

OXGANGS CARE

(A Charitable Company Limited by Guarantee)

REPORT and FINANCIAL STATEMENTS

For the year ended 31 March, 2004



OXGANGS CARE

(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

Irene O'Hara
Secretary

July, 2004

OXGANGS CARE

(A Charitable Company Limited by Guarantee)

Directors

Mr Alex Wilson	<i>appointed 17th May, 2001 - resigned 15th May, 2003</i>
Ms Irene O'Hara	<i>appointed 17th May, 2001</i>
Mrs Susan Dalglish	<i>appointed 20th January, 2003</i>
Cllr Andrew Scobie, Chairman	<i>appointed 15th May, 2003</i>
Mrs May Morrison	<i>appointed 11th April, 2003</i>
Mrs Marion Dunlop	<i>appointed 19th September, 2003</i>
Rev Jeffrey Miller	<i>appointed 9th January, 2004</i>
Mrs Lilian Martin	<i>appointed 12th January, 2004</i>
Mrs Irene Dickson	<i>appointed 19th January, 2004</i>

Secretary

Ms Irene O'Hara

Accountant

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 Oxgangs Crescent
EDINBURGH
EH13 9HJ

Company Number

SC219244

Scottish Charity Number

SC027609

OXGANGS CARE

(A Charitable Company Limited by Guarantee)

Directors' Report

The Directors present their report and financial statements for the year ended 31 March 2004.

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. The registered name of the company was changed by special resolution to Oxgangs Care on 17 March 2004. It is a recognised Scottish Charity, Number SC219244.

Results for the year

The deficit for the year amounted to £2,378 (2003 surplus £16,322).

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 Projects, 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 CARE

ACCOUNTANT'S REPORT

I report on the Accounts of the Company for the year ended 31 March 2004, which are set out on pages 4 to 9.

Respective responsibilities of trustees and accountant

As the charity's trustees you, the Directors, are responsible for the preparation of the Accounts and you consider that the Company is a charity claiming partial exemption from an audit. It is my responsibility to examine the Accounts and based on my examination to report on my opinion.

Basis of the accountant'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 a full audit opinion on the view given by the Accounts.

Accountant'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 CARE

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2004

	General Funds £	Restricted Funds £	2004 Total £	2003 Total £
INCOMING RESOURCES				
Donations / Fundraising	5.00	112.15	117.15	254.57
Grants : Core Funding	0.00	174,584.00	174,584.00	127,854.00
: Community Fund	0.00	41,013.00	41,013.00	67,713.00
: Other Grants	2,795.25	390.00	3,185.25	17,932.00
Clients Contributions	152.75	6,413.89	6,566.64	4,210.99
Interest	1,415.52	18.96	1,434.48	1,557.45
Sundry Income	0.00	0.00	0.00	369.41
Total Income	<u>4,368.52</u>	<u>222,532.00</u>	<u>226,900.52</u>	<u>219,891.42</u>
RESOURCES EXPENDED				
Direct Charitable Expenditure :				
Activity Materials	155.30	4,138.39	4,293.69	6,938.29
Client & Staff Transport	439.00	4,782.38	5,221.38	5,343.82
Childcare / Sessional Costs	0.00	19,425.24	19,425.24	22,431.75
Rent / Heat / Light / Maintenance	6,029.10	12,250.68	18,279.78	9,572.26
Catering Expenses	288.81	4,628.67	4,917.48	4,092.60
Wages & Salaries / Recruitment	2,524.73	158,022.97	160,547.70	137,475.54
Training & Conference	0.00	1,931.41	1,931.41	0.00
	<u>9,436.94</u>	<u>205,179.74</u>	<u>214,616.68</u>	<u>185,854.26</u>
Management & Administration of Charity :				
External Administration	0.00	6,841.21	6,841.21	6,039.43
Insurance	542.51	975.42	1,517.93	905.49
Printing & Stationery	192.56	2,262.29	2,454.85	2,111.65
Postage / Telephone & Advertising	254.20	4,037.86	4,292.06	3,854.91
Independent Examiners Fee	0.00	400.00	400.00	295.00
Professional Fees & Services	397.20	94.00	491.20	4,508.00
Interest & Charges	0.00	0.00	0.00	0.00
	<u>1,386.47</u>	<u>14,610.78</u>	<u>15,997.25</u>	<u>17,714.48</u>
Total Resources Expended	<u>10,823.41</u>	<u>219,790.52</u>	<u>230,613.93</u>	<u>203,568.74</u>
Net incoming/(outgoing) resources	-6,454.89	2,741.48	-3,713.41	16,322.68
Administration transfer between funds	-18,270.67	8,021.37	-10,249.30	-2,163.12
Surplus/(deficit) year to date	<u>11,815.78</u>	<u>-5,279.89</u>	<u>6,535.89</u>	<u>18,485.80</u>
Reserve brought forward	20,419.13	61,226.50	81,645.63	63,159.83
Net funds carried forward	<u>32,234.91</u>	<u>55,946.61</u>	<u>88,181.52</u>	<u>81,645.63</u>

