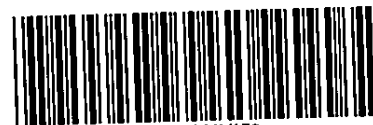


**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2012**

**SCOTTISH CHARITY NUMBER – SC 024870  
COMPANY REGISTRATION NUMBER SC271859**

THURSDAY



\*S1ZANUI5\*  
SCT 03/01/2013 #14  
COMPANIES HOUSE

**WILLIAMSON & DUNN**  
Chartered Accountants & Registered Auditors  
3 West Craibstone Street  
Aberdeen

AB11 6YW

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**OFFICERS AND PROFESSIONAL ADVISORS**

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**The Board of Directors**

Mrs H Smith  
Dr M Sathananthan  
Mrs M Banerjee  
Mrs M Marcas  
Mrs R Bird

**Company Secretary**

Ledingham Chalmers LLP

**Registered Office**

Johnstone House  
52-54 Rose Street  
Aberdeen  
AB10 1HA

**Auditors**

Williamson & Dunn  
Chartered Accountants  
& Registered Auditors  
3 West Craibstone Street  
Aberdeen  
AB11 6YW

**Bankers**

The Royal Bank of Scotland plc  
Aberdeen St Nicholas Branch  
78 Union Street  
Aberdeen  
AB10 1HH

# **ABERDEEN INTERNATIONAL CENTRE COMPANY LIMITED BY GUARANTEE**

## **DIRECTORS' REPORT**

**YEAR ENDED 31 MARCH 2012**

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The directors have pleasure in presenting their report and the financial statements for the year ended 31 March 2012, which comply with the Companies Act 2006, follow recommendations of the SORP 2005 and meet the requirements of the charity's governing document.

### **Structure, Governance and Management**

#### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 11 August 2004, having previously been an unincorporated charity after registering as a charity in 1996. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its 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 Directors**

The directors of the company are made up of local people from a range of backgrounds, who bring a variety of expertise to the charity.

The directors may at any time appoint to the Board persons who are willing to act as a director, either to fill a vacancy or as an additional director. A director so appointed shall hold office only until the next following Annual General Meeting (but shall not be taken into account in determining the directors who are to retire by rotation at that meeting). Such a director who is not re-appointed at that Annual General Meeting, shall automatically be deemed to have vacated office at the conclusion of such Annual General Meeting.

#### **Directors and Management Committee Induction and Training**

Directors attend courses organised in-house and also external courses.

#### **Risk Management**

The risk management policy of the company is to examine the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

#### **Organisational Structure**

The company has 5 directors who meet regularly and are responsible for the strategic direction and policy of the charity. Several directors are involved in the day to day running of the company but receive no remuneration.

There are several part time staff and volunteers involved in the administration and project work the company undertakes. They report to the directors regularly on the progress of the various projects.

#### **Related Parties**

The company is linked closely with Aberdeen City Council and Aberdeenshire Council and work in close partnership with them. The other organisations the company works closely with on projects are ACVO, Aberdeen Charity together, the Ethnic Minority Forum, NHS Grampian, Robert Gordon University, Aberdeen College, Victim Support Aberdeen, Multi Ethnic Aberdeen Limited, GREC Aberdeen, Langstane Housing, Aberdeen Citizens Advice Bureau, Age Scotland, the Job Centre and Romania Community Association in Scotland.

# **ABERDEEN INTERNATIONAL CENTRE COMPANY LIMITED BY GUARANTEE**

## **DIRECTORS' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

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### **Objectives and Activities**

The company's objectives are to provide a source of information, advice and support, identifying and filling gaps in existing services for Ethnic groups and individuals living in Aberdeen and Aberdeenshire and aims to do this by:

- Expanding joint venture with other organisations in partnership;
- Expansion of area of operation especially in Aberdeenshire;
- Exploring latent funding and resources;
- Arranging training, seminars, workshops for knowledge and skills improvement, and institutional capacity building;
- Mentoring opportunity for individuals on wider range of issues;
- Helping community groups and to build an infrastructure for democratic process;
- Updating AIC's website on a regular basis;
- Providing meeting places, venues for educational and cultural activities to community groups;
- Providing drop in facilities for elderly;
- Continue to work with Youth on Capacity building projects;
- Continue to engage in ESOL project;
- Liaison with international communities and their resident consulars.

