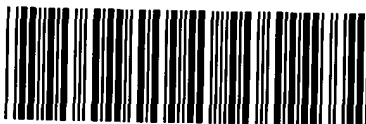


REGISTERED COMPANY NUMBER: SC303566 (Scotland)
REGISTERED CHARITY NUMBER: SC039457

The Big Space-Melrose Ltd
Report of the Trustees and
Financial Statements for the Year Ended 30 June 2015

Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

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The Big Space-Melrose Ltd
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for the Year Ended 30 June 2015

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The Big Space-Melrose Ltd

Report of the Trustees for the Year Ended 30 June 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC303566 (Scotland)

Registered Charity number

SC039457

Registered office

Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

Trustees

Mrs R A Stone
Mrs J Roberts
Mrs K M Wright

Independent examiner

Sheila Robertson
Chartered Accountant (ICAS)
Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Big Space Melrose Ltd is a charitable company limited by guarantee incorporated on 17th June 2006 (Co. No. SC303566) and is governed by a Memorandum and Articles of Association. It is a registered Scottish charity (No. 039457).

The Big Space-Melrose Ltd

Report of the Trustees for the Year Ended 30 June 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Big Space is a non-profit-making registered charity, set up and run by a voluntary Management Committee. The Big Space employs a Business manager and qualified childcare practitioners and support workers. Our manager reports directly to our chairperson, who in turn consults the other committee members at regular meetings.

Employment vacancies are advertised locally. Staff and volunteers are selected with a range of qualifications, skills and experience relevant to the clubs Aims and Objectives. Successful applicants then have a formal induction, and probationary period of three months.

Committee members and employees are appointed following reference and PVG checks and completion of a medical form. We advertise in the school newsletter that board meetings are open to all interested parties. Following application to join, potential members have an informal interview with members of the board.

Our committee appreciates the presence of a Melrose primary school teacher at our meetings. This fosters a close relationship between the club and our feeder school. The Head Teacher also offers advice to the committee and manager on matters of policy, and legislation.

Employees who have children attending sessions are allowed a 50% discount on session fees.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Charitable Purpose

- To promote the care and education of children in need of care during out of school hours and school holidays
- To promote the provision of facilities for the recreation and other leisure time occupation of such children in the interests of social welfare with the object of improving their conditions of life.
- To advance the education and training of persons providing such care and education recreational facilities.

Activities

The aim of The Big Space is to provide out of school and holiday care to children from Melrose Primary School, aged 4 to 12. We offer the children a safe and happy environment in which to relax and play, or do homework.

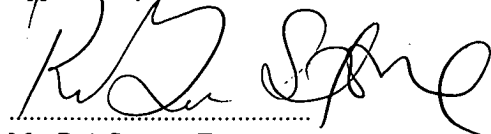
We also enjoy outdoor activities, and are looking forward to developing our own 'allotment' in the new school garden. These activities take into account the age, developmental needs, and pattern of attendance of the children. Children are regularly involved in planning activities, and healthy choice snack menus. We are a small club, and as such our staff and children have developed as a happy, close group.

FINANCIAL REVIEW

For the financial year to 30th June 2015, The Big Space has been mainly funded from fee income. Fee income increased by £16,393 compared to the previous year and the charity made a gain for the year of £9,289 (2014 - gain £4,530). Overhead costs were closely monitored and the Trustees will continue to ensure that costs are controlled in line with the income generated as far as possible.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 30/9/15 and signed on its behalf by:



Mrs R A Stone - Trustee

**Independent Examiner's Report to the Trustees of
The Big Space-Melrose Ltd**

I report on the accounts for the year ended 30 June 2015 set out on pages four to nine.

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. The charity's 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 by the accounts.

Independent examiner's statement

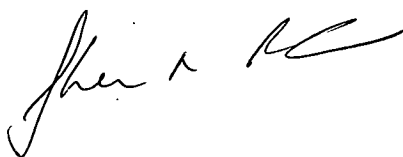
In connection with my examination, no matter has come to my attention:

- (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 to comply with Regulation 8 of the 2006 Accounts Regulations

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.

Sheila Robertson
Chartered Accountant (ICAS)
Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE



Date: 22/9/15

The Big Space-Melrose Ltd

**Statement of Financial Activities
for the Year Ended 30 June 2015**

	Notes	Unrestricted fund £	Restricted fund £	30.6.15 Total funds £	30.6.14 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		51,039	1,555	52,594	37,055
Activities for generating funds	2	71	-	71	-
Total incoming resources		51,110	1,555	52,665	37,055
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		41,712	570	42,282	31,271
Governance costs		1,094	-	1,094	1,254
Total resources expended		42,806	570	43,376	32,525
NET INCOMING RESOURCES		8,304	985	9,289	4,530
RECONCILIATION OF FUNDS					
Total funds brought forward		10,994	-	10,994	6,464
TOTAL FUNDS CARRIED FORWARD		19,298	985	20,283	10,994

The notes form part of these financial statements

The Big Space-Melrose Ltd

**Balance Sheet
At 30 June 2015**

	Notes	Unrestricted fund £	Restricted fund £	30.6.15 Total funds £	30.6.14 Total funds £
FIXED ASSETS					
Tangible assets	6	1,668	-	1,668	471
CURRENT ASSETS					
Debtors	7	6,882	-	6,882	4,552
Cash at bank and in hand		12,948	985	13,933	6,719
		<u>19,830</u>	<u>985</u>	<u>20,815</u>	<u>11,271</u>
CREDITORS					
Amounts falling due within one year	8	(2,200)	-	(2,200)	(748)
NET CURRENT ASSETS		<u>17,630</u>	<u>985</u>	<u>18,615</u>	<u>10,523</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>19,298</u>	<u>985</u>	<u>20,283</u>	<u>10,994</u>
NET ASSETS		<u><u>19,298</u></u>	<u><u>985</u></u>	<u><u>20,283</u></u>	<u><u>10,994</u></u>
FUNDS	9				
Unrestricted funds				19,298	10,994
Restricted funds				985	-
TOTAL FUNDS				<u><u>20,283</u></u>	<u><u>10,994</u></u>

