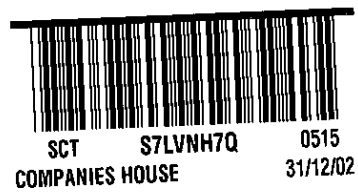


**Dundee Cyrenians
Company Limited by Guarantee**

**Management committee's report and accounts
for the year ended 31 March 2002**

SC 97367



Dundee Cyrenians
Company Limited by Guarantee

Contents

	Page
Company information	1
Report of the management committee	2 – 4
Statement of management committee's responsibilities	5
Independent auditors' report	6
Income and expenditure account	7
Balance sheet	8
Statement of financial activities	9
Notes to the accounts	10 - 16

Dundee Cyrenians
Company Limited by Guarantee

Company information

Management committee	Elaine Booth Michael Burns Robert Campbell Ivan Carnegie Alasdair Macqueen Dominic McBennett Geoffrey Miller Lindsay Ross
Secretaries	Thorntons WS 50 Castle Street Dundee DD1 3RU
Auditors	Henderson Loggie Chartered Accountants Royal Exchange Panmure Street Dundee DD1 1DZ
Solicitors	Thorntons WS 50 Castle Street Dundee DD1 3RU
Bankers	Royal Bank of Scotland plc 3 High Street Dundee DD1 9LY
Registered office	50 Castle Street Dundee DD1 3RU
Company number	097367
Charity number	SC014961

Dundee Cyrenians
Company Limited by Guarantee

Report of the management committee

The management committee has pleasure in presenting its report and accounts for the year ended 31 March 2002.

The company information set out on page 1 forms part of this report. The accounts comply with current statutory requirements, the Memorandum and Articles of Association of the company and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Constitution and objects

Dundee Cyrenians is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. Company No SC097367, Charity No SC014961.

The principal objects of the company are:

- To promote the health and welfare and to advance the education and skills of the inhabitants of Dundee and surrounding areas by whatever means may be deemed appropriate and, without prejudice to the foregoing generality, to promote the relief of hardship and distress, with distinction as to race, age, sex or political or religious beliefs.
- to take over, promote, provide for and operate such accommodation and other facilities as may be deemed necessary or appropriate for the relief or assistance of the single homeless in Dundee and the surrounding areas.
- to advise on, promote, encourage or assist in the provision of or research into the health, welfare, social and charitable needs of the inhabitants of Dundee and the surrounding areas and to increase the awareness of the public in respect of all such matters.

Results for the year

The surplus for the year amounted to £211,700 (2001 – £118,843) and the directors recommend that this be transferred to reserves.

Review of the activities and future developments

Once again this has been a busy year with a lot happening. The beginning of the year saw the opening of our new building in Brewery Lane. This new facility allows twenty individuals to be worked with on active resettlement programmes in a purpose built environment, an exciting development in the provision of services for homeless people in Dundee. This also means that we are now able to accommodate and support some 67 individuals in our own projects. As well as this the activities of our Outreach and Resettlement project mean that we are in contact with and actively helping many more. In October of this year we also successfully opened our FareShare Project depot in Dundee. This is a scheme, which redistributes excess fresh food products from supermarkets to homeless projects. Its aim is to improve the diet of those individuals who are vulnerable to disease because of their poor diet as well as give them opportunities to volunteer in a sheltered work environment. Since its opening it has delivered over 8 tonnes of food to some 18 projects contributing towards over 25,000 meals. As well as this we were able to start working with Cranston Drug Services and the Scottish Prison Service with the launch of our Transitional Care Project. This project assists short term and remand prisoners with their transition from prison back into the community and has proved very successful.

**Dundee Cyrenians
Company Limited by Guarantee**

Report of the management committee (continued)

Financially this has been another good year as you will see from the surplus shown. Government policy has changed and our accommodation projects are now funded under the new scheme called Supporting People. This has allowed us to improve our reserves and make our financial foundation stronger to secure our future in the long term. The generous donations of our supporters also enabled us to start the Fareshare Project, which is now doing so well and become a valuable resource not only to Cyrenians but also to all the other homeless providers in Dundee and the surrounding area.

