

OXGANGS AREA COMMUNITY CARE GROUP

(A Charitable Company Limited by Guarantee)

REPORT and FINANCIAL STATEMENTS

For the year ended 31 March, 2002



SCT SAU27108 0766
COMPANIES HOUSE 22/02/03

SC219244

OXGANGS AREA COMMUNITY CARE GROUP
(A Charitable Company Limited by Guarantee)

Directors

The Directors who held office during the period are as stated on page 1.

Small company provisions

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE BOARD

A handwritten signature in cursive script, appearing to read 'I O'Hara'.

Irene O'Hara
Secretary

January, 2003

OXGANGS AREA COMMUNITY CARE GROUP

(A Charitable Company Limited by Guarantee)

Directors

Mr John Mackie, Chairman	<i>appointed 17th May, 2001</i>
Mr Alex Wilson	<i>appointed 17th May, 2001</i>
Mrs Fiona Jones	<i>appointed 17th May, 2001</i>
Ms Irene O'Hara	<i>appointed 17th May, 2001</i>

Secretary

Ms Irene O'Hara

Independent Examiner

K R Davies
8 Viewfield Road
Juniper Green
EDINBURGH
EH14 5BE

Bankers

Bank of Scotland
426 Morningside Road
EDINBURGH
EH10 5QF

Registered Office

35 Oxgangs Crescent
EDINBURGH
EH13 9HJ

Company Number	SC219244
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Scottish Charity Number	SCO27609
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OXGANGS AREA COMMUNITY CARE GROUP
(A Charitable Company Limited by Guarantee)

Directors' Report

The Directors present their report and financial statements for the year ended 31 March 2002.

Legal and administrative information

The Oxgangs Area Community Care Group was set up in October 1991 and was converted into a company limited by guarantee on 17 May 2001. It is a recognised Scottish Charity, Number SCO27609.

Results for the year

The deficit for the year amounted to £29,816 (2001 surplus £70,199).

Principal activity and review of business

The principal activity of the company is promote the welfare of people who have special needs, including those who are disabled or frail (physically or mentally) and their carers within the neighbourhoods of Braids, Buckstone, Caiystane, Colinton, Colinton Mains, Craiglockhart, Fairmilehead, Firrhill, Morningside, Oxgangs, Polwarth and Swanston, and to provide services (Pentland Wednesday Club, Young at Heart Group, Pentland Lunch Club, Friday Coffee Group, Children's Activity Group, Oxgangs-Pentland Carers Project, Oxgangs-Pentland Community Health Project, Oxgangs Sure Start Project, Tackling Drug Misuse Community Outreach, Physical Disability Group). The Organisation is very dependent on the assistance of volunteers for providing services and fundraising.

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 judgements and estimates that are reasonable and prudent;
- comply with applicable accounting standards subject to any material departures
- disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate
- to presume that the company will continue in business.

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.

OXGANGS AREA COMMUNITY CARE GROUP

INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED ACCOUNTS

I report on the Accounts of the charity for the year ended 31 March 2002, which are set out on pages 4 to 7.

Respective responsibilities of trustees and examiner

As the charity's trustees you, the Management Committee, are responsible for the preparation of the Accounts and you consider that the charity is exempt from an audit. It is my responsibility to examine the Accounts and based on my examination to report on my opinion.

Basis of the independent examiner's report

I have carried out such examinations as were necessary to enable me to form an opinion as to whether proper accounting records, adequate for the purposes of the charity have been kept and whether the Accounts of the charity were in accordance with the accounting records. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the Accounts.

Independent examiner's statement

In my opinion, according to the best of my knowledge and belief and in accordance with the information and explanations given to me:

(a) the accounts of the company for the financial year in question are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985; and

(b) having regard only to, and on the basis of, the information in those accounting records, those accounts have been drawn up in a manner consistent with the provisions of the Act as specified in subsection (6) of section 249C, so far as applicable to the company.

(c) having regard only to, and on the basis of, the information in the accounting records, the company satisfied the requirements of section 249A(4), for the financial year in question, and did not fall within section 249B(1)(a) to (f) at any time within that financial year.

