Pregnancy and Parents Centre

REPORT AND FINANCIAL STATEMENTS

Year ended 31 March 2012

Charity no. SC032390
Company no. 224728

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Independent Examiner's Report on the Accounts

Report to the Directors of The Pregnancy and Parents Centre

Registered charity number SC032390

On the accounts of the charity for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
01	April	2011	to	31	March	2012

Set out on pages 1 - 12 (remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. 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 accounts.

Independent examiner's statement In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
   - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
   - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

   have not been met

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Sonia A. Milne **Date:** 12/12/12.

Relevant professional qualification(s) or body (if any): ACA (Does not hold Practising Certificate)

Address: 6 St Leonard's Crag
Edinburgh,
EH8 9SP.

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

Report of the directors for the year ended 31 March 2012

The directors are pleased to present their report, together with the financial statements of the charity for the year ended 31 March 2012.

Reference and administrative details

Pregnancy and Parents Centre is a company limited by guarantee and governed by its Memorandum and Articles of Association. Charity no: SC032390. Company no: 224728.

On 31 May 2011, the company's name was changed from Birth Resource Centre to Pregnancy and Parents Centre.

Directors

The directors serving during the year and since the year end were as follows:

N Edwards
E Caithness
E Geen (appointed May 2012)
K Haggis
S Morton (appointed May 2012)
C Rennie (appointed May 2012)
D Roberts (resigned May 2012)
L Seekings-Norman (appointed May 2011)
E Strang (resigned June 2012)
L Swadel (resigned June 2011)
J Wilson (resigned September 2011)

Registered Office

40 Leamington Terrace, Edinburgh EH10 4JL

Bankers

The Co-operative Bank
The Bank of Scotland

Solicitors

Morton Fraser

Structure, Governance and Management

Governing documents

Pregnancy and Parents Centre is a company limited by guarantee (No. 224728), incorporated 29 October 2001 and registered in Scotland. Its governing documents are the Memorandum and Articles of Association.

Directors

The directors listed on page 1 served throughout the year except as noted.
Directors may be elected by the Board to serve until the next Annual General Meeting or by the members in general meeting.

Appointment and training of directors

When recruiting new directors, the Board looks for individuals with skills and experience that are of value to the company and which may not already be held by existing directors. Potential directors are interviewed by the Board and are provided with information about the Pregnancy and Parents Centre. Prior to appointment all Board members have a three month probationary period, during which they are expected to attend a board meeting. They will be provided with further information about the Pregnancy and Parents Centre and their responsibilities and liabilities as a director. Where appropriate, the company supports specific training of directors.

Organisation

UK staff:

Gillian Fraser, co-ordinator (full time)
Katarzyna Banaszewska, admin assistant (part time)
Caroline Weddell, admin assistant (part time)
Beverley Ho, admin assistant (part time)

UK Board of directors:

Nadine Edwards
Erin Caithness
Ellie Green
Karen Haggis
Sarah Morton
Catherine Rennie
Lee Seekings-Norman

Registered office: 40 Leamington Terrace, Edinburgh EH10 4JL

The Board meets once per month, holds an AGM and holds strategy meetings once a quarter.

Objectives and Activities

The Memorandum of Association includes the Objects of Pregnancy and Parents Centre:

To promote the emotional and physical health of pregnant women in Scotland through the provision of childbirth and early parenting education, and to assist pregnant women and their partners, parents and prospective parents, (without discrimination of any kind) as well as health care professionals throughout the childbearing period and early parenthood; and in furtherance of these aims:-
(a) To provide support, information, training and advice in a range of ways, including classes, workshops, study days, counselling, discussions and talks.
(b) To create and maintain a support network for all users.
(c) To provide the above services to all possible users, regardless of financial status, disability, sexuality, gender, or ethnicity.
(d) To support users to overcome the inequalities that affect their lives, using a community development approach.
(e) To do anything else to promote these objectives as the directors in their sole discretion think fit.

Strategies adopted to further our objectives

Strategy Development

In 2011/12 the Board of Directors and staff worked with two external consultants on developing a strategy for the PPC. In June 2011 Jane Jones facilitated an all day meeting which focussed on funding issues, re-visiting the key aims and objectives, support of staff, communication and the employment of new staff. In November 2011, Jan 2012 and Feb 2012, Bruce Britton worked over three full days with the directors and staff on developing the Centre's strategy. This was an in-depth look at many issues including reaching consensus about the priorities over the next three years, one of which is to reach more families in the local community.

