

Report and Consolidated Financial Statements For the year ended 31 March 2012

Charity No: SCO28827 Company No: SC194639

> SCT 13/10/2012 #238 COMPANIES HOUSE

# Report and Consolidated Financial Statements For the year ended 31 March 2012

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## **Company Information**

## **Directors and Trustees**

Tony Cameron C.B.
Elizabeth Gray
Callum Allan
Raymond Edwards
Ewan McIntyre
Sheila Low
Sheila Fazal
Peter Hamilton
Anthony Wringe
Joanne Pike
Alyn Smith

Chair Vice Chair

## **Secretary and Registered Office**

T C Young LLP 7 West George Street Glasgow G2 1BA

## **Principal Office**

54 Govan Road Glasgow G51 1JL

## **Bankers**

Lloyds TSB Scotland 180 West George Street Glasgow G2 2NR

## Solicitor

Brodies LLP 15 Atholl Crescent Edinburgh EH3 8HA

## Report of the Trustees

The Trustees present their report and financial statements for the year to 31 March 2012, The financial statements comply with current statutory requirements and Articles of Association and the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities.

Company information set out on page 1 forms part of this report.

#### Constitution

Turning Point Scotland is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The registered charity number is SCO28827 and company number is SC0194639.

## **Directors and Trustees**

The directors of the charitable company ("the charity") are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. The appointment, removal, power and duties of the trustees are as set out in the Articles of Association.

The trustees serving during the year and since the year end were as follows

Vinaykant Ruparelia

Tony Cameron C.B.

Colin Rae Callum Allan

Raymond Edwards

Keith Howell - Co-Opted Board Member

Dr Eilidh Whiteford

Elizabeth Gray

Ewan McIntyre

Margaret Nash Sheila Low

Sheila Fazal

Peter Hamilton Anthony Wringe

Joanne Pike

Alyn Smith

All of the trustees perform a non-executive role.

Retired by rotation 21/9/2011

Chair

Retired by rotation 21/9/2011

Retired by rotation 21/9/2011

Resigned 14/9/2011

Resigned 17/4/2012

Vice Chair

## Results

The group income and expenditure account is included within the Consolidated Statement of Financial Activities on page 13. The group made a surplus of £772,864 in the year to 31 March 2012.

## Objects of the Charity

Turning Point Scotland Ltd is a registered charity and a company limited by guarantee. There are no shares and it is not a membership organisation. The Directors have no financial interests in the company.

Turning Point Scotland provides services for people with drug, alcohol or mental health problems and for people with a learning disability. We also run associated services for those in the criminal justice system, people with young onset dementia, autism, acquired brain injury and people who are homeless. Our services include registered care homes, respite services, day activity and support services, supported tenancies, community drug services, education and employment opportunities. Our health and social care services are purchased by local authorities, the health service and the Scottish Government. Our charitable status and fundraising ability allows us to add value to purchased care.

## Report of the Trustees

## Objects of the Charity (cont'd)

The Board has reviewed our geography and service sectors and has confirmed that Turning Point Scotland will continue to focus on adults in Scotland.

We continue to contribute to the development of policy in Scotland by participating in national working groups on drugs, alcohol, mental health and learning disability.

Turning Point Scotland is not committed to any one model of support or treatment for people. We believe that person-centred supports and services are what people want and are most likely to provide positive outcomes. This means that services differ and are designed around people's individual needs and locations. It also means TPS is committed to redesigning services around people's individual needs. We aim never to exclude people from our services and we aim to we make services fit people. We believe that everyone is able with help to improve the quality of their life and to improve participation in their community.

## **Background to the Charity**

Turning Point Scotland was established on 1 April 1999. Our principal reason for existence is: to protect and/or further the social care and health of individuals suffering problems related to alcohol or drug dependency, mental illness, learning disabilities or any other disability, through the provision of care, support, treatment, training, education or other appropriate service. (Memorandum and Articles of Association).

Turning Point Scotland's management structure consists of a voluntary Board of Directors, an executive management team and operational and service management teams. The Board of Directors manage the Chief Executive who consequently oversees the functioning of the charity. Day to day operations of the charity are delegated to the Executive Management Team, comprising Senior Operations Manager, Finance & Resources Manager and Business Development and Improvement Manager.

A Scheme of Delegation is in place which clearly defines the roles of the Board, Chief Executive and Management Team in relation to decision making; this includes financial transaction limits, property lease and acquisition and day to day operations of the organisation. The Board reviewed and updated this scheme in June 2012.

TPS is an equal opportunities employer and have been accredited as a "Positive about Disability" employer.

## **Service Provision**

As at 31<sup>st</sup> March 2012, we provide 35 services.

We deliver services in a range of settings, including residential care facilities, crisis centres, community rehabilitation models, support to people in their own homes, day centre or programmed activities and supported employment. We customised our services to the needs of our users and to the locality within which our service operates. Our aim is **to make the service fit the person** and to make the person as independent as possible. In 2011-12 we provided support to 2,258 people across Scotland.

In 2011-12 to be able to do this we employee on average 956 staff. We have a training programme in place to ensure our staff have training for the work they do but also to ensure that they receive the training which will allow them to comply with the requirements of the Scottish Social Services Council. In 2011-12, 45 staff completed their SVQ3 and 4 (SVQ3 Business Administration x 2; SVQ2 Health & Social Care x 2; SVQ3 Health & Social Care x 3; SVQ4 Care x 10). 2 staff completed the Leadership & Management Award. 4 staff completed Level 4 Supervisory/Management Units. Staff have been offered a total of 593 courses over the year in addition to external training purchased for them. 3,356 of our staff attending training during this period.