SIGNED : Kenneth R. Davies

NAME : K R Davies
8 Viewfield Road
Juniper Green
EDINBURGH
EH14 5BE

OXGANGS AREA COMMUNITY CARE GROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2002

	General Funds £	Restricted Funds £	2002 Total £	2001 Total £
INCOME				
Grants : Core Grant		71,278	71,278	101,800
: Community Fund		47,878	47,878	56,737
: Other	100		100	
Membership Fees	286	2,087	2,373	1,625
Donations	314	255	569	1,476
Fund Raising	-132		-132	62
Interest Received	1,743	332	2,076	2,178
Total Income	<u>2,311</u>	<u>121,831</u>	<u>124,141</u>	<u>163,878</u>
EXPENDITURE				
Direct Charitable Expenditure:				
Wages & Salaries	2,102	98,351	100,453	61,878
Sessional Fees	134	10,250	10,385	1,787
Rent / Heat & Light / Maintenance		4,496	4,496	2,090
Activity Materials	200	2,864	3,064	1,000
Client Transport & Outings	408	2,874	3,282	2,281
Catering Expenses	292	2,717	3,010	2,057
Equipment Purchases	7	5,258	5,264	7,038
Childcare Costs		9,148	9,148	288
	<u>3,144</u>	<u>135,958</u>	<u>139,102</u>	<u>78,419</u>
Management & Administration of the Charity:				
Insurance	238	478	716	3,000
Administration Charges		4,811	4,811	3,069
Printing & Stationery	121	2,388	2,509	3,260
Postage & Telephone	32	1,199	1,231	1,661
Advertising & Subscriptions	156	514	670	2,334
Travel Expenses, Conferences & Training	50	1,117	1,167	1,296
Independent Examiner's Fee		150	150	275
Professional Fees & Services	40	-499	-459	365
Bank Interest & Charges				
Premises Costs	4,062		4,062	
	<u>4,698</u>	<u>10,158</u>	<u>14,856</u>	<u>15,260</u>
Total Expenditure	<u>7,842</u>	<u>146,116</u>	<u>153,958</u>	<u>93,679</u>
Net Income	-5,531	-24,285	-29,816	70,199
Transfer between Funds	5,230	-3,090	2,140	4,639
Funds b/f from previous year	16,905	73,931	90,836	15,998
Total Funds carried forward	<u>16,604</u>	<u>46,556</u>	<u>63,160</u>	<u>90,836</u>

OXGANGS AREA COMMUNITY CARE GROUP

BALANCE SHEET AS AT 31 MARCH 2002

	Note	2,002 £	2,001 £
CURRENT ASSETS			
Bank Account		51,083	75,957
Fundraising Account		17,070	15,305
Petty Cash		910	722
Prepayments			2,325
		<u>69,063</u>	<u>94,309</u>
CURRENT LIABILITIES (payable within one year)			
Creditors & Accruals		<u>5,903</u>	<u>3,472</u>
NET CURRENT ASSETS		<u>63,160</u>	<u>90,836</u>
NET ASSETS		<u><u>63,160</u></u>	<u><u>90,836</u></u>
FUNDS			
General Fund		13,743	12,905
Premises Reserve	3	2,861	4,000
Restricted Funds:			
Pentland Wednesday Club		588	898
Young at Heart Group		147	1,217
Childrens Activity Group		9,709	6,754
Oxgangs Pentland Carers Project		19,896	23,786
Oxgangs Community Health Project		-1,925	2,298
Oxgangs Sure Start Project		20,320	38,978
SIPS Underspend		-2,180	
		<u><u>63,160</u></u>	<u><u>90,836</u></u>

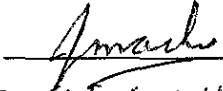
For the year ended 31 March, 2002 the company was entitled to exemption under section 249A(2) of the Companies Act 1985.

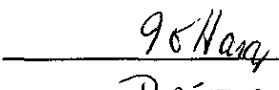
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2).

