

# Out of the Box (Scotland) Limited

## Report of the Management Committee

### For the year ended 30 June 2012

Recognised Charity no. SC 035701

Company number SC 269608

The trustees, who are also the directors of the charity for the purposes of the Companies Act, submit their annual report and the unaudited financial statements for year ended 30 June 2012.

#### **GOVERNING DOCUMENTS**

Out of the Box is a charitable company limited by guarantee. It was incorporated on 21 June 2004 and commenced activities on 1 July 2004. The company is governed by its Memorandum and Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

#### **RECRUITMENT AND APPOINTMENT OF THE MANAGEMENT COMMITTEE**

Out of the Box is run by a Management Committee which comprises eight directors, together with other experienced advisers. The members of the Committee are in regular touch in order to decide management issues. The Management Committee is appointed under the Memorandum and Articles of Association. Members are appointed to serve for one year, after which they must be re-appointed. The directors are made fully aware of their responsibilities as trustees of the charity.

During the year, the directors and trustees of the charity were as follows:-

Andrew G. Wilson  
Elaine K. Watt  
Scott McRoberts  
Peter Naulls  
Gillian Gunn  
Adrian Varwell  
Alasdair Morrison  
Eileen Morrison

TUESDAY



\*S24ZUN1S\*  
SCT 26/03/2013 #431  
COMPANIES HOUSE

#### **RISK MANAGEMENT**

The Management Committee regularly reviews the financial and non-financial risks that the charity could face, and action has been taken to mitigate these risks, including a regular reviews of insurance and health and safety procedures.

#### **OUR AIMS AND CHARITABLE OBJECTIVES**

The principal aim of the charity is:-

To promote the advancement of the Christian Faith and to worship God, in Scotland and elsewhere, by any means whatsoever, including the preaching and proclamation of the Christian Gospel and, through puppetry, and the teaching of Christian doctrine and principles.

#### **FINANCIAL REVIEW**

There was a deficit for the year of £4,552 This, when deducted from the funds brought forward of £16,071 gives rise to a total of unrestricted funds carried forward of £11,519. The directors are able to confirm, therefore, that sufficient funds are available in order to meet the immediate needs of the charity, but care must be taken to ensure that sufficient funds are raised to finance future activities.

## ***REVIEW OF THE YEAR AND ACHIEVEMENTS***

The charity employs a full-time Children's Worker, Chris Watt and a part-time Associate Children's Worker, Carol Hutchison.

Chris and Carol work with schools and churches across the North of Scotland. They have worked with a large number of schools leading assemblies, RME classes and performing puppet musicals.

Out of the Box worked closely with a number of churches, helping them lead Holiday Clubs for the children of their local community, and also providing Children's work and puppet training. Outreach event and other puppet shows were performed throughout the year for churches or church groups around the Highlands.

In December 2011, OOTB hosted a Christmas Market which was attended by well over 200 hundred people. The event helped promote local Christian business's and also the work of Out of the Box.

Also in December 2011, Out of the Box performed their Puppet Christmas Musical in 16 schools across the North of Scotland. This was well received by the schools.

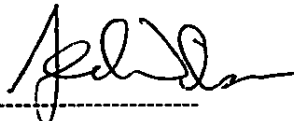
The Directors are extremely grateful for the support of a growing number of individuals and churches for their financial support for the charity.

## ***FUTURE PLANS***

The Management Committee hopes that the charity will continue to develop its work with schools and churches in the Highlands of Scotland.

This report is prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006.

Signed on behalf of the Trustees



Andrew Wilson  
Director

Dated: 20 March 2013

## INDEPENDENT EXAMINER'S REPORT

### Independent Examiner's Report to the Management Committee of Out Of The Box.

I report on the accounts of the charity for the year ended 30 June 2012 set out on pages 4 to 7.

#### Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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.

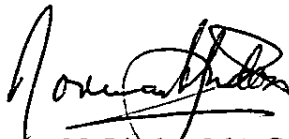
#### Basis of independent examiner's statement.

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 in the accounts.

#### Independent examiner's statement.

In the course of my examination, no matter has come to my attention

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



Norman N. Linden MA.CA.  
Chartered Accountant  
3 Woodend Road  
Balloch  
Inverness  
IV2 7JS

