

REGISTERED COMPANY NUMBER: 134995 (Scotland)
REGISTERED CHARITY NUMBER: SC020123

REGISTRAR'S
COPY

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30 JUNE 2012
FOR
THE JANE MOORE TRUST

Bannerman Johnstone Maclay
Chartered Accountants
and Statutory Auditor
213 St Vincent Street
Glasgow
G2 5QY

TUESDAY



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12/03/2013

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COMPANIES HOUSE

BANNERMAN
JOHNSTONE
MACLAY

Chartered Accountants
Business Advisers

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FOR THE YEAR ENDED 30 JUNE 2012**

BANNERMAN JOHNSTONE MACLAY

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THE JANE MOORE TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

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 2012. 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
134995 (Scotland)

Registered Charity number
SC020123

Registered office
3A & 3B Alba Pavillions
Alba Campus
Livingston
West Lothian
EH54 7HG

Trustees
Mrs P Sheridan
Ms J Hughes
A Lappin - resigned 31.7.12

Company Secretary
Ms J Hughes

Senior Statutory Auditor
David Maclay

Auditors
Bannerman Johnstone Maclay
Chartered Accountants
and Statutory Auditor
213 St Vincent Street
Glasgow
G2 5QY

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The Jane Moore Trust is a registered Scottish charity, number SC020123, incorporated as a company limited by guarantee, number SC134995 and administered under Memorandum of Association dated 13th November 1991, which established the objects and powers of the charitable company and is governed under its Articles of Association. The Jane Moore Trust is registered with the Office of the Scottish Charity Regulator.

THE JANE MOORE TRUST**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2012**

BANNERMAN JOHNSTONE MACLAY

STRUCTURE, GOVERNANCE AND MANAGEMENT**Recruitment and appointment of new trustees**

The directors of the company are also Charity Trustees as defined in the Charities and Trustee Investment (Scotland) Act 2005. Under the requirements of the Memorandum and Articles of Association, the Charity Trustees are elected for a period of three years after which they must be re-elected at the Annual General Meeting.

Charity Trustees are recruited to maintain a balance of childcare, strategic, legal, financial and operational skills. New Charity Trustees are sought when there is a perceived gap in the skill base of the Charity Trustees as a group. Nominations for new Charity Trustees are sought from existing Charity Trustees and decisions are made as a group as to whether the candidates are considered suitable. Given the highly sensitive nature of The Jane Moore Trust's work and the requirements of the Care Commission, new Charity Trustees are thoroughly vetted and subject to Scottish Criminal Records Office through Disclosure Scotland at Enhanced Level.

Induction and training of new trustees

When new Charity Trustees are appointed, they are given an introduction to the work of The Jane Moore Trust and provided with the information needed to fulfil their roles. All Charity Trustees are included in structured Development Day programmes, held at least annually, for all participants in the work of The Jane Moore Trust. The Charity Trustees normally meet ten times per annum.

Organisational structure

The Jane Moore Trust is managed at the present time by a chief executive officer who has the responsibility for the management of the social housing provision that is available through the organisation to young people leaving care and for the planning and development of a range of new services which aim to support young people who experience social, emotional and behavioural challenges.

Administrative and financial accounting support are provided on the basis of a service level agreement by a third party.

Risk management

The Charity Trustees are responsible for the management of risks faced by The Jane Moore Trust. They have considered the major risks to which the Jane Moore Trust is exposed, in particular those related to the child centred operations of the Jane Moore Trust, and are satisfied that systems have been established to manage those risks.

OBJECTIVES AND ACTIVITIES**Objectives**

The principal object of The Jane Moore Trust is to provide a range of services to meet the identified needs of children, young people and young adults who experience social, emotional and behavioural challenges. At the present time, The Jane Moore Trust provides social housing to young people leaving care in the form of one two-bedded flat dwelling in Bathgate, West Lothian.

Plans are currently being considered to extend the number of properties available to young people to rent and it is anticipated that two/three additional properties will be purchased for this purpose during the next financial year.