The directors acknowledge their responsibility for :

- Ensuring the company keeps accounting records which comply with section 221; and
- Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

Approved by the Management Committee and signed on their behalf.


 _____ Date: 28/01/03
 DIRECTOR & CHAIRPERSON


 _____ Date: 28/01/03
 DIRECTOR

The Notes on Page 6 form part of these Accounts

OXGANGS AREA COMMUNITY CARE GROUP

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2002

NOTE 1: - ACCOUNTING POLICIES

GENERAL

These Accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities SORP (Statement of Recommended Practice: "Accounting by Charities").

NOTE 2: - EMPLOYEES' REMUNERATION

The total remuneration (excluding employer's contributions) for the year amounted to £99749.8 (£95,396.48)

No employee earned £40,000 p.a. or more.

The average numbers of paid staff for the year were: 2 full-time and 15 part-time employees

NOTE 3: - PREMISES RESERVE	2002	2001
Transferred from unrestricted general reserve		£4,000.00
Opening Funds	£4,000.00	0
Incoming resources	£2,922.98	0
Resources expended	£4,061.57	0
Closing Funds	<u>£2,861.41</u>	<u>£4,000.00</u>

NOTE 3: - MANAGEMENT COMMITTEE REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any member of the Management Committee or to any person or persons known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any member of the Management Committee in respect of the year.

OXGANGS AREA COMMUNITY CARE GROUP

INCOME AND EXPENDITURE ANALYSIS

FOR THE YEAR TO 31 MARCH 2002

	Unrestricted Funds		Restricted Funds							Total £	2001 £
	2002 £	Note	Pentland Wednesday £	Young at Heart £	Childrens Activity £	Carers Project £	Health Project £	Sure Start Project	SIPS U/Spend		
INCOME											
Grants : Core Grant	71,278.00		8,898.00	4,356.00	15,821.00		23,137.00	19,066.00		71,278.00	101,800.00
: Community Fund Grant	47,878.00					47,878.00				47,878.00	56,737.00
Other Grants	100.00										
Membership Fees	2,372.79		851.30	314.55	145.00	776.25				2,087.10	1,625.00
Donations	568.93		100.00	100.00			55.00			255.00	1,476.00
Miscellaneous	(131.94)										62.00
Interest Received	2,075.67		166.20	166.20						332.40	2,178.00
Total Income	124,141.45		10,015.50	4,936.75	15,966.00	48,654.25	23,192.00	19,066.00		121,830.50	163,878.00
EXPENDITURE											
Direct Charitable Expenditure:											
Wages & Salaries / Recruitment	2	2,101.92	6,496.59	4,124.82	9,151.78	42,099.61	16,912.19	18,164.02	1,401.87	98,350.88	61,878.00
Sessional Fees / Volunteer Expenses		134.45	282.50	91.50	694.40	4,559.41	2,522.72	1,409.58	690.00	10,250.11	2,036.00
Rent / Heat & Light / Maintenance					343.10		4,002.92	150.00		4,496.02	490.00
Activity Materials		200.47	463.16	142.43	1,281.47	12.67	173.32	736.91	54.00	2,863.96	1,000.00
Client Transport & Outings		407.85	1,419.50	1,003.50	50.07			401.25		2,874.32	2,281.00
Catering Expenses		292.38	919.49	209.12	483.25	75.81	177.16	852.36		2,717.19	2,057.00
Equipment Purchases		6.83	76.99			1,361.36	796.20	3,022.98		5,257.53	7,038.00
Childcare Costs		9,147.75						9,147.75		9,147.75	
	139,101.66		9,658.23	5,571.37	12,004.07	48,108.86	24,584.51	33,884.85	2,145.87	135,957.76	76,780.00
Management & Administration of the Charity:											
Insurance	715.61		45.00	45.00	84.15	128.46	174.96			477.57	3,000.00
Admin Charges	4,811.26		200.04	188.04	441.60	1,827.58	750.00	1,404.00		4,811.26	3,069.00
Printing & Stationery	2,509.12		36.78	11.85	72.04	985.20	1,035.11		34.59	2,388.33	3,260.00
Postage & Telephone	1,231.37		124.25	59.21	97.51	576.20		342.00		1,199.17	1,661.00
Advertising & Subscriptions	669.54		20.00		30.00	230.48		233.50		513.98	2,334.00
Travel Expenses, Conferences & Training	1,166.71		166.50	55.62	133.57	584.43	119.59	57.00		1,116.71	1,296.00
Independent Examiners Fee	150.00		75.00	75.00						150.00	170.00
Professional Fees & Services	(459.23)					(499.23)				(499.23)	275.00
Bank Interest & Charges											
Premises Costs	3	4,061.57									
			667.57	434.72	858.87	3,833.12	2,079.66	2,249.26	34.59	10,157.79	15,065.00
	14,855.95		10,325.80	6,006.09	12,862.94	51,941.98	26,664.17	36,134.11	2,180.46	146,115.55	91,845.00
Total Expenditure	153,957.61										
Net Income	(29,816.16)		(310.30)	(1,069.34)	3,103.06	(3,287.73)	(3,472.17)	(17,068.11)	(2,180.46)	(24,285.05)	72,033.00
Transfer between Funds					147.36	602.27	750.00	1,590.66		3,090.29	
Funds b/f from previous year			898.30	1,216.57	6,753.60	23,786.38	2,297.66	38,978.39		73,930.90	16,932.22
Total Funds carried forward	63,159.83		588.00	147.23	9,709.30	19,896.38	(1,924.51)	20,319.62	(2,180.46)	46,555.56	88,965.22