OXGANGS CARE

BALANCE SHEET AS AT 31 MARCH 2004

	Note	2004 £	2003 £
CURRENT ASSETS			
Bank Account		73,749	66,923
Fundraising Account		20,171	18,297
Petty Cash		1,067	1,661
Prepayments		0	0
		<u>94,986</u>	<u>86,881</u>
CURRENT LIABILITIES (payable within one year)			
Creditors & Accruals		<u>6,804</u>	<u>5,235</u>
NET CURRENT ASSETS		<u>88,182</u>	<u>81,646</u>
NET ASSETS		<u>88,182</u>	<u>81,646</u>
FUNDS :			
Unrestricted Funds	3	25,716	18,172
Restricted Funds	4	56,700	61,980
Premises Reserve	5	5,765	1,494
		<u>88,182</u>	<u>81,646</u>

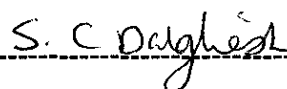
For the year ended 31 March, 2004 the company was entitled to exemption under section 249A(2) of the Companies Act 1985.

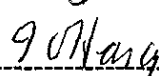
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2).

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.





Date : 14/12/04

 Date : 14/12/04

The Notes on Page 6 & 7 form part of these Accounts

OXGANGS CARE

NOTES TO THE ACCOUNTS FOR THE YEAR TO 31 MARCH 2004

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 : - UNRESTRICTED FUNDS

	2004	2003
	£	£
Oxgangs Care General Reserve	25,440.52	17,305.72
Craiglockhart Tea Group	75.49	48.24
Pentland Lunch Club	-287.78	0.00
Physical Disability Group	488.03	884.71
	<u>25,716.26</u>	<u>18,238.67</u>

NOTE 4 : - RESTRICTED FUNDS

	2004	2003
	£	£
Oxgangs Care Management	21,000.00	0.00
Pentland Wednesday Club	-126.19	502.66
Young at Heart Group	1,468.81	1,292.74
Childrens Activity Group	-1,220.46	12,112.31
Oxgangs Coffee Group	3,021.99	0.00
Oxgangs Community Health Project	-45.14	-273.98
Oxgangs Sure Start Project	2,826.04	£12,383.23
Young Peoples Mental Health Project	2,159.56	£9,720.00
Oxgangs Pentland Carers Project	8,402.73	£26,047.58
Oxgangs GIR Carers	5,286.78	£0.00
City of Edinburgh Carers Project	2,644.14	£0.00
Help the Aged Carers Project	3,805.57	£0.00
Community Fund Carers Project	9,411.85	£0.00
Oxgangs Streetwork Project	-164.03	£3,955.62
Tacking Drugs Misuse - Community Outreach	-1,771.33	-£3,759.95
	<u>56,700.32</u>	<u>61,980.21</u>

OXGANGS CARE

NOTES (continued)
FOR THE YEAR TO 31 MARCH 2004

NOTE 5: - PREMISES RESERVE

	2004	2003
	£	£
Funds carried forward from prior year	1,494.35	2,861.41
Incoming resources	10,299.69	2,689.44
Resources expended	6,029.10	4,056.50
	<u>5,764.94</u>	<u>1,494.35</u>

NOTE 6 : - TRANSFER BETWEEN RESTRICTED FUNDS

Authority was received from City of Edinburgh Council to transfer funds between projects.