## **Report of the Trustees**

## Regulation

All but 4 services were registered with the Care Inspectorate. Over the year we had 9 inspections, resulting in only 2 organisational requirements where timed action was required and no individual service requirements. We collated the learning from all inspections in order to share learning and best practice and to enable our staff to make improvements across Scotland.

## Staff Involvement

Both our Joint Consultative Committee and EAR4U meetings continue to be effective forums for the exchange of information and communications between the staff team and the charity. Staff representatives regularly input items to the agenda and feedback views. We ensure that staff representatives are regularly updated regarding the operating environment relevant to Turning Point Scotland's services and employees and there has been much open dialogue. We consulted on the review of relief working, updated contracts of employment and the implementation of the revised OSP Scheme. Both the Staff Survey 2012 and the IIP Assessment Report confirm that employee engagement levels remain high.

## Involving People who use Services

The first TPS Connects conference for people we support took place during September 2011. TPS Connects was planned by its intended audience from the beginning to the end. Two planning groups were set up including both service users and staff. Responsibility for the content of the events, how to market them and how to evaluate them fell to the planning groups.

Connecting people and sharing experiences were the main themes of the day. There was plenty of evidence of the events being a great success, from the warm smiles on the faces of those who took part, and the positive comments to staff, to the immediate demands for a repeat event in future years.

Much of the feedback from those who attended was positive and helped to establish that from a service user point of view; there are many areas of good practice within service delivery. Lots of people in the video diaries talked openly and candidly about the support they were receiving being life-changing.

Service and organisational improvements were also identified and an action plan has been created as a result. These include a new membership scheme for service users being set-up. TPS Connects membership should bring lots of benefits to both service users and the organisation.

A booklet called 'Have Your Say' has been produced as a direct result of feedback from the conference. It sets out what the people TPS support can expect from the organisation and from their support team. The booklet has been distributed to existing staff and will be included in the information sent out to prospective employees.

## **Premises**

We operate from leased and owned premises aiming to ensure that they accessible and pleasant to be in. It has helped to develop the asset base of the charity. We now own 20 properties across Scotland.

## The External Environment

The environment we operate in has become much tighter. Increasing financial cuts in legislation, changes in practice, and in the expectations of our services users and stakeholders influence all that we do.

## **Report of the Trustees**

## The External Environment (cont'd)

The success, indeed survival, of TPS is partly influenced by our ability to respond positively to the competing pressures we face such as:

- increasing cost pressures
- increases in competition
- · the resources and competencies we have at our disposal
- the cultural, political and legislative context.

Delivering on these involves changing how we operate. A key element involves considering how existing services are focussed and delivered particularly within the cost parameters available. We have also considered how best to use existing resources to help build our capacity and ability to develop new services on a non-commissioned basis as well as explore ways to maximise our use of assets.

### The Future

The introduction of self directed support and personalisation will transform the delivery of social care services. We have been preparing for this with clear strategic planning and strong and consistent leadership. The recent period of austerity and economic uncertainty will continue and will present key challenges. We need to think strategically but respond locally and make best use of resources by working in partnership to develop new opportunities that will lead to improved life opportunities for the people who need our services.

We remain committed to our objectives because more people will be pushed to the margins of our communities so the need for our services will be greater than ever before. We will remain focused on supporting people to overcome the disadvantage and stigma they face.

Every local authority and public body is charged with ensuring best use of the public pound and there is a greater focus on price than on outcomes. Local authorities are increasingly using tendering to commission services. The level of cuts and the increase in competition needs to be met in part by an increase in partnership and collaborative working.

## **Strategic Direction**

In taking our strategy forward we have considered how we can best:

- Build on our experience, track record, existing strengths and the knowledge and skills of our staff
- Continue to seek to improve our performance within our services and also the central support functions of the organization
- Continue to meet the expectations of our stakeholders and the needs of the people we support
- Prepare for and respond to the financial pressures we will face in the coming period.

Our strategy will build on what we have achieved in previous years and focus on where we want to be and how we will get there. Our main strategic objectives are to:

- Strengthen our position as one of the top social care charities in Scotland
- Strengthen our presence in the communities where we presently work and expand into other areas of the country
- Continue to be respected as a provider of high quality social care services, an employer of choice and an effective strategic partner with our funders and collaborators.

We will articulate in a clear and confident manner: who we are, what we do and stand for and most importantly what we want to achieve. In order to be successful we must get stronger. We will grow our business and at the same time protect and enhance our reputation for high quality services. Only by providing high quality support will we retain the respect and confidence of those who use and purchase our services. Our aim is to grow and mature as an organisation and in doing so reach more people at risk of social exclusion.

## Report of the Trustees

#### **Fundraised Income**

The charity works actively to increase the value it brings to our services and its fundraiser raised £103,188 over the year for services. May we express our grateful thanks to the following trusts which supported TPS:

- · The Big Lottery Fund
- · People's Postcode Trust
- Community Food & Health (Scotland)
- William Grant and Sons
- · Annual Charity Gold day in Aberdeen

## **Turning Point Scotland Charitable Donations**

During the year the charity used its Make It Happen Fund to distribute £8,400 to staff members and service users to help make their dream happen. Awards included off-road driving at Knockhill, paintballing, go karting, parachute jumping, ski lessons, photo shoot and make up, trip with son to see Liverpool FC, flying lesson.

