

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

**REGISTRAR'S
COPY**

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH JUNE 2015
FOR
THE JANE MOORE TRUST**

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

MONDAY



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29/02/2016
COMPANIES HOUSE

**BANNERMAN
JOHNSTONE
MACLAY**

Chartered Accountants
Business Advisers

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FOR THE YEAR ENDED 30TH JUNE 2015**

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THE JANE MOORE TRUST

BANNERMAN JOHNSTONE MACLAY

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 30TH 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 30th 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
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

Company Secretary
Ms J Hughes

Senior Statutory Auditor
Douglas Paton

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.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2015**

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.

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30TH JUNE 2015**

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.

Approved by order of the board of trustees on 4th February 2016 and signed on its behalf by:



Ms J Hughes - Trustee

We have audited the financial statements of The Jane Moore Trust for the year ended 30th June 2015 on pages six to twelve. 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 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 set out on page three, 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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 30th June 2015 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.

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 from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Douglas Paton (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

4th February 2016

THE JANE MOORE TRUST

BANNERMAN JOHNSTONE MACLAY

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30TH JUNE 2015**

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
INCOMING RESOURCES					
Incoming resources from charitable activities	2				
Fees		242,736	-	242,736	112,091
Rental income		6,300	-	6,300	255
Total incoming resources		249,036	-	249,036	112,346
RESOURCES EXPENDED					
Charitable activities	3				
Sundries		3,345	-	3,345	9,598
Telephone including mobiles		22,926	-	22,926	22,220
Bank charges		151	-	151	-
Insurance		2,162	-	2,162	2,303
Rent and office costs		140,934	-	140,934	169,334
Depreciation		2,214	-	2,214	2,456
Wages		45,190	-	45,190	42,068
Computing		-	-	-	103
Postage and stationary		338	-	338	269
Governance costs	4	3,750	-	3,750	1,908
Total resources expended		221,010	-	221,010	250,259
NET INCOME/(EXPENDITURE) FOR THE YEAR		28,026	-	28,026	(137,913)
RECONCILIATION OF FUNDS					
Total funds brought forward		78,079	8,621	86,700	224,613
TOTAL FUNDS CARRIED FORWARD		106,105	8,621	114,726	86,700

CONTINUING OPERATIONS

All incoming resources and resources expended arise from continuing activities.

The notes form part of these financial statements

THE JANE MOORE TRUST

**BALANCE SHEET
AT 30TH JUNE 2015**

BANNERMAN JOHNSTONE MACLAY

	Notes	Unrestricted fund £	Restricted funds £	2015 Total funds £	2014 Total funds £
FIXED ASSETS					
Tangible assets	8	75,793	-	75,793	77,977
CURRENT ASSETS					
Debtors	9	79,983	-	79,983	96,299
Cash at bank		67,489	8,621	76,110	8,621
		<u>147,472</u>	<u>8,621</u>	<u>156,093</u>	<u>104,920</u>
CREDITORS					
Amounts falling due within one year	10	(117,160)	-	(117,160)	(96,197)
NET CURRENT ASSETS		<u>30,312</u>	<u>8,621</u>	<u>38,933</u>	<u>8,723</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>106,105</u>	<u>8,621</u>	<u>114,726</u>	<u>86,700</u>
NET ASSETS		<u><u>106,105</u></u>	<u><u>8,621</u></u>	<u><u>114,726</u></u>	<u><u>86,700</u></u>
FUNDS	12				
Unrestricted funds				106,105	78,079
Restricted funds				8,621	8,621
TOTAL FUNDS				<u><u>114,726</u></u>	<u><u>86,700</u></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 4th February 2016 and were signed on its behalf by:


Ms J Hughes -Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2015**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with the going concern principle of accounting as the trustees consider this appropriate.

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. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	2015 £	2014 £
Management Fees	Fees	242,736	112,091
Rental Income	Rental income	6,300	255
		<u>249,036</u>	<u>112,346</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30TH JUNE 2015

3. CHARITABLE ACTIVITIES COSTS

	Direct costs	Totals
	£	£
Sundries	3,345	3,345
Telephone including mobiles	22,926	22,926
Bank charges	151	151
Insurance	2,162	2,162
Rent and office costs	140,934	140,934
Depreciation	2,214	2,214
Wages	45,190	45,190
Postage and stationary	338	338
	<u>217,260</u>	<u>217,260</u>

4. GOVERNANCE COSTS

	2015	2014
	£	£
Legal fees	1,800	-
Audit fees	1,950	1,908
	<u>3,750</u>	<u>1,908</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015	2014
	£	£
Audit fees	1,950	1,908
Depreciation - owned assets	2,184	2,456
	<u></u>	<u></u>

6. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

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

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30TH JUNE 2015

7. STAFF COSTS

	2015 £	2014 £
Wages and salaries	41,068	37,854
Social security costs	4,122	4,154
	<u>45,190</u>	<u>42,008</u>

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

	2015	2014
Average number of employees	<u>1</u>	<u>1</u>

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

8. TANGIBLE FIXED ASSETS

	Freehold property £	Tenants improvements £	Office equipment £	Totals £
COST				
At 1st July 2014 and 30th June 2015	<u>87,276</u>	<u>25,275</u>	<u>158,002</u>	<u>270,553</u>
DEPRECIATION				
At 1st July 2014	10,183	25,275	157,118	192,576
Charge for year	<u>1,746</u>	<u>-</u>	<u>438</u>	<u>2,184</u>
At 30th June 2015	<u>11,929</u>	<u>25,275</u>	<u>157,556</u>	<u>194,760</u>
NET BOOK VALUE				
At 30th June 2015	<u>75,347</u>	<u>-</u>	<u>446</u>	<u>75,793</u>
At 30th June 2014	<u>77,093</u>	<u>-</u>	<u>884</u>	<u>77,977</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015 £	2014 £
Trade debtors	525	-
Amounts owed by related parties	<u>79,458</u>	<u>96,299</u>
	<u>79,983</u>	<u>96,299</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 30TH JUNE 2015

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Bank loans and overdrafts (see note 11)	-	8,489
Trade creditors	389	115
Amounts owed to related parties	115,271	84,827
Social security and other taxes	-	1,266
Accrued expenses	1,500	1,500
	<u>117,160</u>	<u>96,197</u>

11. LOANS

An analysis of the maturity of loans is given below:

	2015	2014
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	-	8,489
	<u>-</u>	<u>8,489</u>

12. MOVEMENT IN FUNDS

	At 1.7.14	Net movement in funds	At 30.6.15
	£	£	£
Unrestricted funds			
General fund	78,079	28,026	106,105
Restricted funds			
Training grant	6,543	-	6,543
National Lottery Grant	2,078	-	2,078
	<u>8,621</u>	<u>-</u>	<u>8,621</u>
TOTAL FUNDS	<u>86,700</u>	<u>28,026</u>	<u>114,726</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	249,036	(221,010)	28,026
	<u>249,036</u>	<u>(221,010)</u>	<u>28,026</u>
TOTAL FUNDS	<u>249,036</u>	<u>(221,010)</u>	<u>28,026</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 2015, the company was owed £79,458 (2014: £96,299) from Moore House School and owed £115,271 (2014: £84,827) to 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.