

**CROSSROADS (NEWTON STEWART & MACHARS)
CARE ATTENDANT SCHEME LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st March 2004**

Company Number - SC220161

Scottish Charity - SC013765



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CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st March 2004

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CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

TRUSTEES REPORT AND REPORT OF THE DIRECTORS

Legal and Administrative Information

Full Name of Charity	Crossroads (Newton Stewart & Machars) Care Attendant Scheme Limited
Governing Documents	Memorandum and Articles of Association
Constitution	Company Limited by Guarantee
Trustees	The trust is a corporate trust. The Directors act as Trustees for the charitable activities of the Company.
Charity Number	SC013765
Company Number	SC220161
Directors	Dr. M. Hopkins Mrs. H. Laraway Mrs. V. Marshall Mrs. J. Hampson Mrs. R. Christie Mrs. J. McDonald Mrs. M. Rodger
Secretary	Mrs. H. Laraway
Auditors	RST Accountants Limited., Registered Auditors, 1 Dashwood Square, Newton Stewart, DG8 6EQ.
Bankers	Royal Bank of Scotland Plc Victoria Street, Newton Stewart,
Registered Office	26 South Main Street, Wigtown, Newton Stewart, DG8 9EH.

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

TRUSTEES REPORT AND REPORT OF THE DIRECTORS

The directors and trustees present their report and the audited financial statements of the company for the year ended 31st March, 2004. The Trustees have adopted the provisions of the statements of recommended practise (SORP) "Accounting and reporting by charities" issued in October 2000 in preparing the annual report and financial statements of the charity. The Scheme is affiliated to Crossroads (Scotland) Care Attendant Scheme, a company limited by guarantee with charitable status registered in Scotland No 85401, to which the various schemes in Scotland are affiliated and whose registered office is Savoy Tower, 77 Renfrew Street, Glasgow, G2 3BY.

CHARITY OBJECTIVES

The objectives of the charity are set out in paragraph 5 of the Memorandum of Association of the Company, the principal objective being referred to as follows:-

Within the area in which the scheme operates, to

- Reduce stress on the person or family caring for physically or mentally disabled or elderly persons, and
- In appropriate circumstances to care for disabled or elderly persons living alone.

ACTIVITIES, DEVELOPMENTS AND ACHIEVEMENTS

The scheme was established in 1985 and has provided support to carers of disabled and elderly people since that time. It now also supports disabled and elderly clients who live alone. This is effected by Care Attendants working in clients' homes, providing personal care and/or preparing meals. It is committed to treating carers and those with caring needs, with respect and sensitivity and to respond appropriately to individual requirements.

The scheme, which is affiliated to Crossroads (Scotland) and operates under its quality assurance system (CROQAS), is managed by a co-ordinator and two assistant co-ordinators, and employs over 40 care attendants. It covers an area within Dumfries and Galloway from Carsluith in the east to New Luce in the west; and from Glentworth in the north to Isle of Whithorn in the south.

Referrals are accepted from health professionals, social workers, and in special cases from individuals.

The Board of Directors are involved in fundraising activities and promotion of the schemes purpose and service provision in addition to overseeing its management.

PRINCIPAL ACTIVITIES

The main activity of the company has continued to be the provision of care to disabled and elderly persons.

RESULTS OF THE YEAR AND FINANCIAL POSITION

There is a surplus for the year of £48,594

The balance on the funds at 31st, March 2004 amounts to £84,822

DONATIONS

The directors wish to thank all donors during the year.

FIXED ASSETS

Changes in fixed assets are summarised in Note 10 to the financial statements.

RESERVE POLICY

Under the requirements of charity law the trustees are obliged to define the charity's policy for holding reserves. The intention in establishing this reserves policy is to ensure the continuation of the charity's activities. The policy will enable the charity to meet its legal objectives, provide confidence to supporters and donors seeking to give financial support to a prudently controlled charity and to ensure that the reserves are at a level sufficient to discharge all of the charity's obligations in the event that it should cease its operations. A large proportion of the charity's reserves are held in bank accounts. It is the director's considered opinion that in the unlikely event of the charity having to cease its operations there would be significant reserves

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

TRUSTEES REPORT AND REPORT OF THE DIRECTORS (Continued)

available to allow for all the charity's obligations to be discharged. This is not considered to be likely in the foreseeable future, and therefore the reserves which the charity is required to maintain are those needed to fund ongoing monthly costs and further development. To this end the directors have decided that the charity should seek to have reserves which are not invested in fixed assets of a sum equal to not more than 6 months general running costs of the charity, described in the Statement of Financial Activities as total resources expended. Notes 13 and 14 to the financial statements detail the movements in the funds during the year.