The fund has also enabled people to attend courses which could enhance their employment prospects and included acupuncture, make up, writers, ECDL, fork life and ceramic courses.

## **Monitoring Performance**

Monitoring and measuring the organisations performance is central to delivering Turning Point Scotland's stated aim of being a continually improving and innovative organisation. The prime organisational processes which support this monitoring are the self assessment, IMPAQT, process and the Service Practice Audit. These are conducted in alternate years. These organisational processes overlay the oversight and monitoring of service provision through line management structures.

Specific monitoring activities are:

- 1. Information Gathering.TPS gathers a range of information to ensure that it is monitoring its performance adequately. Such information is reported on at Board meetings, in contract compliance and via inspections and reports to a range of regulatory bodies. Information is gathered and analysed in the following areas: financial management, people management information including absenteeism, turnover and training; health and safety information, quality systems, service user outcomes and staff outputs. We have an outcomes database in place to gather and analyse information. The information is both quantitative and qualitative.
- 2. Setting targets to monitor performance. The great challenge in working to targets is to make sure that they are targets that matter. The main target for TPS is to make a positive difference to individual lives in a person centred and aspirational way. To this end we have developed a suite of outcomes across our service which gathers information tracking an individual's progress. This information, when aggregated, can give a company overview in relation to meeting our targets in relation to meeting service user need. There is a key result relative to this area.
- Setting Key results and performance Indicators. Turning Point Scotland has identified a set of key strategic indicators and results which will allow us to benchmark and measure organisational performance.

## **Report of the Trustees**

## **External Accreditation**

We are recognised as Investors in People and we are Positive about Disability employers. We hold the Bronze Award for Scotland's Health at Work Campaign (Healthy Working Lives) and we have Committed to Excellence since 2008 under the EFQM framework and are working towards our submission for Recognised for Excellence (R4E) in 2012. We achieved FAST at silver level for meeting standards for software compliance.

## Governance

We have a Board of up to 15 Directors, and currently there are 11 Directors. 5 new Board members were elected at our September AGM in 2011.

The following Board members resigned from the Board during the past year:

Or Filidh Whiteford - September 2011, Margaret Nash - April 2012, Vinaykant Bunardia, Coli

Dr Eilidh Whiteford - September 2011, Margaret Nash - April 2012. Vinaykant Ruparelia, Colin Rae and Keith Howell ended their final terms as Trustees at our AGM in September 2011.

Tony Cameron C.B. was appointed Chair and Elizabeth Gray appointed Vice Chair at our AGM in September 2011.

Board members are required to undergo a rigorous induction process and to carry out Governance, Equalities and Dealing with Discipline training.

A calendar is in place to ensure we review Board policies and processes on a regular basis. The Board reviewed the following policies this year:

- Scheme of Delegation
- Reserves Policy
- Dealing with discipline
- Managing Differences

## **Service User Recover Stories**

We illustrate our work this year with some recovery stories written by service users:

## 218

I am 35 years old. I am the younger of two children in my family and I have a child of my own who lives with my parents who have been married all my life. I get on well now with my family, but did put them through years of hell and my brother barely spoke to me for years. I got on really well in primary school ad turned adolescent in secondary school and started experimenting with drugs and dogging school.

I was clean for a few years and did an SVQ in child care and cleaned offices. I provided my money for drugs through drug dealing and after making lots of money, then spending it, I was quite a good dealer. Just last year when I started on my own, as my partner was in prison, I was eventually caught and was charged with three different charges, from possession or intent to supply. I have been to court for these charges four times as the judge keeps deferring sentence, as he seems really keen to find out how I am getting on at 218 and seemed to care – to my surprise, as usually people just think junkies are bad news.

One day, I took all my prescription medication and went to sleep and my mother came into my room during the night to turn my TV off and noticed my eyes were rolling to the back of my head and I was hallucinating. She found all the empty tablet trays under my pillow. I nearly died and spent a few days in hospital. That was when my drug worker referred me to Residential 218 and I am now doing well and going to start coming off my methadone prescription as I have successfully come off cocaine and diazepam with support from 218 workers.

## Report of the Trustees

## 218 (cont'd)

I got into heroin at 17 and tried injecting a few years later and was infected with hepatitis C even though I never shared a needle. I didn't know the filter carried risks. I stopped injecting for years and smoked heroin and cocaine. I was hooked. For years I was a persistent offender, usually dealing, shop lifting, taking drugs into prison thinking I would never be caught, and getting careless as the years went on. I was caught, but not convicted as my boyfriend always took the blame. He was in prison when I was arrested – it just goes to show the law always catches you eventually.

I got clean, had a child, got an education in child care and a job, then pulled a muscle in my back and ended up addicted to prescribed dihydrocodiene (painkillers) and went to my doctor and said I had smoked heroin to get my prescription put up. I was then taken off them and referred to the Community Addiction Team for methadone. The vicious circle began again.

In a year's time, I see myself clean, in a job and having full care of my son.

#### Kevin

"I've got more out of this than any medication, it's had a very positive effect on me, I'm really happy doing the work."

"I'm meeting people and I've had a lot of support from staff, it's been fantastic."

Kevin was referred to Rosie's by his occupational therapist at Cornhill hospital in Aberdeen and he chose to work in the Cafe. He has a border line personality and anxiety disorder and is on medication. In the last fifteen years he has been admitted to hospital around seven times a year including a twelve month stay under a section 12 order. In that period he has never spent Christmas outside of hospital.