Centre Promotion

During the year considerable progress was made with the marketing and promotion of the Centre. The new logo is featured on a new, full colour information leaflet and a 'Friends of the PPC' fundraising leaflet as well as on new headed notepaper and on the website. The website has been improved considerably making it more attractive, up to date and informative. This has encouraged many more families to make contact with the Centre.

Placements

The PPC occasionally supports placements from midwifery students, qualified midwives, and postgraduate students engaged in maternity issues. Supervision was put in place, in February, for a postgraduate psychology student, looking at community groups which provide support to pregnant and postnatal women and families. This took place in March - May 2012.

Birth Educators Course

The educational arm of the PPC started the 5th Birth Educators Course in September 2011. Nine women are attending this two year, part time (12 weekends) course and we hope that some of these women will be able to become facilitators here at the PPC once the course is completed.

Birth Project Group

The multi disciplinary Birth Project Group (BPG) comprising a collaboration between the PPC, Edinburgh Napier University, The University of Edinburgh, Trinity College Dublin and the University of the West of Scotland continued to meet regularly to further its core work of providing support for birth workers, especially lay birth activists, student midwives and newly qualified midwives, through conferences and workshops. The next workshop has been planned for November 2012 in Dublin, and the one after that in Ayr. The group has also continued to publish in both professional and lay Journals, and continued to seek funding to be able to provide more cohesive support through pregnancy, birth and beyond for vulnerable women. A plan has been made to have a page on the PPC website with all project reports and publications.

Achievements and performance

New Groups and Classes

A number of new groups and classes were started including 'MotherSPace', a facilitated drop-in group to support new mothers with young babies. This group started in March 2012 and continues to be a very popular support group with 8-12 women attending each week.

A block of combined Yoga for Pregnancy and Birth Preparation sessions was started at the end of March 2011. This group ran for 12 weeks but was developed into a rolling group for Yoga for Pregnancy and continues to run as these classes are very popular. This class made the number of Yoga for Pregnancy sessions total 5 supporting approximately 50 pregnant women each week.

A new group for Yoga with Mobile Babies was established in March 2012. This group is for parents with babies aged 8-15 months who want to enjoy yoga with their little one but includes more parent focused Yoga than our other Yoga with Babies sessions.

Fundraising activities of Pregnancy and Parents Centre

Fundraising Events

In 2011/12 three Nearly New Sales and Real Nappy and Sling Days took place, one of which was held in collaboration with the Canal Festival. The PPC helped with the organisation of the festival which encouraged networking with other local organisations and made the charity known to the local residents. The Nearly New Sales are a great benefit to families in many ways: they offer quality products at

prices all families can afford, encourage families to socialise outwith normal sessions and to come back to meet with people that they have met through the Centre, offer unbiased information on real nappies and slings and gives an opportunity to try out different products. The sales are also a good fundraising event for the PPC and raised over £2700.

Families enjoying refreshments in the sun at the Nearly New Sale

Father and son dancing at the ceilidh

In December 2011 a fundraising ceilidh was held at the Steiner School which raised over £612 and in April 2012 a team from the PPC raised over £1000 by taking part in the Ignis Asset Management Women's 10K run.

A new fundraising initiative was set up in April 2011. The Friends of the PPC fundraising leaflet was sent to a large number of past and present families who have attended the PPC encouraging them to make a monthly contribution to the Centre running costs. This has resulted in a number of people setting up standing orders. A small number of families gave a larger donation to support the Centre. The PPC wishes to thank all families who donated.

Funding sources

The principal sources of grant funding during the year were:

Bruce Trust Foundation
Sus it Out

The Bruce Trust is an Edinburgh based Trust which supports the Centre by giving a yearly donation to continue our work with families.

The Sus It Out initiative helped voluntary sector groups understand the sustainability and development needs. A facilitated session for the Board of Directors and staff help initiated discussion of the needs of the charity from which the Sus It Out facilitator prepared an action plan report. To help carry out some of these actions the PPC were awarded a grant in order to address the developmental needs identified.

Our sincere thanks go to those individuals and organisations who have supported the charity by making donations and grants, as well as to the many people who have volunteered their time and expertise to help the Pregnancy and Parents Centre during the year.

Financial review

During the period under review, the total income was £77,979 (2011: £69,531) and the expenditure was £77,409 (2011: £69,138).
The Memorandum of Association prohibits the payment of any dividends.

Investment powers and policy

The Memorandum of Association allows the company to invest in those securities and property as the directors think fit.

Reserves policy

It is intended to maintain an acceptable level of reserves so as to absorb any setbacks, take advantage of any opportunities, avoid any serious disruption and to secure long term viability.

