

Charity Registration No. SC028224

Company Registration No. SC188310 (Scotland)

**ABBNEYVIEW KIDS CLUB LIMITED**

(A COMPANY LIMITED BY GUARANTEE)

**DIRECTORS REPORT AND UNAUDITED ACCOUNTS**

**For the Year Ended 31 March 2014**



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COMPANIES HOUSE

# **ABBKEYVIEW KIDS CLUB LIMITED**

## **Financial Statements for the Year Ended 31 March 2014**

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## **ABBEYVIEW KIDS CLUB LIMITED**

### **Legal and Administrative Information**

#### Trustees

The trustees who served during the year were as follows: -

|                 |                                |
|-----------------|--------------------------------|
| Neil Wilson     | (Chairman)                     |
| Margaret Murray | (Secretary)                    |
| David Murray    | (Health and Safety Officer)    |
| Kevin Ewan      | (Treasurer) appointed 14/08/14 |

#### Principal Address

Abbeyview Community Centre  
Abbeyview  
Dunfermline  
Fife  
KY11 4HA

#### Bankers

Santander UK Plc  
Bridle Road  
Bootle  
Merseyside  
L30 4GB

#### Independent Examiner

Fiona Haro  
Thomson Cooper Accountants  
3 Castle Court  
Carnegie Campus  
Dunfermline  
KY11 8PB

Charity Number  
Company Number

SC028224  
SC188310

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2014**

The Trustees present their Report, together with the accounts for the year ended 31 March 2014.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Memorandum of Association, the Companies Act 2006 (as amended) and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, Governance and Management**

Abbeyview Kids Club is a registered charity, incorporated on 6<sup>th</sup> August 1998. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The management committee, who are also the directors for the purposes of company law, who served during the year were:

Neil Wilson  
David Murray  
Margaret Murray  
Kevin Ewan

Abbeyview Kids Club approaches possible interested parties who have the skills and experience to contribute to the organisation and also responds to expressions of interest from the same.

As well as being a registered charity, Abbeyview Kids Club is a Company Limited by Guarantee. This requires us to have a Board of Directors with certain legal obligations under the Companies Act. The Directors ensure that legal, financial and employment responsibilities are adhered to as well as guiding our overall strategy and year on year priorities.

The management committee meet 7 times a year which includes our AGM.

#### **Objectives and Activities**

The object of the charity is to provide affordable, safe quality childcare in the Dunfermline Area. The development of the club will be of benefit to the area to encourage children away from the streets and provide organised, stimulated activities within a safe environment. There has been no change in these objects during the year.

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2014 (continued)**

#### **Director induction and Training**

The Directors are familiar with the practical work of the charity.

New Directors are provided with information about the charity and the way it operates. In particular, they are provided with information about the following:-

- the obligations of the Directors;
- the main documents which set out the operational framework for the charity;
- resourcing and the current financial position as set out in the latest published accounts; and future plans and objectives.

#### **Risk Management**

The Directors have conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, advocates, partners (people with learning difficulties) and volunteers. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

#### **Achievements and Performance**

##### **Business Review**

In the past year the club has had to reduce the number of trips on offer due to the transport costs and the reduction in the grant from Fife Council. Trips are only offered on a Friday during the holidays with a contribution from parents/guardians.

The club also closes for a week during Easter and October holidays due to reduction in numbers during holiday time.

Policies have been updated with assistance from Care Inspectorate Officers especially Medication Policy.

Due to falling numbers especially during holiday terms the staff have had their hours reduced but still work at least their contractual hours.

##### **Plans for Future Periods**

Staff continue to try and access funds through grants to assist with transport costs.

Due to numbers falling during summer months the club will close for 2 weeks during the fayre fortnight. Outings will once again be kept to the minimum.

The number of staff and hours will have to be closely monitored.

The club will continue to advertise in schools and shops within the area.

## **ABBKEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2014 (continued)**

#### **Financial Review**

The results for the year are set out on page 6 and 7 of the Accounts. The Directors consider the state of affairs of the organisation to be satisfactory.

The deficit for the year was £4,342 (2013 - £7,669).

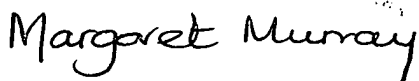
#### **Principal Funding Sources**

The principal sources of funding are grant income and fee income.

#### **Reserves Policy**

The directors 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 three months of running costs, which equates to £20,000 in general funds. At this level, the directors feel that they would be able to continue the current activities of the centre in the event of a further significant drop in funding.

