

Scottish Charity No. SC035701
Scottish Company Registration No. SC269608

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

Directors' & Trustees' Report and Financial Statements
Year Ended 30 June 2014

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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
Alasdair Morrison
Eileen Morrison
Alister Mackinnon (appointed 11 March 2014)
Adrian Varwell
Margaret Varwell (appointed 11 March 2014)

Company Secretary

Stephen R Cranston

Registered Office

15 Castle Heather Road
Inverness
Scotland
IV2 4EA

Company Number: SC269608

Charity Number: SC035701

Bankers

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

Independent Examiners

Jonathan N Innes FCCA
Innes & Partners Limited
Chartered Certified Accountants
Innes House
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 2014

The Directors are pleased to present their report together with the financial statements of the company for the year ended 30 June 2014.

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:

Trustees

Scott McRoberts
Andrew G Wilson
Elaine K Watt
Gillian Gunn
Adrian Varwell
Alasdair Morrison
Eileen Morrison
Margaret Varwell
Alister Mackinnon

Office Bearers

Stephen R Cranston (Secretary)
Scott McRoberts (Chairman)

Appointment of Trustees

Out of the Box is run by The Board which comprises nine 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 2014 (Cont'd)

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

In March 2014 Out of the Box hosted their second Puppet Training Day with around 30 people attending. This comprised 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 2013.

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 £15,217 (2013: £2,795). This, when added to the funds brought forward of £14,314 (2013: £11,519) gives rise to a total of funds carried forward of £29,531 (2013: £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 general fund held at 30 June 2014 was £24,814 (2013: £2,964) and is more than the target level. Total reserves amounted to £29,531 (2013: £14,314).

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.

Out of the Box (Scotland) Limited

Report of the Directors for the year ended 30 June 2014 (Cont'd)

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;
- 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



Scott McRoberts
Director/Trustee

Dated: 2 February 2015

Out of the Box (Scotland) Limited

Report of the Independent Examiners to the Directors for the year ended 30 June 2014

I report on the accounts of the company for the year ended 30 June 2014 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.

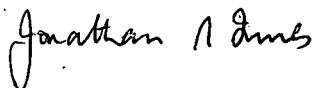
Basis of independent examiner's statement

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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)have 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 FCCA
Innes & Partners Limited
Chartered Certified Accountants
Innes House
18 Shairps Business Park
Houstoun Road
Livingston
EH54 5FD

Date: 11 February 2015

 **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 2014

	Notes	General Fund £	Designated Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
Incoming resources						
<i>From generated funds:</i>						
Voluntary income	2	44,872	-	3,600	48,472	35,870
Activities for generating funds	3	102	-	-	102	1,984
Bank interest		10	-	-	10	8
<i>From charitable activities:</i>						
Puppet shows and other events		9,959	-	-	9,959	10,374
Other income		1,142	-	-	1,142	-
Total incoming resources		56,085	-	3,600	59,685	48,236
Resources expended						
Charitable activities	4	32,877	6,000	3,600	42,477	43,534
Governance costs	8	420	-	-	420	570
Other resources expended	12	-	1,571	-	1,571	1,337
Total resources expended		33,297	7,571	3,600	44,468	45,441
Net incoming/(outgoing) resources and surplus/(deficit) for the year		22,788	(7,571)	-	15,217	2,795
Gross transfers	15	(938)	938	-	-	-
Net movement in funds after transfers		21,850	(6,633)	-	15,217	2,795
Total funds brought forward		2,964	11,350	-	14,314	11,519
Total funds carried forward		24,814	4,717	-	29,531	14,314
		(Note 15)	(Note 15)	(Note 15)		
Represented by:						
Unrestricted Funds						
General fund		24,814	-	-	24,814	2,964
Designated Funds						
Worker's salary fund		-	-	-	-	6,000
Designated assets fund		-	4,717	-	4,717	5,350
Restricted Funds						
Associate children's worker fund		-	-	-	-	-
Total Funds		24,814	4,717	-	29,531	14,314

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 2014

	Notes	£	2014 £	2013 £
Fixed Assets				
Tangible assets	12		4,717	5,350
Current assets				
Debtors	13	10,042	1,050	
Cash at bank and in hand		15,943	15,242	
		<u>25,985</u>	<u>16,292</u>	
Creditors: falling due within one year	14	<u>1,171</u>	<u>7,328</u>	
Net Current Assets			24,814	8,964
Total Net Assets	16		<u>29,531</u>	<u>14,314</u>
Represented by:				
Unrestricted Funds	15			
General fund			24,814	2,964
Designated Funds	15			
Workers salary fund			-	6,000
Designated assets fund			4,717	5,350
Restricted Funds	16			
Associate children's worker fund			-	-
			<u>29,531</u>	<u>14,314</u>

For the period ending 30 June 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

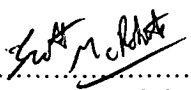
Directors' responsibilities;

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 2 February 2015 and signed on their behalf by:



 Scott McRoberts (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 2014

1. Accounting Policies

Accounting Convention

The financial statements have been prepared in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended) and under the Financial Reporting Standard for Smaller Entities (effective April 2008), the historical cost convention and under the guidelines laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (2005).

Basis of financial statements

The financial statements have been prepared on an accruals basis.

Income

All income and bank interest is accounted for when receivable.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Equipment	25% on cost
Motor Vehicles	20% on cost

Statement of Financial Activities

For the purpose of the Statement of Financial Activities as shown on page 6, funds are defined as follows:

Unrestricted funds comprise income received for the objects of the company without further specified purpose and are available as general funds.

