued to provide a responsive and, we believe, valuable service to older people and their carers in the southern half of Dunfermline. Thanks are due to all the staff and volunteers who work so hard and go beyond the call of duty day after day. I would especially like to thank our manager, Isa Beveridge for her calm and patient perseverance, and her way of finding a solution to the thorniest of problems that come our way. Certainly my role as Chairperson is made much easier by her sterling abilities, and by the hard work and loyalty of the Committee. My thanks to you all.

This time last year we were anticipating developing a dementia service, and also preparing to go online. Due to changes in our main funding from the Council, so that we have only had commitment for one year's funding at a time, we felt it was not a good time to plan for expansion and so we cut back on our planning for the dementia service, and are looking instead at running a regular drop-in Dementia Cafe, which we can do with minimal extra funding. As you all know, the incidence of dementia in the older population continues to grow, and we anticipate a good take-up of this service. In due course, if our main funding situation becomes more secure, the Dementia Cafe will

take us a step on the road towards developing a more comprehensive service for people with dementia.

Abbeyview Day Centre

Scottish Charity No: SC006259

Trustees' Annual Report

For the year ended 31 March 2015

Our website is now live, I am glad to say, and we are grateful to George Russom who worked with us to set it up. We are aware, from the enquiries we receive, that people are using it to find out about the service we offer, and we now have to ensure it is kept up to date. If you have any suggestions or contributions for the website, please do give us them.

Our most successful activity over the last year has been the development of the garden. This was kick-started by Kirsty writing to BBC's Beechgrove Garden to see if they would come and work with us. We were shortlisted, which was very exciting for a short time, but weren't chosen in the end. However with the energy generated by the Beechgrove Garden possibility we set about fundraising, and again Kirsty took a major role in this. Amazingly we have been able to raise £12,000 in a short time and as you will have seen tonight, the work is nearing completion. Our aim is to make our outdoor space attractive to our service users, most of whom seldom get the opportunity for fresh air in pleasant surroundings; and particularly, to make it attractive to people with dementia by planting old-fashioned flowers and shrubs that help people re-connect with their past lives. We have been enormously supported in the upkeep of the existing garden, and planning the developments for the new, by our new volunteer Paul Howorth, whose energy, enthusiasm and sheer hard graft have been invaluable.

Financially we have had a good year, partly due to the increase in fees which we implemented 18 months ago. As a result our cash flow situation has been much improved. In order to avoid any future substantial hike in fees, we are now keeping the fees under review, and may well decide on a small increase at the start of the next financial year. Our financial situation is also supported by a number of grants which have been awarded, as can be seen in the Independent Examiner's report. As always we are grateful to all our benefactors, without whose support we could not run the service. Underpinning all this is our main Council funding and we are grateful for this while looking forward to a return to three-year funding, which makes it easier to plan ahead. Further, I would like to thank Marjorie Scott, our treasurer, for preparing financial information and helping us become more proactive in our forward planning.

The integration of health and social services has been an important feature of the external environment and for the last few years has resulted in a lack of certainty as to the future of day care services across Fife, both statutory and voluntary. We look forward to dialogue and development with the funders, and hope that the essential service we provide is recognised as such and appropriately supported.

I would like to thank you all for attending and continuing to support the Day Centre year after year, and look forward to ongoing improvements in our service to older people, in our accountability as an employer, and as a participant in the wider community.

Trustees' Annual Report

For the year ended 31 March 2015

Financial Review

With income, principally from grants and fees, of £120,901 and expenditure of £139,444 the Centre had a deficit for the year of £18,543. The deficit was funded from reserves brought forward from the previous year. At the 31 March 2015 the total funds held Centre were £400,913 of which:

- £332,383 is the value of tangible assets
- £52,646 are restricted funds, and
- £15,884 are free reserves

The trustees aim to hold a free reserve of £70,000, 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 £15,884 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 15 September 2015 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 2015 which are set out on pages 8 to 14.

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
Glascairn Cottage
Aytounhill
Cupar
KY14 6JH

15 September 2015

Statement of Financial Activities (incorporating the Income & Expenditure Account)

For the year ended 31 March 2015

	Note	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
Incoming Resources					
Voluntary income					
Donations		4,072	4,196	8,268	1,841
Grants		75,749	-	75,749	131,222
Fundraising		1,453	-	1,453	1,356
From charitable activities	5	35,431	-	35,431	29,795
Total incoming resources		<u>116,705</u>	<u>4,196</u>	<u>120,901</u>	<u>164,214</u>
Resources Expended					
Cost of charitable activities	6	138,872	-	138,872	134,556
Governance costs	7	572	-	572	1,920
Total resources expended		<u>139,444</u>	<u>-</u>	<u>139,444</u>	<u>136,476</u>
Net incoming/(outgoing) resources		<u>(22,739)</u>	<u>4,196</u>	<u>(18,543)</u>	<u>27,738</u>
Reconciliation of Funds					
Funds brought forward		371,006	48,450	419,456	391,718
Net income		<u>(22,739)</u>	<u>4,196</u>	<u>(18,543)</u>	<u>27,738</u>
Funds carried forward		<u>348,267</u>	<u>52,646</u>	<u>400,913</u>	<u>419,456</u>

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 14 form an integral part of these accounts.

