

SCOTTISH BUSINESS IN THE COMMUNITY
(A company limited by guarantee)

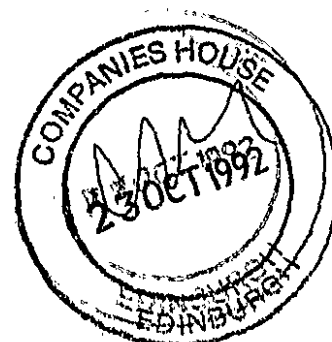
Annual report
for the year ended 31 May 1992

Registered No: SC 80355

SCOTTISH BUSINESS IN THE COMMUNITY
(A company limited by guarantee)

Annual report
for the year ended 31 May 1992

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SCOTTISH BUSINESS IN THE COMMUNITY**Directors and advisors****Executive directors**

T Farmer (Chairman)
M Bett
G C Borthwick
C Christie
Sir Gerald Elliot
Sir Charles Fraser
Sir Russell Hillhouse
Cllr G Hood
D Logan
B Sealey (Vice-Chairman)
T Slater

**Secretary
and registered office**

J Hay
Romano House
43 Station Road
Edinburgh
EH12 7AF

Auditors

Coopers & Lybrand
Erskine House
68-73 Queen Street
Edinburgh
EH2 4NH

Solicitors

W&J Burness
16 Hope Street
Edinburgh
EH2 4DB

Bankers

Bank of Scotland
145 St. Johns' Road
Edinburgh
EH12 7SE

SCOTTISH BUSINESS IN THE COMMUNITY

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Report of the directors for the year ended 31 May 1992

The directors present herewith their report and the audited financial statements for the year ended 31 May 1992.

Review of activities

The income and expenditure account for the year is set out on page 5. A full description of activities is contained within the Review.

The liability of each of the guarantors in the event of a winding up is limited to £5. At 31 May 1992 there were 12 guarantors in the register of members.

Directors

At the company's Annual General Meeting held on 5 December 1990 a special resolution was carried amending the Articles of Association of the company to allow the appointment of 15 directors, in place of the former 115, to be known as the Board. The members of the company would comprise the former Governing Council. This change was undertaken to facilitate the production of the Annual Return.

The following were the directors of the company in the year to 31 May 1992:

Tom Farmer	(Chairman)
Mike Bett	
George C Borthwick	
Campbell Christie	
Sir Gerald Elliot	
Sir Charles Fraser	
David Harding	(Resigned 1/4/92)
Sir Russell Hillhouse	
Cllr George Hood	
Barry Sealey	(Vice-Chairman)
Trevor Slater	
* David Logan	

* newly appointed 25 November 1991

In accordance with the companies Articles of Association, one third of the directors retired. These were:

Mike Bett
George C Borthwick
Campbell Christie
Sir Gerald Elliot

All were re-elected.

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Report of the directors
for the year ended 31 May 1992 (continued)

Changes in fixed assets

5 The movements in fixed assets during the year are set out in note 6 to the accounts.

Auditors

6 A resolution to reappoint Coopers & Lybrand, will be proposed at the annual general meeting. Until 1 June 1992 the firm practised in the name of Coopers & Lybrand Deloitte.

By order of the board

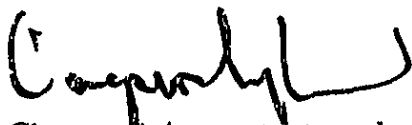


Secretary
Edinburgh,

Report of the auditor to the members of
SCOTTISH BUSINESS IN THE COMMUNITY
(A company limited by guarantee)

We have audited the financial statements set out on pages 5 to 10 in accordance with Auditing Standards.

