

Charity Registration No. SC 028726

Company Registration No. SC 192486 (Scotland)

**ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**  
**PAGES FOR FILING WITH REGISTRAR**

THURSDAY



\*S6LPZSP6\*

SCT

21/12/2017

#618

COMPANIES HOUSE

# **ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**

## **LEGAL AND ADMINISTRATIVE INFORMATION**

---

<b>Directors</b>	John Kinnon Vinaykant Ruparelia A.Murray Matthew Steven Mackison Robert Antczak Dr Alan Sinclair David Presly James Arbuckle Henry Riddoch (Appointed 1 February 2017)
<b>Charity number</b>	SC 028726
<b>Company number</b>	SC 192486
<b>Registered office</b>	Axis Business Centre Thainstone INVERURIE AB51 5TB
<b>Independent examiner</b>	Scott Jeffrey CA Johnston Carmichael LLP Bishop's Court 29 Albyn Place ABERDEEN AB10 1YL

---

# **ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**

## **CONTENTS**

---

	<b>Page</b>
Trustees report	1 - 2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the accounts	6 - 12

---

# **ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**

## **TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2017**

---

The directors present their report and accounts for the year ended 31 March 2017.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and "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 2016)"

The Aberdeenshire Life Education Centre was approved by the Inland Revenue Charity Division on 12 January 1999. The charitable company is a registered charity (registration number SC 028726).

#### **Objectives and activities**

The charitable company's objects are to enable young people to make positive choices about their health and to resist the pressures they may face to experiment with drugs.

#### **Achievements and performance**

During the 2016/17 session the number of educator hours were restricted because of operational issues resulting in sessions being restricted to P2 – P7 primary pupils and S2 secondary pupils. Visits were made to all of Aberdeenshire Council's 150 Primary Schools, 17 Academies and 4 Special Schools and sessions were delivered to 18,200 primary pupils, 2686 secondary pupils and 280 pupils who attend the special schools. 832 parents attended the parent sessions.

The "SCARF" program which was introduced in 2015 was updated and adapted for the Curriculum for Excellence in Scotland at the beginning of the 2016-17 session, and has over the year been made available to all primary schools in Aberdeenshire

In November 2016 the Delivery of Life Education in Aberdeenshire was one of the items considered by Aberdeenshire Council for cuts to meet budget constraints, ALEC worked with Councillors, and the Council management to develop a plan which would, going forward, migrate to a solution which did not require the use of Mobile Classrooms but would deliver the sessions in school premises, whilst continuing to deliver the same level of service that had been provided during the current session. This plan facilitated a reduction in the cost to Aberdeenshire Council of 28% in the 2017-18 session and 44% in the 2018-19 and subsequent sessions. The proposal was adopted by Aberdeenshire Council in their Budget and ALEC is working with Coram Life Education to develop the resources necessary to deliver the sessions. The changes will result in the Mobile Classrooms being phased out by April 2018.

Educator commitment has again been exceptional as they continued to deliver the sessions throughout the year, whilst supporting the planning for the new method of delivery going forward. The continuing support of Aberdeenshire Council is also appreciated, as is the continuing assistance of the towing contractor in facilitating the smooth running of the service.

#### **Financial review**

The results for the year show a deficit of £14,442 (2016: deficit of £9,376). Income from donations has remained reasonably in line with the previous year. The council continues to meet all running expenditure of the mobiles with effect from August 2004. From this date, however the charity continued to pay for operational expenses that were not paid directly by the council.

The company operates two main funds. The unrestricted funds have arisen from past activities and the restricted funds have been received for specific purposes. The directors have examined the requirement for unrestricted funds and consider that adequate resources to cover 6 months expenditure (estimate of £17,000) is enough to allow the company to maintain its operational capacity for the foreseeable future, given the circumstances in which it operates. At present the unrestricted reserves total £63,719, which includes £19,132 of funds that would only be realised by disposing of fixed assets. The balance of available unrestricted funds is £44,587 which is higher than the amount the trustees consider necessary for the continued operation. However, the company is aiming to build up reserves to provide for the ongoing maintenance and eventual replacement of the mobile classrooms.

# **ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2017**

---

The directors has assessed the major risks to which the charitable company is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Structure, governance and management**

The charity is a charitable company limited by guarantee.

The directors who served during the period from 01 April 2016 to the date the financial statements were approved were as follows:

John Kinnon  
Vinaykant Ruparelia  
A.Murray Matthew  
Steven Mackison  
Robert Antczak  
Dr Alan Sinclair  
David Presly  
James Arbuckle  
Henry Riddoch

(Appointed 1 February 2017)

None of the directors has any beneficial interest in the company.

