

OXGANGS AREA COMMUNITY CARE GROUP

(A Charitable Company Limited by Guarantee)

REPORT and FINANCIAL STATEMENTS

For the year ended 31 March, 2003



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 'Irene O'Hara'.

Irene O'Hara
Secretary

July, 2003

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

Directors

Mr John Mackie, Chairman	<i>appointed 17th May, 2001- resigned 3rd April, 2003</i>
Mr Alex Wilson	<i>appointed 17th May, 2001</i>
Mrs Fiona Jones	<i>appointed 17th May, 2001 - resigned 19th January, 2003</i>
Ms Irene O'Hara	<i>appointed 17th May, 2001</i>
Mrs Susan Dalglish	<i>appointed 20th January, 2003</i>

Secretary

Ms Irene O'Hara

Independent Examiner

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

Bankers

Bank of Scotland
426 Morningside Road
EDINBURGH
EH10 5QF

Registered Office

35 Oxbgangs 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 2003.

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 surplus for the year amounted to £16,322 (2002 deficit £29,816).

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
- 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 2003, which are set out on pages 4 to 7.

Respective responsibilities of trustees and examiner

As the charity's trustees you, the Directors, 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 the 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, FFA
8 Viewfield Road
Juniper Green
EDINBURGH
EH14 5BE

OXGANGS AREA COMMUNITY CARE GROUP

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2003

	General Funds £	Restricted Funds £	2003 Total £	2002 Total £
INCOMING RESOURCES				
Donations / Fundraising	16.37	238.20	254.57	568.93
Grants : Core Funding	3,161.00	124,693.00	127,854.00	71,278.00
: Community Fund	0.00	67,713.00	67,713.00	47,878.00
: Other Grants	1,669.00	16,263.00	17,932.00	100.00
Clients Contributions	449.30	3,761.69	4,210.99	2,372.79
Interest	1,316.33	241.12	1,557.45	2,075.67
Sundry Income	369.41	0.00	369.41	-131.94
Total Income	6,981.41	212,910.01	219,891.42	124,141.45
RESOURCES EXPENDED				
Direct Charitable Expenditure :				
Activity Materials	878.78	6,059.51	6,938.29	8,328.79
Client & Staff Transport	325.00	5,018.82	5,343.82	3,282.17
Childcare / Sessional Costs	0.00	22,431.75	22,431.75	19,532.31
Rent / Heat / Light / Maintenance	4,056.50	5,515.76	9,572.26	8,557.59
Catering Expenses	889.98	3,202.62	4,092.60	3,009.57
Wages & Salaries / Recruitment	2,218.98	135,256.56	137,475.54	100,452.80
Training & Conference	0.00	0.00	0.00	1,166.71
	8,369.24	177,485.02	185,854.26	144,329.94
Management & Administration of Charity :				
External Administration	219.80	5,819.63	6,039.43	4,811.26
Insurance	336.57	568.92	905.49	715.61
Printing & Stationery	337.36	1,774.29	2,111.65	2,509.12
Postage / Telephone & Advertising	603.76	3,251.15	3,854.91	1,900.91
Independent Examiners Fee	0.00	295.00	295.00	150.00
Professional Fees & Services	540.00	3,968.00	4,508.00	-459.23
Interest & Charges	0.00	0.00	0.00	0.00
	2,037.49	15,676.99	17,714.48	9,627.67
Total Resources Expended	10,406.73	193,162.01	203,568.74	153,957.61
Net incoming/(outgoing) resources	-3,425.32	19,748.00	16,322.68	-29,816.16
Administration transfer between funds	-7,240.18	5,077.06	-2,163.12	-2,139.83
Surplus/(deficit) year to date	3,814.86	14,670.94	18,485.80	-27,676.33
Reserve brought forward	16,604.27	46,555.56	63,159.83	90,836.16
Net funds carried forward	20,419.13	61,226.50	81,645.63	63,159.83

OXGANGS AREA COMMUNITY CARE GROUP

BALANCE SHEET AS AT 31 MARCH 2003

		2003 £	2002 £
CURRENT ASSETS	Note		
Bank Account		66,923	51,083
Fundraising Account		18,297	17,070
Petty Cash		1,661	910
Prepayments			
		<u>86,881</u>	<u>69,063</u>
CURRENT LIABILITIES (payable within one year)			
Creditors & Accruals		<u>5,235</u>	<u>5,903</u>
NET CURRENT ASSETS		<u>81,646</u>	<u>63,160</u>
NET ASSETS		<u>81,646</u>	<u>63,160</u>
FUNDS			
General Fund		18,171	13,744
Premises Reserve	3	1,494	2,861
Restricted Funds :			
Friday Coffee Group		0	0
SIPS Underspend		0	-2,180
Pentland Wednesday Club		503	589
Young at Heart Group		1,293	147
Children's Activity Group		12,112	9,709
Oxgangs Pentland Carers Project		26,048	19,896
Oxgangs Community Health Project		-274	-1,925
Oxgangs Sure Start Project		12,383	20,320
Community Support - Tackling Drugs Misuse		-3,760	0
Oxgangs Streetwork Project		3,956	0
Young Peoples Mental Health Project		9,720	0
		<u>81,646</u>	<u>63,160</u>

For the year ended 31 March, 2003 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 directors and signed on their behalf.