However in his two years with Rosie's Cafe he has never been in hospital.

He has been on lots of courses, some with Rosie's and some out with and staff have helped him get an ILA grant, taken him to college to do a 10 week course in first aid.

He also volunteers for the British Red cross at events.

"I've got to praise the staff really, they know when you're having a bad day and they will take you aside for 5 minutes and then you are raring to go. These are becoming few and far between which makes me happy.

This also has a knock on effect on family life; my wife's delighted because I've been out of hospital for three years this November, the longest period in 15 years.

I am now mentoring new service users coming into the project, I enjoy that role. When you see someone blossom that you have trained, it gives you a lift.

Staff are still there to ask and I feel it's okay to do this.

Me and my family are planning a holiday in Tenerife at the end of August and I could never have done that before.

I could not make plans as I never knew when I would be in hospital. I'm now able to chat about what I did at Rosie's before that I didn't do anything. Now I go shopping and into town. I've done food hygiene, manual handling, learning zone and confidence building and if someone had said to go to college 2 years ago I would not have gone.

I was encouraged by staff, people had confidence in me."

## Report of the Trustees

#### **Investment Power**

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the Directors see fit.

## **Reserves and Risk Management**

The charity has two categories of reserves - Restricted Funds (can only be used for specific services) and Unrestricted Funds (can be used by the company). Further details of these funds can be found in note 19.

In 2011-12 part of the overall Reserves Policy and part of the Risk Management Policy the company sought to achieve Company Development Reserves of three months' salary costs which it has achieved this year as shown in note 19.

The company has a company wide risk management plan within which financial risks are assessed and managed. The company has no foreign transactions and therefore is not exposed to currency exchange risks.

The company has acted to reduce its interest rate risk by entering an arrangement with its bank which limits risk to +1% of the base interest rate. It invests part of its cash assets in longer term investment at higher interest rates and the remainder is held as cash within the main banking account which is also tied to the base interest rate.

Borrowing is only used for property acquisition and the risk is minimised by having a third party invest 30% of the cost in the residential properties we acquire.

## Trustees' responsibilities for the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company and charity law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have prepared the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the group and company and of the surplus or deficit of the group for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the group and company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the group and company's transactions and disclose with reasonable accuracy at any time the financial position of the group and company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Report of the Trustees

#### **Related Parties**

The trustees receive no remuneration for fulfilling their role as trustees. Total expenses of £3,860 (2011: £2,150) were reimbursed to the trustees during the year.

Turning Point Scotland operates contracts on behalf of Turning Point Scotland Services Limited, its 100% owned subsidiary. During the year, Turning Point Scotland invoiced a sum of £23,782,806 (2011: £24,808,446) to its subsidiary in respect of these contracts. In addition £73,553 (2011: £73,553) in payroll costs were recharged to the subsidiary for management services provided.

## Disclosure of information to auditors

As far as each of the trustees at the time the report is approved are aware:

- a) there is no relevant information of which the company's auditors are unaware; and
- b) the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of the information.

## **Auditors**

Scott-Moncrieff, Chartered Accountants, will be proposed for reappointment in accordance with Section 485 of the Companies Act 2006.

The financial statements were approved by the Board on 18 September 2012

Tony Cameron C.B.

**Trustee** 

## Independent Auditors' Report to the Members of Turning Point Scotland For the year ended 31 March 2012

We have audited the financial statements of Turning Point Scotland for the year ended 31 March 2012 which comprise the Consolidated and Company Statement of Financial Activities, Consolidated and Company Balance Sheet, Consolidated Cash Flow Statement and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the group and parent company's members as a body, in accordance with Sections 495 and 496 of the Companies Act 2006 and to the company's trustees, as a body, in accordance with section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the group and parent company's members and to the company's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the group and parent company, the group and parent company's members and the company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

## Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the group and parent charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group and the parent charitable company's affairs as at 31
  March 2012 and of the group's and the parent charitable company's incoming resources and application
  of resources, including the group's and the parent charitable company's income and expenditure, for the
  year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

# Independent Auditors' Report to the Members of Turning Point Scotland Limited For the year ended 31 March 2012

## Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- · certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Sest - Monchelf

Gillian Donald, Senior Statutory Auditor
For and on behalf of Scott-Moncrieff, Statutory Auditor
Chartered Accountants
25 Bothwell Street
Glasgow G2 6NL

Dated: 18 September 2012

Consolidated Statement of Financial Activities (incorporating income and expenditure account) For the year ended 31 March 2012

	Notes	Unrestricted Funds £	Restricted Funds £	2012 £	2011 £
Incoming resources					
Incoming resources from					
generated funds					
- Voluntary income	2	7,978	95,789	103,767	420,465
- Investment income	3	10,296	-	10,296	9,901
Incoming resources from					
charitable activities	4	25,342,468	-	25,342,468	25,950,650
Other incoming resources	5	-			1,040,704
Total incoming resources		25,360,742	95,789	25,456,531	27,421,720
Resources expended Costs of generating funds - Costs of generating voluntary income	6	39,595		39,595	39,574
Governance costs	7	30,928		30,928	37,998
Charitable activities	8	24,517,355	95,789	24,613,144	25,992,733
Total resources expended		24,587,878	95,789	24,683,667	26,070,305
Net incoming resources		772,864	-	772,864	1,351,415
Total funds brought forward		10,039,601	•	10,039,601	8,688,186
Total funds carried forward	19	10,812,465	-	10,812,465	10,039,601

All income and expenditure is from continuing activities.