The notes form part of these financial statements

The Big Space-Melrose Ltd

**Balance Sheet - continued
At 30 June 2015**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2015.

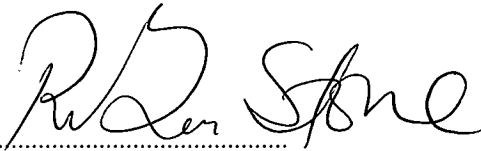
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 June 2015 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

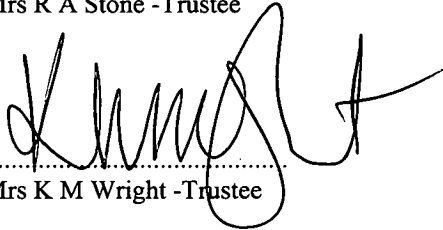
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 30/9/15 and were signed on its behalf by:



Mrs R A Stone -Trustee



Mrs K M Wright -Trustee

The Big Space-Melrose Ltd

Notes to the Financial Statements for the Year Ended 30 June 2015

1. ACCOUNTING POLICIES

Accounting convention

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 the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Plant and machinery	- 20% on cost
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. ACTIVITIES FOR GENERATING FUNDS

	30.6.15	30.6.14
	£	£
Fundraising events	71	-
	<u> </u>	<u> </u>

3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	30.6.15	30.6.14
	£	£
Depreciation - owned assets	377	197
	<u> </u>	<u> </u>

The Big Space-Melrose Ltd

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2015**

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2015 nor for the year ended 30 June 2014.

As disclosed in the Trustees report, any Trustees who have children attending sessions pay fees at the same rate as other parents and guardians.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2015 nor for the year ended 30 June 2014.

5. STAFF COSTS

	30.6.15	30.6.14
	£	£
Wages and salaries	35,881	27,251
Social security costs	1,338	520
	<u>37,219</u>	<u>27,771</u>

The average monthly number of employees during the year was as follows:

	30.6.15	30.6.14
Staff	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1 July 2014	2,936	1,000	3,936
Additions	<u>1,174</u>	<u>400</u>	<u>1,574</u>
At 30 June 2015	<u>4,110</u>	<u>1,400</u>	<u>5,510</u>
DEPRECIATION			
At 1 July 2014	2,465	1,000	3,465
Charge for year	<u>311</u>	<u>66</u>	<u>377</u>
At 30 June 2015	<u>2,776</u>	<u>1,066</u>	<u>3,842</u>
NET BOOK VALUE			
At 30 June 2015	<u>1,334</u>	<u>334</u>	<u>1,668</u>
At 30 June 2014	<u>471</u>	<u>-</u>	<u>471</u>

The Big Space-Melrose Ltd

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2015**

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.15	30.6.14
	£	£
Trade debtors	6,697	4,339
Other debtors	185	213
	<u>6,882</u>	<u>4,552</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.15	30.6.14
	£	£
Trade creditors	118	66
Taxation and social security	236	250
Other creditors	1,846	432
	<u>2,200</u>	<u>748</u>

9. MOVEMENT IN FUNDS

	At 1.7.14	Net movement in funds	At 30.6.15
	£	£	£
Unrestricted funds			
General fund	10,994	8,304	19,298
Restricted funds			
Awards For All	-	985	985
TOTAL FUNDS	<u>10,994</u>	<u>9,289</u>	<u>20,283</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	51,110	(42,806)	8,304
Restricted funds			
Awards For All	1,555	(570)	985
TOTAL FUNDS	<u>52,665</u>	<u>(43,376)</u>	<u>9,289</u>

10. RELATED PARTY DISCLOSURES

During the year the charity employed Rufus Stone, husband of the club's treasurer Rebecca Stone. Payroll is prepared by an agent and all employees are paid monthly using online banking payment system.

The Big Space-Melrose Ltd

**Detailed Statement of Financial Activities
for the Year Ended 30 June 2015**

	30.6.15 £	30.6.14 £
INCOMING RESOURCES		
Voluntary income		
Grants	3,808	-
Admissions	47,618	31,225
SMP recovered	-	5,688
Online incentive	1,168	142
	<hr/>	<hr/>
	52,594	37,055
Activities for generating funds		
Fundraising events	71	-
	<hr/>	<hr/>
Total incoming resources	52,665	37,055
RESOURCES EXPENDED		
Costs of generating voluntary income		
Wages	35,881	27,251
Social security	1,338	520
Purchases	3,946	2,021
Insurance	137	400
Telephone	60	60
Postage and stationery	251	192
Uniforms	-	37
Website set-up and maintenance	125	400
Training	18	-
Cleaning	38	114
Late payment interest	-	79
Maintenance	111	-
Plant and machinery	311	197
Computer equipment	66	-
	<hr/>	<hr/>
	42,282	31,271
Governance costs		
Accountancy and payroll	892	950
Legal fees	196	255
	<hr/>	<hr/>
	1,088	1,205
Support costs		
Finance		
Bank charges	6	49
	<hr/>	<hr/>
Total resources expended	43,376	32,525
	<hr/>	<hr/>
Net income	<u>9,289</u>	<u>4,530</u>

This page does not form part of the statutory financial statements