Marion S. Dunlop

Date: 16.10.03

May Morrison

Date: 16.10.03

OXGANGS AREA COMMUNITY CARE GROUP

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2003

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 £134,401 (£127,615)

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

The average numbers of paid staff for the year were : 3 full-time and 30 part-time employees

NOTE 3: - PREMISES RESERVE

	2003	2002
Funds carried forward from prior year	£2,861.41	£4,000.00
Incoming resources	£2,689.44	£2,922.98
Resources expended	£4,056.50	£4,061.57
	<u>£1,494.35</u>	<u>£2,861.41</u>

NOTE 4: - DIRECTORS' 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 board or to any person or persons known to be connected with them.

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

OXGANGS AREA COMMUNITY CARE GROUP
INCOME & EXPENDITURE ANALYSIS
FOR THE YEAR TO 31 MARCH 2003

FOR THE YEAR TO 31 MARCH 2003

	Note	Total Funds		Unrestricted Funds							Total Restricted	
		2003		OACCG	Craiglockhart Tea Group	Pentland Lunch Club	Physical Disability	Friday Coffee	SIPS Underpend	TOTAL 2003	TOTAL 2003	TOTAL 2002
Incoming Resources												
Donations / Fundraising		£ 254.57		£ 4.43	£ 5.00			£ 6.94		£ 16.37	£ 238.20	£ 588.93
Grants : Core Funding		127,854.00							3,161.00	3,161.00	124,693.00	71,278.00
Community Fund		67,713.00								0.00	67,713.00	47,878.00
Other Grants		17,932.00		1,669.00						1,669.00	16,263.00	100.00
Clients Contributions		4,210.99		27.50	83.40		79.90	258.50		449.30	3,761.69	2,372.79
Interest		1,557.45		1,316.33						1,316.33	241.12	2,075.67
Sundry Income		369.41		369.41						369.41	0.00	-131.94
Total Incoming Resources		219,891.42		3,386.67	88.40	0.00	79.90	265.44	3,161.00	6,981.41	212,910.01	124,141.45
Resources Expended												
Direct Charitable Expenditure												
Activity Materials		6,938.29		779.00			46.49	30.89	22.40	878.78	6,059.51	8,328.79
Client & Staff Transport		5,343.82		49.00	12.00		196.00	68.00		325.00	5,018.82	3,282.17
Childcare / Sessional Costs		22,431.75								0.00	22,431.75	19,532.31
Rent / Heat & Light / Maintenance	3	9,572.26		4,056.50		3.59	86.37	258.70		4,056.50	5,515.76	8,557.59
Catering Expenses		4,092.60		444.78	96.54					889.98	3,202.62	3,009.57
Wages & Salaries / Recruitment	2	137,475.54		159.66	2,059.32					2,218.98	135,256.56	100,452.80
Training & Conference		0.00								0.00	0.00	1,166.71
		185,854.26		5,488.94	108.54	2,062.91	328.86	357.59	22.40	8,369.24	177,485.02	144,329.94
Management & Administration												
External Administration		6,039.43		125.00					94.80	219.80	5,819.63	4,811.26
Insurance		905.49		311.57					25.00	336.57	568.92	715.61
Printing & Stationery		2,111.65		265.06	1.10	9.84			61.36	337.36	1,774.29	2,509.12
Postage / Telephone & Advertising		3,854.91		603.76						603.76	3,251.15	1,900.91
Independent Examiners Fee		295.00								0.00	295.00	150.00
Professional Fees & Services		4,508.00		540.00						540.00	3,968.00	-459.23
Interest & Charges		0.00								0.00	0.00	
		17,714.48		1,845.39	1.10	9.84	0.00	0.00	181.16	2,037.49	15,676.99	9,627.67
Total Resources Expended		203,568.74		7,334.33	109.64	2,072.75	328.86	357.59	203.56	10,406.73	193,162.01	153,957.61
Net incoming/(outgoing) resources		16,322.68		-3,947.66	-21.24	-2,072.75	-248.96	-92.15	2,957.44	-3,425.32	19,748.00	-29,816.16
Administration transfer between funds		0.00		-5,761.89				-92.15	776.98	684.83	5,077.06	-2,139.83
Premises reserve transfer between funds	3	-2,163.12		-2,163.12							0.00	0.00
Surplus/(deficit) year to date		18,485.80		3,977.35	-21.24	-2,072.75	-248.96	0.00	2,180.46	-4,110.15	14,670.94	-27,676.33
Reserve brought forward		63,159.83		16,092.34	69.48	-691.22	1,133.67	0.00	-2,180.46	14,423.81	48,736.02	90,836.16
Net funds carried forward		81,645.63		20,069.69	48.24	-2,763.97	884.71	0.00	0.00	18,238.67	63,406.96	63,159.83

