

Charity Registration No. SC028224

Company Registration No. SC188310 (Scotland)

**ABBKEYVIEW KIDS CLUB LIMITED**

(A COMPANY LIMITED BY GUARANTEE)

**DIRECTORS REPORT AND UNAUDITED ACCOUNTS**

For the Year Ended 31 March 2015



## **ABBKEYVIEW KIDS CLUB LIMITED**

### **Financial Statements for the Year Ended 31 March 2015**

<b><u>Contents</u></b>	<b><u>Page</u></b>
Legal and Administrative Information	1
Report of the Director	2 – 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 - 11

## **ABBAYVIEW 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
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Bankers	Santander UK Plc Bridle Road Bootle Merseyside L30 4GB
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Independent Examiner	Fiona Haro Thomson Cooper Accountants 3 Castle Court Carnegie Campus Dunfermline KY11 8PB
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Charity Number	SC028224
Company Number	SC188310

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2015**

The Trustees present their Report, together with the accounts for the year ended 31 March 2015.

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.

## **ABBKEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2015 (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 seen a reduction in the numbers attending. The committee made the decision to maintain the staffing level last year and from August 2015 we are back to full capacity. The club have continued to offer trips in the summer, once a week and take a contribution from parents towards the cost of transport.

The club also closes for a week during Easter and October holidays and two weeks in the summer holidays due to declining numbers during holiday periods.

All the clubs policies and procedures have been updated in accordance to Care Inspectorate regulations and local and national policies and legislation.

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

The staff will continue to fundraise and access funds through grants to assist with the cost of transport.

The number of children attending the club will be closely monitored and if there is any drop in numbers we will advertise in local schools, as this has proved successful in the past.

The staff will try to access funding to increase the Co-ordinators hours to accommodate the extra paperwork generated from children's plans and current legislation.

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Report of the Trustees for the Year Ended 31 March 2015 (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 surplus for the year was £4,448 (2014 - £4,342 deficit).

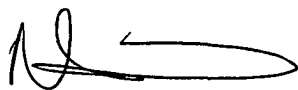
#### **Principal Funding Sources**

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 28 August 2015 and signed on their behalf by:



Neil Wilson

Chairman

## **ABBKEYVIEW 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 2015, which are set out on pages 6 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 CA  
Thomson Cooper Accountants  
3 Castle Court  
Carnegie Campus  
Dunfermline  
KY11 8PB  
Date : 28 August 2015

**ABBEYVIEW KIDS CLUB LIMITED**

**Statement of Financial Activities (Including Income & Expenditure Account)**  
**For the Year Ended 31 March 2015**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>Incoming Resources</b>					
<b>Incoming resources from generated funds:</b>					
Activities for generating funds:					
Fee Income		74,374	-	74,374	66,862
Fife Children grant		-	5,000	5,000	5,000
Fife Council transport grant		-	8,000	8,000	8,000
Fundraising		2,443	-	2,443	1,773
Incoming resources from charitable activities:					
Grants and donations		-	-	-	3,456
<b>Total Incoming Resources</b>		<b>76,817</b>	<b>13,000</b>	<b>89,817</b>	<b>85,091</b>
<b>Resources Expended</b>					
<b>Cost of generating funds</b>					
Direct charitable expenditure	4	74,429	9,968	84,397	88,473
<b>Governance costs</b>					
Management and administration	4	972	-	972	960
<b>Total resources expended</b>		<b>75,401</b>	<b>9,968</b>	<b>85,369</b>	<b>89,433</b>
Net incoming/(outgoing) resources before transfers revaluations and investment asset disposals					
		1,416	3,032	4,448	(4,342)
<b>Gross transfer between funds</b>					
<b>Reconciliation of Funds</b>					
Total funds brought forward		21,884	3,800	25,684	30,026
Total funds carried forward		<b>23,300</b>	<b>6,832</b>	<b>30,132</b>	<b>25,684</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 2015**

