

DYSLEXIA SCOTLAND
(A company limited by Guarantee with Charitable Status)

FINANCIAL STATEMENTS FOR THE YEAR TO 31 DECEMBER 2003

153321



DYSLEXIA SCOTLAND
(A Company Limited by Guarantee with Charitable Status)

REPORT AND ACCOUNTS

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DYSLEXIA SCOTLAND
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REPORTING ACCOUNTANTS

Gregor Clark & Co
Chartered Accountants
54 Manor Place
Edinburgh
EH3 7EH

BANKERS

The Royal Bank of Scotland plc
Alloa Branch
19 High Street
Alloa
FK10 1JF

REGISTERED OFFICE

Stirling Business Centre
Wellgreen
Stirling
FK8 2DZ

REGISTERED NUMBER

SC153321 (Scotland)

**INLAND REVENUE
CHARITY NUMBER**

SC000951

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DIRECTORS' REPORT

The Directors submit their report and financial statements for the year ended 31st December 2003.

Background

The organisation originated in 1968 and formed a national body known as the Scottish Association for the Study of Dyslexia. In 1978 it changed its name to become the Scottish Dyslexia Association. In 2003 the organisation changed its name to become Dyslexia Scotland as part of a merger process with the Scottish Dyslexia Trust.

The Annual General Meeting in 2004 will be the 25th in the history of the Association.

Dyslexia Scotland is a registered charity and was incorporated as a company limited by guarantee on the 7th May 1994.

The organisation has become the coordinating body for branches, groups and individuals across Scotland. Currently there are 600 members and 13 branches. The governing body is the Council of Management on which each branch is represented.

The Council is the policy making body and the Company exists to carry out the wishes of the Council.

The charitable purposes of the company are:

- To support the advancement of education for people who have dyslexia and related conditions in Scotland
- To provide training for teachers specially for dyslectic persons and
- To raise awareness of dyslexia and all other forms of dyslectic conditions.

Review of the business

Dyslexia Scotland and its network of branches, groups and individual volunteers has continued to raise awareness of the nature of Dyslexia and its affect on children, young people and adults in all aspects of their daily lives.

We have been invited to take part in workshops, seminars, talks, in service training etc, by all manner or organisations.

Dyslexia Scotland provides a service unique in Scotland, giving advise information and support to dyslexic people their families, teachers, employers and to other people who have an interest in dyslexia.

On behalf of dyslexic people in Scotland, the organisation responds to consultation documents and aims to influence the educational policies of government. This year the importance of lobbying was highlighted through the efforts of our branches and individuals in raising issues pertaining to the Additional Support for Learning Bill.

Dyslexia Scotland resumed its Road Shows to outlying areas of Scotland. These raise awareness of dyslexia and encourage the formation of new local support groups. Resources, books and materials are taken to various venues for people to browse and qualified, knowledgeable staff are on hand to provide advice.

As well as giving talks to various groups, our branches have organised many meetings with specialist speakers on a variety of subjects relevant to dyslexia and which are open to the public. These meetings have been well attended.

Dyslexia Scotland works with many statutory bodies including Adult Literacy & Numeracy, the Scottish Prison Service and various employers. Dyslexia Scotland has recently worked in partnership with Communities Scotland to deliver a Handbook to every volunteer tutor in Scotland to assist in teaching dyslexic adults. This is a major initiative to raise awareness of dyslexia in the adult sector.

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The Dyslexia Help-line, a confidential service manned by experienced knowledgeable staff, continued to provide advice, information and counseling to a wide range of callers.

There has been a 12% increase in Help line calls and a considerable increase in general enquiries. The majority of calls to the help line are from parents, but a growing number have come from adult dyslexics. General calls come from professionals working in the field of dyslexia, teachers, doctors, psychologists, speech and language therapists, and occupational therapists. There has been a marked increase in enquiries from employers relating to the new Disability Discrimination Act and their obligation to dyslexic employees. The pattern of calls for assistance received by the branches is very similar to the head office pattern.

Dyslexia Scotland formed an Adult Network made up of members and non-members from throughout Scotland. Regular Seminars were held to harness their thoughts and ideas on how to progress support for this particular sector of the dyslexia community.

We continued to produce a magazine for our members, three times per year, giving them up-to-date information about events taking place throughout the country and about current research. We continue to send out thousands of information packs to whoever requests them. The packs include leaflets for parents, adults, teachers, students, etc. This year we created a new comprehensive "Brief Guide for Parents". The handbook has been very popular with both parents and teachers.

We created a national list of tutors, taking full account of our duty of care and the new legislation in connection with criminal record checks; we have continued to expand the list. Many of the tutors (although not bound by law) have voluntarily supplied our office with copies of their Enhanced Criminal Record Certificates. This is helpful to parents when choosing a tutor for their child.

We continue to put people in touch with psychologists for private assessment and have a psychologist visiting our office at least once a month to carry out assessments.

The head office continues to maintain links with many voluntary and statutory organisations. We work closely with our sister organisation in England, the BDA, and we are currently a member organisation of the European Dyslexia Association.