NOTE 7: - 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 CARE

INCOME & EXPENDITURE ANALYSIS - FOR THE YEAR TO 31ST MARCH 2004

Note	Total Funds	Unrestricted Funds										Total		TOTAL
												Restricted 1	Restricted 2	
		2004	Oxgangs	Craiglockhart	Pentland	Physical Disability	New Deal	TOTAL	2004	2004				
	£	£	£	£	£	£	£	£	£	£	£	£	£	
Incoming Resources														
Donations / Fundraising	117.15	5.00									102.15	10.00	254.57	
Grants : Core Funding	174,584.00										109,752.00	64,832.00	127,854.00	
Community Fund	41,013.00										0.00	41,013.00	67,713.00	
Other Grants	3,185.25	614.24		250.00	71.01	1,860.00	2,795.25				250.00	140.00	17,932.00	
Clients Contributions	6,566.64	55.50	97.25				152.75				1,717.95	4,695.94	4,210.99	
Interest	1,434.48	1,415.52					1,415.52				18.96	0.00	1,557.45	
Sundry Income	0.00	0.00					0.00				0.00	0.00	369.41	
Total Incoming Resources	226,900.52	2,090.26	97.25	250.00	71.01	1,860.00	4,368.52	111,841.06	110,690.94	219,891.42				
Resources Expended														
Direct Charitable Expenditure														
Activity Materials	4,293.69	119.50			35.80		155.30	3,442.17	696.22	6,938.29				
Client & Staff Transport	5,221.38	-15.00			305.50	148.50	439.00	3,489.91	1,292.47	5,343.82				
Childcare / Sessional Costs	19,425.24						0.00	5,370.74	14,054.50	22,431.75				
Rent / Heat & Light / Maintenance	18,279.78	6,029.10					6,029.10	5,530.10	6,720.58	9,572.26				
Catering Expenses	4,917.48	40.00	70.00	52.42	126.39		288.81	4,545.62	83.05	4,092.60				
Wages & Salaries / Recruitment	160,547.70	331.02		2,193.71			2,524.73	76,109.11	81,913.86	137,475.54				
Training & Conference	1,931.41						0.00	626.24	1,305.17	0.00				
	214,616.68	6,504.62	70.00	2,246.13	467.69	148.50	9,436.94	99,113.89	106,065.85	185,854.26				
Management & Administration														
External Administration	6,841.21						0.00	3,621.00	3,220.21	6,039.43				
Insurance	1,517.93	542.51					542.51	309.00	666.42	905.49				
Printing & Stationery	2,454.85	189.41		3.15			192.56	907.77	1,354.52	2,111.65				
Postage / Telephone & Advertising	4,292.06	254.20					254.20	1,497.15	2,540.71	3,854.91				
Independent Examiners Fee	400.00						0.00	325.00	75.00	295.00				
Professional Fees & Services	491.20	397.20					397.20	39.60	54.40	4,508.00				
Interest & Charges	0.00						0.00	0.00	0.00	0.00				
	15,997.25	1,383.32	0.00	3.15	0.00	0.00	1,386.47	6,699.52	7,911.26	17,714.48				
Total Resources Expended	230,613.93	7,887.94	70.00	2,249.28	467.69	148.50	10,823.41	105,813.41	113,977.11	203,568.74				
Net incoming/(outgoing) resources	-3,713.41	-5,797.68	27.25	-1,999.28	-396.68	1,711.50	-6,454.89	6,027.65	-3,286.17	16,322.68				
Administration transfer between funds	-50.39	-7,970.98					0.00	3,680.00	4,341.37	0.00				
Premises reserve transfer between funds	-10,299.69	-10,299.69					0.00	0.00	0.00	-2,163.12				
Authorised transfer between funds	0.00	0.00		1,711.50		-1,711.50	0.00	-9,000.00	9,000.00	0.00				
Surplus/(deficit) year to date	6,535.89	12,472.99	27.25	-287.78	-396.68	0.00	-6,454.89	-6,652.35	1,372.46	18,485.80				
Reserve brought forward	81,645.63	18,732.47	48.24	0.00	884.71	0.00	19,665.42	35,736.96	26,243.25	63,159.83				
Net funds carried forward	88,181.52	31,205.46	75.49	-287.78	488.03	0.00	31,481.20	29,084.61	27,615.71	81,645.63				