RISK MANAGEMENT

The trustees have reviewed the major risks which the charity faces and believe that maintaining reserves at current levels, combined with an annual review of the controls over the key financial systems, will provide sufficient resources in the advent of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and are continuing to establish systems to mitigate significant risk.

DIRECTORS

The directors who have served during the year are as follows :-

Dr. M. Hopkins
Mrs. H. Laraway
Mrs. J. Hampson
Mrs. V. Marshall - appointed 04/12/03
Mrs. R. Christie - appointed 04/12/03
Mrs. J. McDonald - appointed 04/12/03
Mrs. M. Rodger - appointed 04/12/03
Mrs. B. Cost - resigned 31/03/04
Mrs. E. Walker - resigned 04/09/03

CHARITY

The company is a registered charity.

AUDITORS

RST Accountants Limited will be proposed for reappointment as auditors in accordance with Section 385 of the Companies act 1985.

TRUSTEES AND 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 profit or loss 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;
- 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.

By Order of the Board

Mrs. H. Laraway
Secretary


30/11/04

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

AUDITORS' REPORT TO THE MEMBERS OF CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

We have audited the financial statements of Crossroads (Newton Stewart & Machers) Care Attendant Scheme Limited for the year ended 31st March 2004 on pages 7 to 14. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) under the historical cost convention.

This report is made solely to the company's members, as a body, who are also the charity's trustees, in accordance with Section 235 the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in the 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described on page 5 the charity's trustees who are also the directors of Crossroads (Newton Stewart & Machars) Care Attendant Scheme Limited are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

We have been appointed as auditors under the Companies Act 1985 and report in accordance with the Regulations made under that Act.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the Charitable Company's affairs as at 31st March 2004 and of its incoming resources and application of resources, including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

RST Accountants Ltd

RST Accountants Limited
Registered Auditor
1 Dashwood Square,
Newton Stewart,
DG8 6EQ.

30/11/04

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2004

	Notes	Unrestricted Fund	Restricted Fund	TOTAL 2004	TOTAL 2003
		£	£	£	£
Incoming Resources					
Charitable Activities					
Core Funding		-	36,863	36,863	26,973
Spot Funding		-	273,829	273,829	144,786
Investment Income	6	571	-	571	142
Other Income		1,565	-	1,565	-
Total Incoming Resources		2,136	310,692	312,828	171,901
Resources Expended					
Costs of Generating Funds		-	-	-	-
Net Incoming Resources available for Charitable Application		2,136	310,692	312,828	171,901
Charitable Expenditure					
Cost of Providing Care	3	-	234,827	234,827	137,018
Management and Administration	4	-	29,407	29,407	21,478
Total Charitable Expenditure And Resources Expenses		-	264,234	264,234	158,496
Movement in total funds for the year – Net income for the year		2,136	46,458	48,594	13,405
Total funds brought forward		-	36,228	36,228	22,823
Total funds carried forward	13 & 14	2,136	82,686	84,822	36,228

Continuing Operations

None of the charity's activities were acquired or discounted during the current or previous years.

The notes on pages 10 to 14 form part of these accounts.

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

BALANCE SHEET AS AT 31ST MARCH 2004

	Notes	2004 £	2003 £
FIXED ASSETS			
Tangible Assets	10	<u>510</u>	<u>600</u>
CURRENT ASSETS			
Debtors	11	53,713	14,099
Bank and Cash		58,162	43,657
		<u>111,875</u>	<u>57,756</u>
CURRENT LIABILITIES			
Creditors: Amounts falling due within one year	12	<u>27,563</u>	<u>22,128</u>
NET CURRENT ASSETS		<u>84,312</u>	<u>35,628</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>84,822</u>	<u>36,228</u>
FUND BALANCES			
RESTRICTED FUNDS: -			
Social Services	13	82,686	36,228
GENERAL FUNDS: -			
Accumulated Fund	14	2,136	-
		<u>84,822</u>	<u>36,228</u>

Approved on behalf of the Board of Directors

The notes on pages 10 to 14 form an integral part of these financial statements

M. J. Hepkins
(Chairperson)

30/11/04

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31ST MARCH 2004

	2004	2003
	£	£
Surplus for the financial year	48,594	13,405
Total recognised gains and losses relating to the year	48,594	13,405
Prior year adjustments (note 9)	9,500	
Total gains and losses recognised since Last Annual Report	58,094	

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2004 (continued)

1 STATUS

The company is limited by guarantee and has no share capital. The liability of the 7 members in the event of winding up is limited to £1 per member.

2 ACCOUNTING POLICIES

Basis of Preparation of Accounts

The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with applicable Financial Reporting Standards for Smaller Entities (effective June 2002); the Companies Act 1985; and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

Incoming Resources

Income and other operating receipts are credited to the Statement of Financial Activities in respect of the term to which they relate.

Income from donations, investment income and other income is included in full in the Statement of Financial Activities when receivable.