As always it has been an exciting and challenging year with new growth enabling us to increase the services we are able to provide to our clients and we look forward to the next year with great enthusiasm.

Management committee

The members of the management committee at the date of this report are as shown on page 1.

The members of the management committee of the company who served during the year were as follows:

Greg Brown (resigned 31 March 2002)
George Allen (resigned 25 March 2002)
Dr William Dorward (resigned 11 December 2001)
Elaine Booth
Kenneth McKay (resigned 31 March 2002)
James McGuire (resigned 27 August 2001)
Helen Duncan (retired 27 August 2001)
Alasdair Macqueen
Flora Kisson (resigned 20 May 2002)
Dominic McBennett
Geoffrey Miller
Patricia Ellis (resigned 28 January 2002)
Ivan Carnegie (appointed 27 August 2001)
Michael Burns (appointed 28 January 2002)
Robert Campbell (appointed 28 January 2002)
Lindsay Ross (appointed 5 August 2002)

In accordance with the company's Articles of Association, Elaine Booth and Alasdair Macqueen retire by rotation and, being eligible, offer themselves for re-election.

Michael Burns, Robert Campbell and Lindsay Ross were appointed since the last AGM and in accordance with the company's Articles of Association are both required to retire and, being eligible, offer themselves for re-election.

The members of the management committee are directors under the terms of the Companies Act 1985.

**Dundee Cyrenians
Company Limited by Guarantee**

Report of the management committee (continued)

Organisation

The management committee are responsible for setting the strategic direction of the company.

The day-to-day management and operation of the company is the responsibility of the Chief Executive, Simon Laidlaw. He is assisted in this role by a management team comprising: Support Services Manager, Pat Johnstone, Project Manager - Seagate, Bryan Smith, Project Manager - Soapwork Lane, Colin Paton, Project Manager - Brewery Lane, Richard Howat and Project Manager - Outreach and resettlement Gary Butler.

Risk management

A risk assessment has been carried out in relation to the strategic, operational and financial risks which the charity faces and systems have been established to enable regular reports to be produced so that any necessary steps can be taken to lessen these risks.

Reserves policy

The management committee has established a policy whereby the unrestricted funds not committed ('the free reserves') held by the charity should be 3 months of the resources expended. At this level, management committee feels that it would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

Auditors

In accordance with Section 385 of the Companies Act 1985, a resolution proposing the re-appointment of Henderson Loggie, Chartered Accountants, as auditors of the company will be put to the annual general meeting.

This report was approved by the management committee on 25 November 2002.

Signed on behalf of the management committee



Thorntons WS
Secretaries

**Dundee Cyrenians
Company Limited by Guarantee**

Statement of the management committee's responsibilities

Company law requires the management committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those accounts, the management committee is 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 accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The management committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Dundee Cyrenians
Company Limited by Guarantee**

Independent auditors' report to the members of Dundee Cyrenians

We have audited the accounts of Dundee Cyrenians for the year ended 31 March 2002 on pages 7 to 16. These accounts have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of directors and auditors

As described in the statement of management committee's responsibilities the company's management committee is responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the management committee's report is not consistent with the accounts, if the company has not kept proper 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 company is not disclosed.

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

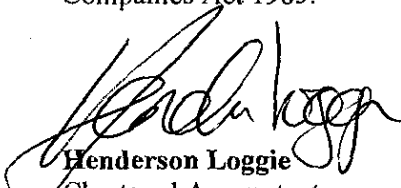
Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company'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 accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Henderson Loggie
Chartered Accountants
Registered Auditors
Dundee

25 November 2002

Dundee Cyrenians
Company Limited by Guarantee

Income and expenditure account for the year ended 31 March 2002

	Notes	£	2002 £	£	2001 £
Operating income	3		1,466,836		1,239,740
Operating costs					
Staff costs	4	877,964		795,000	
Other operating charges		390,067		331,174	
			1,268,031		1,126,174
Operating surplus			198,805		113,566
Other income	7		12,895		5,277
Surplus on ordinary activities			211,700		118,843

There were no recognised gains or losses other than those shown in the income and expenditure account.