Oxgangs Care
Income & Expenditure Analysis - For the Year to 31st March 2004

Note	Restricted Funds 1									
	Oxgangs Care Management	Pentland Wednesday	Young at Heart	Childrens Activity Grp	Oxgangs Coffee Grp	Community Health	Oxgangs Sure Start	Young Peoples Mental Health	TOTAL 2004	
Incoming Resources	£	£	£	£	£		£	£	£	
Donations / Fundraising		20.00		24.40	13.25		44.50		102.15	
Grants : Core Funding	30,000.00	9,203.00	7,263.00		8,851.00	20,815.00	33,620.00		109,752.00	
Community Fund									0.00	
Other Grants		250.00							250.00	
Clients Contributions		1,074.70	268.85	182.80	191.60				1,717.95	
Interest		9.48	9.48						18.96	
Sundry Income										
Total Incoming Resources	30,000.00	10,557.18	7,541.33	207.20	9,055.85	20,815.00	33,664.50	0.00	111,841.06	
Resources Expended										
Direct Charitable Expenditure										
Activity Materials		362.42	121.90	179.69	869.95		1,902.22	5.99	3,442.17	
Client & Staff Transport		1,640.00	1,094.20	27.50	204.90	106.50	302.06	114.75	3,489.91	
Childcare / Sessional Costs			65.00	59.11			2,567.75	506.60	5,370.74	
Rent / Heat & Light / Maintenance				510.00	300.00	2,650.00	1,420.10	650.00	5,530.10	
Catering Expenses		1,252.19	410.35	237.62	275.31	525.24	1,844.91		4,545.62	
Wages & Salaries / Recruitment		7,134.85	5,099.79	11,412.08	3,330.66	12,648.48	31,737.94	4,745.31	76,109.11	
Training & Conference		134.00	138.65	13.94	79.65		80.00	180.00	626.24	
	0.00	10,523.46	6,929.89	12,439.94	5,060.47	18,102.50	39,854.98	6,202.65	99,113.89	
Management & Administration										
External Administration		277.00	221.00	480.00	272.00	675.00	1,404.00	292.00	3,621.00	
Insurance		45.00	49.00	90.00	50.00			75.00	309.00	
Printing & Stationery		68.40	30.83	47.01	64.20	234.07	321.27	141.99	907.77	
Postage / Telephone & Advertising		197.17	59.54	63.02	25.19	564.59	260.44	327.20	1,497.15	
Independent Examiners Fee		75.00	75.00		50.00	50.00		75.00	325.00	
Professional Fees & Services							26.00	13.60	39.60	
Interest & Charges										
Total Resources Expended	0.00	662.57	435.37	680.03	461.39	1,523.66	2,011.71	924.79	6,699.52	
	0.00	11,186.03	7,365.26	13,119.97	5,521.86	19,626.16	41,866.69	7,127.44	105,813.41	
Net incoming(outgoing) resources	30,000.00	-628.85	176.07	-12,912.77	3,533.99	1,188.84	-8,202.19	-7,127.44	6,027.65	
Administration transfer between funds				420.00	512.00	960.00	1,355.00	433.00	3,680.00	
Premises reserve transfer between funds								0.00	0.00	
Authorised transfer between funds	-9,000.00								-9,000.00	
Surplus/(deficit) year to date	21,000.00	-628.85	176.07	-13,332.77	3,021.99	228.84	-9,557.19	-7,560.44	-6,652.35	
Reserve brought forward	0.00	502.66	1,292.74	12,112.31	0.00	-273.98	12,383.23	9,720.00	35,736.96	
Net funds carried forward	21,000.00	-126.19	1,468.81	-1,220.46	3,021.99	-45.14	2,826.04	2,159.56	29,084.61	