All recognised gains and losses in the current and previous year are included in the Statement of Financial Activities.

Company Statement of Financial Activities (incorporating income and expenditure account) For the year ended 31 March 2012

	Notes	Unrestricted Funds	Restricted Funds	2012	2011 (restated)
		£	£	£	£
Incoming resources Incoming resources from generated funds					
<ul> <li>Voluntary income</li> <li>Investment income</li> <li>Incoming resources from</li> </ul>	2	1,282,186 10,296	95,789 -	1,377,975 10,296	431,703 9,901
charitable activities		25,342,468	-	25,342,468	25,951,978
Total incoming resources		26,634,950	95,789	26,730,739	26,393,582
Resources expended Costs of generating funds - Costs of generating voluntary					
income	6	39,595	-	39,595	39,574
Governance costs		30,178		30,178	37,248
Charitable activities		24,793,515	95,789	24,889,304	26,228,315
Total resources expended		24,863,288	95,789	24,959,077	26,305,137
Net incoming resources		1,771,662	-	1,771,662	88,445
Total funds brought forward		8,747,538	-	8,747,538	8,659,093
Total funds carried forward	19	10,519,200	-	10,519,200	8,747,538

All income and expenditure is from continuing activities.

All recognised gains and losses in the current and previous year are included in the Statement of Financial Activities.

# Consolidated Balance Sheet As at 31 March 2012

	Notes	20 <sup>-</sup>	12	201	<b>I</b> 1
		£	£	£	£
Fixed assets Tangible assets	13		5,528,238		5,566,270
Current assets Debtors Cash at bank and in hand	15	2,823,977 4,160,771		16,097,975 4,128,342	
		6,984,748	•	20,226,317	
Creditors : Amounts falling due within one year	16	(1,683,673)		(15,665,138)	•
Net current assets	·	•	5,301,075		4,561,179
Total assets less current liabilities			10,829,313		10,127,449
Creditors: Amounts due after more than one year	17		(16,848)		(87,848)
Net assets			10,812,465		10,039,601
Reserves					
Restricted funds Unrestricted funds	19 19		- 10,812,465		10,039,601
			10,812,465		10,039,601

The financial statements were authorised for issue by the Board on 18 September 2012 and are signed on their behalf by:-

Tony Cameron C.B., Trustee

Raymond Edwards, Trustee

Charity No: SCO28827 Company No: SC194639

## Company Balance Sheet As at 31 March 2012

	Notes		012	20	
		£	£	£	£
Fixed assets Tangible assets Investments	13 14		5,528,238 1	·	5,566,270 1
		·	5,528,239		5,566,271
Current assets Debtors Cash at bank and in hand	15	5,205,953 972,767 6,178,720		3,703,367 1,250,850 4,954,217	
Creditors : Amounts falling due within one year	16	(1,170,911)		(1,685,102)	
Net current assets			5,007,809		3,269,115.
Total assets less current liabilities			10,536,048		8,835,386
Creditors: Amounts due after more than one year	17		(16,848)		(87,848)
Net assets			10,519,200		8,747,538
Reserves					
Restricted funds Unrestricted funds	19 19		10,519,200		8,747,538
			10,519,200		8,747,538

The financial statements were authorised for issue by the Board on 18 September 2012 and are signed on their behalf-by:-

Tony Cameron C.B., Trustee

Raymond Edwards, Trustee

Charity No: SCO28827 Company No: SC194639

# Consolidated Cash Flow Statement As at 31 March 2012

	Notes	201		201	
Net cash inflow from operating activities	24	£	£ 175,013	£	£ 795,547
Returns on investments and servicing of finance Interest received Interest paid		10,296 (1,880)		9,901 (2,942)	
Net cash inflow from returns on investments and servicing of finance			8,416		6,959
Capital expenditure Payments to acquire tangible fixed assets		(80,000)		(186,914)	
Net cash outflow from capital expenditure			(80,000)		(186,914)
Net cash inflow before financing			103,429		615,592
Financing Loans repaid		(71,000)		(71,000)	
Net cash outflow from financing			(71,000)		(71,000)
Increase in cash	25		32,429		544,592

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 1. Accounting policies

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of land and buildings, and have been properly prepared in accordance with the Companies Act 2006, the Statement of Recommended Practice 2005, "Accounting and Reporting by Charities" and applicable accounting standards.

## Basis of consolidation

The Statement of Financial Activities (SOFA) and the consolidated balance sheet consolidate the financial statements of the company and its subsidiary undertaking, Turning Point Scotland Services Limited. The results of the subsidiary are consolidated on a line by line basis.

The charity has availed itself of the Paragraph 3(3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

## Going concern

The group's balance sheet at 31 March 2012 reflects a satisfactory cash flow and net assets position, and the group is expected to generate sufficient levels of incoming resources in the foreseeable future to cover resources expended. As a result, the trustees have continued to apply the going concern basis in preparing the financial statements.

## Tangible fixed assets and depreciation

Items costing less than £3,000 are not capitalised. Capital items which are used exclusively on a particular project are written off to that project's expenditure in the year of acquisition. All other fixed assets are recorded at cost or valuation less depreciation. Depreciation is provided to write off the cost, less estimated residual values, of tangible fixed assets evenly over their expected useful lives. It is calculated at the following rates:

Freehold property - 2% straight line
Motor vehicles - 20% straight line
Fixtures and fittings - 15% straight line

## Incoming resources from charitable activities

Rental income from the charity's properties and income from café sales is included in incoming resources in the period to which it relates.