Donations and fund accounting

Donations received for the general purposes of the Charity are included as unrestricted funds. Donations for activities restricted by the wishes of the donor are taken to 'restricted funds' where these wishes are legally binding on the Governors. Donations required to be retained as capital in accordance with the donor's wishes are accounted for as 'endowments' – permanent or expendable according to the nature of the restriction.

Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the categories on a basis consistent with the use of these resources.

Tangible Fixed Assets

Fixed assets are depreciated by the straight line method using the following annual rates which is considered will write off the net cost of the assets over their estimated useful lives:

Office Equipment	15%	Reducing Balance
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A full year's charge is made in the year of purchase but none is made in the year of sale.

Taxation

The company is a registered charity and is not liable to corporation tax.

Funds

The Social Services Fund comprises of monies received from social services for the care of the elderly and handicapped. The Accumulated Fund comprises of cumulative surpluses and deficits from ordinary activities.

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2004 (Continued)

3 DIRECT CHARITABLE EXPENDITURE

	2004	2003
	£	£
Care attendant wages	179,679	97,391
Travel Expenses	54,548	22,790
Training	600	1,694
Christmas Bonus	-	5,000
Holiday Pay	-	10,143
	<u>234,827</u>	<u>137,018</u>

4 MANAGEMENT AND ADMINISTRATION EXPENSES

Co-ordinators Salary	19,881	15,993
Office and Administration Expenses	7,190	4,452
Professional Fees	2,301	1,033
Bank Charges & Interest	35	-
	<u>29,407</u>	<u>21,478</u>

5 OPERATING SURPLUS

The operating surplus is arrived at after charging:

Depreciation	90	-
Auditors' Remuneration	<u>1,800</u>	<u>-</u>

Public Liability Insurance amounting to £1845 includes cover to protect the charity from neglect or default of its trustees, employees or agents.

6 INVESTMENT INCOME

High interest deposit account	<u>571</u>	<u>142</u>
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7 INTEREST PAYABLE AND SIMILAR CHARGES

Bank interest and charges	<u>35</u>	<u>-</u>
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CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2004 (continued)

8 STAFF COSTS

	2004 £	2003 £
Wages and salaries	188,215	108,909
Social Security Costs	7,735	4,475
	<u>195,950</u>	<u>113,384</u>
Average number employed	<u>40</u>	<u>30</u>

No employee received emoluments of more than £50,000.

The directors received no emoluments.

The trustees were not paid or reimbursed for expenses during the year.

- 9 In 2003 the charity established a provision to allow for redundancy payments in the event of the organisation being wound up if Social Services withdraw its clients. However under FRS12 Provision, Contingent Liabilities and Contingent Assets, this eventually is considered remote, and therefore this provision should not have been established. The directors have now adjusted for this by way of a prior year adjustment of £9,500 being credited to restricted funds.

10 TANGIBLE FIXED ASSETS

	Office Equipment £
Cost or Valuation	
As at 1.4.03	600
Additions	-
Disposals	-
As at 31.3.04	<u>600</u>
Depreciation	
As at 1.4.03	-
Charge for the year	90
Released on disposal	-
As at 31.3.04	<u>90</u>
Net Book Value	
As at 1.3.04	<u>510</u>
As at 31.3.03	<u>600</u>

All Fixed Assets are used for direct charitable purposes

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST March 2004 (Continued)

11 DEBTORS

Social Services	49,413	14,099
Accrued Income	4,300	-
	<u>53,713</u>	<u>14,099</u>

12 CREDITORS: Amounts falling due within one year

Other taxes and social security	4,153	7,757
Other creditors	-	5,000
Accruals and deferred income	23,410	9,371
	<u>27,563</u>	<u>22,128</u>

13 RESTRICTED FUND – SOCIAL SERVICES

	2004	2003
	£	£
Opening Balance	36,228	3,905
Surplus for Year	46,458	22,823
Prior year adjustments	-	9,500
	<u>82,686</u>	<u>36,228</u>
Closing Balance		

14 UNRESTRICTED FUNDS

	2004	2003
	£	£
Opening Balance	-	-
Surplus for year	2,136	-
	<u>2,136</u>	<u>-</u>
Closing Balance		

CROSSROADS (NEWTON STEWART & MACHARS) CARE ATTENDANT SCHEME LIMITED

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2004

15 CONTINGENT LIABILITIES

As detailed in note 9 a provision was shown on last years financial statements as regards redundancy payments should the charity be wound up if Social Services remove their clients. This provision has been removed by way of a prior year adjustment, in accordance with FRS12 Provisions, Contingent Liabilities and Contingent Assets. The directors however wish to adopt a cautious approach, and disclose the fact that at the year end the provision would have been £26,609 (2003: £9,500).