Our Annual National Conference held in September entitled "Theory into Practice", was attended by 520 delegates an increase of 37% from the previous year. The vast majority of delegates were teachers but parents and many other professionals were present. The evaluation of the event concluded that the conference was extremely successful and valuable and support for another conference in 2004

The Directors wish to thank staff and the many volunteers in the branches, who without their expertise enthusiasm and commitment Dyslexia Scotland would be ineffective as a national organisation supporting the needs of dyslexic children and adults at local level.

Our balance sheet at the end of year 2003 remains strong and we are again in the position of being able to plan for the future. This is the result of careful "house keeping" and continued support from the Scottish Executive, Enterprise & Lifelong Learning Department, the McRobert Trust, The Gulbenkian Trust and Lloyds TSB as well as the many other organisations and individuals who support our work.

During the year we were involved in negotiations with the Scottish Dyslexia Trust with a view to merging of the two charities. The merger is entering the final stage.

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Results for the year

A deficit of £15,828 (2002 – surplus £15,847) arose during the year.

Reserves

The company has agreed that its policy on reserves should be to provide sufficient liquid resources to meet both revenue and capital needs.

Board of Directors

The directors who served during the period were as stated on page 6.

The board of directors comprises a wide range of experience and expertise allowing the company to tap into the appropriate guidance in a wide range of situations faced by the company.

Organisation

The company has a board of directors who meet on a regular basis to administer the affairs of the company. A chief executive is appointed by the directors to manage the day-to-day operations of the company.

Risk review

The risks faced by the charity fall into two categories, internal and external.

Internal risks are minimised by the implementation of procedures for authorisation of transactions and projects and to ensure consistent quality of delivery for all operational aspects of the company.

External risks relate largely to the continued funding of the charity. However an encouraging development is the continued support from both private and public sectors, which should ensure the long-term financial stability of the company.

Statement of Directors' Responsibilities

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 surplus or deficit of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently.
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The directors 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.

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Directors

Elizabeth J Reilly
Elizabeth Tangney
Sheila Airth
Roy Burrell

Reporting Accountants

Gregor Clark & Co., Chartered Accountants, have expressed a willingness to continue in office. A resolution to re-appoint Gregor Clark & Co. will be put to the members at the Annual General Meeting.

BY ORDER OF THE BOARD



Director

5 June 2004

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INDEPENDENT ACCOUNTANTS REPORT UNDER S249A (2) OF THE COMPANIES ACT 1985

Accountants report to the directors on the unaudited accounts of Dyslexia Scotland

We report on the accounts for the year ended 31 December 2003 set out on pages 8 to 13.

Respective responsibilities of directors and reporting accountant

As described on page 5, the company's directors are responsible for the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for reporting Accountants, and so our procedures consist of comparing the accounts with the accounting records kept by the company, and making such limited enquires of the officers of the company as we consider necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under s221 of the companies Act 1985.
- (b) Having regard only to, and on the basis of, the information contained in those accounting records:
 - The financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C (6) of the Act; and
 - The company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in s249A (4) of the Act as modified by s249A (5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B (1).



Gregor Clark & Co
Chartered Accountants
54 Manor Place
Edinburgh
EH3 7EH

25 May 2004

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STATEMENT OF FINANCIAL ACTIVITIES
For the Year Ended 31st December 2003

Notes	Unrestricted Funds General Fund	Designated Funds	Restricted Funds	Total Funds 2003	Total Funds 2002
	£	£	£	£	£
Income and Expenditure					
Incoming resources					
Donations & Legacies 2	29,623	-	-	29,623	39,278
Scottish Executive funding	31,405	-	-	31,405	27,810
Conferences	28,923	-	-	28,923	19,832
Branch fees and fundraising	-	-	-	-	352
Interest received	2,121	-	-	2,121	1,910
Other income 3	12,425	-	-	12,425	11,317
Total incoming resources	104,497	-	-	104,497	100,499
Resources expended					
Direct charitable expenditure	92,651	-	-	92,651	65,218
Management and administration of the charity	27,674	-	-	27,674	19,434
Total resources expended	120,325	-	-	120,325	84,652
Net movements in funds before transfers	(15,828)	-	-	(15,828)	15,847
Transfer between funds	-	-	-	-	-
Net movements in funds	(15,828)	-	-	(15,828)	15,847
Funds brought forward at 1 January 2004	78,881	-	-	78,881	63,034
Funds carried forward at 31 December 2004	63,053	-	-	63,053	78,881

A statement of total recognised gains and losses is not shown as all gains and losses are shown in the income and expenditure account.

The notes on pages 11 to 13 form part of these financial statements.