## **Donations and grants**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:

- when donors specify that donations and grants given to charity must be used in future accounting periods, the income is deferred until those periods.
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to
  use such income, the income is deferred and not included in incoming resources until the preconditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

During the year ended 31 March 2012, it was recognised that gift aid income from the company's subsidiary undertaking should be reflected within voluntary income rather than investment income. The results for the year ended 31 March 2011 have been restated to reflect this, as shown in notes 2 and 3 to the financial statements.

## Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 1. Accounting policies (cont'd)

## Interest receivable

Interest is included when receivable by the charity.

## Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. Certain expenditure is directly attributable to specific activities and has been included in those cost categories, as follows:

- Costs of generating voluntary income comprise those administration costs incurred in performing services that entitles the charity to grants or other voluntary income.
- Charitable expenditure comprises those costs incurred in the delivery of the charity's 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 the cost of governance arrangements which relate to the general running of the charity as opposed to the management functions inherent in generating funds, service delivery and programme or project work. This includes such items as internal and external audit, legal advice for trustees and costs associated with constitutional and statutory requirements.

Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

## **Operating leases**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to resources expended on a straight line basis over the period of the lease.

## **Pensions**

The company participates in the Turning Point Pension Scheme, a multi-employer defined benefits pension scheme. Pension contributions are charged to the Statement of Financial Activities to spread the cost of pensions over the employees' working lives.

The company also participates in various defined contribution pension schemes. Contributions are charged to the income and expenditure account as they become payable in accordance with the scheme rules.

#### **Restricted funds**

Restricted funds are to be used for specific purposes as laid down, either implicitly or explicitly, by the donor. Expenditure which meets the criteria is identified to the fund, together with a fair allocation of overhead support cost.

## **Unrestricted funds**

Unrestricted funds comprise funds raised and other incoming resources received or generated for charitable purposes.

## **Designated funds**

Designated funds are funds earmarked for particular purposes.

3.

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 2. Incoming Resources - voluntary income

Group	Unrestricted funds	Restricted funds	2012 £	2011 £
Fundraised income Donations	7,399 579	95,789 -	103,188 579	415,935 4,530
	7,978	95,789	103,767	420,465
Company	Unrestricted funds	Restricted funds £	2012 £	2011 (restated) £
Fundraised income Donations Amounts received from subsidiary	7,399 579	95,789 -	103,188 579	415,935 4,530
undertaking – Gift Aid	1,274,208		1,274,208	11,238
	1,282,186	95,789	1,377,975	431,703
Incoming Resources – investment inc	come			
Group	Unrestricted funds	Restricted funds £	2012 £	2011 £
Bank interest	10,296	-	10,296	9,901
Company	Unrestricted funds	Restricted funds	2012 £	2011 (restated) £
Bank interest	10,296	-	10,296	9,901

## 4. Incoming Resources from charitable activities

Revenue grants are received by the Charity and represent amounts for individual projects. The grants are matched against the expenditure of the individual projects for which they were received.

Group and company	Unrestricted funds £	Restricted funds	2012 £	2011 £
Revenue grants	17,555,932	-	17,555,932	17,076,460
Rental income	1,314,848	-	1,314,848	1,316,104
Other income	525,672	-	525,672	494,389
Supporting people income	4,228,574	-	4,228,574	5,235,794
Supporting cost income	1,717,442	-	1,717,442	1,827,903
	25,342,468	-	25,342,468	25,950,650

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 5. Incoming Resources – other incoming resources

	Group	Unrestricted funds	Restricted funds £	2012 £	2011 £
	VAT reclaim		<u>-</u>	<u>-</u>	1,040,704
6.	Resources expended – costs of g	enerating voluntary	income		<del></del>
	Group and company	Unrestricted funds £	Restricted funds £	2012 £	2011 £
	Staff costs Project running costs	37,900 1,695	-	37,900 1,695	37,150 2,424
		39,595		39,595	39,574
7.	Resources expended – governanc	e costs			
•	Group	Unrestricted funds £	Restricted funds £	2012 £	2011 £
	Audit fees Board running costs	26,710 4,218	-	26,710 4,218	27,188 10,810
		30,928	_	30,928	37,998
8.	Resources expended – charitable	activities			
		Unrestricted funds	Restricted funds	2012	2011
	Group	£	£	£	£
	Staff costs Company running costs Interest paid Maintenance costs Rent paid	20,597,338 2,951,163 1,880 322,789 644,185 24,517,355	95,789 - - - - - 95,789	20,693,127 2,951,163 1,880 322,789 644,185 24,613,144	21,032,931 3,587,513 2,942 667,251 702,096 
9.	Employees			2012	2011
	Staff costs consist of:			£	£
٠	Wages and salaries Social security costs Other pension costs			18,536,074 1,348,170 846,783	18,809,910 1,411,522 848,649
				20,731,027	21,070,081 ======

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 9. Employees (cont'd)

The average monthly number of employees during the year was as follows:

	2012 No	2011 No
Salaried Sessional	972 83	995 136
	1,055	1,131

The number of staff paid over £60,000 during the year (salary plus taxable benefits excluding pension contributions) was:

	2012 £	2011 £
£80,000 - £90,000	1	1

The total cost of pension contributions in the year for this member of staff was £13,728 (2011: £13,005).

## 10. Trustees

The trustees received no emoluments during this or the prior year.

