

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2003**

**Company Registration Number SC228321
Charity Number SCO032831**



ALEXANDER MARSHALL
Chartered Accountants & Registered Auditors
84 Hamilton Road
Motherwell
ML1 3BY

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

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**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the period from 21 February 2002 to 31 March 2003.

LEGAL STATUS

East Kilbride and District Shopmobility is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

The company was incorporated on 21 February 2002 under the Companies Act 1985 and is registered at Companies House in Scotland under number SC228321.

The Inland Revenue have recognised that the company's objects are charitable and that relief is available under section 505(1) of the Income and Taxes Act 1988. The company's charity number is SC032831.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (2000).

OBJECTIVES OF EAST KILBRIDE AND DISTRICT SHOPMOBILITY

The objects of the company, as set out in its memorandum and articles of association, are to:

Provide relief for persons suffering from mental or physical disability, illness or impairment and in particular those who have sensory impairment or limited mobility, and with particular *reference to those who are resident in the East Kilbride area.*

Advance education on all aspects of disability, and in particular disability involving sensory impairment or limited mobility.

Promote and/or provide training in skills of all kinds, in fields connected with disability.

EAST KILBRIDE AND DISTRICT SHOPMOBILITY COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

ORGANISATION

The company is controlled by a board of directors which meets normally on a monthly basis. The day to day management of the company is the responsibility of the coordinator who is assisted by an administrator. At the monthly meetings the board hears reports from the coordinator, on the progress and development of the company, and from the treasurer on the financial position and future commitments of the company.

FINANCIAL CONTROLS

The treasurer is responsible for maintaining and controlling the financial records. The treasurer will arrange for payment of all liabilities and cheques require to be signed by two board members. The board approves all items of expenditure which are not of a recurring nature.

RISK MANAGEMENT

The trustees have a responsibility to identify and minimise potential risks to the future operation of the Company. At the regular meetings the trustees review the major risks to which the Company is exposed and review systems to ensure that those risks are mitigated.

INVESTMENT POLICY

The company has the power to invest any funds which are not immediately required for its activities in such investments as may be considered appropriate. The trustees consider that where surplus funds are available, they should be held in a suitable high interest bearing bank account.

The principal activity of the company during the year was the provision of mobility aids to enable people with disabilities from the East Kilbride and surrounding area to make better use of the town centre.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

Since incorporation the company has been active in obtaining suitable premises and the necessary funds to be able to meet its objectives. At the end of the first financial period the company has not only achieved its primary objectives by securing both the premises and funds required, but has also recruited a coordinator and an administrator, both full time posts. The systems have been put in place and from April 2003 the company has been able to provide mobility assistance to the residents of the East Kilbride and surrounding areas using the town centre.

Since the official opening in April 2003 the company has acquired 38 pieces of equipment and the demand for the facilities offered has steadily grown. It is expected that the original target weekly number of users will be exceeded before the end of the next financial year. The development of East Kilbride Town Centre continues to grow with the opening of Centre West and the next stage in the development of the facilities offered by the company is to open a second office there. Plans are well advanced in this area and it is hoped that this second facility will be operational within the next twelve months.

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mrs L McMeekin
Mrs H Cameron
Mrs A Smith
Mrs E McKenzie
Mrs M Steele
Mrs G Gray
Mrs V Reoch

Mrs L McMeekin was appointed as a member of the committee on 21 February 2002.
Mrs H Cameron was appointed as a member of the committee on 21 February 2002.
Mrs A Smith was appointed as a member of the committee on 21 February 2002.
Mrs E McKenzie was appointed as a member of the committee on 21 February 2002.
Mrs M Steele was appointed as a member of the committee on 21 February 2002.
Mrs G Gray was appointed as a member of the committee on 21 February 2002.
Mrs V Reoch was appointed as a member of the committee on 21 February 2002.
Mrs E McKenzie retired as a member of the committee on 11 March 2003.

RESPONSIBILITIES OF THE TRUSTEES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the period and of the incoming and outgoing resources for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

A resolution to re-appoint Alexander Marshall as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

SMALL COMPANY PROVISIONS

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

Registered office:

Unit 2a
Olympia Shopping Centre
Town Centre
East Kilbride
Glasgow
G74 1PG

Signed by order of the trustees

A handwritten signature in black ink, appearing to be 'M Swallow', written over a horizontal line.

MR M SWALLOW
Company Secretary

Approved by the trustees on 7 July 2003

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

We have audited the financial statements on pages 7 to 13 which have been prepared under the historical cost convention and the accounting policies set out on pages 9 to 10.

