

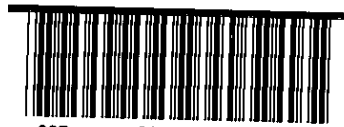
THE JANE MOORE TRUST

(Company limited by guarantee)

Company number 134995

Directors' Report and Financial Statements

For the year ended 30 April 2002



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THE JANE MOORE TRUST
(Company limited by guarantee)
Directors' Report and Financial Statements
For the year ended 30 April 2002

Company Number 134995
Scottish Charity Number SC 020123

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Directors and trustees

R S C Shanks, CA (Chairman)
M A Devlin, MA, Cert.Soc.Admin, Dip.Ap.Soc.Stud, CQSW, appointed 11th September, 2002
A D McCracken, OBE, BComm, M.Soc.Sci(Social Work)
T D Moore, resigned 13th July, 2001
P Sheridan, BA, CQSW, CHRC, MA
A C Woods, MA, appointed 12th December, 2001

Secretary

T D Moore, resigned 13th July, 2001
R S C Shanks, appointed 13th July, 2001

Registered Office

21 Edinburgh Road,
Bathgate,
West Lothian,
EH48 1EX.

Auditors

Bannerman Johnstone Maclay,
Chartered Accountants and Registered Auditor,
Tara House,
46 Bath Street,
Glasgow, G2 1HG.

Bankers

The Royal Bank of Scotland plc,
8 Hopetoun Street,
Bathgate,
West Lothian,
EH48 4EU.

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The directors and trustees submit their report and audited financial statements for the year ended 30th April, 2002.

Financial results

The excess of income over expenditure for the year was £29,840. The detailed revenue account is presented on page 8 which, together with the notes thereon, deals with the surplus and appropriations.

Principal activity

The Jane Moore Trust is a registered Scottish charity, number SC 020123, incorporated as a company limited by guarantee, number 134995 and administered under Memorandum and Articles of Association dated 13th November, 1991. The principal object of The Jane Moore Trust is to provide care, counselling and education for children who have emotional, behavioural and learning difficulties.

Review of the year and future developments

During the year, The Jane Moore Trust approved 1 new foster care family (2000/2001: 2), taking the total number of families approved to 12 foster care families (2000/2001: 11), and 6 respite carers, through whom it provided full time placements for 11 children and young people (2000/2001: 9). Professional support continued to be given free of charge by the fostering panel and senior staff of T & P Moore Limited. The Jane Moore Trust is grateful for this support.

The service continues to operate at a surplus.

The Jane Moore Trust plans to consolidate the family placement service and develop related projects.

Directors and trustees

The directors and trustees during the year were as follows:

R S C Shanks (Chairman)
A D McCracken
T D Moore, resigned 13th July, 2001
P Sheridan
A C Woods, appointed 12th December, 2001

Andrew McCracken, Tom Moore, Pat Sheridan and Charlie Woods do not receive any remuneration in cash or kind for their work for The Jane Moore Trust. Ronnie Shanks does not receive any remuneration in cash or in kind for his work as chairman and as a director of The Jane Moore Trust, but is paid a fee for his accounting services.

Directors and trustees' responsibilities

The directors and trustees have reviewed and identified the major risks to which the charity is exposed, and systems have been established to mitigate these risks.

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 company and of the profit or loss of the company for that year. In preparing those financial statements, the directors are required to:

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- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow applicable accounting standards, 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 company will continue in business;

The directors and trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act, 1985. They are 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.

By order of the board

Ronald S C Shanks



Secretary

22nd January, 2003

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Report of the auditors to the members of The Jane Moore Trust (company limited by guarantee)

We have audited the financial statements on pages 7 to 11 which have been prepared in accordance with the accounting policy set out on page 10.

Respective responsibilities of directors and auditors

As described in the Directors' Report, the company's directors, who also act as committee members for the charitable activities of The Jane Moore Trust, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

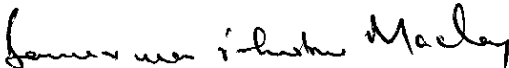
Basis of opinion

We conducted our audit in accordance with 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, 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 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 of the state of affairs of the trust as at 30th April, 2002 and of its surplus for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.


Bannerman Johnstone Maclay

Chartered Accountants and Registered Auditor

Tara House,
46 Bath Street,
Glasgow,
G2 1HG.