Abbeyview Day Centre

Scottish Charity No: SC006259

Balance Sheet

At 31 March 2015


	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Fixed Assets					
Tangible assets	8	332,383	-	332,383	348,524
Current Assets					
Debtors	9	1,326	-	1,326	-
Prepayments		427	-	427	427
Cash at bank & in hand		14,631	52,646	67,277	72,185
Total current assets		16,384	52,646	69,030	72,612
Current Liabilities					
Accruals	10	500	-	500	1,680
Total current liabilities		500	-	500	1,680
Net current assets		15,884	52,646	68,530	70,932
Net assets		348,267	52,646	400,913	419,456
Funds of the Charity					
Unrestricted funds		348,267	-	348,267	371,006
Restricted funds		-	52,646	52,646	48,450
Total Funds		348,267	52,646	400,913	419,456

The directors confirm that for the financial period ended 31 March 2015:-

- 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 14 form an integral part of these accounts.

Approved by the trustees on 15 September 2015 and signed on their behalf by:



 Helen Welsh – Chairperson

Notes to the Financial Statements

For the year ended 31 March 2015

1. Basis of Preparation

1.1 Basis of accounting

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

- (a) Accounting & Reporting by Charities - Statement of Recommended Practice (SORP 2005),
- (b) Financial Reporting Standard for Smaller Entities (FRSSE) (Effective April 2008),
- (c) The Company's Act 2006
- (d) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (e) The Charities Accounts (Scotland) Regulations 2006 as amended.

The previous years' figures have been re-stated to recognise receipt of a building grant that had been amortized and treated as deferred income. The effect of this was an increase in total funds held by the Centre at the 31 March 2014 from £408,406 to £419,456.

2. Accounting Policies

2.1 Form of Financial Statements

The Charity maintains two funds for accounting purposes:-

- (a) A general unrestricted income fund for the day-to-day running of the charity, and
- (b) A restricted income fund that consists of monies received from sponsors which relate to a specific project and are donated to fund for that particular purpose.

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; the trustees are virtually certain they will receive the resources; 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) Grants received in advance and which specifically relate to a future accounting period are treated as deferred income.

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.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters

Notes to the Financial Statements

For the year ended 31 March 2015

2.4 Assets

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.

2.5 Depreciation

Depreciation is calculated on the following basis:

Buildings - 2% straight line

Fixtures & fittings – 25% reducing balance

Motor Vehicles - 25% reducing balance

2.6 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

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

No trustees were reimbursed for expenses during the year.

4. Movement in Restricted Funds

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

- A project development reserve
- The development of the garden.

Movement in Restricted Funds

Fund	Opening balance	Income	Expenditure	Transfers	Closing balance
	£	£	£	£	£
Project Development Reserve	48,450	-	-	-	48,450
Garden improvement	-	4,196	-	-	4,196
Total	48,450	4,196	-	-	52,646

Notes to the Financial Statements

For the year ended 31 March 2015

5. From Charitable Activities

	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Day care lunches and outings		35,161	-	35,161	29,555
Other income		270	-	270	240
Total		35,431	-	35,431	29,795

6. Cost of Charitable Activities

	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Staff costs	11	93,550	-	93,550	81,791
Heat & light		4,426	-	4,426	5,683
Water rates		1,429	-	1,429	2,030
Cleaning		671	-	671	1,365
Repairs and maintenance		2,903	-	2,903	3,647
Lunches and social events		9,460	-	9,460	9,817
Publicity		43	-	43	43
Equipment		-	-	-	245
Minibus expenses		3,029	-	3,029	2,509
Subscriptions		95	-	95	93
Training		803	-	803	-
Travel		617	-	617	450
Insurance		2,410	-	2,410	1,953
Printing postage & stationery		1,095	-	1,095	620
Telephone and internet		680	-	680	574
Payroll fees		366	-	366	425
Sundry expenses		1,154	-	1,154	510
Loss on disposal of fixed asset		-	-	-	4,039
Depreciation		16,141	-	16,141	18,762
Total		138,872	-	138,872	134,556

7. Governance Costs

	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Legal & professional fees		72	-	72	168
Independent examination		500	-	500	1,752
Total		572	-	572	1,920

Notes to the Financial Statements

For the year ended 31 March 2015

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	-	-	-	-
Disposals	-	-	-	-
Balance at 31/03/15	413,958	49,371	36,555	499,884
Depreciation				
Balance at 31/03/2014	96,882	45,339	9,139	151,360
Charge for the year	8,279	1,008	6,854	16,141
Balance at 31/03/2015	105,161	46,347	15,993	167,501
Net Book Value				
Balance at 31/03/2015	308,797	3,024	20,562	332,383
Balance at 31/03/2014	317,076	4,032	27,416	348,524

9. Debtors	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Scottish Power		1,326	-	1,326	-

10. Accruals	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Preparation and examination of accounts		500	-	500	1,680

Notes to the Financial Statements

For the year ended 31 March 2015

11. Staff Costs	Note	Unrestricted Funds	Restricted Funds	2015 Total	2014 Total
		£	£	£	£
Salaries		86,890	-	86,890	76,630
Employers NI		4,721	-	4,721	3,888
Employers Pension	13	1,939	-	1,939	1,273
Total		93,550	-	93,550	81,791

12. Staffing

The average monthly number of staff employed was 7 (2014: 7)

No employee received remuneration of more than £60,000 (2014: None).

13. 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 £1,939.