The notes on pages 10 to 16 form part of these accounts.

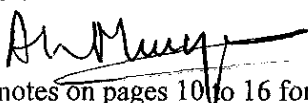
Dundee Cyrenians
Company Limited by Guarantee

Balance sheet as at 31 March 2002

	Notes	£	2002 £	As reclassified 2001 £
Fixed assets	8		28,080	-
Current assets				
Debtors	9	63,952		47,317
Cash at bank and in hand		639,320		374,060
		<u>703,272</u>		<u>421,377</u>
Liabilities				
Amounts falling due within one year	10	223,709		162,434
Net current assets			479,563	258,943
Net assets			<u>507,643</u>	<u>258,943</u>
Funds				
<i>Unrestricted</i>	11		175,127	77,269
<i>Unrestricted designated</i>	12		199,806	135,300
<i>Restricted</i>	13		132,710	46,374
			<u>507,643</u>	<u>258,943</u>

Approved by the management committee on 25 November 2002 and signed on its behalf by

A Macqueen
 Director



The notes on pages 10 to 16 form part of these accounts.

Dundee Cyrenians
Company Limited by Guarantee

Statement of financial activities for the year ended 31 March 2002

	Notes	Restricted Funds 2002 £	Unrestricted Funds 2002 £	Unrestricted Funds Designated 2002 £	Total Funds 2002 £	As reclassified Total Funds 2001 £
Incoming resources	3	697,875	818,856	-	1,516,731	1,245,017
Charitable expenditure						
Cost of operations	5	528,008	635,966	9,994	1,173,968	1,052,479
Managing and administering the charity	6	81,737	12,326	-	94,063	73,695
Total resources expended		609,745	648,292	9,994	1,268,031	1,126,174
Net incoming resources before transfers		88,130	170,564	(9,994)	248,700	118,843
Transfers between funds		(1,794)	(72,706)	74,500	-	-
Net incoming resources for the year		86,336	97,858	64,506	248,700	118,843
Balances brought forward at 1 April 2001		46,374	77,269	135,300	258,943	133,470
Receipt from local authority towards previous year deficit	11	-	-	-	-	6,630
Balances carried forward at 31 March 2002	11,12, 13	132,710	175,127	199,806	507,643	258,943

1 Status of company and liability of members

On the winding up of the company every member has undertaken to contribute to the assets of the company for the payment of the debts and liabilities and of the cost of winding up of the company, such amount as may be required not exceeding one pound. If the winding up occurs within one year of a member ceasing to be a member then the above applies for debts and liabilities of the company contracted for before he ceased to be a member.

2 Accounting policies

Basis of accounting

The accounts are prepared under the historical cost convention and include the results of the company's operations as indicated in the report of the management committee, all of which are continuing. The accounts incorporate the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. Comparative figures in the balance sheet and the statement of financial activities (SOFA) have been reclassified to ensure comparability with the current period.

The following is a summary of the significant accounting policies adopted by the company in the preparation of the accounts.

Cashflow

The accounts do not include a cashflow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

Funds

With the adoption of the SORP all income and expenditure is dealt with through the Income and Expenditure Account. In the Statement of Financial Activities funds are now classified as either restricted funds or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific purposes, which may be declared by the donor or with their authority (eg. by the restrictive wording of an appeal).

Unrestricted funds are expendable at the discretion of the Board in furtherance of the objects of Dundee Cyrenians and which have not been designated for other purposes.

Unrestricted designated funds comprise unrestricted funds that have been set aside by the management committee for particular purposes.

A transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

**Dundee Cyrenians
Company Limited by Guarantee**

Notes to the accounts (continued)

2 Accounting policies (continued)

Resources expended

Resources expended are included in the accounts on an accruals basis.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of staff time spent on these activities within the company's whole operation.

Incoming resources

All incoming resources are included in the SOFA when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Pension contributions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £62,643 (2001 - £59,574). At 31 March 2002 there was an outstanding amount of £18,431 (2001 - £37,502).