OXGANGS AREA COMMUNITY CARE GROUP

INCOME AND EXPENDITURE ANALYSIS FOR THE YEAR TO 31 MARCH 2002

		Craiglockhart Tea Group	Friday Coffee Group	New Deal	OACCG	Pentland Lunch Club	Physical Disability Group	TDM Outreach	Total
		£	£	£	£	£	£		£
INCOME									
Grants : Core Grant									
: Community Fund Grant									
Other Grants	2				(500.00)	600.00			100.00
Membership Fees		88.33	138.40				58.96		285.69
Donations			2.00		100.00	211.93			313.93
Miscellaneous					(131.94)				(131.94)
Interest Received					1,743.27				1,743.27
Total Income		88.33	140.40		1,211.33	811.93	58.96		2,310.95
EXPENDITURE									
Direct Charitable Expenditure:									
Wages & Salaries / Recruitment						2,057.46	44.46		2,101.92
Sessional Fees / Volunteer Expenses							134.45		134.45
Rent / Heat & Light / Maintenance									
Activity Materials			55.47				182.50		237.97
Client Transport & Outings			44.35				363.50		407.85
Catering Expenses		113.51	161.06		(110.45)	22.16	106.10		292.38
Equipment Purchases			6.83						6.83
Childcare Costs					(37.50)				(37.50)
		113.51	267.71		(147.95)	2,079.62	831.01		3,181.40
Management & Administration of the Charity:									
Insurance					238.04				238.04
Admin Charges									
Printing & Stationery		12.19			78.18	2.85	19.77	7.80	120.79
Postage & Telephone					23.46	1.90	6.84		32.20
Advertising & Subscriptions					151.00		4.56		155.56
Travel Expenses, Conferences & Training									
Independent Examiners Fee					40.00				40.00
Professional Fees & Services									
Bank Interest & Charges									
Premises Costs					4,061.57				4,061.57
		12.19			4,592.25	4.75	31.17	7.80	4,648.16
		125.70	267.71		4,444.30	2,084.37	862.18	7.80	7,829.56
Total Expenditure		(37.37)	(127.31)		(3,232.97)	(1,272.44)	(803.22)	(7.80)	(5,443.74)
Net Income									
Transfer between Funds									
Funds b/f from previous year		106.85	718.86	15.10		581.22	1,392.11		2,707.29
Total Funds carried forward		69.48	591.55	15.10	(3,232.97)	(691.22)	588.89	(7.80)	(2,736.45)