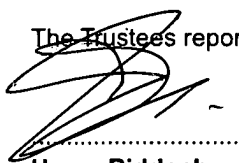
Directors of the company are recruited by way of nomination by the existing directors of the company and appointed at the Annual General Meeting. New directors receive informal advice and information from existing directors regarding their duties and the objectives of the charity.

The directors are responsible for the maintenance and integrity of the financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The committee met on three occasions throughout the year. The committee are also represented at regular Steering Group meetings with the Council. Steven Mackinson, Director, is an elected Trustee of our parent body, Coram Life Education.

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

The Trustees report was approved by the Board of Directors.



**Henry Riddoch**

Director

Dated: 27/11/2017

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## INDEPENDENT EXAMINER'S REPORT

### TO THE DIRECTORS OF ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

---

I report on the accounts of the charitable company for the year ended 31 March 2017, which are set out on the Statement of Financial Activities, the Balance Sheet and the related notes.

This report is made to the charity's board of directors, as a body, in accordance with the terms of engagement. My work has been undertaken to enable me to undertake an independent examination of the charity's accounts on behalf of the charity's board of directors 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 board of directors as a body, for my work or for this report.

#### **Respective responsibilities of directors 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 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

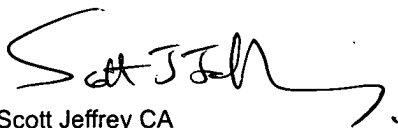
#### **Basis of independent examiner's report**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations (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 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 the course of my examination, no matter has come to my attention:

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



Scott Jeffrey CA  
For and on behalf of  
Johnston Carmichael LLP  
Bishop's Court  
29 Albyn Place  
ABERDEEN  
AB10 1YL

Dated: 15 December 2017

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
<b><u>Income and endowments from:</u></b>					
Donations and legacies	3	6,360	-	6,360	6,729
Charitable activities	4	937	-	937	1,033
Other income	5	15,532	-	15,532	15,999
<b>Total income and endowments</b>		<b>22,829</b>	<b>-</b>	<b>22,829</b>	<b>23,761</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	6	29,405	7,866	37,271	33,137
<b>Net expenditure for the year/ Net movement in funds</b>		<b>(6,576)</b>	<b>(7,866)</b>	<b>(14,442)</b>	<b>(9,376)</b>
<b>Reconciliation of Funds</b>					
Fund balances at 1 April 2016		70,295	44,962	115,257	124,633
<b>Fund balances at 31 March 2017</b>		<b>63,719</b>	<b>37,096</b>	<b>100,815</b>	<b>115,257</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	2017 £	£	2016 £	£
<b>Fixed assets</b>					
Tangible assets	10		56,228		63,935
<b>Current assets</b>					
Stocks	12	78		381	
Debtors	13	4,981		3,298	
Cash at bank and in hand		39,620		47,643	
		44,679		51,322	
<b>Creditors: amounts falling due within one year</b>	14	(92)		-	
<b>Net current assets</b>			44,587		51,322
<b>Total assets less current liabilities</b>			100,815		115,257
<b>The funds of the charity:</b>					
Restricted funds	15		37,096		44,962
Unrestricted funds			63,719		70,295
			100,815		115,257

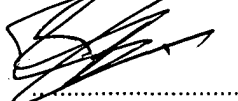
For the financial year ended 31 March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

### Directors' 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 directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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 Directors on 27/11/2017.....



Henry Riddoch  
Trustee

Company Registration No. SC 192486



# **ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

---

### **1 Accounting policies**

#### **Company information**

Aberdeenshire Life Education Centre (Alec) is a private company limited by guarantee incorporated in Scotland. The registered office is Axis Business Centre, Thainstone, INVERURIE, AB51 5TB.

#### **1.1 Accounting convention**

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") Chapter 1A Small Entities, "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charitable company is a Public Benefit Entity as defined by FRS 102.

The accounts are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared on the historical cost convention. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the accounts, the directors have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the directors continue to adopt the going concern basis of accounting in preparing the accounts.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the directors in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

#### **1.4 Incoming resources**

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charitable company has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Donated services are included at the open market value for the service.

Sale of services by beneficiaries is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### **1.5 Resources expended**

All expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to that category and includes attributable VAT which cannot be recovered.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

---

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Mobile classrooms and equipment                      - 10% straight line and 33.33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charitable company reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/(expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

---

### 1 Accounting policies

(Continued)

#### 1.10 Financial instruments

The charitable company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charitable company's balance sheet when the charitable company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charitable company's contractual obligations expire or are discharged or cancelled.