OXGANGS AREA COMMUNITY CARE GROUP
INCOME & EXPENDITURE ANALYSIS
FOR THE YEAR TO 31 MARCH 2003

	Note	Restricted Funds										TOTAL
		Pentland Wednesday	Young at Heart	Childrens Activity	Carers Project	Community Health	Oxgangs Sure Start	Drugs Misuse Outreach	Oxgangs Streetwork	Young Peoples Mental Health	2003	
Incoming Resources		£	£	£	£	£		£	£	£	£	
Donations / Fundraising		141.60	96.60								238.20	
Grants : Core Funding		9,023.00	7,121.00			25,724.00	46,800.00	22,225.00	4,080.00	9,720.00	124,693.00	
Community Fund					67,713.00						67,713.00	
Other Grants				16,263.00							16,263.00	
Clients Contributions		948.10	340.90	140.19	2,332.50						3,761.69	
Interest		120.56	120.56								241.12	
Sundry Income												
Total Incoming Resources		10,233.26	7,679.06	16,403.19	70,045.50	25,724.00	46,800.00	22,225.00	4,080.00	9,720.00	212,910.01	
Resources Expended												
Direct Charitable Expenditure												
Activity Materials		244.21	118.24	341.45	-4.99	73.14	2,957.89	2,329.57			6,059.51	
Client & Staff Transport		1,530.30	995.94	25.00	543.73	88.40	1,422.25	413.20			5,018.82	
Childcare / Sessional Costs					9,311.15	2,302.94	10,506.43	311.23			22,431.75	
Rent / Heat & Light / Maintenance				112.51	14.50	2,405.00	110.00	2,873.75			5,515.76	
Catering Expenses		1,019.41	405.09	227.78		327.69	1,222.65				3,202.62	
Wages & Salaries / Recruitment	2	6,881.34	4,550.27	12,215.34	47,589.97	16,307.03	30,956.52	16,756.09			135,256.56	
Training & Conference		30.00		104.80	1,062.30	124.65	80.00	25.00				
		9,705.26	6,069.54	13,026.88	58,516.66	21,628.85	47,266.74	22,708.84	0.00	0.00	177,485.02	
Management & Administration												
External Administration		270.00	220.96	387.84	1,923.83	750.00	1,404.00	740.00	123.00		5,819.63	
Insurance		45.00	49.00	90.00	209.92	175.00					568.92	
Printing & Stationery		70.39	35.39	87.30	894.11	175.06	234.61	276.05	1.38		1,774.29	
Postage / Telephone & Advertising		152.95	83.66	85.96	1,096.86	524.56	572.10	735.06			3,251.15	
Independent Examiners Fee		75.00	75.00			70.00		75.00			295.00	
Professional Fees & Services							3,748.00	220.00			3,968.00	
Interest & Charges												
Total Resources Expended		613.34	464.01	651.10	4,124.72	1,694.62	5,958.71	2,046.11	124.38	0.00	15,676.99	
		10,318.60	6,533.55	13,677.98	62,641.38	23,323.47	53,214.45	24,754.95	124.38	0.00	193,162.01	
Net incoming/outgoing resources		-85.34	1,145.51	2,725.21	7,404.12	2,400.53	-6,414.45	-2,529.95	3,955.62	9,720.00	19,748.00	
Administration transfer between funds				322.20	1,252.92	750.00	1,521.94	1,230.00			5,077.06	
Premises reserve transfer between funds									0.00	0.00	0.00	
Surplus/(deficit) year to date		-85.34	1,145.51	2,403.01	6,151.20	1,650.53	-7,936.39	-3,759.95	3,955.62	9,720.00	14,670.94	
Reserve brought forward		588.00	147.23	9,709.30	19,896.38	-1,924.51	20,319.62				48,736.02	
Net funds carried forward		502.66	1,292.74	12,112.31	26,047.58	-273.98	12,383.23	-3,759.95	3,955.62	9,720.00	63,406.96	