Dated: 20 March 2013

**Out of the Box (Scotland) Ltd**  
**Statement of Financial Activities**  
**and**  
**Income & Expenditure**  
**For the year ended 30 June 2012**

	notes	Unrestricted Total funds 2012	Unrestricted Total funds 2011
<b>Incoming resources</b>		<b>£</b>	<b>£</b>
<i>Voluntary income:</i>			
Donations & grants	3	20,412	28,431
<i>Activities for generating funds:</i>			
Investment income		8	4
<i>Incoming resources from charitable activities:</i>			
Puppet shows and other events		13,027	5,931
Other income		284	78
<b>Total incoming resources</b>		<b>33,731</b>	<b>34,442</b>
<b>Resources expended:</b>			
Charitable activities	4	(37,808)	(31,434)
Governance costs	5	(475)	(475)
<b>Total resources expended</b>		<b>(38,283)</b>	<b>(31,909)</b>
<b>Net incoming/(outgoing) resources</b>		<b>(4,552)</b>	<b>2,533</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		16,071	13,538
<b>Total funds carried forward</b>		<b>11,519</b>	<b>16,071</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**Out of the Box (Scotland) Ltd**  
**Balance Sheet**  
**As at 30 June 2012**

	Notes	2012 £	2011 £
<b>CURRENT ASSETS</b>			
Cash at bank		13,220	17,696
<b>CREDITORS: amounts falling due within one year</b>	<b>7</b>	<u>(1,701)</u>	<u>(1,625)</u>
		<u>11,519</u>	<u>16,071</u>
		£	£
<b>CAPITAL AND RESERVES</b>			
Members' funds:			
Unrestricted General Funds	<b>8</b>	<u>11,519</u>	<u>16,071</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Equities ( effective April 2008)

For the year ended 30 June 2012, the company was entitled to exemption from audit under section 477 of the Companies of the Companies Act 2006; and no notice has been deposited under section 476.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s. 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts , so far as is applicable to the company.

Approved by the board of directors on 20 March 2013

  
 Peter Nauls  
 ( Director)

  
 Andrew Wilson  
 ( Director)

**Out of the Box (Scotland) Ltd**  
**Notes to the financial statements**  
**For the year ended 30 June 2012**

**1 ACCOUNTING POLICIES**

**a) Basis of accounting**

The Financial Statements are prepared under the historical cost convention. They comply with relevant legislation and with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

**b) Fund accounting**

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

**c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:-

- \* Voluntary income is received by way of donations & gifts and is included in full in the Statement of Financial Activities when receivable.
- \* Investment income is included when receivable.

**d) Resources expended**

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

- \* Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- \* Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include professional fees and costs linked to the strategic management of the charity.

**2 Net incoming/outgoing resources for the year**

This is stated after charging :

	2012 £	2011 £
Independent examination	<u>475</u>	<u>475</u>

**3 Donations & gifts**

	2012 £	2011 £
Parish Development Fund - Church of Scotland	-	7,000
Souter Foundation	-	5,000
Sheddocksley Baptist Church	2,250	-
Other gifts and donations	15,021	13,722
Inland Revenue refunds - gift aid	<u>3,141</u>	<u>2,709</u>
	<u>20,412</u>	<u>28,431</u>

**4 Resources expended:**

	2012 £	2011 £
<b>Charitable activities</b>		
Directly employed staff costs	33,108	27,470
Equipment and materials	129	737
Administration	183	229
Publicity	934	249
Travel & accommodation	1,488	1,551
Insurance	721	705
Professional fees	216	318
Other costs	<u>1,049</u>	<u>175</u>
	<u>37,808</u>	<u>31,434</u>

**5 Governance costs**

	2012 £	2011 £
Independent examination	<u>475</u>	<u>475</u>

**6 Staff costs and numbers**

	2012 £	2011 £
Directly employed staff costs	30,565	25,000
Social security costs	<u>2,543</u>	<u>2,470</u>
	<u>33,108</u>	<u>27,470</u>

The average number of employees during the year was :-

	2012	2011
Directors	8	8
Full-time staff	2	1
Total	<u>10</u>	<u>9</u>
Average number of employees	10	9

**Out of the Box (Scotland) Ltd**  
**Notes to the financial statements(continued)**  
**For the year ended 30 June 2012**

**7 CREDITORS: amounts falling due within one year**

	2012	2011
	£	£
PAYE and national insurance	751	675
Professional fees	950	950
	<u>1,701</u>	<u>1,625</u>

**8 FUNDS**

Designated Funds are part of the Unrestricted Funds of the charity but designated by the directors.  
All funds were unrestricted.

	Balance at 1 July 2011 £	Incoming Resources £	Outgoing Resources £	Transfers £	Closing Balance at 30.6.2012 £
General Fund	16,071	33,731	(38,283)	-	11,519

**9 RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS**

	2012 Total Funds £	2011 Total Funds £
Deficit/ surplus for the financial year	(4,552)	2,533
Funds brought forward at 1 July 2011	16,071	13,538
Funds carried forward at 30 June 2012	<u>11,519</u>	<u>16,071</u>

**10 Trustees remuneration & related party transactions**

During the year, no trustee received any remuneration or expenses.

**11 Taxation**

Out of the Box (Scotland) Ltd is a company limited by guarantee and has no share capital.  
Because the company is a recognized charity, there is no liability to corporation tax.