Approved by the Trustees on 31 October 2014 and signed on their behalf by:



Margaret Murray

Secretary

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Independent Examiner's Report to the Trustees of Abbeyview Kids Club Limited**

I report on the accounts of the charity for the year ended 31 March 2014, which are set out on pages 5 to 11.

#### **Respective responsibilities of the Management Committee 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 (as amended). The charity's Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of The Charities Accounts (Scotland) Regulations 2006 does not apply. It is my responsibility to examine the accounts as required under Section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and to state whether particular matters have come to my attention.

#### **Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of The Charities Accounts (Scotland) Regulations 2006 (as amended). 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 seeking explanations from you as 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 the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the Trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with Section 44(1) (a) of the Charities and Trustee Investment (Scotland) Act 2005, and Regulation 4 of The Charities Accounts (Scotland) Regulations 2006; and
  - accounts are prepared which agree with the accounting records and comply with Regulation 8 of The Charities Accounts (Scotland) Regulations 2006 (as amended).
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Fiona Haro*

Fiona Haro  
Thomson Cooper Accountants  
3 Castle Court  
Carnegie Campus  
Dunfermline  
KY11 8PB  
Date : 31 October 2014

# **ABBAYVIEW KIDS CLUB LIMITED**

## **Statement of Financial Activities (Including Income & Expenditure Account)** **For the Year Ended 31 March 2014**

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2014<br>£ | Total<br>2013<br>£ |
|--|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Incoming Resources</b>  |       |                            |                          |                    |                    |
| <b>Incoming resources from generated funds:</b>  |       |                            |                          |                    |                    |
| Activities for generating funds:   |       |                            |                          |                    |                    |
| Fee Income   |       | 66,862                     | -                        | 66,862             | 76,394             |
| Fife Children grant  |       | -                          | 5,000                    | 5,000              | 5,000              |
| Fife Council transport grant   |       | -                          | 8,000                    | 8,000              | 8,000              |
| Fundraising  |       | 1,773                      | -                        | 1,773              | 2,246              |
| Incoming resources from charitable activities:   |       |                            |                          |                    |                    |
| Grants and donations   |       | 3,456                      | -                        | 3,456              | 1,147              |
| <b>Total Incoming Resources</b>  |       | <b>72,091</b>              | <b>13,000</b>            | <b>85,091</b>      | <b>92,787</b>      |
| <b>Resources Expended</b>  |       |                            |                          |                    |                    |
| <b>Cost of generating funds</b>  |       |                            |                          |                    |                    |
| Direct charitable expenditure  | 4     | 75,829                     | 12,644                   | 88,473             | 99,496             |
| <b>Governance costs</b>  |       |                            |                          |                    |                    |
| Management and administration  | 4     | 960                        | -                        | 960                | 960                |
| <b>Total resources expended</b>  |       | <b>76,789</b>              | <b>12,644</b>            | <b>89,433</b>      | <b>100,456</b>     |
| Net incoming/(outgoing) resources before transfers revaluations and investment asset disposals |       |                            |                          |                    |                    |
|  |       | (4,698)                    | 356                      | (4,342)            | (7,669)            |
| <b>Gross transfer between funds</b>  |       |                            |                          |                    |                    |
| <b>Reconciliation of Funds</b>   |       |                            |                          |                    |                    |
| Total funds brought forward  |       | 26,582                     | 3,444                    | 30,026             | 37,695             |
| <b>Total funds carried forward</b>   |       | <b>21,884</b>              | <b>3,800</b>             | <b>25,684</b>      | <b>30,026</b>      |

All incoming resources and resources expended derive from continuing activities and relate both to unrestricted and restricted funds.

The Statement of Financial activities includes all gains and losses recognised in the period.

The notes on page 8 to 11 form part of these accounts



# **ABBKEYVIEW KIDS CLUB LIMITED**

## **Balance Sheet** **As at 31 March 2014**

|  | Notes            | 2014<br>£     | 2013<br>£      |
|--|------------------|---------------|----------------|
| <b>Fixed Assets</b>                          |                  |               |                |
| Tangible assets                              | 6                | 1,738         | 1,777          |
| <b>Current Assets</b>                        |                  |               |                |
| Debtors                                      | 2,180            |               | 1,280          |
| Cash at bank and in hand                     | 26,422           |               | 30,136         |
|  | <u>28,602</u>    |               | <u>31,416</u>  |
| <b>Creditors</b>                             |                  |               |                |
| Amounts falling due within one year          | 7 <u>(4,656)</u> |               | <u>(3,167)</u> |
| <b>Net Current Assets</b>                    |                  | <u>23,946</u> | <u>28,249</u>  |
| <b>Total assets less current liabilities</b> |                  | <u>25,684</u> | <u>30,026</u>  |
| <b>Funds</b>                                 |                  |               |                |
| Unrestricted Funds                           | 8                | 21,884        | 26,582         |
| Restricted Funds                             | 9                | <u>3,800</u>  | <u>3,444</u>   |
|  |                  | <u>25,684</u> | <u>30,026</u>  |