### 2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The Trustees consider that there are no critical accounting estimates and judgements in respect of these financial statements.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 3 Donations and legacies

	2017	2016
	£	£
Donations and gifts	6,360	6,729

Included in donations and gifts is donated services from Johnston Carmichael LLP, Chartered Accountants amounting to £2,100 (2016 - £2,000). This relates to the provision of the independent examination and company secretarial services. The cost of this is included under charitable activities (see note 6).

Income from donations and legacies was unrestricted in both financial periods.

### 4 Charitable activities

	2017	2016
	£	£
Sales of services by beneficiaries	937	1,033

Income from charitable activities was unrestricted in both financial periods.

### 5 Other income

	2017	2016
	£	£
Net gain on disposal of tangible fixed assets	-	128
Aberdeenshire Council reimbursements	15,532	15,871
	15,532	15,999

Other income was unrestricted in both financial periods.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

### 6 Charitable activities

	2017 £	2016 £
Depreciation and impairment	13,782	12,489
Licences	11,212	11,023
Repairs	3,441	1,017
Travelling	2,056	770
Governance costs	2,100	2,000
Insurance	4,321	4,848
Sundry expenses	359	990
	<u>37,271</u>	<u>33,137</u>
	<u>          </u>	<u>          </u>
<b>Analysis by fund</b>		
Unrestricted funds	29,405	
Restricted funds	7,866	
	<u>37,271</u>	
	<u>          </u>	
<b>For the year ended 31 March 2016</b>		
Unrestricted funds		25,271
Restricted funds		7,866
		<u>33,137</u>
		<u>          </u>

Governance costs represent the value of the donated services provided by the Independent Examiner of £2,100 (2016 - £2,000) in respect of the Independent Examination.

### 7 Directors and key management personnel

None of the directors or key management personnel (or any persons connected with them) received any remuneration during the year, but 2 of them were reimbursed a total of £2,049 in relation to travelling expenses, repairs and fixed assets (2016- 2 trustees were reimbursed £nil).

### 8 Employees

There were no employees during the year.

### 9 Taxation

The Aberdeenshire Life Education Centre is a registered charity and therefore is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

### 10 Tangible fixed assets

	Mobile classrooms and equipment £
<b>Cost</b>	
At 1 April 2016	243,554
Additions	6,075
	<u>249,629</u>
At 31 March 2017	
<b>Depreciation and impairment</b>	
At 1 April 2016	179,619
Depreciation charged in the year	13,782
	<u>193,401</u>
At 31 March 2017	
<b>Carrying amount</b>	
At 31 March 2017	<u>56,228</u>
At 31 March 2016	<u>63,935</u>

### 11 Financial instruments

	2017 £	2016 £
<b>Carrying amount of financial assets</b>		
Debt instruments measured at amortised cost	44,601	50,941
	<u>44,601</u>	<u>50,941</u>
<b>Carrying amount of financial liabilities</b>		
Measured at amortised cost	92	-
	<u>92</u>	<u>-</u>

### 12 Stocks

	2017 £	2016 £
Finished goods and goods for resale	78	381
	<u>78</u>	<u>381</u>

### 13 Debtors

	2017 £	2016 £
<b>Amounts falling due within one year:</b>		
Trade debtors	4,034	2,351
Other debtors	947	947
	<u>4,981</u>	<u>3,298</u>

# ABERDEENSHIRE LIFE EDUCATION CENTRE (ALEC)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2017

#### 14 Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	92	-

#### 15 Restricted funds

The income funds of the charity include restricted funds comprising the following balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2016 £	Movement in funds Incoming resources £	Resources expended £	Balance at 31 March 2017 £
Aberdeenshire Council - LEADER Grant	13,462	-	(3,366)	10,096
Mobile Classroom 4	31,500	-	(4,500)	27,000
	<u>44,962</u>	<u>-</u>	<u>(7,866)</u>	<u>37,096</u>

#### Mobile Classrooms

In the years ended 31 March 2011 and 2012, the charity received a LEADER grant from Aberdeenshire Council towards the purchase of a third mobile classroom. During 2014 the charity received money from the Robertson Trust and TAQA towards the purchase of a 4th mobile classroom. The classrooms are depreciated on a 10% straight line basis, and therefore the grants are expended on the same basis.

#### 16 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible assets	19,132	37,096	56,228
Current assets/(liabilities)	44,587	-	44,587
	<u>63,719</u>	<u>37,096</u>	<u>100,815</u>