In our opinion, the financial statements give a true and fair view of the state of affairs of Scottish Business in the Community at 31 May 1992 and of its results for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Chartered Accountants and
Registered Auditor
Edinburgh,

21 September 1992

SCOTTISH BUSINESS IN THE COMMUNITY
(A company limited by guarantee)

Income and expenditure account
for the year ended 31 May 1992

	Notes	Year to 31 May 1992 £	Year to 31 May 1991 £
Income			
Subscriptions	2	153,667	138,500
Sponsorship		85,356	117,362
Quality manuals		750	34,590
Bank deposit interest gross (1991: Net)		4,861	6,573
Tax repayment		6,424	-
		<u>251,058</u>	<u>297,025</u>
Change in stock		(12,400)	12,400
		<u>238,658</u>	<u>309,425</u>
Expenditure			
Promotional activities		15,344	114,749
Salaries		98,902	74,403
Pension contributions		9,472	3,749
Rent		16,160	11,000
Travel and subsistence		25,531	22,002
Telephone		5,823	4,383
Postage and stationery		11,723	14,797
Publications and newspapers		1,661	1,462
Office service costs		5,417	14,723
Sundry office and administration expenses		3,513	2,225
Depreciation		7,504	6,768
Scottish Corps of Retired Executives		15,777	11,027
Enterprise development		2,258	6,354
Urban renewal		14,478	24,357
Quality programme		1,841	69,283
Internal training		1,002	3,415
Bad debts		3,894	-
Environmental projects		19,025	-
		<u>269,325</u>	<u>384,697</u>
Less: Contribution from Livewire		(3,708)	(1,816)
Contribution from ARC		(5,000)	-
		<u>260,617</u>	<u>382,881</u>
Deficit for the year	4	<u>(21,959)</u>	<u>(73,456)</u>
Statement of accumulated deficit			
Accumulated (deficit)/surplus at 31 May 1991		(13,287)	60,169
Deficit for the year		(21,959)	(73,456)
Accumulated deficit at 31 May 1992		<u>(35,246)</u>	<u>(13,287)</u>

SCOTTISH BUSINESS IN THE COMMUNITY
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Balance sheet - 31 May 1992

	Notes	1992 £	1991 £
Fixed assets			
Tangible assets	6	<u>20,847</u>	<u>24,843</u>
Current assets			
Debtors	7	3,819	75,377
Cash at bank and in hand	8	158,456	78,155
Stock	9	-	12,400
		<u>162,275</u>	<u>165,932</u>
Creditors - amounts falling due within one year	10	<u>46,910</u>	<u>81,648</u>
Net current assets		<u>115,365</u>	<u>84,284</u>
Total assets less current liabilities		<u>136,212</u>	<u>109,127</u>
Less: Non current liabilities			
Creditors: amounts falling due after more than one year	11	-	33
		<u>136,212</u>	<u>109,094</u>
Representing:-			
Accumulated deficit		(35,246)	(13,287)
Funds held for Enterprise Trusts	12	117,989	79,514
Funds held for the training of Enterprise Trust staff	13	31,287	19,221
Community Enterprise Fund	14	23,381	21,218
Education/business partnerships	15	2,385	2,428
Support for Young Enterprise Scotland		(3,584)	-
		<u>136,212</u>	<u>109,094</u>

The financial statements on pages 5 to 10 were approved by the board of directors on and were signed on its behalf by:

Director



17 September 1992

SCOTTISH BUSINESS IN THE COMMUNITY

(A company limited by guarantee)

Notes to the financial statements for the year ended 31 May 1992

1 The company does not seek to make a profit, nor can its achievements be measured by normal commercial criteria. In order that a true and fair view of its activities should be given in these accounts, the directors have set out on page 5 an Income and Expenditure Account which shows the results for the year, but in a format other than as prescribed in the Companies Act 1985. In the opinion of the directors this provides greater clarity on the nature of the company's activities, and discloses in sufficient detail information relating thereto, as required by the Companies Act 1985.

2 Principal accounting policies

The financial statements have been prepared in accordance with applicable Accounting Standards in the United Kingdom. As in previous years, the financial statements are prepared in accordance with the historical cost convention. A summary of the more important accounting policies of the company, which have been applied consistently, is set out below.

Subscriptions

Subscription income is taken into account in the period to which it relates but only to the extent that monies are actually received.

Expenditure

All operating expenditure, including costs of preparing and printing publications, is written off in the year in which it is incurred.

Income and expenditure arising from the management of specific projects on behalf of other agencies is excluded from the company's income and expenditure account.

