

Scottish Charity No. SC035701
Scottish Company Registration No. 269608

Out of the Box (Scotland) Limited
(a company limited by guarantee)

Directors' & Trustees' Report and Financial Statements
Year Ended 30 June 2013

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Innes & Partners
Chartered Certified Accountants

Out of the Box (Scotland) Limited

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Out of the Box (Scotland) Limited

Company Information

Directors

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

Company Secretary

Stephen R. Cranston

Registered Office

15 Castle Heather Road
Inverness
Scotland
IV2 4EA

Company Number: SC269608

Charity Number: SC0 35701

Bankers

The Royal Bank of Scotland,
29 Harbour Road
Inverness IV1 1NU

Independent Examiners

Jonathan N. Innes F.C.C.A.
Innes & Partners Limited
Chartered Certified Accountants
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Out of the Box (Scotland) Limited

Report of the Directors for the year ended 30 June 2013

The Directors are pleased to present their report together with the financial statements of the company for the year ended 30 June 2013.

Status of Charity and Governing Document

Out of the Box (Scotland) Limited is a company limited by guarantee (Number SC269608) and is a registered Scottish charity (Number SC035701), governed by its Memorandum and Articles of Association.

In the event of the charity being wound up, each company member undertakes to contribute to the assets of the company such amounts as may be required, not exceeding £1.

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.

Trustees and Office Bearers

The Trustees, who are also directors for the purposes of the Companies Act 2006, during the year were as follows:

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

Resigned 20 March 2013

Appointment of Trustees

Out of the Box is run by The Board which comprises seven directors. The directors are in regular touch in order to decide management issues. Directors are appointed under the Memorandum and Articles of Association. One third of the directors retire each year, by length of current appointment, and are eligible for re- election.

Achievements and Performance

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 (Scotland) Limited

Report of the Directors for the year ended 30 June 2013 (Cont'd)

Out of the Box worked closely with 6 individual churches, helping them lead a week long Holiday Club for the children of their local community. We also provided children's work training for all the volunteers.

In March 2013 Out of the Box hosted their first Puppet Training Day with around 25 people attending. A full day of training on basic and advanced puppetry skills.

Outreach events and other puppet shows were performed throughout the year for churches or church groups around the Highlands, including our Puppet Christmas Musical during December 2012.

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

Financial review

There was a surplus for the year of £2,795. This, when added to the funds brought forward of £11,519 gives rise to a total of funds carried forward of £14,314. The amounts held in each fund are shown in note 15 of the accounts. The directors consider that sufficient funds are available in order to meet the immediate needs of the charity.

Reserves

It is the policy of the company to maintain unrestricted funds, i.e. funds not committed or invested in fixed assets, at a level which equates to approximately three months unrestricted expenditure. This allows sufficient funds to enable the ongoing work of the company to be maintained. The unrestricted funds held at 30 June 2013 is slightly less than the target level.

General funds (page 6) at 30 June 2013 amounted to £2,964 (2012: £11,519) However, a further £6,000 was held in the Worker's salary fund. This represents approximately 10.64 weeks of general expenditure. Total reserves, including the net book value of fixed assets and balances in designated funds amounted to £14,314 (2012: £11,519).

Statement on Risk

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

Future Plans

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

Statement of Directors' Responsibilities

Charity law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the charity's affairs and of its incoming resources and application of resources, including its surplus or deficit for that year, and which have been properly prepared from and are in agreement with the accounting records of the charity and comply with relevant disclosure requirements.

In preparing those financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

Out of the Box (Scotland) Limited

Report of the Directors for the year ended 30 June 2013 (Cont'd)

- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 charity will continue in business.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the charity's financial position and enable the Directors to ensure that the financial statements comply with the Companies Act 2006. The Directors are also responsible for taking such steps as are reasonably open to them to safeguard the charity's assets and to prevent and detect fraud and other irregularities.

On behalf of the Trustees



Andrew Wilson
Director/Trustee

Dated: 11 March 2014

Out of the Box (Scotland) Limited

Report of the Independent Examiners to the Directors for the year ended 30 June 2013

I report on the accounts of the company for the year ended 30 June 2013 which are set out on pages 6 to 11.

Respective responsibilities of Directors and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiners' 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.