### **Achievements and Performance**

The company successfully completed another project in Youth Capacity Building project, Senior Citizen's Awareness Day Event and Edexcel Exam Board for those that sat for the Religious Examination.

### **Financial Review**

The company received gross income of £26,328 in the year which resulted in net outgoing resources of £10,726 after expenditure of £37,054. This compares with net outgoing resources of £8,248 in the previous year. Full details can be found on page 8.

### **Principal Funding Sources**

The principal funding sources for the company are by way of Service Level Agreements. The company received funding from Aberdeen City Council for the Race Equality Scheme, the English Class Project Fund and the Aberdeen Ethnic Minority Youth Programme.

### **Investment Policy**

It is the policy of the company to invest any surplus funds in interest bearing bank accounts.

### **Reserves Policy**

The directors have established a policy to hold unrestricted free reserves at a level which equates to between three to six months of the resources expended. Whilst reserves may not reach this level in the near future, it is considered desirable to work towards this to enable the current activities of the charity to continue in the event of a significant drop in funding.

# **ABERDEEN INTERNATIONAL CENTRE COMPANY LIMITED BY GUARANTEE**

## **DIRECTORS' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

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### **Plans for Future Periods**

The company aims to continue operating in its existing projects with new additions. It shall continue with the ESOL project, Youth Coaching Programme, maintaining effective relationships with two Local Councils and involving more community groups. In addition to these, we plan to work with Romania Consular and also liaise with other consular offices and their nationals in and around Aberdeen and Aberdeenshire.

### **Directors**

The directors who served the company during the year were as follows:

Mrs H Smith  
Dr M Sathananthan  
Mrs M Banerjee  
Mrs M Marcas  
Mrs R Bird

### **Responsibilities of the Directors**

The directors (who are also the directors of Aberdeen International Centre for the purposes of company law) are responsible for preparing the Directors Report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors 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 the income and expenditure, of the charitable company for that period. In preparing these Financial Statements, the directors 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;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors 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. The directors 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.

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**DIRECTORS' REPORT (CONTINUED)**

**YEAR ENDED 31 MARCH 2012**

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**Auditors**

A resolution to re-appoint Williamson & Dunn as auditors for the ensuing year will be proposed at the annual general meeting.

**Small Company Provisions**

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:  
Johnstone House  
52-54 Rose Street  
Aberdeen  
AB10 1HA

Signed on behalf of the directors



Mrs M Banerjee  
Director

Approved by the directors on 28 December 2012

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF  
ABERDEEN INTERNATIONAL CENTRE**

**YEAR ENDED 31 MARCH 2012**

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We have audited the financial statements of Aberdeen International Centre for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Section 16 of the Companies Act 2006, and 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. Our audit work has been undertaken so that we might state to the members 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 charity, its members as a body 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**

The trustees' (who are also directors of the company for the purposes of company law) responsibilities for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Directors' Responsibilities.

We have been appointed auditors under section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and whether the information given in the Directors' Report is consistent with those financial statements.

We also report to you if, in our opinion, the charity has not kept proper accounting records, if the charity's financial statements are not in agreement with these accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read the Directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.



**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF  
ABERDEEN INTERNATIONAL CENTRE**

**YEAR ENDED 31 MARCH 2012**

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**Basis of audit opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion :

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of affairs of the charity as at 31 March 2012, and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006;
- the information given in the Directors' Report is consistent with the financial statements.