22nd January, 2003

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Family Placement Service Manager's Report

The last year has been a very busy one for The Jane Moore Trust Family Placement Service. We have seen a number of changes, mostly happy ones, but also some sad.

Firstly, we had to say goodbye to Martin Jess in September 2001. Martin, having completed his law degree, has moved on to work as a social worker in Falkirk Sheriff Court. He has had an interest in the law for many years, and we wish him well in his new job. I have heard that he is enjoying his new role very much, once he got over the shock of having to wear a suit and tie everyday! Our thanks and best wishes go with him.

In December 2001, we were fortunate in appointing Marell Gillespie and Denise Gilhooley to the team, both experienced social workers who came to us from West Lothian Council. A warm welcome to them both – their contribution to date has been invaluable.

In April 30th, 2002 we had 12 full time foster carers supporting 11 placements, and one respite family continuing to provide support for a young person in a residential school. However, the number of children and young people referred to us continues to grow, so we are always looking to expand our group of committed foster carers.

To support and increase the skills of our foster carers, we embarked upon a training programme run by Fostering Network to provide the underpinning knowledge for SVQ IIIs. Particular thanks to Sue Robertson, the trainer from Fostering Network who led most of the sessions, and we look forward to starting our first SVQ assessments next year.

Fostering Network again held a summer school in Coylumbridge, but such is the popularity of this annual event that places were allocated on a pro rata basis, depending upon the size of the agency. Consequently, our allocation was small, but no less enjoyable for that. Again, special thanks to Martin who was "persuaded" to help with the organisation of the weekend.

Despite the demands placed upon foster carers when looking after children and young people who all bring individual demands and difficulties, it has not been all work and no play. Due to the geographical area we now cover, we decided to hold two summer barbeques – one at our usual venue of Muiravonside Country Park near Linlithgow, and one in Perth for our families who live further north. The sun shone on one occasion, not the other, but the "frequent showers" in Perth did not dampen the day.

The next year promises to bring new challenges primarily the continuing support of our current foster carers and respite carers, and the ongoing recruitment of additional carers. We must continue to monitor our practice to ensure positive experiences for the children and young people looked after by our foster carers, and continue with our training programme to equip all concerned with the Trust to fulfil their own particular remit.

Finally, I would like to give special thanks to The Jane Moore Trust Board of Trustees and the members of the panel for their ongoing support and commitment; to Julie, Jean, Lisa and Marie in the Moore House School office, for their help and patience; to Marell and Denise for their hard work and the enthusiasm they have brought with them; to our foster carers and respite carers, without whom we would not exist; and finally to the children and young people, who make it all worthwhile.

Pauline Downes
22nd January, 2003

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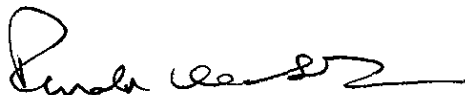
Balance Sheet

At 30th April, 2002

	<i>Note</i>	<i>30-Apr-02</i> <i>£</i>	<i>30-Apr-01</i> <i>£</i>
Current assets			
Debtors	5	110,466	51,804
Cash at bank		<u>0</u>	<u>12,044</u>
		110,466	63,848
Current liabilities			
Creditors	6	(64,677)	(61,758)
Bank overdraft		<u>(13,859)</u>	<u>0</u>
		(78,536)	(61,758)
Net current assets		31,930	2,090
		<u>31,930</u>	<u>2,090</u>
Funds			
Unrestricted general fund:			
Fund balance carried forward		2,090	(46,520)
Income and expenditure account		<u>29,840</u>	<u>48,610</u>
	7	31,930	2,090
		<u>31,930</u>	<u>2,090</u>