Tangible fixed assets

Provision for depreciation is made so as to write-off the cost of fixed assets, which are stated at their purchase price, on a straight line basis over the expected useful economic life of the assets concerned. The principal rates used, which are consistent with those of the previous period, are:-

Office fittings	10%
Office equipment	20%
Motor vehicles	25%

Stock

Stocks are stated at the lower of cost and net realisable value.

SCOTTISH BUSINESS IN THE COMMUNITY
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Notes to the financial statements
for the year ended 31 May 1992 (continued)

2 Accounting policies (continued)

Cash flow statement

The company qualifies as a small company under the terms of section 247 of the Companies Act 1985. As a consequence it is exempt from the requirement to publish a cash flow statement.

3 Corporation tax

The company acquired charitable status with effect from 26 December 1988, and is therefore exempt from taxation under section 505, Income and Corporation Taxes Act 1988.

4 Deficit for the year

The directors and auditor have agreed to provide their services on an honorary basis. Accordingly, no directors' emoluments or auditor's remuneration have been charged in arriving at the deficit for the year.

5 Employee information

- (a) The average number of persons directly employed by the company is analysed below:-

1992	1991
£	£
11	10
==	==

- (b) Company employment costs:

	1992	1991
	£	£
Gross wages	109,977	96,892
Employer's national insurance contributions	13,932	9,529
Pension contributions	13,447	3,749
	<u>137,356</u>	<u>110,170</u>

- (c) In addition to the above, the company has received the services of eight executive staff seconded at no charge by their employers. Without this assistance, which is valued at £400,000 the company could not have carried out its operations. The company also received the services of three part time staff which is valued at £20,000 a year.

SCOTTISH BUSINESS IN THE COMMUNITY
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Notes to the financial statements
for the year ended 31 May 1992 (continued)

6 Fixed assets

	Office equipment £	Office fittings £	Motor vehicles £	Total £
Cost				
At 31 May 1991	21,316	23,327	11,000	55,643
Additions	2,699	808	-	3,507
	<u>24,015</u>	<u>24,135</u>	<u>11,000</u>	<u>59,150</u>
Depreciation				
At 31 May 1991	17,133	11,605	2,062	30,800
Charge for year	2,357	2,396	2,750	7,503
	<u>19,490</u>	<u>14,001</u>	<u>4,812</u>	<u>38,303</u>
Net book value				
At 31 May 1992	<u>4,525</u>	<u>10,134</u>	<u>6,188</u>	<u>20,847</u>
At 31 May 1991	<u>4,183</u>	<u>11,722</u>	<u>8,938</u>	<u>24,843</u>

7 Debtors

Amounts falling due within one year:-

	1992 £	1991 £
Sundry debtors	1,937	71,625
Prepayments and deferred expenditure	1,882	3,620
Interest receivable	-	132
	<u>3,819</u>	<u>75,377</u>

8 Cash at bank and in hand

Cash at bank includes the funds referred to in notes 12 to 15 below.

9 Stock

	1992 £	1991 £
Finished goods - Quality Manuals	<u>-</u>	<u>12,400</u>

SCOTTISH BUSINESS IN THE COMMUNITY
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Notes to the financial statements
for the year ended 31 May 1992 (continued)

10 Creditors

Amounts falling due within one year:-

	1992 £	1991 £
Sundry creditors	8,807	59,658
Accruals and deferred income	38,103	19,432
Corporation tax	-	2,558
	<u>46,910</u>	<u>81,648</u>

11 Amounts falling due after more than one year:-

	1992 £	1991 £
Corporation tax	-	33
	<u>-</u>	<u>33</u>

12 Funds held for Enterprise Trusts

These represent sums donated to the company, for distribution to local Enterprise Trusts, which have been allocated but not distributed.*

13 Funds held for training

These represent sums donated to the company, for the training of Enterprise Trust staff.*

14 Funds held for Community Enterprise

These represent sums donated to aid the financing of feasibility studies for community groups to develop enterprise projects*.

15 Education/Business Partnerships

This represents funds donated to the company for the purpose of assisting the promotion and development of Education/Business Partnerships*.

*All the above funds recognise receipts on a cash basis and may include donations in respect of more than one year.