In addition to the provision of social housing, The Jane Moore Trust is considering the development of a new project which will provide employment training for young people leaving care. During the next financial year, funding options will be explored by the organisation in this respect and, should it be considered appropriate to establish this project, the rental/ purchase of suitable premises and the recruitment of appropriate personnel will follow.

FINANCIAL REVIEW**Reserves and investment policy**

The Jane Moore Trust maintains sufficient short term cash balances for its current needs. It has no long term investments.

Principal funding sources

The principal source of funds is rental income from social housing.

THE JANE MOORE TRUST**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2012**

BANNERMAN JOHNSTONE MACLAY

FUTURE DEVELOPMENTS

Other than the developments identified for the next financial year, The Jane Moore Trust currently has no plans to consider further developments.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Jane Moore Trust for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Bannerman Johnstone Maclay, will be proposed for re-appointment at the forthcoming Annual General Meeting.

ON BEHALF OF THE BOARD:

Ms J Hughes - Trustee

4 March 2013

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
THE JANE MOORE TRUST**

SC 134995

BANNERMAN JOHNSTONE MACLAY

We have audited the financial statements of The Jane Moore Trust for the year ended 30 June 2012 on pages six to eleven. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company'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 and the charitable company's members and trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
THE JANE MOORE TRUST**

SC 134995

BANNERMAN JOHNSTONE MACLAY

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

David Maclay (Senior Statutory Auditor)
for and on behalf of Bannerman Johnstone Maclay
Chartered Accountants
and Statutory Auditor
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
213 St Vincent Street
Glasgow
G2 5QY

4 March 2013

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) **BANNERMAN JOHNSTONE MACLAY**
FOR THE YEAR ENDED 30 JUNE 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	-	2,078	2,078	-
Incoming resources from charitable activities					
Rental income	3	403	-	403	5,500
Management Fees		143,781	-	143,781	137,641
Total incoming resources		144,184	2,078	146,262	143,141
RESOURCES EXPENDED					
Charitable activities					
Sundries	4	924	-	924	28
Telephone including mobiles		18,666	-	18,666	15,193
Bank charges		80	-	80	-
Insurance		604	-	604	1,216
Rent and office costs		124,973	-	124,973	121,087
Consultancy fees		36	-	36	2,686
Subscriptions and donations		35	-	35	35
Depreciation		65,591	-	65,591	84,027
Computing		368	-	368	9,793
Postage and stationary		780	-	780	-
Loss on sale of tangible fixed assets		10,426	-	10,426	-
Governance costs	5	1,800	-	1,800	1,763
Total resources expended		224,283	-	224,283	235,828
NET INCOME/(EXPENDITURE) FOR THE YEAR					
		(80,099)	2,078	(78,021)	(92,687)
RECONCILIATION OF FUNDS					
Total funds brought forward		499,530	6,543	506,073	598,760
TOTAL FUNDS CARRIED FORWARD		419,431	8,621	428,052	506,073

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

THE JANE MOORE TRUST

BALANCE SHEET
AT 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

	Notes	Unrestricted funds £	Restricted funds £	2012 Total funds £	2011 Total funds £
FIXED ASSETS					
Tangible assets	9	111,771	-	111,771	186,983
CURRENT ASSETS					
Debtors: amounts falling due within one year	10	27,881	-	27,881	57,344
Cash at bank and in hand		281,279	8,621	289,900	267,934
		<u>309,160</u>	<u>8,621</u>	<u>317,781</u>	<u>325,278</u>
CREDITORS					
Amounts falling due within one year	11	(1,500)	-	(1,500)	(6,188)
NET CURRENT ASSETS		<u>307,660</u>	<u>8,621</u>	<u>316,281</u>	<u>319,090</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>419,431</u>	<u>8,621</u>	<u>428,052</u>	<u>506,073</u>
NET ASSETS		<u>419,431</u>	<u>8,621</u>	<u>428,052</u>	<u>506,073</u>
FUNDS	12				
Unrestricted funds				419,431	499,530
Restricted funds				8,621	6,543
TOTAL FUNDS				<u>428,052</u>	<u>506,073</u>

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.