Taxation

The company has been recognised by the Inland Revenue as a charity and therefore no taxation charge has been applied.

Depreciation of tangible fixed assets

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

Vehicles	-	25% straight line
Plant and machinery	-	25% straight line

Grants

Government grants in respect of capital expenditure are credited to the income and expenditure account over the estimated useful life of the relevant fixed assets. The grants shown in the balance sheet represent the total grants receivable to date less the amount so far credited to the income and expenditure account.

Government and other grants towards revenue expenditure are credited to revenue in the year to which they relate.

In previous years the policy was as below:

The company received funding from national and local government bodies. This funding is based on budgets each year which include all expenditure of the company both capital and revenue. This funding is shown as part of the company's income for the year and therefore, to match the relative expenditure against the income, any capital expenditure covered by this funding is shown as expenditure in the profit and loss account. This has the effect of writing off capital expenditure as it is incurred.

Dundee Cyrenians
Company Limited by Guarantee

Notes to the accounts (continued)

3 Operating income / incoming resources

	Restricted £	Unrestricted £	Total 2002 £	As reclassified 2001 £
Activities in furtherance of charity's objectives:				
Scottish Office / DCC Grant	68,088	-	68,088	191,484
DSS	137,222	32,727	169,949	195,424
Local authority grant	102,742	123,405	226,147	189,674
Local authority – housing benefit	67,341	448,653	515,994	367,671
SNAP grant	-	102,667	102,667	103,033
Tayside Health Board Grant	17,500	26,600	44,100	46,725
Scottish Homes Grant	158,000	-	158,000	47,759
Other grants	32,566	37,968	70,534	-
	<u>583,459</u>	<u>772,020</u>	<u>1,355,479</u>	<u>1,141,770</u>
Donations, legacies and similar incoming resources	1,500	34,210	35,710	42,037
Other income				
Acquisition of Comfort & Support Centre	-	-	-	36,347
Big Issue income	77	2,688	2,765	3,126
Residents' contributions	72,882	-	72,882	16,460
	<u>72,959</u>	<u>2,688</u>	<u>75,647</u>	<u>55,933</u>
Operating income	657,918	808,918	1,466,836	1,239,740
Bank interest	2,957	9,938	12,895	5,277
Capital grants	37,000	-	37,000	-
Incoming resources	697,875	818,856	1,516,731	1,245,017

4 Staff costs

Staff costs during the year were as follows:

Wages and salaries	369,940	384,317	754,257	677,729
Employer's NIC	29,073	31,991	61,064	57,697
Pensions	20,321	42,322	62,643	59,574
	<u>419,334</u>	<u>458,630</u>	<u>877,964</u>	<u>795,000</u>
The average monthly number of employees, including directors was	<u>22</u>	<u>35</u>	<u>57</u>	<u>55</u>

During the year none of the directors received any remuneration or expenses (2001 – same).
No employee received emoluments over £50,000 (2001 – same).

Dundee Cyrenians
Company Limited by Guarantee

Notes to the accounts (continued)

5 Cost of operations

	Restricted £	Unrestricted £	Unrestricted designated £	Total 2002 £	As reclassified 2001 £
Staff costs (note 4)	355,352	458,630	-	813,982	743,884
Management and maintenance charges	-	44,719	-	44,719	54,288
Fabric and repairs	16,922	15,801	-	32,723	115,220
Heat and light	12,379	18,015	-	30,394	23,604
Food and general household	6,197	37,367	-	43,564	44,609
Telephone	14,777	6,514	-	21,291	13,052
Subscriptions and training expenses	2,800	10,189	-	12,989	13,602
Donations	30	-	-	30	19,952
Postage, advertising and stationery	8,259	8,725	-	16,984	8,405
Rent, rates and insurance	12,286	8,537	-	20,823	7,725
Transport and motor expenses	935	11,690	-	12,625	13,555
Activity resources and other sundries	13,036	6,420	-	19,456	8,572
Depreciation	-	9,359	-	9,359	-
Landscaping	-	-	9,994	9,994	-
DCC for Supported Project Fund	100,000	-	-	100,000	-
Office costs	(14,965)	-	-	(14,965)	(13,989)
	<u>528,008</u>	<u>635,966</u>	<u>9,994</u>	<u>1,173,968</u>	<u>1,052,479</u>