For the year ended 31st March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year ended 31st March 2014 in accordance with section 476. The members acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Trustees on 31 October 2014 and signed on their behalf by:



Neil Wilson  
Company Registration No: SC188310

The notes on pages 8 to 11 form part of these accounts

# **ABBEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2014**

### **1. Accounting Policies**

#### *(a) Accounting Convention*

The accounts are prepared under the historical cost convention in accordance with applicable accounting standards, the Charities & Trustees Investment (Scotland) Act 2005, and the Statement of Recommended Practice – Accounting and Reporting by Charities issued in March 2005.

#### *(b) Fund Accounting*

Unrestricted funds are available for use at the discretion of the Management Committee in furtherance of the general objectives of charity.

Restricted funds are funds which are to be used in accordance with specific instructions imposed upon amounts received.

#### *(c) Incoming Resources*

All incoming resources are recognised in the year to which they relate, when there is sufficient evidence to provide the necessary certainty that the income will be received and the value of the incoming resources can be measured with sufficient reliability.

#### *(d) Resources Expended*

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and includes costs linked to the strategic management of the charity.

#### *(e) VAT*

The charity is not registered for VAT and accordingly, expenditure is stated gross of VAT.

#### *(f) Tangible fixed assets and depreciation*

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its estimated useful life, as follows:

|                                  |                      |
|----------------------------------|----------------------|
| Equipment, fixtures and fittings | 20% Reducing Balance |
| Plant and machinery              | 20% Reducing Balance |
| Computer equipment               | 20% Reducing Balance |

### **2. Taxation**

As the charity is recognised by the Inland Revenue as a charity, there is no liability to taxation.

# **ABBKEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2014**

### **3. Net Movement of Funds**

|   | <b>2014</b> | <b>2013</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| The net movement of funds is stated after charging: |             |             |
| Independent Examiner's fee                          | 960         | 960         |
| Depreciation  | 310         | 444         |

### **4. Resources Expended**

| <b>Cost of generating funds</b>     | <b>Unrestricted</b> | <b>Restricted</b> | <b>Total</b>  | <b>Total</b>  |
|-------------------------------------|---------------------|-------------------|---------------|---------------|
|                                     | <b>£</b>            | <b>£</b>          | <b>2014</b>   | <b>2013</b>   |
|                                     |                     |                   | <b>£</b>      | <b>£</b>      |
| Repairs & Maintenance               | 198                 | -                 | 198           | 90            |
| Toys & Equipment                    | -                   | 4,644             | 4,644         | 5,007         |
| Salaries                            | 54,882              | -                 | 54,882        | 59,549        |
| Telephone                           | 940                 | -                 | 940           | 810           |
| Uniforms                            | 131                 | -                 | 131           | 118           |
| Printing, postage & stationary      | 89                  | -                 | 89            | 1,491         |
| Hall hire                           | 3,481               | -                 | 3,481         | 3,306         |
| Insurance                           | 268                 | -                 | 268           | 477           |
| Sundries                            | 1,419               | -                 | 1,419         | 1,632         |
| Snacks & refreshments               | 2,959               | -                 | 2,959         | 3,768         |
| Bank charges                        | 12                  | -                 | 12            | -             |
| Bus/Taxi hire                       | 10,240              | 8,000             | 18,240        | 22,164        |
| Legal & professional fees           | 900                 | -                 | 900           | 640           |
| Depreciation of plant & machinery   | 9                   | -                 | 9             | 15            |
| Depreciation of fixtures & fittings | 188                 | -                 | 188           | 280           |
| Depreciation of computer equip't    | 113                 | -                 | 113           | 149           |
| <b>Totals</b>                       | <b>75,829</b>       | <b>12,644</b>     | <b>88,473</b> | <b>99,496</b> |

All expenditure is allocated on a direct basis.