11.	Net incoming resources	2012 £	2011 £
	Net incoming resources for the year are stated after charging:-	2	-
	Auditors'-remuneration:		
	- For audit services	26,710	26,511
	- For taxation services	1,320	2,200
	- For risk management review	· -	2,700
	Depreciation of fixed assets	118,032	117,879

## 12. Taxation

As a registered charity, the company is exempt from tax.

## Notes to the Consolidated Financial Statements For the year ended 31 March 2012

13.	Tangible assets	Freehold property	Motor vehicles	Fixtures and fittings	Total
	Group and company	£	£	£	£
	Cost or valuation				
	At 1 April 2011	5,676,914	101,525	73,248	5,851,687
	Additions	80,000	-	-	80,000
	At 31 March 2012	5,756,914	101,525	73,248	5,931,687
	Depreciation:	-			
	At 1 April 2011	113,538	101,525	70,354	285,417
	Provided for the year	115,138	-	2,894	118,032
	At 31 March 2012	228,676	101,525	73,248	403,449
	Net book value:				
	At 31 March 2012	5,528,238		<del>-</del>	5,528,238
	At 31 March 2011	5,563,376		2,894	5,566,270
			<del></del>		

The company's properties were revalued in March 2010 by DM Hall, Chartered Surveyors, at open market value.

On a historical cost basis, freehold property owned by the company would have been stated as follows:

		2012 £	2011 £
	Cost Accumulated depreciation	5,351,580 (775,278)	5,271,580 (668,746)
	Net book value	4,576,302	4,602,834
14.	Fixed asset investments	Group £	Company £
	Cost and net book value At 1 April 2011 and 31 March 2012		1

Investments relate to an investment in a subsidiary, Turning Point Scotland Services Limited, a company registered in Scotland, comprising a holding of 100% of its issued ordinary capital.

Turning Point Scotland Services Limited was incorporated on 18 March 2003.

During its latest financial year, Turning Point Scotland Services Limited had turnover of £23,847,806 (2011: £24,872,118) and made a loss after tax of £998,798 (2011: profit after tax of £1,262,970). At the end of the year, the aggregate of its capital and reserves was £293,266 (2011: £1,292,064).

## Notes to the Consolidated Financial Statements For the year ended 31 March 2012

15.	Debtors	Group		Company	
		2012 £	2011 £	2012 £	2011 £
	Trade debtors Amounts due from group undertakings	2,635,771	15,843,388 -	124,307 4,893,440	170,501 3,278,279
	Other debtors	71,147	134,920	71,147	134,920
	Prepayments	117,059	119,667	117,059	119,667
		2,823,977	16,097,975	5,205,953	3,703,367
16.	Creditors: amounts falling due	Gr	oup	Com	pany
	in less than one year	2012 £	2011 £	2012 £	2011 £
	Bank loans	71,000	71,000	71,000	71,000
	Trade creditors	148,204	181,955	148,204	181,955
	Taxation and social security	767,344	14,391,392	367,412	411,356
	Pensions	98,694	99,625	98,694	99,625
	Other creditors	185,020	275,415	185,020	275,415
	Accruals	281,745	415,319	281,745	415,319
	Deferred income	131,666	230,432	18,836	230,432
	•	1,683,673	15,665,138	1,170,911	1,685,102

The bank overdraft and loan facilities are secured by a bond and floating charge, a letter of set off and a first standard security over the company's properties at Mansewood Road, Maryhill Road, Glenfield Avenue, Phoenix Grove, Garpel Cottage, Turnhill Drive, Station Wynd, Overwood Drive, Maryholme Farm and Govan Road. Communities Scotland have a standard security over the property at Mansewood Road.

The loans are repayable over a period of 10 years. Interest charged at 1% above the bank's base rate.

Movements in deferred income are analysed as follows:

	At 1 April 2011 Deferred during the year Less: released in year	230,432 131,666 (230,432)	327,054 207,098 (293,720)	230,432 18,836 (230,432)	327,054 207,098 (293,720)
	At 31 March 2012	131,666	230,432	18,836	230,432
17.	Creditors: amounts falling due a	fter more than one	year	2012 £	2011
	Group and company			£.	£
	Bank loans			16,848	87,848
	Included within the above are amou	unts falling due as foll	lows:-		
	In 1 – 2 years In 2 – 5 years			16,848	71,000 16,848
				16,848	87,848

Details of securities and repayment terms can be found in note 16.

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 18. Operating leases

At 31 March 2012 the group had annual commitments under non-cancellable operating leases as set out below:

Operating leases which expire:	2012 Land & Buildings £	Other £	2011 Land & Buildings £	Other £
Within one year Within 2 to 5 years	449,642 116,021 565,663	95,350 16,529 111,879	546,951 48,353 595,304	10,648 83,919 94,567

19.	Reserves	At 1 April 2011	Transfer to unrestricted funds	Retained for year	At 31 March 2012
	Group	£	£	£	£
	Restricted development reserves				

Unrestricted funds	At 1 April 2011 £	Transfer from restricted funds £	Retained for year £	Transfer between funds £	At 31 March 2012 £
General development reserve Designated reserves	7,146,597		313,066	47,604	7,507,267
Maintenance	13,664	• -	-	-	13,664
Fund raising	37,350	-	7,327	-	44,677
Human resources	297,055	-	-	-	297,055
Capital	499,758	-	-	(1,344)	498,414
Service development	1,195,526	-	452,471	(38,153)	1,609,844
Revaluations	849,651	-		(8,107)	841,544
	10,039,601	-	772,864	-	10,812,465