The financial statements were approved by the Board of Trustees on 4 March 2013 and were signed on its behalf by:



Ms J Hughes -Trustee

The notes form part of these financial statements

THE JANE MOORE TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

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.

Land & Buildings	- 2% on cost
Plant & Machinery etc	- 33% 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.

Pensions

The company operates a defined contribution pension scheme, and the pension charge represents the amounts payable by the company to fund in respect of the year.

2. VOLUNTARY INCOME

	2012	2011
	£	£
Grants	<u>2,078</u>	<u>-</u>
Grants received, included in the above, are as follows:		
	2012	2011
	£	£
Other grants	<u>2,078</u>	<u>-</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2012 £	2011 £
Rental Income	Rental income	403	5,500
Management Fees	Management Fees	143,781	137,641
		<u>144,184</u>	<u>143,141</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Sundries	924	924
Telephone including mobiles	18,666	18,666
Bank charges	80	80
Insurance	604	604
Rent and office costs	124,973	124,973
Consultancy fees	36	36
Subscriptions and donations	35	35
Depreciation	65,591	65,591
Computing	368	368
Postage and stationary	780	780
Loss on sale of tangible fixed assets	10,426	10,426
	<u>222,483</u>	<u>222,483</u>

5. GOVERNANCE COSTS

	2012 £	2011 £
Audit fees	<u>1,800</u>	<u>1,763</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2012 £	2011 £
Audit fees	1,800	1,763
Depreciation - owned assets	65,591	84,027
Deficit on disposal of fixed asset	<u>10,426</u>	<u>-</u>

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2012 nor for the year ended 30 June 2011.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 June 2012 nor for the year ended 30 June 2011.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

8. STAFF COSTS

There were no staff costs for the year ended 30 June 2012 nor for the year ended 30 June 2011.

9. TANGIBLE FIXED ASSETS

	Freehold property £	Tenants improvements £	Office equipment £	Totals £
COST				
At 1 July 2011	87,276	101,105	155,873	344,254
Additions	-	-	802	802
Disposals	-	(75,830)	-	(75,830)
At 30 June 2012	87,276	25,275	156,675	269,226
DEPRECIATION				
At 1 July 2011	4,946	63,264	89,061	157,271
Charge for year	1,745	27,418	36,428	65,591
Eliminated on disposal	-	(65,407)	-	(65,407)
At 30 June 2012	6,691	25,275	125,489	157,455
NET BOOK VALUE				
At 30 June 2012	80,585	-	31,186	111,771
At 30 June 2011	82,330	37,841	66,812	186,983

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Trade debtors	927	-
Amounts owed by related parties	26,954	57,344
	<u>27,881</u>	<u>57,344</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012 £	2011 £
Accrued expenses	<u>1,500</u>	<u>6,188</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30 JUNE 2012

BANNERMAN JOHNSTONE MACLAY

12. MOVEMENT IN FUNDS

	At 1.7.11 £	Net movement in funds £	At 30.6.12 £
Unrestricted funds			
General fund	499,530	(80,099)	419,431
Restricted funds			
Training grant	6,543	-	6,543
National Lottery Grant	-	2,078	2,078
	<u>6,543</u>	<u>2,078</u>	<u>8,621</u>
TOTAL FUNDS	<u>506,073</u>	<u>(78,021)</u>	<u>428,052</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	144,184	(224,283)	(80,099)
Restricted funds			
National Lottery Grant	2,078	-	2,078
TOTAL FUNDS	<u>146,262</u>	<u>(224,283)</u>	<u>(78,021)</u>

13. RELATED PARTY DISCLOSURES

P Sheridan and J Hughes, trustees of The Jane Moore Trust, are also directors of Moore House School Limited and JMT Care Services Limited.

During the year to 30th June 2012 the company received management fees of £95,290 (2011: £91,733) from JMT Care Services and £48,491 (2011: £45,908) from Moore House School Limited. At the year end the company was owed £4,041 (2011: £11,477) by Moore House School and £22,913 (2011: £45,867) by JMT Care Services Limited.

Any previous or future transactions have and will be on an arm's length basis. No amounts have been or will be written off nor adjustments made to any sums due by any party.