### **Governance costs**

|                               |            |          |            |            |
|-------------------------------|------------|----------|------------|------------|
| Independent examination fees: | <b>960</b> | <b>-</b> | <b>960</b> | <b>960</b> |
|-------------------------------|------------|----------|------------|------------|

# **ABBKEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2014**

### **5. Staff Costs**

|                    | <b>2014</b>   | <b>2013</b>   |
|--------------------|---------------|---------------|
|                    | <b>£</b>      | <b>£</b>      |
| Wages and salaries | <u>54,882</u> | <u>59,549</u> |

The average number of full time employees (including casual and part-time staff) during the year were as follows:

|          |          |
|----------|----------|
| <u>8</u> | <u>8</u> |
|----------|----------|

None of Trustees received remuneration during the period.

### **6. Tangible Fixed assets**

|                       | <b>Plant and<br/>Machinery<br/>£</b> | <b>Computer<br/>Equipment<br/>£</b> | <b>Equipment<br/>Fixtures,<br/>Fittings<br/>£</b> | <b>Total<br/>£</b> |
|-----------------------|--------------------------------------|-------------------------------------|---|--------------------|
| <b>Cost</b>           |                                      |                                     |   |                    |
| At 1 April 2013       | 260                                  | 3,092                               | 2,659   | 6,011              |
| Additions             | -                                    | 155                                 | 116   | 271                |
| At 31 March 2014      | <u>260</u>                           | <u>3,247</u>                        | <u>2,775</u>                                      | <u>6,282</u>       |
| <b>Depreciation</b>   |                                      |                                     |   |                    |
| At 1 April 2013       | 200                                  | 2,494                               | 1,540   | 4,234              |
| Charge for year       | 9                                    | 113                                 | 188   | 310                |
| At 31 March 2014      | <u>209</u>                           | <u>2,607</u>                        | <u>1,728</u>                                      | <u>4,544</u>       |
| <b>Net Book Value</b> |                                      |                                     |   |                    |
| At 31 March 2014      | <u>51</u>                            | <u>640</u>                          | <u>1,047</u>                                      | <u>1,738</u>       |
| At 31 March 2013      | <u>60</u>                            | <u>598</u>                          | <u>1,119</u>                                      | <u>1,777</u>       |

### **7. Creditors Falling Due Within One Year**

|                            | <b>2014</b>  | <b>2013</b>  |
|----------------------------|--------------|--------------|
|                            | <b>£</b>     | <b>£</b>     |
| Accruals & other creditors | 3,806        | 3,058        |
| Fees in advance            | 850          | 109          |
|                            | <u>4,656</u> | <u>3,167</u> |

# **ABBEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2014**

### **8. Unrestricted Funds**

|              | <b>Balance at<br/>31st March<br/>2013</b> | <b>Incoming<br/>resources</b> | <b>Outgoing<br/>Resources</b> | <b>Balance<br/>31st March<br/>2014</b> |
|--------------|---|-------------------------------|-------------------------------|--|
|              |   |                               | £                             | £                                      |
| General Fund | 26,582                                    | 72,091                        | 76,789                        | 21,884                                 |

### **9. Restricted Funds**

|                              | <b>Balance at<br/>31st March<br/>2013</b> | <b>Incoming<br/>resources</b> | <b>Outgoing<br/>Resources</b> | <b>Balance<br/>31st March<br/>2014</b> |
|------------------------------|---|-------------------------------|-------------------------------|--|
| Fife Council Children Grant  | 3,444                                     | 5,000                         | 4,644                         | 3,800                                  |
| Fife Council Transport Grant | -   | 8,000                         | 8,000                         | -                                      |
|                              | <u>3,444</u>                              | <u>13,000</u>                 | <u>12,644</u>                 | <u>3,800</u>                           |

#### **Purpose of restricted funds:**

Children grant – to provide toys and equipment.

Transport grant – to provide bus and travel facilities.

### **10. Analysis of net assets between funds**

|  | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total</b>  |
|--|-------------------------------|-----------------------------|---------------|
|  | £                             | £                           | £             |
| Fund balances at 31st March 2014 are represented by: |                               |                             |               |
| Tangible fixed assets                                | 1,738                         | -                           | 1,738         |
| Current assets                                       | 24,802                        | 3,800                       | 28,602        |
| Creditors due within one year                        | (4,656)                       | -                           | (4,656)       |
|  | <u>21,884</u>                 | <u>3,800</u>                | <u>25,684</u> |