	Notes	2015 £	2014 £
<b>Fixed Assets</b>			
Tangible assets	6	1,391	1,738
<b>Current Assets</b>			
Debtors	2,996		2,180
Cash at bank and in hand	29,715		26,422
	32,711		28,602
<b>Creditors</b>			
Amounts falling due within one year	7 (3,970)		(4,656)
<b>Net Current Assets</b>		28,741	23,946
<b>Total assets less current liabilities</b>		30,132	25,684
<b>Funds</b>			
Unrestricted Funds	8	23,300	21,884
Restricted Funds	9	6,832	3,800
		30,132	25,684

For the year ended 31st March 2015 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 2015 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 28 August 2015 and signed on their behalf by:



Neil Wilson  
Company Registration No: SC188310

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

# **ABBNEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2015**

### **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 2015**

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

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
The net movement of funds is stated after charging:		
Independent Examiner's fee	972	960
Depreciation	347	310

### **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>2015</b>	<b>2014</b>
			<b>£</b>	<b>£</b>
Repairs & Maintenance	428	-	428	198
Toys & Equipment	-	1,968	1,968	4,644
Salaries	54,240	-	54,240	54,882
Telephone	724	-	724	940
Uniforms	12	-	12	131
Printing, postage & stationary	295	-	295	89
Hall hire	3,690	-	3,690	3,481
Insurance	466	-	466	268
Sundries	883	-	883	1,419
Snacks & refreshments	2,449	-	2,449	2,959
Bank charges	-	-	-	12
Bus/Taxi hire	10,390	8,000	18,390	18,240
Legal & professional fees	276	-	276	900
Bad Debts	229	-	229	-
Depreciation of plant & machinery	10	-	10	9
Depreciation of fixtures & fittings	209	-	209	188
Depreciation of computer equip't	128	-	128	113
<b>Totals</b>	<b>74,429</b>	<b>9,968</b>	<b>84,397</b>	<b>88,473</b>

All expenditure is allocated on a direct basis.

### **Governance costs**

Independent examination fees:	<b>972</b>	<b>-</b>	<b>972</b>	<b>960</b>
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# **ABBEYVIEW KIDS CLUB LIMITED**

## **Notes to the Accounts** **For the Year Ended 31 March 2015**

### **5. Staff Costs**

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Wages and salaries	<u>54,240</u>	<u>54,882</u>

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

<u>10</u>	<u>8</u>
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None of Trustees received remuneration during the period.

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

	<b>Plant and Machinery £</b>	<b>Computer Equipment £</b>	<b>Equipment Fixtures, Fittings £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2014	260	3,247	2,775	6,282
Additions	-	-	-	-
At 31 March 2015	<u>260</u>	<u>3,247</u>	<u>2,775</u>	<u>6,282</u>
<b>Depreciation</b>				
At 1 April 2014	209	2,607	1,728	4,544
Charge for year	10	128	209	347
At 31 March 2015	<u>219</u>	<u>2,735</u>	<u>1,937</u>	<u>4,891</u>
<b>Net Book Value</b>				
At 31 March 2015	<u>41</u>	<u>512</u>	<u>838</u>	<u>1,391</u>
At 31 March 2014	<u>51</u>	<u>640</u>	<u>1,047</u>	<u>1,738</u>

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

	<b>2015</b>	<b>2014</b>
	<b>£</b>	<b>£</b>
Accruals & other creditors	3,970	3,806
Fees in advance	-	850
	<u>3,970</u>	<u>4,656</u>

## **ABBEYVIEW KIDS CLUB LIMITED**

### **Notes to the Accounts** **For the Year Ended 31 March 2015**

#### **8. Unrestricted Funds**

	Balance at 31st March 2014	Incoming resources	Outgoing Resources	Balance 31st March 2015
			£	£
General Fund	21,884	76,817	75,401	23,300

#### **9. Restricted Funds**

	Balance at 31st March 2014	Incoming resources	Outgoing Resources	Balance 31st March 2015
Fife Council Children Grant	3,800	5,000	1,968	6,832
Fife Council Transport Grant	-	8,000	8,000	-
	3,800	13,000	9,968	6,832

**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**

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31st March 2015 are represented by:			
Tangible fixed assets	1,391	-	1,391
Current assets	25,879	6,832	32,711
Creditors due within one year	(3,970)	-	(3,970)
	23,300	6,832	30,132