6 Managing and administering the charity

Staff costs	63,982	-	-	63,982	51,116
Audit and accounting charges	2,790	6,355	-	9,145	5,318
Secretarial and legal fees	-	5,971	-	5,971	3,272
Office costs	14,965	-	-	14,965	13,989
	<u>81,737</u>	<u>12,326</u>	<u>-</u>	<u>94,063</u>	<u>73,695</u>

Dundee Cyrenians
Company Limited by Guarantee

Notes to the accounts (continued)

7 Other income

	Restricted £	Unrestricted £	Unrestricted designated £	2002 £	2001 £
Bank interest receivable	2,957	9,938	-	12,895	5,277
	=====	=====	=====	=====	=====

8 Tangible fixed assets

	Vehicles £	Plant & Machinery £	Total £
Cost			
At 1 April 2001	-	-	-
Additions	17,026	20,413	37,439
	=====	=====	=====
At 31 March 2002	17,026	20,413	37,439
	=====	=====	=====
Depreciation			
At 1 April 2001	-	-	-
Charge for year	4,256	5,103	9,359
	=====	=====	=====
At 31 March 2002	4,256	5,103	9,359
	=====	=====	=====
Net book value			
At 31 March 2002	12,770	15,310	28,080
	=====	=====	=====
At 31 March 2001	-	-	-
	=====	=====	=====

9 Debtors

	2002 £	2001 £
Local Authority – housing benefit	9,656	-
Income support	3,294	6,817
Health Board grant	6,650	6,650
SNAP allowance	25,850	25,850
Other debtors	18,502	8,000
	=====	=====
	63,952	47,317
	=====	=====

Dundee Cyrenians
Company Limited by Guarantee

Notes to the accounts (continued)

10 Liabilities

	2002	2001
	£	£
Amounts falling due within one year		
Bank overdraft	34,577	40,179
Creditors and accruals	164,594	122,255
Grants in advance	24,538	-
	<u>223,709</u>	<u>162,434</u>

11 Unrestricted funds

		As reclassified
Balance as at 31 March 2001	77,269	19,868
Surplus for year	97,858	50,771
Received from local authority towards previous year's deficit	-	6,630
	<u>175,127</u>	<u>77,269</u>

Dundee Cyrenians
Company Limited by Guarantee

Notes to the accounts (continued)

12	Designated funds	West Bell Street Capital Reserve £	Repairs & Decoration Reserve £	Furniture & Equipment Reserve £	Alarm System Reserve £	Landscape Reserve £	Housing Reserve £	Vehicle Reserve £	Training & Development Reserve £	Total Designated Funds £
	Balance at 31 March 2001	1,000	29,500	55,000	-	10,000	-	17,300	22,500	135,300
	Movement in reserves:									
	Incoming	-	15,000	20,000	12,000	-	10,000	10,000	7,500	74,500
	Outgoing	-	-	-	-	(9,994)	-	-	-	(9,994)
	Balance as at 31 March 2002	1,000	44,500	75,000	12,000	6	10,000	27,300	30,000	199,806
13	Restricted funds	Outreach & Resettlement Reserve £	Rent Deposit Scheme Reserve £	Brewery Lane Reserve £	Cranston Transitional Care Reserve £	Crisis FareShare Capital Reserves £	DCC Supported Project Fund £	Total Restricted Funds £		
	Balance at 31 March 2001	(1,173)	11,033	(13,486)	-	-	50,000	46,374		
	Movement in reserves:									
	Incoming	163,870	32,566	447,387	16,975	37,000	50,000	747,798		
	Outgoing	(149,326)	(25,926)	(372,297)	(4,663)	(9,250)	(100,000)	(661,462)		
	Balance as at 31 March 2002	13,371	17,673	61,604	12,312	27,750	-	132,710		