KATHLEEN KIRKLAND MA CA (Senior Statutory Auditor)

For and on behalf of

WILLIAMSON & DUNN

Chartered Accountants & Statutory Auditors

3 West Craibstone Street

Aberdeen

AB11 6YW

28 December 2012

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2012**

	Note	Unrestricted Funds £	Restricted Funds £	2012 Total Funds £	2011 Total Funds £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds:</b>					
Activities for generating funds:					
Other income		2,122	-	2,122	712
Bank interest receivable		6	-	6	10
<b>Incoming resources from charitable activities:</b>					
Service level agreements	2	-	24,200	24,200	22,405
		<u>2,128</u>	<u>24,200</u>	<u>26,328</u>	<u>23,127</u>
<b>Resources expended</b>					
Costs of generating funds	3	712	-	712	144
Charitable activities	3	-	34,602	34,602	29,491
Governance costs	3	-	1,740	1,740	1,740
		<u>712</u>	<u>36,342</u>	<u>37,054</u>	<u>31,375</u>
Net incoming (outgoing) resources	4	1,416	(12,142)	(10,726)	(8,248)
Resources before transfers					
Transfers between funds		<u>(11,412)</u>	<u>11,412</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(9,996)</u>	<u>(730)</u>	<u>(10,726)</u>	<u>(8,248)</u>
<b>RECONCILIATION OF FUNDS</b>					
TOTAL FUNDS BROUGHT FORWARD		<u>13,565</u>	<u>3,452</u>	<u>17,017</u>	<u>25,265</u>
TOTAL FUNDS CARRIED FORWARD		<u>3,569</u>	<u>2,722</u>	<u>6,291</u>	<u>17,017</u>

The notes on pages 10 to 15 form part of these financial statements.

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**


**BALANCE SHEET**

**31 MARCH 2012**

	Note	2012 £	£	2011 £
<b>FIXED ASSETS</b>				
Tangible Assets	6	<u>2,208</u>		<u>2,760</u>
<b>CURRENT ASSETS</b>				
Debtors		350	1,877	
Cash at bank and in hand		<u>13,671</u>	<u>20,128</u>	
		14,021	22,005	
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>(9,938)</u>	<u>(7,748)</u>	
<b>NET CURRENT ASSETS</b>		<u>4,083</u>		<u>14,257</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>6,291</u>		<u>17,017</u>
<b>RESERVES</b>				
Income and expenditure account				
Unrestricted funds		3,569		13,565
Restricted funds	10	<u>2,722</u>		<u>3,452</u>
<b>SURPLUS FUNDS</b>	9	<u>6,291</u>		<u>17,017</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors on the 28 December 2012 are signed on their behalf by:



MRS M BANERJEE  
Director

Company Registration Number : SC271859

The notes on pages 10 to 15 form part of these financial statements.

# **ABERDEEN INTERNATIONAL CENTRE COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

---

### **1 ACCOUNTING POLICIES**

#### **Status of company**

Aberdeen International Centre is a company limited by guarantee of its members and does not have a share capital. Each member has undertaken to contribute an amount not exceeding one pound towards any deficit arising in the event of the company being wound up.

#### **Basis of accounting**

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

#### **Incoming resources**

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty. Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

#### **Resources expended**

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value over the useful economic life of asset as follows:

Equipment	- 20% Reducing Balance
Computer Equipment	- 20% Reducing Balance

#### **Fixed assets**

All fixed assets are initially recorded at cost.

#### **Unrestricted funds**

Unrestricted funds are expendable at the discretion of the Committee in furtherance of the objects of Aberdeen International Centre.

Transfers made from unrestricted funds to cover deficits in restricted funds are approved by the directors.

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**1 ACCOUNTING POLICIES (continued)**

**Restricted funds**

Restricted funds are subject to specific trusts, which may be declared by the donor or with their authority.

**Operating lease agreements**

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

**2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Aberdeen City Council – Race Equality Scheme	19,000	19,000
Aberdeen City Council – English Class Project	4,300	3,405
Aberdeen City Council – Aberdeen Ethnic Minority Youth Programme	900	-
	<u>24,200</u>	<u>22,405</u>

**3 RESOURCES EXPENDED**

**Costs of generating income**

General expenses	85	144
EDEXCEL costs	627	-
	<u>712</u>	<u>144</u>

**Charitable activities**

Staff costs	7,669	7,746
Consultancy fees	-	300
Rent	10,837	10,535
Insurance	831	849
Repairs and maintenance	675	919
Service charge	3,004	2,971
Telephone	1,345	2,924
Printing, stationery and postage	314	378
Volunteer and committee expenses	48	229
Teacher costs	5,685	937
General expenses	3,374	822
Legal and professional fees	209	191
Advertising	59	-
Dépreciation	552	690
	<u>34,602</u>	<u>29,491</u>

