

Company registration number: SC206994
Charity registration number: SC030100

Aberdeen Day Project Limited

(A company limited by guarantee)
Annual Report and Financial Statements
for the Year Ended 31 December 2013

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Morris & Young, Statutory Auditor
Chartered Accountants
6 Atholl Crescent
PERTH
PH1 5JN

Aberdeen Day Project Limited

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Aberdeen Day Project Limited
Reference and Administrative Details

Charity name	Aberdeen Day Project Limited
Charity registration number	SC030100
Company registration number	SC206994
Principal office	50-52 Rosemount Viaduct Rosemount ABERDEEN AB25 1NT
Registered office	Johnstone House 52-54 Rose Street ABERDEEN AB10 1HA
Trustees	Geoffrey M Bell, Chair James E Little, Vice Chair Mark Brown, Treasurer Archie Cook Antony Walker (Resigned 30 May 2014) Gordon Fernie
Secretary	LC Secretaries Limited
Patron	Angelica Salvesen
Senior Management	Donald Anderson
Solicitor	Ledingham Chalmers Johnstone House 52-54 Rose Street ABERDEEN AB10 1HA
Auditor	Morris & Young, Statutory Auditor Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN

Aberdeen Day Project Limited

Trustees' Report

The Trustees present their report and the annual financial statements of the charity for the year ended 31 December 2013.

Structure Governance and Management

Aberdeen Day Project Limited is a company limited by guarantee, governed by its memorandum and articles of association and is recognised as a charity by the Office of the Scottish Charities Regulator in accordance with the provisions of the Charities and Trustee Investment (Scotland) Act 2005. In accordance with the memorandum and articles of association, every member is liable to contribute £1 in the event of the charity being wound up.

Recruitment and appointment of Trustees

As set out in the articles of association, the Trustees may appoint further members as and when it is desired.

The names of the Trustees who served during the year are as follows:

Geoffrey M Bell
James E Little
Mark Brown
Archie Cook
Antony Walker
Gordon Fernie

Trustee induction and training

A programme of formal induction and training is in place.

Meetings

The Trustees meet every two months to review current operations.

Risk management

The Trustees have reviewed and identified the principal risks to which the charity is exposed. They are of the opinion that these risks are controlled and managed adequately by the adoption of internal procedures and practices which have been designed to maximise the efficiency and effectiveness of the charity. Any problems with the implementation of these procedures and practices are reported to the Board and are addressed timeously.

Objectives and Activities

The principal activities of the charity, which trades as The Breadmaker are:

- To offer training and meaningful work for individuals with a learning disability.
- Developing skills and knowledge through apprenticeship.
- Sourcing work placements for individual apprentices.
- As an emerging social firm The Breadmaker hopes to employ 2-3 apprentices at the end of their apprenticeship.

Achievement and performance

- Apprentices have been engaged in work placements.
- Apprentices are now attending appropriate college courses.
- Improvements have continued to be made in literacy and numeracy.

Aberdeen Day Project Limited

Trustees' Report

- A training plan is in place for all apprentices.
- The Trustees are encouraged by the continued improvement in trading and expect this to continue.
While recognising the valued financial input to The Breadmaker in its formative period from
- the principal funding sources the Trustees anticipate they will be less reliant on grant funding in the future.

Financial Review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Asset Cover for Funds

Note 19 sets out an analysis of the assets attributable to the various funds and a description of the assets. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

Disclosure of information to auditors

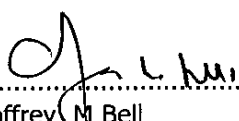
Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

In accordance with Companies Act 2006, a resolution proposing that Morris & Young be reappointed as statutory auditors of the company will be put to the Annual General Meeting.

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 30 June 2014 and signed on its behalf by:


.....
Geoffrey M Bell
Trustee

Aberdeen Day Project Limited

Trustees' Responsibilities in relation to the Financial Statements

The trustees (who are also directors of Aberdeen Day Project Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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

Independent Auditors' Report to the Trustees of

Aberdeen Day Project Limited

We have audited the financial statements of Aberdeen Day Project Limited for the year ended 31 December 2013, set out on pages 7 to 16. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity'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 charity's trustees those matters we are required to state to them in an auditors' 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 charitable company and its 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 4, 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 and express an opinion on 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 (APB'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 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 charitable company's affairs as at 31 December 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Independent Auditors' Report to the Members of
Aberdeen Day Project Limited**

..... continued

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual 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 charitable company has not kept proper and adequate accounting records; or
- the 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
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



.....
Alexander Fyfe, M.A.A.T., C.A., DChA.