Jonathan N Innes

Jonathan N. Innes F.C.C.A.
Innes & Partners Limited
Chartered Certified Accountants
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Date: 14 March 2014

I+P Innes & Partners
Chartered Certified Accountants

Out of the Box (Scotland) Limited

Statement of Financial Activities (Incorporating Income and Expenditure Account) For the year ended 30 June 2013

	Notes	General Fund £	Designated Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Incoming resources						
<i>From generated funds:</i>						
Voluntary income	2	32,070	-	3,800	35,870	20,412
Activities for generating funds	3	1,984	-	-	1,984	-
Bank interest		8	-	-	8	8
<i>From charitable activities:</i>						
Puppet shows and other events		10,374	-	-	10,374	13,027
Other income		-	-	-	-	284
Total incoming resources		44,436	-	3,800	48,236	33,731
Resources expended						
Charitable activities	4	38,900	-	3,800	42,700	36,380
Support costs	9	834	-	-	834	1,428
Governance costs	5	570	-	-	570	475
Other resources expended	12	-	1,337	-	1,337	-
Total resources expended		40,304	1,337	3,800	45,441	38,283
Net incoming resources and surplus for the year		4,132	(1,337)	-	2,795	(4,552)
Gross Transfers	15	(12,687)	6,687	6,000	-	-
Net movement in funds after transfers		(8,555)	5,350	6,000	2,795	(4,552)
Total funds brought forward		11,519	-	-	11,519	16,071
Total funds carried forward		2,964	5,350	6,000	14,314	11,519
		(Note 15)	(Note 15)	(Note 15)		
Represented by:						
Unrestricted Funds						
General		2,964	-	-	2,964	11,519
Designated Funds						
Worker's salary fund		-	6,000	-	6,000	-
Designated Assets		-	5,350	-	5,350	-
Restricted funds Funds						
Associate Children's worker fund		-	-	-	-	-
Total Funds		2,964	11,350	-	14,314	11,519

The notes on pages 8 to 11 form part of these financial statements.

Out of the Box (Scotland) Limited

Company No: SC269608

Balance sheet
As at 30 June 2013

	Notes	£	2013 £	2012 £
Fixed Assets				
Tangible assets	12		5,350	-
Current assets				
Debtors	13	1,050	-	
Cash at bank and in hand		15,242	13,220	
		<u>16,292</u>	<u>13,220</u>	
Creditors: falling due within one year	14	<u>7,328</u>	<u>1,701</u>	
Net Current Assets			8,964	11,519
Total Net Assets	16		<u><u>14,314</u></u>	<u><u>11,519</u></u>
Represented by:				
Unrestricted Funds	15			
General			2,964	11,519
Restricted Funds	15		-	-
Designated Funds	15			
Workers salary fund			6,000	-
Designated Assets			5,350	-
			<u><u>14,314</u></u>	<u><u>11,519</u></u>

For the period ending 30 June 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

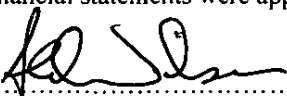
Directors' responsibilities;

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of the accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board on 11 March 2014 and signed on their behalf by:


.....
Andrew Wilson (Director)

The notes on pages 8 to 11 form part of these financial statements.

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2013

2. Voluntary income	Total 2013 £	Total 2012 £
Parish Development Fund - Church of Scotland	8,000	-
Souter Foundation	1,000	-
Sheddocksley Baptist Church	3,800	2,250
Other gifts and donations	18,864	15,021
Gift Aid claimed	4,206	3,141
	<u>35,870</u>	<u>20,412</u>

3. Activities for generating funds

Fundraising	<u>1,984</u>	<u>-</u>
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4. Charitable Activities

	2013 £	2012 £
Staff wages and salaries	38,837	33,108
Equipment and materials	279	129
Motor vehicle costs	878	-
Travel and accommodation	1,479	1,488
Publicity	499	934
Insurance	728	721
	<u>42,700</u>	<u>36,380</u>

5. Governance costs

	2013 £	2012 £
Independent Examination	570	475
	<u>570</u>	<u>475</u>

6. Liability of Members

The company is limited by guarantee, with the liability of each member limited to £1. There were 7 members at 30 June 2013 (2012 - 8).

7. Staff costs and numbers

	2013 £	2012 £
Gross salaries & Er's NI	38,837	33,108
	<u>38,837</u>	<u>33,108</u>

The average number of employees during the year was 9 (2012: 10)

No employee received remuneration of more than £60,000 during the year.