SCOTTISH BUSINESS IN THE COMMUNITY
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**DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 MAY 1992**

SCOTTISH BUSINESS IN THE COMMUNITY

(A company limited by guarantee)

Income and expenditure account
for the year ended 31 May 1992

	1992	1991
	£	£
Income		
Subscriptions (note b)	153,667	138,500
Sponsorship	85,356	117,362
Quality manuals	750	34,590
Bank interest gross (1991: Net)	4,861	6,573
Tax repayment	6,424	-
	<u>251,058</u>	<u>297,025</u>
Change in stock	(12,400)	12,400
	<u>238,658</u>	<u>309,425</u>
Expenditure		
Promotional activities (note (a))	15,344	114,749
Travel and subsistence	25,531	22,002
Rent	16,160	11,000
Office service costs	15,417	14,723
Salaries	98,902	74,403
Pension contributions	9,472	3,749
Telephone charges	5,823	4,383
Publications and newspapers	1,661	1,462
Postage and stationery	11,723	14,797
Depreciation	7,504	6,768
Bad debts	3,894	-
Sundry and petty cash expenditure	3,513	2,225
Scottish Corps of Retired Executives	15,777	11,027
Enterprise development	2,258	6,354
Urban renewal	14,478	24,357
TQM programme	1,841	69,283
Internal training	1,002	3,415
Environmental projects	19,025	-
	<u>269,325</u>	<u>384,697</u>
Less: Contribution from Livewire	(3,703)	(1,816)
Contributions from ARC	(5,000)	-
	<u>260,617</u>	<u>382,881</u>
Deficit for the year	<u>(21,959)</u>	<u>(73,456)</u>

Note (a): During the year ended 31 May 1992, expenses were defrayed on Promotional Activities as follows:

	£	£
SBC Award expenditure	-	1,147
Professional fees	1,785	10,125
Printing	5,921	18,484
Conferences, AGM and Royal visits	7,638	84,993
	<u>15,344</u>	<u>114,749</u>

This statement does not form part of the audited accounts

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Note (b) Subscription income is drawn from the following companies:

Arjo Wiggins Fine Papers Ltd	KPMG Peat Marwick McLintock
Arthur Andersen & Co	Scottish Post Office Board
Argyll Group plc	Price Waterhouse
Bank of England	Prudential Corporation plc
Bank of Scotland	Robertson & Baxter Ltd
Barclays Bank plc	The Royal Bank of Scotland plc
Barratt Northern Ltd	Christian Salvesen plc
Ben Line Group Ltd	ScotRail
Boots Company plc	The Scotsman Publications Ltd
British Airways Scotland	Scottish Agricultural Colleges
British Alcan Aluminium plc	Scottish Amicable Life Assurance Society
British Coal Enterprise Scotland	Scottish Brewers Ltd
British Gas plc (Scotland)	Scottish Enterprise
The British Petroleum Company plc	Scottish Homes
British Steel (Industry) Ltd	Scottish Life Assurance Company
British Telecom	Scottish Mutual Assurance Society
The Burton Group plc	Scottish Power
Clydesdale Bank plc	Scottish Widows' Fund & Life Ass. Society
Coats Viyella plc	Shell U.K. Limited
Colonial Mutual Life Assurance Co	Sun Microsystems Scotland Ltd
Dawson International plc	Tarmac Construction Scotland
Eagle Star Group	D C Thomson & Co Ltd
Ernst & Young	Thorburn plc
Esso Petroleum Co Ltd	Tilbury Douglas plc
Ethicon Limited	Forte plc
James Finlay plc	TSB Bank Scotland plc
General Accident plc	United Biscuits plc
Grampian Holdings plc	United Distillers plc
Grand Metropolitan plc	The Weir Group plc
D M Hall & Sons plc	Willis Wrightson Scotland plc
Harper Collins Publishers Ltd	
The Highland Distilleries Co plc	
Highlands & Islands Enterprise	
IBM United Kingdom	
ICI plc	
ICL United Kingdom	
Johnston Press plc	
Kingfisher plc	
Kwik-fit Holdings plc	
Laing Scotland	
Marks & Spencer plc	
John Menzies plc	
National Westminster plc	
NFC plc	
George Outram & Co Ltd	

SCOTTISH BUSINESS IN THE COMMUNITY
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Distribution fund