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INCOME AND EXPENDITURE ACCOUNT
For the Year Ended 31st December 2003

	Notes	Unrestricted Funds General Fund	Designated Funds	Restricted Funds	Total Funds 2003	Total Funds 2002
		£	£	£	£	£
Income						
Donations & Legacies	2	29,623	-	-	29,623	39,278
Scottish Executive funding		31,405	-	-	31,405	27,810
Conferences		28,923	-	-	28,923	19,832
Branch fees and fundraising		-	-	-	-	352
Other income	3	12,425	-	-	12,425	11,124
		<u>102,376</u>	<u>-</u>	<u>-</u>	<u>102,376</u>	<u>98,589</u>
Expenditure						
Operating expenses	4	120,325	-	-	120,325	84,652
Projects		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>120,325</u>	<u>-</u>	<u>-</u>	<u>120,325</u>	<u>84,652</u>
Surplus/(Deficit) before Interest and transfers		(17,949)	-	-	(17,949)	13,937
Interest received		<u>2,121</u>	<u>-</u>	<u>-</u>	<u>2,121</u>	<u>1,910</u>
Surplus/(Deficit) for the year		<u>(15,828)</u>	<u>-</u>	<u>-</u>	<u>(15,828)</u>	<u>15,847</u>

The notes on pages 11 to 13 form part of these financial statements.

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BALANCE SHEET
As at 31st December 2003

	Notes		2003	2002
		£	£	£
Fixed Assets				
Office Equipment	5		1,711	1,982
Current Assets				
Bank		58,868		78,199
Cash		20		29
Stock		250		250
Debtors	6	6,754		-
			65,892	78,478
			67,603	80,460
Current liabilities: Amounts falling due within one year	7		4,550	1,579
Net assets			63,053	78,881
Capital and reserves				
Unrestricted funds:				
Designated funds			-	-
General funds			63,053	71,381
Restricted funds	8		-	7,500
			63,053	78,881

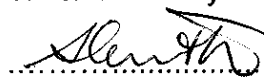
The company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ended 31 December 2003. The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2003 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board of Directors on 5 June 2004 and were signed on its behalf by

 Director
Sheila Airth

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NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2003

1. Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable Accounting Standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP) issued in October 2002, applicable accounting standards and the Companies Act 1985.

The company has taken advantage of the exemption from preparing a cash flow statement as conferred by Financial Reporting Standard No 1 (Revised 1996) on the grounds that it qualifies as a small company under the Companies Act 1985.

Depreciation

Depreciation is provided by the company to write off the cost or valuation of fixed tangible assets over their estimated useful economic lives as follows:

Office equipment	25% straight line
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Charitable status

The company is recognised by the Inland Revenue as a charity.

Grants

Grants of a revenue nature are credited to the income and expenditure account in the year in which they accrue.

Deferred income

Capital grants received towards the cost of projects are credited to a deferred income account and the associated expenses are debited to this account in the year that they are incurred.

Donations

Donations of a revenue nature are credited to the income and expenditure account in the year in which they are received.

VAT

The company is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Operating expenses

The operating cost of the Company has been allocated between direct charitable and administration expenses on an equitable basis.

Stock

Stock is included at the lower of costs or net realisable value.

Fund Accounting

- *Unrestricted funds*-these funds are funds which can be used in accordance with the charitable objects at the discretion of the directors.

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- *Designated funds*-these are funds set aside by the Directors out of unrestricted general funds for specific future purposes or projects.
- *Restricted funds*- these funds are funds that 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.

	2003	2002
	£	£
2. Donations & Legacies		
General Fund		
Legacy-Mr.Robert Davidson	8,693	21,500
Lloyds TSB	9,900	9,500
C G Foundation	-	5,000
MacRobert Trust	5,000	-
LABDA	2,000	-
Other donations under £1,000	4,030	3,278
	<u>29,623</u>	<u>39,278</u>
3. Other Income		
Sale of books and publications	1,617	4,015
Workshops and screening fees	1,896	1,013
Memberships	8,407	5,493
Branch Cont. – P I Insurance	-	53
Sundry income	527	743
	<u>12,425</u>	<u>11,317</u>
4. Detailed operating expenses		
Premises	13,133	8,723
Staff salaries & NIC	63,723	44,880
Office expenses	11,011	8,975
Travel	2,172	1,790
Professional Indemnity Insurance	336	426
Subscriptions	332	313
Books and publications	2,492	1,756
Conferences and courses	20,022	11,573
Branch support	1,980	1,797
Screening test packs	-	440
Advertising	2,953	1,810
Accountancy & payroll service	585	402
Legal expenses	15	370
Sundry expenses	323	249
Depreciation	1,126	912
Repairs & renewals	122	236
	<u>120,325</u>	<u>84,652</u>

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		2003	2003
5.	Fixed Asset	£	£
	Cost	Office Equip.	Total
	Cost at 1 Jan. 2003	3,648	3,648
	Additions in year	6,727	6,727
	Grant received in year	(5,873)	(5,873)
		4,502	4,502
	Depreciation		
	Balance at 1 Jan. 2003	1,665	1,665
	Charge in year	1,126	1,126
		2,791	2,791
	NBV at 31 December 2003	1,711	1,711
6.	Debtors		
	Capital grant receivable	5,873	-
	Other debtors & prepayments	881	-
		6,754	-
7.	Creditors: Amounts falling due within one year		
	Accruals	900	725
	Other creditors	3,650	854
		4,550	1,579
8.	Funds		