Senior Statutory Auditor

for and on behalf of:

Morris & Young, Statutory Auditor

Eligible to act as an auditor in terms of section
1212 of the Companies Act 2006.

Chartered Accountants

6 Atholl Crescent

PERTH

PH1 5JN

18 July 2014

Aberdeen Day Project Limited

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 December 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	39,502	10,000	49,502	35,419
Activities for generating funds	3	53,845	-	53,845	70,521
Investment income	4	2,426	-	2,426	7,902
Incoming resources from charitable activities	5	405,645	-	405,645	428,509
Total incoming resources		<u>501,418</u>	<u>10,000</u>	<u>511,418</u>	<u>542,351</u>
Resources expended					
Charitable activities	6	499,012	10,000	509,012	575,253
Governance costs	6	24,550	-	24,550	12,349
Total resources expended		<u>523,562</u>	<u>10,000</u>	<u>533,562</u>	<u>587,602</u>
Net movements in funds		(22,144)	-	(22,144)	(45,251)
Reconciliation of funds					
Total funds brought forward		<u>534,644</u>	<u>-</u>	<u>534,644</u>	<u>579,895</u>
Total funds carried forward		<u>512,500</u>	<u>-</u>	<u>512,500</u>	<u>534,644</u>

The notes on pages 9 to 16 form an integral part of these financial statements.

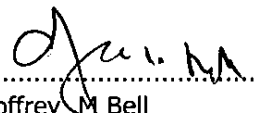
Aberdeen Day Project Limited (Registration number: SC206994)

Balance Sheet as at 31 December 2013

		2013		2012	
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		206,837		229,964
Current assets					
Stocks and work in progress		5,959		5,959	
Debtors	12	33,493		36,968	
Cash at bank and in hand		<u>293,446</u>		<u>319,385</u>	
		332,898		362,312	
Creditors: Amounts falling due within one year	13	<u>(27,235)</u>		<u>(57,632)</u>	
Net current assets			<u>305,663</u>		<u>304,680</u>
Net assets			<u>512,500</u>		<u>534,644</u>
The funds of the charity:					
Unrestricted funds			<u>512,500</u>		<u>534,644</u>
Total charity funds			<u>512,500</u>		<u>534,644</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 30 June 2014 and signed on its behalf by:



 Geoffrey M Bell
 Trustee

The notes on pages 9 to 16 form an integral part of these financial statements.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Fund accounting policy

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

Restricted funds are subject to restrictions on their expenditure.

Further details of each fund are disclosed at note 18.

Incoming resources

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of receipt. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract and is net of VAT.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Resources expended

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

Costs of generating funds incorporates the costs associated with attracting voluntary income, rental income and research activities.

Costs of charitable expenditure comprises the costs associated with the charity's principal activities and are accounted for when payable.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

Governance costs

Governance costs represents expenditure associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

Support costs

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Fixed assets

Individual fixed assets costing £150 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Property improvements	4% straight line over the term of the lease
Equipment	10% straight line
Fixtures and fittings	25% straight line
Motor vehicles	25% straight line

Stock

Stock is valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs. Items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Pensions

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Donations and legacies				
Appeals and donations	18,202	-	18,202	5,886
Grants				
Grants - other agencies	21,300	10,000	31,300	29,533
	<u>39,502</u>	<u>10,000</u>	<u>49,502</u>	<u>35,419</u>

3 Activities for generating funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Training & fundraising				
Training of apprentices	53,800	-	53,800	60,448
Fundraising	-	-	-	7,133
Other income	45	-	45	2,940
	<u>53,845</u>	<u>-</u>	<u>53,845</u>	<u>70,521</u>

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Interest on cash deposits	2,426	-	2,426	7,902

5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Shop & delivery van income				
Primary purpose trading	405,645	-	405,645	428,509