Designated funds comprise those funds which have been earmarked by the directors for particular purposes in agreement with the charitable objectives.

Restricted funds comprise income which has been received for the objects of the company and specified for a restricted purpose within these objects by the donor.

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2014

2. Voluntary income

	2014	2013
	£	£
Parish Development Fund - Church of Scotland	6,000	8,000
Souter Foundation	-	1,000
Sheddocksley Baptist Church	3,000	3,800
Other gifts and donations	31,594	18,864
Gift Aid claimed	7,878	4,206
	48,472	35,870

3. Activities for generating funds

	2014	2013
	£	£
Fundraising	102	1,984

4. Charitable activities

	Staff Costs £	Other Direct Costs £	Support Costs £	Total 2014 £	Total 2013 £
Charitable Activities	35,499	4,165	2,813	42,477	43,534
	35,499	4,165	2,813	42,477	43,534
	(Note 5)	(Note 6)	(Note 7)		
<i>Represented by:</i>					
Unrestricted funds	31,899	4,165	2,813	38,877	39,734
Restricted funds	3,600	-	-	3,600	3,800
	35,499	4,165	2,813	42,477	43,534

5. Staff costs and numbers

	2014	2013
	£	£
Gross salaries	28,556	28,933
Social Security costs	6,943	9,904
	35,499	38,837

The average number of employees during the year was 2 (2013: 2).
No employee received remuneration of more than £60,000 during the year.

6. Other direct costs

	2014	2013
	£	£
Equipment and materials	305	279
Travel and accommodation	2,925	2,357
Publicity	207	499
Insurance	728	728
	4,165	3,863

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2014

7.	Support costs	2014	2013
		£	£
	Professional fees	170	282
	Office costs	101	143
	Sundry expenses	2,542	409
		2,813	834
8.	Governance costs	2014	2013
		£	£
	Independent examination	420	570
		420	570
9.	Liability of Members		
	The company is limited by guarantee, with the liability of each member limited to £1. There were 9 members at 30 June 2014 (2013:7).		
10.	Directors remuneration		
	No Director received any remuneration or expenses in the year (2013: nil).		
11.	Taxation		
	No liability to UK Corporation Tax arises in the light of the company's charitable status.		
12.	Tangible fixed assets	Motor	
	Equipment	Vehicle	Total
	£	£	£
<i>Cost</i>			
At 1 July 2013	-	6,687	6,687
Additions	938	-	938
At 30 June 2014	938	6,687	7,625
<i>Depreciation</i>			
At 1 July 2013	-	1,337	1,337
Charge for year	234	1,337	1,571
At 30 June 2014	234	2,674	2,908
<i>Net Book Value</i>			
At 30 June 2014	704	4,013	4,717
At 30 June 2013	-	5,350	5,350
13.	Debtors: amounts falling due within one year	2014	2013
		£	£
	Gift Aid debtor	7,877	-
	Other debtors	2,165	1,050
		10,042	1,050

Out of the Box (Scotland) Limited

Notes to the financial statements
For the year ended 30 June 2014

14. Creditors: falling due within one year	2014	2013
	£	£
Social Security and other taxes	386	752
Loan - interest free	-	5,000
Accrued expenses	785	1,576
	<u>1,171</u>	<u>7,328</u>

15. Unrestricted funds	Balance at 01.07.13	Incoming resources	Resources expended	Transfers	Balance at 30.6.14
	£	£	£	£	£
General Fund	2,964	56,085	(33,297)	(938)	24,814
Designated Funds					
Workers' salary fund	6,000	-	(6,000)	-	-
Designated Assets	5,350	-	(1,571)	938	4,717
Total unrestricted funds	<u>14,314</u>	<u>56,085</u>	<u>(40,868)</u>	<u>-</u>	<u>29,531</u>

Restricted funds	Balance at 01.07.13	Incoming resources	Resources expended	Transfers	Balance at 30.6.14
	£	£	£	£	£
Associate Children's worker fund	-	3,600	(3,600)	-	-

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's workers.

The Associate children's worker fund represents money received specifically to pay the salary of this worker.

16. Analysis of Net Assets by funds	Unrestricted Funds	Designated Funds	Restricted Funds	Total 2014	Total 2013
	£	£	£	£	£
Fixed assets	-	4,717	-	4,717	5,350
Current assets					
Debtors	10,042	-	-	10,042	1,050
Cash at bank and in hand	15,943	-	-	15,943	15,242
Creditors due within one year	(1,171)	-	-	(1,171)	(7,328)
Net assets	<u>24,814</u>	<u>4,717</u>	<u>-</u>	<u>29,531</u>	<u>14,314</u>

Out of the Box (Scotland) Limited

Income & Expenditure Account
For the year ended 30 June 2014

	2014		2013	
	£	£	£	£
Income				
Fundraising		102		1,984
Donations		48,472		35,870
Puppet shows and events		9,959		10,374
Other income		1,142		-
Interest received		10		8
Total income		<u>59,685</u>		<u>48,236</u>
Direct expenses				
Staff wages and salaries	35,499		38,837	
Equipment and materials	305		279	
Travel and accommodation	2,925		2,357	
Publicity	207		499	
Insurance	728		728	
Administrative expenses				
Professional fees	170		282	
Office costs	101		143	
Sundry expenses	2,542		409	
Independent examiner's fee	420		570	
Depreciation	1,571		1,337	
Total expenditure		<u>44,468</u>		<u>45,441</u>
Surplus for the year		<u><u>15,217</u></u>		<u><u>2,795</u></u>

This page is not part of the statutory financial statements