**OXGANGS CARE
INCOME & EXPENDITURE ANALYSIS - FOR THE YEAR TO 31ST MARCH 2004**

Note	Restricted Funds 2							
	Oxgangs Carers	GIR Carers	CEC Carers	HTA Carers	Community Fund-Carers	Oxgangs Streetwork	Drugs Misuse Outreach	TOTAL 2004
	£	£	£	£	£	£	£	£
Incoming Resources								
Donations / Fundraising	10.00							10.00
Grants : Core Funding			19,408.00	7,970.00			37,454.00	64,832.00
Community Fund	17,085.00				23,928.00			41,013.00
Other Grants			140.00					140.00
Clients Contributions	-1,597.86	4,207.05	2,086.75					4,695.94
Interest								0.00
Sundry Income								
Total Incoming Resources	15,497.14	4,207.05	21,634.75	7,970.00	23,928.00	0.00	37,454.00	110,690.94
Resources Expended								
Direct Charitable Expenditure								
Activity Materials	400.00			75.41		21.99	198.82	696.22
Client & Staff Transport	301.95	2.00	178.25	65.15	110.28	21.49	613.35	1,292.47
Childcare / Sessional Costs	8,119.28		5,482.14				453.08	14,054.50
Rent / Heat & Light / Maintenance			991.95		450.00	69.19	5,209.44	6,720.58
Catering Expenses				11.69		9.75	61.61	83.05
Wages & Salaries / Recruitment	21,126.96	4,479.64	12,950.75	3,589.66	12,088.20	3,773.40	23,905.25	81,913.86
Training & Conference	596.93	182.84	129.17		96.23		300.00	1,305.17
	30,545.12	4,664.48	19,732.26	3,741.91	12,744.71	3,895.82	30,741.55	106,065.85
Management & Administration								
External Administration	854.20		792.00	139.37	478.64		956.00	3,220.21
Insurance	88.30		89.00	29.12	50.00	50.00	360.00	666.42
Printing & Stationery	694.48	11.79	132.90	114.45	93.28	55.98	251.64	1,354.52
Postage / Telephone & Advertising	413.59	10.00	170.50	139.58	179.20	104.25	1,523.59	2,540.71
Independent Examiners Fee							75.00	75.00
Professional Fees & Services	27.20					13.60	13.60	54.40
Interest & Charges								
	2,077.77	21.79	1,184.40	422.52	801.12	223.83	3,179.83	7,911.26
Total Resources Expended	32,622.89	4,886.27	20,916.66	4,164.43	13,545.83	4,119.65	33,921.38	113,977.11
Net incoming/(outgoing) resources	-17,125.75	-479.22	718.09	3,805.57	10,382.17	-4,119.65	3,532.62	-3,286.17
Administration transfer between funds	519.10		1,307.95		970.32		1,544.00	4,341.37
Premises reserve transfer between funds								0.00
Authorised transfer between funds		5,766.00	3,234.00					9,000.00
Surplus/(deficit) year to date	-17,644.85	5,286.78	2,644.14	3,805.57	9,411.85	-4,119.65	1,988.62	1,372.46
Reserve brought forward	26,047.58	0.00	0.00	0.00	0.00	3,955.62	-3,759.95	26,243.25
Net funds carried forward	8,402.73	5,286.78	2,644.14	3,805.57	9,411.85	-164.03	-1,771.33	27,615.71