8. Directors Remuneration

No Director received any remuneration or expenses in the year (2012 - nil)

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2013

2. Voluntary income	Total 2013 £	Total 2012 £
Parish Development Fund - Church of Scotland	8,000	-
Souter Foundation	1,000	-
Sheddocksley Baptist Church	3,800	2,250
Other gifts and donations	18,864	15,021
Gift Aid claimed	4,206	3,141
	<u>35,870</u>	<u>20,412</u>

3. Activities for generating funds		
Fundraising	<u>1,984</u>	<u>-</u>

4. Charitable Activities	2013 £	2012 £
Staff wages and salaries	38,837	33,108
Equipment and materials	279	129
Motor vehicle costs	878	-
Travel and accommodation	1,479	1,488
Publicity	499	934
Insurance	728	721
	<u>42,700</u>	<u>36,380</u>

5. Governance costs	2013 £	2012 £
Independent Examination	570	475
	<u>570</u>	<u>475</u>

6. Liability of Members
The company is limited by guarantee, with the liability of each member limited to £1. There were 87 members at 30 June 2013 (2012 - 10). *87*

7. Staff costs and numbers	2013 £	2012 £
Gross salaries & Er's NI	38,837	33,108
	<u>38,837</u>	<u>33,108</u>

The average number of employees during the year was 9 (2012: 10)
No employee received remuneration of more than £60,000 during the year.

8. Directors Remuneration

No Director received any remuneration or expenses in the year (2012 - nil)

Out of the Box (Scotland) Limited

Notes to the financial statements

For the year ended 30 June 2013

9. Support Costs	2013	2012
	£	£
Professional Fees	282	216
Office Costs	143	163
Sundry Expenses	409	1,049
	834	1,428

10. Surplus	2013	2012
	£	£
<i>The surplus is stated after charging:</i>		
Independent Examination	570	475
Depreciation - owned assets	1,337	-

11. Taxation

No liability to UK Corporation Tax arises in the light of the company's charitable status.

12. Tangible fixed assets

	Motor Vehicle	Total
	£	£
<i>Cost</i>		
At 1 July 2012	-	-
Additions	6,687	6,687
At 30 June 2013	6,687	6,687
<i>Depreciation</i>		
At 1 July 2012	-	-
Charge for year	1,337	1,337
At 30 June 2013	1,337	1,337
<i>Net Book Value</i>		
At 30 June 2013	5,350	5,350
At 30 June 2012	-	-

13. Debtors: Amounts falling due within one year

	2013	2012
	£	£
Debtors - from events	1,050	-
	1,050	-

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2013

14. Creditors: falling due within one year	2013	2012
	£	£
Social Security and other taxes	752	751
Loan- interest free	5,000	-
Accrued expenses	1,576	950
	<u>7,328</u>	<u>1,701</u>

15. Unrestricted funds	Balance at 01.07.12	Incoming resources	Resources expended	Transfers	Balance at 30.6.13
	£	£	£	£	£
General Fund	11,519	44,436	(40,304)	(12,687)	2,964
<i>Designated Funds</i>					
Workers' salary fund	-	-	-	6,000	6,000
Designated Assets	-	-	(1,337)	6,687	5,350
Total unrestricted funds	<u>11,519</u>	<u>44,436</u>	<u>(41,641)</u>	<u>-</u>	<u>14,314</u>

Restricted funds	Balance at 01.07.12	Incoming resources	Resources expended	Transfers	Balance at 30.6.13
	£	£	£	£	£
Associate Children's worker fund	-	3,800	(3,800)	-	-

Explanation of funds

The General Fund encompasses all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

The Designated Assets Fund encompasses the net book value of the fixed assets held by the charity.

The Workers salary fund represents money that has been allocated for future salaries of the children support workers.

Restricted Funds encompass all income and expenditure relating to a specific purpose and cannot be used for other purposes.

16. Analysis of Net Assets by funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£	£
Fixed Assets	-	5,350	-	5,350	-
Current Assets					
Debtors	1,050	-	-	1,050	-
Cash at bank and in hand	9,242	6,000	-	15,242	13,220
Creditors due within one year	(7,328)	-	-	(7,328)	(1,701)
Net Assets	<u>2,964</u>	<u>11,350</u>	<u>-</u>	<u>14,314</u>	<u>11,519</u>

Out of the Box (Scotland) Limited

Income & Expenditure Account For the year ended 30 June 2013

	2013	2012
	£	£
Income		
Fundraising	1,984	-
Donations	35,870	20,412
Puppet shows and events	10,374	13,027
Other income	-	284
Interest Received	8	8
Total income	48,236	33,731
Direct expenses		
Staff wages and salaries	38,837	33,108
Equipment and materials	279	129
Motor vehicle costs	878	-
Travel and accommodation	1,479	1,488
Publicity	499	934
Insurance	728	721
Administrative expenses		
Professional Fees	282	216
Office costs	143	163
Sundry expenses	409	1,049
Independent Examiners Fee	570	475
Depreciation	1,337	-
Total Expenditure	45,441	38,283
Surplus/(deficit) for the year	2,795	(4,552)

This page is not part of the statutory financial statements