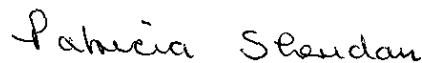
Ronald S C Shanks

Director and Trustee



Patricia Sheridan

Director and Trustee



22nd January, 2003

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Revenue account

Year ended 30th April, 2002

	<i>Note</i>	<i>2002</i> <i>£</i>	<i>2001</i> <i>£</i>
Income			
Placement fees		<u>364,536</u>	<u>329,529</u>
		<u>364,536</u>	<u>329,529</u>
 Direct charitable expenditure			
Carers' fees and allowances (including respite)	(222,013)		(191,231)
Medical fees	(733)		(445)
Travelling & childrens' & carers' expenses	(3,421)		(2,258)
Books and training	(866)		(47)
Subscriptions	<u>(5,052)</u>		<u>(1,882)</u>
		(232,085)	(195,863)
 Other expenditure			
Salaries & NIC	3 (82,780)		(71,444)
Consultancy fees (incl art therapy)	(1,977)		(4,046)
Vehicle expenses	(2,960)		0
Postage, printing, stationery and advertising	(6,887)		0
Computing	(42)		0
Accountancy & audit fees	4 (4,015)		(3,960)
General expenses	(653)		(1,090)
Insurance	(2,821)		0
Bank charges	<u>(377)</u>		<u>(1,801)</u>
		(102,512)	(82,341)
 Income less expenditure before interest		<u>29,939</u>	<u>51,325</u>
 Bank interest paid		(99)	(2,715)
 Income less expenditure		<u>29,840</u>	<u>48,610</u>

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Statement of financial activities

Year ended 30th April, 2002

Income and expenditure	2002	2001
	£	£
Incoming resources		
Placement fees	364,536	329,529
Total incoming resources	<u>364,536</u>	<u>329,529</u>
Resources expended		
<i>Direct charitable expenditure</i>		
Carers' fees and allowances	(222,013)	(191,231)
Medical fees	(733)	(445)
Travelling & childrens' & carers' expenses	(3,421)	(2,258)
Books and training materials	(866)	(47)
Subscriptions	<u>(5,052)</u>	<u>(1,882)</u>
	(232,085)	(195,863)
<i>Other expenditure</i>		
Salaries & NIC	(82,780)	(71,444)
Consultancy fees	(1,977)	(4,046)
Vehicle expenses	(2,960)	0
Postage, printing, stationery and advertising	(6,887)	0
Computing	(42)	0
Accountancy & audit fees	(4,015)	(3,960)
General expenses	(653)	(1,090)
Insurance	(2,821)	0
Bank charges	(377)	(1,801)
Bank interest paid	(99)	(2,715)
Total resources expended	<u>(334,696)</u>	<u>(280,919)</u>
Net incoming/(outgoing) resources	29,840	48,610
Other recognised gains and losses	0	0
Total recognised gains and losses	<u>0</u>	<u>0</u>
Net movement in funds	<u>29,840</u>	<u>48,610</u>
Fund balance b/f at 1st May, 2001	2,090	(46,520)
Fund balance c/f at 30th April, 2002	<u>31,930</u>	<u>2,090</u>

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1 Accounting policy

The financial statements have been prepared in accordance with the Statement of Recommended Practice on Accounting and Reporting by Charities (Revised 2000) and applicable accounting standards. The accounts have been prepared under the historical cost convention.

The fund is an unrestricted general fund held for the objects of the charity without further specified purpose.

2 Legal status

The company has been granted charitable status by the Inland Revenue in terms of section 505 ICTA, 1988.

	2002	2001
	£	£
3 Staff costs		
Staff costs during the year amounted to:		
Wages and salaries	73,375	59,106
Social security costs	5,861	6,851
Pension costs	<u>3,544</u>	<u>5,487</u>
	<u>82,780</u>	<u>71,444</u>

	Number	Number
	7	7
The average number of employees (including directors) during the year was		

	£	£
4 Accountancy fees		
Director's fees (for specific financial management services)	3,425	1,633
Non audit fee	0	827
Audit fee	<u>590</u>	<u>1,500</u>
	<u>4,015</u>	<u>3,960</u>

	£	£
5 Debtors		
Trade debtors	92,021	47,332
Prepayments	<u>18,445</u>	<u>4,472</u>
	<u>110,466</u>	<u>51,804</u>

	£	£
6 Creditors		
PAYE & NI	2,260	1,497
Pension creditor	628	463
Prepaid income	58,578	56,860
Accrued charges	<u>3,211</u>	<u>2,938</u>
	<u>64,677</u>	<u>61,758</u>

	£	£
7 Income and expenditure account		
Accumulated deficit at 1 May, 2001	2,090	(46,520)
Surplus for the year	<u>29,840</u>	<u>48,610</u>
Accumulated surplus at 30 April, 2002	<u>31,930</u>	<u>2,090</u>

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8 Related party transactions

T D Moore and P Sheridan are directors and shareholders in T & P Moore Limited. R S C Shanks is a director of T & P Moore Limited.

During the year, there were no related party transactions.