**Governance costs**

Auditor's/Accountants remuneration	<u>1,740</u>	<u>1,740</u>
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**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**4 NET INCOMING/(OUTGOING) RESOURCES FOR THE PERIOD**

(a) This is stated after charging:

	2012	2011
	£	£
Directors' emoluments	-	-
Indemnity insurance	247	299
Auditors' fees		
- as auditors	1,740	1,740
Operating lease costs:		
Land and buildings	<u>10,837</u>	<u>10,535</u>

**5 STAFF NUMBERS AND COSTS**

	£	£
Salaries	7,669	7,740
Social security costs	-	6
Pension costs	-	-
	<u>7,669</u>	<u>7,746</u>

No employee received emoluments of more than £60,000.

	No.	No.
The average weekly number of employees was:		
Development worker	1	1
Support worker	1	1
Admin officer	2	1
	<u>4</u>	<u>3</u>

Committee remuneration and expenses:

	£	£
Travel expenses re-imbursed	139	601
Postage and sundries re-imbursed	-	-
	<u>139</u>	<u>601</u>

Expenses were reimbursed to 2 directors.

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**6 TANGIBLE FIXED ASSETS**

	Computer Equipment	Equipment	TOTAL
	£	£	£
<b>COST</b>			
At 1 April 2011	3,188	1,562	4,750
Additions	-	-	-
Disposals	-	-	-
<b>At 31 March 2012</b>	<u>3,188</u>	<u>1,562</u>	<u>4,750</u>
<b>DEPRECIATION</b>			
At 1 April 2011	1,353	637	1,990
Charge for year	367	185	552
On disposals	-	-	-
<b>At 31 March 2012</b>	<u>1,720</u>	<u>822</u>	<u>2,542</u>
<b>NET BOOK VALUE</b>			
<b>At 31 March 2012</b>	<u>1,468</u>	<u>740</u>	<u>2,208</u>
At 31 March 2011	<u>1,835</u>	<u>925</u>	<u>2,760</u>

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

	2012 £	2011 £
Other creditors	3,283	2,758
Accruals and deferred income	<u>6,655</u>	<u>4,990</u>
	<u>9,938</u>	<u>7,748</u>

**8 COMMITMENTS UNDER OPERATING LEASES**

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

	£	£
Operating leases which expire:		
Within 1 year	-	10,884
Within 2 to 5 years	<u>10,880</u>	<u>-</u>

**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

**9 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total £
Fund balances at 31 March 2012 are represented by:			
Fixed assets	-	2,208	2,208
Current assets	3,569	10,452	14,021
Current liabilities	-	(9,938)	(9,938)
	<u>3,569</u>	<u>2,722</u>	<u>6,291</u>

**10 RESTRICTED FUNDS**

	At 31 March 2011 £	Incoming Resources £	Resources Expended £	Transfers	At 31 March 2012 £
ACC – English Class Project	3,452	4,300	(5,930)	-	1,822
ACC – Race Equality Scheme	-	19,000	(30,412)	11,412	-
ACC – Aberdeen Ethnic Minority Youth Program	-	900	-	-	900
	<u>3,452</u>	<u>24,200</u>	<u>(36,342)</u>	<u>11,412</u>	<u>2,722</u>

**Purposes of restricted funds**

**English Class Project (ESOL)** - funded by Aberdeen City Council to finance English classes to non native speakers to enhance employment prospects and integration to the local community.

**Race Equality Scheme** - funded by Aberdeen City Council to promote and support racial equality projects and the interests of ethnic minorities in the local community.

**Aberdeen Ethnic Minority Youth Program** – funded by Aberdeen City Council to finance presentation workshops for youths aged 12-16 to improve their presentation skills and increase self confidence.



**ABERDEEN INTERNATIONAL CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2012**

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**11 RELATED PARTY TRANSACTIONS**

No transactions with related parties were undertaken as are required to be disclosed under the Financial Reporting Standard for Smaller Entities.

**12 COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee not exceeding £1 per member. At 31 March 2012 there were 5 (2011 – 5) members.