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

6 Total resources expended

	Shop & delivery van income £	Governance £	Total £
Direct costs			
Cost of goods sold	128,529	-	128,529
Employment costs	296,853	-	296,853
	<u>425,382</u>	<u>-</u>	<u>425,382</u>
Support costs			
Employment costs	100	-	100
Establishment costs	34,980	-	34,980
Office expenses	13,771	-	13,771
Motor expenses	6,129	-	6,129
Advertising and promotion	2,692	-	2,692
Accountancy fees	-	22,436	22,436
Auditors' remuneration	-	1,600	1,600
Legal and professional costs	-	514	514
Depreciation of tangible fixed assets	25,958	-	25,958
	<u>83,630</u>	<u>24,550</u>	<u>108,180</u>
	<u>509,012</u>	<u>24,550</u>	<u>533,562</u>
Support cost	Basis of allocation		
Establishment costs	Usage		
Office costs	Usage		
Sundry costs	Usage		
Motor expenses	Usage		

7 Trustees' remuneration and expenses

None of the Trustees receive any remuneration or reimbursement of expenses.

8 Net expenditure

Net expenditure is stated after charging:

	2013	2012
£	£	£
Auditors' remuneration - audit services	1,600	4,700
Depreciation of tangible fixed assets	25,958	30,585
	<u>27,558</u>	<u>35,285</u>

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

9 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2013 No.	2012 No.
Shop workers	9	10
Administration and support	3	3
	<u>12</u>	<u>13</u>

The aggregate payroll costs of these persons were as follows:

	2013 £	2012 £
Wages and salaries	268,409	289,986
Social security	18,302	20,533
Other pension costs	6,835	6,563
	<u>293,546</u>	<u>317,082</u>

There are no employees with emoluments over £60,000.

10 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

11 Tangible fixed assets

	Freehold interest in land and buildings (including heritage assets) £	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost				
As at 1 January 2013	248,084	14,880	123,125	386,089
Additions	-	-	2,831	2,831
As at 31 December 2013	<u>248,084</u>	<u>14,880</u>	<u>125,956</u>	<u>388,920</u>
Depreciation				
As at 1 January 2013	63,179	7,440	85,506	156,125
Charge for the year	<u>10,331</u>	<u>3,720</u>	<u>11,907</u>	<u>25,958</u>
As at 31 December 2013	<u>73,510</u>	<u>11,160</u>	<u>97,413</u>	<u>182,083</u>
Net book value				
As at 31 December 2013	<u>174,574</u>	<u>3,720</u>	<u>28,543</u>	<u>206,837</u>
As at 31 December 2012	<u>184,905</u>	<u>7,440</u>	<u>37,619</u>	<u>229,964</u>

12 Debtors

	2013 £	2012 £
Trade debtors	28,459	31,533
Other debtors	<u>5,034</u>	<u>5,435</u>
	<u>33,493</u>	<u>36,968</u>

13 Creditors: Amounts falling due within one year

	2013 £	2012 £
Trade creditors	15,174	36,423
Taxation and social security	5,856	12,694
Accruals and deferred income	<u>6,205</u>	<u>8,515</u>
	<u>27,235</u>	<u>57,632</u>

14 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

15 Other financial commitments

The property from which the charity is run is owned by the Andrew Salvesen Charitable Trust and is let on a rent free basis.

16 Pension scheme

Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £6,835 (31 December 2012 - £6,563).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

Aberdeen Day Project Limited

Notes to the Financial Statements for the Year Ended 31 December 2013

17 Related parties

Controlling entity

The charity is under the control of the Trustees.

Related party transactions

Meston Reid & Co, of which Mark Brown is a Partner, purchased good and services totalling £102 from The Aberdeen Day Project on normal commercial terms.

18 Analysis of funds

	At 1 January 2013 £	Incoming resources £	Resources expended £	At 31 December 2013 £
General Funds				
Unrestricted income fund	534,644	501,418	(523,562)	512,500
Restricted Funds				
SQA training	-	10,000	(10,000)	-
	<u>534,644</u>	<u>511,418</u>	<u>(533,562)</u>	<u>512,500</u>

19 Net assets by fund

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Tangible assets	206,837	206,837	229,964
Current assets	332,898	332,898	362,312
Creditors: Amounts falling due within one year	<u>(27,235)</u>	<u>(27,235)</u>	<u>(57,632)</u>
Net assets	<u>512,500</u>	<u>512,500</u>	<u>534,644</u>