REGISTERED COMPANY NUMBER: SC134995 (Scotland)
REGISTERED CHARITY NUMBER: SC020123

REPORT OF THE TRUSTEES AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2019

FOR

THE JANE MOORE TRUST

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

THE JANE MOORE TRUST

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FOR THE YEAR ENDED 30 JUNE 2019

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2019

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 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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 flatted 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

Principal funding sources

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

Reserves and investment policy

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

FUTURE PLANS

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

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.

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC134995 (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 BSc CA

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

REFERENCE AND ADMINISTRATIVE DETAILS

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

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 7 February 2020 and signed on its behalf by:

Ms J Hughes - Trustee

Opinion
We have audited the financial statements of The Jane Moore Trust (the 'charitable company') for the year ended 30 June 2019 which comprise the Statement of Financial Activities, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. 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).

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 2019 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.

Basis for opinion
We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern
We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:
- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information
The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:
- 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; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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:

- adequate and proper accounting records have not been kept 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees
As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

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

Use of our report

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 the 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 as a body, for our audit work, for this report, or for the opinions we have formed.

Douglas Paton BSc CA (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

7 February 2020

THE JANE MOORE TRUST

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 30 JUNE 2019

	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		-	-	-	-
Charitable activities					
Fees		155,476	-	155,476	155,476
Rental income		-	-	-	6,295
Other income		6,947	-	6,947	-
Total		162,423	-	162,423	161,771
EXPENDITURE ON					
Charitable activities					
Sundries		8,185	-	8,185	3,047
Telephone including mobiles		36,898	-	36,898	30,681
Bank charges		361	-	361	150
Insurance		2,398	-	2,398	2,398
Rent and office costs		122,584	-	122,584	133,304
Depreciation		-	-	-	1,746
Postage and stationary		2,255	-	2,255	608
Auditors' remuneration		2,064	-	2,064	2,064
Total		174,745	-	174,745	173,998
NET INCOME/(EXPENDITURE)		(12,322)	-	(12,322)	(12,227)
Transfers between funds	9	8,621	(8,621)	-	-
Net movement in funds		(3,701)	(8,621)	(12,322)	(12,227)
RECONCILIATION OF FUNDS					
Total funds brought forward		8,727	8,621	17,348	29,575
TOTAL FUNDS CARRIED FORWARD		5,026	-	5,026	17,348

The notes form part of these financial statements

BALANCE SHEET
30 JUNE 2019

	Notes	Unrestricted fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
FIXED ASSETS					
Tangible assets	5	-	-	-	70,109
CURRENT ASSETS					
Debtors	6	27,539	-	27,539	396
Cash at bank		55,204	-	55,204	8,621
		82,743	-	82,743	9,017
CREDITORS					
Amounts falling due within one year	7	(77,717)	-	(77,717)	(61,778)
NET CURRENT ASSETS		5,026	-	5,026	(52,761)
TOTAL ASSETS LESS CURRENT LIABILITIES		5,026	-	5,026	17,348
NET ASSETS		5,026	-	5,026	17,348
FUNDS	9				
Unrestricted funds				5,026	8,727
Restricted funds				-	8,621
TOTAL FUNDS				5,026	17,348

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 7 February 2020 and were signed on its behalf by:

J Hughes - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

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2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018
	£	£
Auditors' remuneration	2,064	2,064
Depreciation - owned assets	-	1,746
Surplus on disposal of fixed assets	(6,947)	-

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2019 nor for the year ended 30 June 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2019 nor for the year ended 30 June 2018.

4. STAFF COSTS

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

	2019	2018
Average number of employees	2	2

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

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5. TANGIBLE FIXED ASSETS

	Freehold property £	Tenants improvements £	Office equipment £	Totals £
COST				
At 1 July 2018	87,276	25,275	158,002	270,553
Disposals	(87,276)	-	-	(87,276)
At 30 June 2019	-	25,275	158,002	183,277
DEPRECIATION				
At 1 July 2018	17,167	25,275	158,002	200,444
Eliminated on disposal	(17,167)	-	-	(17,167)
At 30 June 2019	-	25,275	158,002	183,277
NET BOOK VALUE				
At 30 June 2019	-	-	-	-
At 30 June 2018	70,109	-	-	70,109

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	-	396
Amounts owed by related parties	6,479	-
Prepayments and accrued income	21,060	-
	27,539	396

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Bank loans and overdrafts (see note 8)	-	2,955
Trade creditors	32,863	810
Amounts owed to related parties	43,304	56,463
Accrued expenses	1,550	1,550
	77,717	61,778

continued...

8. LOANS

An analysis of the maturity of loans is given below:

	2019	2018
	£	£
Amounts falling due within one year on demand:		
Bank overdraft	-	2,955

9. MOVEMENT IN FUNDS

	At 1.7.18	Net movement in funds	Transfers between funds	At 30.6.19
	£	£	£	£
Unrestricted funds				
General fund	8,727	(12,322)	8,621	5,026
Restricted funds				
Training grant	6,543	-	(6,543)	-
National Lottery Grant	2,078	-	(2,078)	-
	8,621	-	(8,621)	-
TOTAL FUNDS	17,348	(12,322)	-	5,026

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	162,423	(174,745)	(12,322)
TOTAL FUNDS	162,423	(174,745)	(12,322)

continued...

9. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.7.17 £	Net movement in funds £	At 30.6.18 £
Unrestricted funds			
General fund	20,954	(12,227)	8,727
Restricted funds			
Training grant	6,543	-	6,543
National Lottery Grant	2,078	-	2,078
	8,621	-	8,621
TOTAL FUNDS	29,575	(12,227)	17,348

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	161,771	(173,998)	(12,227)
TOTAL FUNDS	161,771	(173,998)	(12,227)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.17 £	Net movement in funds £	Transfers between funds £	At 30.6.19 £
Unrestricted funds				
General fund	20,954	(24,549)	8,621	5,026
Restricted funds				
Training grant	6,543	-	(6,543)	-
National Lottery Grant	2,078	-	(2,078)	-
	8,621	-	(8,621)	-
TOTAL FUNDS	29,575	(24,549)	-	5,026

continued...

9. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	324,194	(348,743)	(24,549)
TOTAL FUNDS	324,194	(348,743)	(24,549)

10. RELATED PARTY DISCLOSURES

The charity received management fees of £77,738 (2018: £77,738) each from Moore House School Limited and JMT Care Services Limited both companies under the control of the trustees.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.