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 19. Reserves (cont'd)

Company	At 1 April 2011 £	Transfer to unrestricted funds	Retained for year £	Transfer between funds £	At 31 March 2012 £
Restricted development reserves		-	-	<u>-</u>	-
Unrestricted funds	At 1 April 2011 £	Transfer from restricted funds £	Retained for year £	Transfer between funds £	At 31 March 2012 £
General development reserve  Designated reserves	5,854,534	-	1,311,864	47,604	7,214,002
Maintenance	13,664	-	-	-	13,664
Fund raising	37,350	-	7,327	-	44,677
Human resources	297,055	-	-	-	297,055
Capital	499,758	-	-	(1,344)	498,414
Service development	1,195,526	-	452,471	(38,153)	1,609,844
Revaluations	849,651	-	-	(8,107)	841,544
	8,747,538	<del>-</del>	1,771,662	-	10,519,200

Restricted development reserves represent the surplus arising on restricted income.

General development reserves are held to maintain and develop the Company.

Maintenance reserves are to be used to maintain the fabric of the buildings and offices.

Fund raising reserves represent reserves brought about by fundraising activities.

Human resources reserve has been accumulated to enable the company to deal with unforeseen HR issues. This includes redundancies, maternity cover and long term sickness. The reserve has been capped at £297,055.

Capital reserves represent the funds that may require to be repaid if properties were to be sold.

Service development reserves are held to maintain and develop the Service.

**Revaluation** reserves represent the cumulative balance of annual property revaluations less amounts which have been amortised.

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

20.	Allocation of assets between funds	Unrestricted £	Restricted ເ	Total £
	Group	~	~	~
	Fixed assets	5,528,238	-	5,528,238
	Net current assets Creditors greater than one year	5,301,075 (16,848)	-	5,301,075 (16,848)
		10,812,465	-	10,812,465
	Company			
	Fixed assets	5,528,239	<u>-</u>	5,528,239
	Net current assets Creditors greater than one year	5,007,809 (16,848)	· -	5,007,809 (16,848)
		10,519,200		10,519,200

## 21. Contingent liabilities

The company received a grant of £242,596 during 2002 from the National Lottery Charity Board to finance the purchase of a property at 45-49 Holburn Street, Aberdeen. The grant is repayable in full if the property is sold within 80 years of the grant being awarded. In previous years, between 2001 and 2004, grants of £467,060 have been received from Argyll & Clyde Health Board, Renfrewshire Council and Inverclyde Council toward the purchase of Glenfield Avenue, Phoenix Grove, Annetyard Drive, Turnhill Drive and Station Wynd which are repayable if the properties are sold within 25 years of their purchase date.

## 22. Pensions

Turning Point Scotland participates in the Turning Point Pension Scheme, a defined benefit scheme covering more than one employer. The charity is unable to identify its share of the underlying assets and liabilities.

The funds are valued every three years by a professionally qualified independent actuary, the rates of contribution payable then being determined by Pension Trustees on advice of the actuary. The major assumptions used by the actuary were:

Price inflation	4.0%
Salary inflation	4.5%
Rate of increase to pensions in payment	2.3 – 3.7%
Rate used to discount scheme liabilities	5.3 – 6.8%

The assets and liabilities of the scheme as valued at the last triennial review at 31 March 2010 were:

	€,000
Assets	52,200
Liabilities	(62,300)
Deficit	(10,100)

The scheme was closed to new members with effect from 31 March 2011 and was closed to future accrual with effect from 31 March 2012. On 1 April 2011, the company set up a defined contribution pension scheme.

# Notes to the Consolidated Financial Statements For the year ended 31 March 2012

## 23. Capital commitments

There were no capital commitments at 31 March 2012 or 31 March 2011.

## 24. Reconciliation of operating surplus to net cash inflow from operating activities

	2012 £	2011 £
Operating surplus	772,864	1,351,415
Bank interest received	(10,296)	(9,901)
Interest paid	1,880	2,942
Depreciation of tangible fixed assets	118,032	117,879
Decrease/(increase) in debtors	13,273,998	(14,596,215)
(Decrease)/increase in creditors	(13,981,465)	13,929,427
	<del></del>	
Net cash inflow from operating activities	175,013	795,547

## 25. Reconciliation of net cashflow to movement in net funds

	2012		2011	
	£	£	£	£
Increase in cash in the year Cashflow from change in debt	32,429 71,000	103,429	544,592 · 71,000	615,592
Change in net funds Opening net funds		103,429 3,969,494		615,592 3,353,902
Closing net funds		4,072,923		3,969,494

## 26. Analysis of changes in net funds

	At 1 April 2011 £	Cash flows £	Non cash flows £	At 31 March 2012 £
Cash at bank and in hand Debt due within one year Debt due after one year	4,128,342 (71,000) (87,848)	32,429 71,000	(71,000) 71,000	4,160,771 (71,000) (16,848)
Total	3,969,494	103,429	-	4,072,923

## 27. Related party transactions

The trustees receive no remuneration for fulfilling their role as trustees. Total expenses of £3,860 (2011: £2,150) were reimbursed to 6 (2011: 6) trustees during the year.

Turning Point Scotland operates contracts on behalf of Turning Point Scotland Services Limited, its 100% owned subsidiary. During the year, Turning Point Scotland invoiced a sum of £23,782,806 (2011: £24,808,446) to its subsidiary in respect of these contracts. In addition £73,553 (2011: £73,553) in payroll costs were recharged to the subsidiary for management services provided.