Directors' responsibilities in relation to the financial statements

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the directors to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make sound judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charity and hence of taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the directors:

L Seekings-Norman (Director)

Karen Haggis

K Haggis (Director)

19 September, 2012

Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 March 2012

	Notes	Unrestricted funds	Restricted funds	Total funds 2012	Total funds 2011
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income:					
Grants and donations	2	10,310	1,500	11,810	11,795
Classes		58,255		58,255	52,153
Other income		7,902	-	7,902	5,656
Investment income	3	12	-	12	18
Total incoming resources		76,479	1,500	77,979	69,531
RESOURCES EXPENDED					
Cost of generating funds:					
Fundraising costs of grants and donations	4	-	-	-	-
Core programme costs					
Core programme staff costs		29,785	2,750	32,535	28,987
Other core programme costs		44,774	100	44,874	40,151
Governance costs		000	-	000	000
TOTAL RESOURCES EXPENDED		74,559	2,850	77,409	69,138
Net incoming (outgoing) resources before transfers		1,920	(1,350)	570	393
Gross transfer between funds		-	-	-	-
NET INCOME FOR THE YEAR		1,920	(1,350)	570	393
RECONCILIATION OF FUNDS					
Total funds brought forward		10,178	2,750	12,928	12,535
Total funds carried forward		12,098	1,400	13,498	12,928

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

Balance Sheet as at 31 March 2012

	Notes	2012 £	2011 £
Current assets			
Cash at bank and in hand		13,498	12,928
Net current assets		13,498	12,928
Total assets		13,498	12,928
The funds of the charity			
Unrestricted funds : general	9	12,098	10,178
Restricted funds	9	1,400	2,750
Total charity funds		13,498	12,928

For the year ending 31 March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities;

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to the small companies regime and also with section 44 of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006.

L Seekings-Norman

K Haggis

Notes forming part of the financial statements for the year ended 31 March 2012

1. Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Cash flow statements

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

Incoming resources

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and those incurred in trading activities that raise funds.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Taxation

The company is a registered charity, and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Fund accounting

Funds held by the charity are either:

- *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the Directors.
- *Designated funds* - these are funds set aside by the Directors out of unrestricted general funds for specific future purposes or projects.
- *Restricted funds* - these 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. Grants and donations

	Unrestricted funds £	Restricted funds £	Total funds 2012 £	Total funds 2011 £
Bruce Trust Foundation	750	-	750	750
Sus it Out	-	1,500	1,500	-
Vodafone Enterprises	-	-	-	2,750
Various	9,560	-	9,560	8,295
	10,310	1,500	11,810	11,795

3. Investment income

All of the company's investment income is unrestricted and derived from interest received on bank deposit accounts.

4. Fundraising costs of grants and donations

	Unrestricted funds £	Restricted funds £	Total funds 2012 £	Total funds 2011 £
Support costs	-	-	-	-

5. Allocation of support

	Core programme costs £	Governance £	Total £
Salaries and Sessional Fees	32,535	-	32,535
Rent	7,560	-	7,560
Other office costs	37,314	-	37,314
	77,409	-	77,409

6. Employees

There was one full time employee during the year and three part time employees.

7. Director remuneration and related party transactions

Some directors of the Pregnancy and Parents Centre are paid for their services in leading sessions and this is noted below. Directors who are paid for their services are not permitted to take part in meetings at which the setting of sessional fees is discussed, and they are paid at a rate equivalent to other facilitators. They are required to account for their time and invoice in the same way as other facilitators.

Nadine Edwards sessional fees	£2,968
Nadine Edwards donated fees	748
Nadine Edwards total sessional fees	£3,716
Lee Seekings-Norman sessional fees	£6,440

8. Analysis of charitable funds

Analysis of unrestricted fund movements

	Balance at 31 Mar 2011 £	Incoming resources £	Resources expended £	Balance at 31 Mar 2012 £
General fund	10,178	76,479	(74,559)	12,098
Restricted funds	2,750	1,500	(2,850)	1,400

9. Analysis of net assets between funds

	General fund £	Restricted funds £	Total £
Cash at bank	12,098	1,400	13,498

10. Legal status of the company

The charity is a company limited by guarantee and has no share capital. Every member of Pregnancy and Parents Centre undertakes to contribute to the assets of the company in the event of a winding-up while he/she is a member, or within one year after he/she ceases to be a member, for payment of the liabilities of the company contracted before he/she ceases to be a member, such amounts as may be required not exceeding £1.