	Notes	£
Balance at 31 May 1991		<u>79,514</u>
Contributions received		
Scottish Post Office Board		10,000
Bank of Scotland		14,975
Clydesdale Bank plc		13,500
The Royal Bank of Scotland plc		15,500
TSB Bank Scotland plc		15,500
BT		7,000
Sidlaw Group		500
		<u>76,975</u>
Distributions made		
Aberdeen Enterprise Trust		1,000
Ayr Locality Enterprise Resource Trust		1,000
Badenoch & Strathspey Development Trust		2,000
Banff and Buchan Enterprise Trust		1,000
Campbeltown & Kintyre Enterprise Trust		1,000
Clydebank Economic Development Company		1,000
Clydesdale Development Company		1,000
Cowal Enterprise Trust		1,000
Cumbernauld & Kilsyth Enterprise Trust		1,000
Cunmock & Dunoon Enterprise Trust		1,000
Dumbarton District Enterprise Trust		1,000
Dundee Enterprise Trust		500
East Kilbride Business Centre		1,000
Edinburgh Venture Enterprise Trust		1,000
Falkirk Enterprise Action Trust		1,000
Friends of Craigmillar		1,000
Glasgow Opportunities		2,000
Garnock Valley Development Executive		1,000
Gordon Enterprise Trust		1,000
Inverclyde Enterprise Trust		1,000
Kilmarnock Venture Trust		1,000
Kincardine & Deeside Enterprise Trust		2,000
Leith Enterprise Trust		2,000
Midlothian Campaign		1,000
Monklands Enterprise		1,000
Motherwell Enterprise Development Company		1,000
North East Fife Enterprise Trust		1,000
Carried forward distributions made		<u>30,500</u>

SCOTTISH BUSINESS IN THE COMMUNITY
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Distribution fund (continued)

	Notes	£
Brought forward distributions made		30,500
Perthshire Enterprise Company		1,000
South Fife Enterprise Trust		1,000
Strathkelvin Enterprise Trust		1,000
Wigtown Rural Development Company		5,000
		38,500
Balance at 31 May 1992		117,989

SCOTTISH BUSINESS IN THE COMMUNITY
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Training funds

	1992 £	1991 £
Balance at 31 May 1991	<u>19,221</u>	<u>26,038</u>
Contributions received		
Bank of Scotland	7,500	7,500
Clydesdale Bank plc	7,500	7,500
The Royal Bank of Scotland plc	7,500	7,500
TSB Scotland plc	7,500	7,500
Course fees	72,289	60,222
Scottish Enterprise	32,568	25,000
Department of Employment	6,996	-
	<u>141,853</u>	<u>115,222</u>
	161,074	141,260
Distributions made		
Basic training	44,410	58,690
Development training	40,340	27,860
Administration	24,653	21,614
Management education bursaries	2,631	2,657
Salaries	13,778	11,218
Pension	3,975	-
	<u>129,787</u>	<u>122,039</u>
Balance at 31 May 1992	<u><u>31,287</u></u>	<u><u>19,221</u></u>

Community Enterprise Fund

	1992 £	1991 £
Balance at 31 May 1991	<u>21,218</u>	<u>25,049</u>
Contributions received		
Scottish Enterprise	10,000	-
	<u>10,000</u>	<u>-</u>
	31,218	25,049
Expenses		
Grants	7,837	3,831
Balance at 31 May 1992	<u><u>23,381</u></u>	<u><u>21,218</u></u>

This statement does not form part of the audited accounts

SCOTTISH BUSINESS IN THE COMMUNITY
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Education/Business Partnerships

	1992 £	1991 £
Balance at 31 May 1991	2,428	7,899
Contributions received		
Bank of Scotland	-	5,722
Business in the Community	-	5,714
J & B Scotland	-	1,600
Training Agency	-	31,277
Scottish Enterprise	23,991	-
	<u>23,991</u>	<u>44,313</u>
	26,419	52,212
Expenses		
Salaries	11,338	20,800
Conference costs	10,951	27,359
Sundry	1,745	1,625
	<u>24,034</u>	<u>49,784</u>
Balance at 31 May 1992	<u>2,385</u>	<u>2,428</u>