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

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The responsibilities of the trustees (which also acts as Directors for the charitable activities of the company) of the charity for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 3.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS *(continued)*

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2003 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

84 Hamilton Road
Motherwell
ML1 3BY

7 July 2003

Alexander Marshall

ALEXANDER MARSHALL
Chartered Accountants
& Registered Auditors

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

INCOME AND EXPENDITURE ACCOUNT

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

	Note	Total Funds Period from 21 Feb 02 to 31 Mar 03 £
INCOMING RESOURCES		
Donations	2	1,351
Grants receivable	3	18,935
Interest receivable	5	103
TOTAL INCOMING RESOURCES		<u>20,389</u>
RESOURCES EXPENDED		
Direct charitable expenditure	6	6,600
Management and administration	7	8,656
TOTAL RESOURCES EXPENDED	8	<u>15,256</u>
NET INCOMING RESOURCES FOR THE PERIOD	9	5,133
Balances carried forward at 31 Mar 03		<u>5,133</u>

All movements are in Unrestricted Funds

The charity has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 13 form part of these financial statements.

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2003

	Note	31 Mar 03 £	£
FIXED ASSETS			
Tangible assets	10		2,460
CURRENT ASSETS			
Debtors	11	1,610	
Cash at bank and in hand		<u>2,645</u>	
		4,255	
CREDITORS: Amounts falling due within one year	12	<u>(1,582)</u>	
NET CURRENT ASSETS			2,673
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>5,133</u>
NET ASSETS			<u>5,133</u>
FUNDS			
Unrestricted	13		5,133
TOTAL FUNDS			<u>5,133</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the board of directors on the 7 July 2003 and are signed on their behalf by:

MRS H CAMERON
Vice Chair

H. Cameron.

The notes on pages 9 to 13 form part of these financial statements.

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

1. ACCOUNTING POLICIES

Basis of accounting

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 2000) and the Companies Act 1985.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that *the charity is small*.

Donations and grants

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.

Netting off of income and expenditure

Incoming resources have been included in the financial statements at their gross amounts, without the deduction of any expenditure.

Fund accounting

Funds held by the charity are unrestricted general funds. These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office furniture and equipment	25% straight line
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**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

1. ACCOUNTING POLICIES *(continued)*

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of Value Added Tax which the charity is unable to recover.

2. DONATIONS

	Total Funds Period from 21 Feb 02 to 31 Mar 03 £
Funds transferred from previous organisation	<u>1,351</u>

3. GRANTS RECEIVABLE

	Total Funds Period from 21 Feb 02 to 31 Mar 03 £
South Lanarkshire Council	900
Awards for All	4,085
Lloyds TSB	8,000
Community Fund	5,950
	<u>18,935</u>

4. CHARITABLE TRADING INCOME

The company had no charitable trading activities during the period.

5. INTEREST RECEIVABLE

	Period from 21 Feb 02 to 31 Mar 03 £
Bank interest receivable	<u>103</u>

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

6. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS

	Total Funds Period from 21 Feb 02 to 31 Mar 03 £		
Provision of charitable services:			
Loan or hire of mobility aids			<u>6,600</u>
Analysis of provision of charitable services:			
	Staff costs	Other costs	Total
	£	£	£
Loan or hire of mobility aids	<u>5,705</u>	<u>895</u>	<u>6,600</u>

7. MANAGEMENT AND ADMINISTRATION

	Total Funds Period from 21 Feb 02 to 31 Mar 03 £
Salaries	1,812
Office costs	2,777
Accountancy fees	71
Audit fees	705
Legal and professional	2,360
Other	<u>931</u>
	<u>8,656</u>

8. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds Period from 21 Feb 02 to 31 Mar 03 £
	£	£	£	£
Direct charitable expenditure	5,705	—	895	6,600
Management and administration	<u>1,812</u>	<u>820</u>	<u>6,024</u>	<u>8,656</u>
	<u>7,517</u>	<u>820</u>	<u>6,919</u>	<u>15,256</u>

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

8. TOTAL RESOURCES EXPENDED *(continued)*

Particulars of employees:

The average number of staff employed by the charity during the financial period amounted to:

	Period from 21 Feb 02 to 31 Mar 03
	No
Number of project staff	1
Number of administrative staff	1
	<u>2</u>

	Period from 21 Feb 02 to 31 Mar 03
	£
Other costs:	
Premises	920
Legal and professional	3,136
Other	2,863
	<u>6,919</u>

9. OPERATING ASSETS

Operating profit is stated after charging:

	Period from 21 Feb 02 to 31 Mar 03
	£
Depreciation	820
Auditors' fees	705
	<u></u>

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
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NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 21 FEBRUARY 2002 TO 31 MARCH 2003

10. TANGIBLE FIXED ASSETS

	Fixtures and office equipment £
COST	
Additions	3,280
At 31 March 2003	<u>3,280</u>
DEPRECIATION	
Charge for the period	820
At 31 March 2003	<u>820</u>
NET BOOK VALUE	
At 31 March 2003	<u>2,460</u>

11. DEBTORS

	31 Mar 03 £
Income tax recoverable	11
Prepayments	<u>1,599</u>
	<u>1,610</u>

12. CREDITORS: Amounts falling due within one year

	31 Mar 03 £
PAYE and social security	701
Other creditors	<u>881</u>
	<u>1,582</u>

13. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	Tangible fixed assets	Other net assets	Total
	£	£	£
Unrestricted funds	<u>2,460</u>	<u>2,673</u>	<u>5,133</u>

14. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have any shareholders. The company is under the control of the trustees who are listed in the Trustees Annual Report.