

**EAST KILBRIDE AND DISTRICT SHOPMOBILITY
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
31 MARCH 2004**



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

YEAR ENDED 31 MARCH 2004

CONTENTS	PAGE
Trustees annual report	1
Independent auditors' report	5
Income and expenditure account	7
Balance sheet	8
Notes to the financial statements	9

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

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2004

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 year ended 31 March 2004.

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)*

YEAR ENDED 31 MARCH 2004

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 the official opening in April 2003 the company has been able to provide mobility assistance to the residents of East Kilbride and the surrounding areas using the town centre. As the amount of available equipment has been added to so the corresponding demand for the facilities offered has steadily grown. The development of East Kilbride Town Centre has grown 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. This has not yet happened however 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)*

YEAR ENDED 31 MARCH 2004

THE TRUSTEES

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

Mrs L McMeekin
Mrs H Cameron - Chairperson
Mrs A Smith - Vice chairperson
Mrs M Steele
Mrs G Gray
Mrs V Reoch
Mrs C F Kennedy
Ms J Cowan
Mr C Grundy

Mrs C F Kennedy was appointed as a trustee on 1 September 2003.

Ms J Cowan was appointed as a trustee on 7 July 2003.

Mr C Grundy was appointed as a trustee on 7 July 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 year and of the incoming and outgoing resources for the year 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)*

YEAR ENDED 31 MARCH 2004

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



MR M SWALLOW
Company Secretary

Approved by the trustees on ^{31 August}~~September~~ 2004.

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

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF EAST
KILBRIDE AND DISTRICT SHOPMOBILITY**

YEAR ENDED 31 MARCH 2004

We have audited the financial statements on pages 7 to 14 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 (who also act 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 OF EAST
KILBRIDE AND DISTRICT SHOPMOBILITY *(continued)***

YEAR ENDED 31 MARCH 2004

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2004 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

Alexander Marshall
ALEXANDER MARSHALL
Chartered Accountants
& Registered Auditors

1 September 2004.

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

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2004

		Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	Note	£	£	£	£
INCOMING RESOURCES					
Donations	2	3,295	—	3,295	1,351
Grants receivable	3	2,000	77,123	79,123	18,935
Interest receivable	5	418	—	418	103
TOTAL INCOMING RESOURCES		<u>5,713</u>	<u>77,123</u>	<u>82,836</u>	<u>20,389</u>
RESOURCES EXPENDED					
Direct charitable expenditure	6	667	50,439	51,106	6,600
Management and administration	7	340	8,651	8,991	8,656
TOTAL RESOURCES EXPENDED	8	<u>1,007</u>	<u>59,090</u>	<u>60,097</u>	<u>15,256</u>
NET INCOMING RESOURCES FOR THE YEAR	9	<u>4,706</u>	<u>18,033</u>	<u>22,739</u>	<u>5,133</u>
Balances carried forward at 31 Mar 04		<u>4,706</u>	<u>18,033</u>	<u>22,739</u>	<u>5,133</u>

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

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

The notes on pages 9 to 14 form part of these financial statements.

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

BALANCE SHEET

31 MARCH 2004

	Note	2004 £	2003 £
FIXED ASSETS			
Tangible assets	10	22,316	2,460
CURRENT ASSETS			
Debtors	11	2,015	1,610
Cash at bank and in hand		<u>33,618</u>	<u>2,645</u>
		35,633	4,255
CREDITORS: Amounts falling due within one year	12	<u>(30,077)</u>	<u>(1,582)</u>
NET CURRENT ASSETS		5,556	2,673
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>27,872</u>	<u>5,133</u>
NET ASSETS		<u>27,872</u>	<u>5,133</u>
FUNDS			
Restricted	13	18,648	—
Unrestricted	14	<u>9,224</u>	<u>5,133</u>
TOTAL FUNDS		<u>27,872</u>	<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 September 2004 and are signed on their behalf by:

MRS H CAMERON
Chairperson

H. Cameron

The notes on pages 9 to 14 form part of these financial statements.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

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:

Mobility aids	33% reducing balance
Office furniture and equipment	25% reducing balance

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

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

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£
Donations	3,295	-	3,295	-
Funds transferred from previous organisation	-	-	-	1,351
	<u>3,295</u>	<u>-</u>	<u>3,295</u>	<u>1,351</u>

3. GRANTS RECEIVABLE

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£
South Lanarkshire Council	-	-	-	900
Awards for All	-	-	-	4,085
Lloyds TSB	-	1,275	1,275	8,000
Community Fund	-	75,848	75,848	5,950
East Kilbride Disability	2,000	-	2,000	-
	<u>2,000</u>	<u>77,123</u>	<u>79,123</u>	<u>18,935</u>

4. CHARITABLE TRADING INCOME

The company had no charitable trading activities during the period.

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

5. INTEREST RECEIVABLE

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£
Bank interest receivable	<u>418</u>	<u>-</u>	<u>418</u>	<u>103</u>

6. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£
Provision of charitable services:				
Loan of mobility aids	<u>667</u>	<u>50,439</u>	<u>51,106</u>	<u>6,600</u>

Analysis of provision of charitable services:

	Staff costs £	Depreciation £	Other costs £	Total 2004 £	Total 2003 £
Loan of mobility aids	<u>34,825</u>	<u>10,066</u>	<u>6,215</u>	<u>51,106</u>	<u>6,600</u>

7. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£
Salaries	-	2,684	2,684	1,812
Office costs	-	3,547	3,547	2,777
Accountancy fees	-	282	282	71
Audit fees	-	881	881	705
Legal and professional	-	26	26	2,360
Other	<u>340</u>	<u>1,231</u>	<u>1,571</u>	<u>931</u>
	<u>340</u>	<u>8,651</u>	<u>8,991</u>	<u>8,656</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

8. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds Year to 31 Mar 04	Total Funds Period from 21 Feb 02 to 31 Mar 03
	£	£	£	£	£
Direct charitable expenditure	34,825	10,066	6,215	51,106	6,600
Management and administration	2,684	727	5,580	8,991	8,656
	<u>37,509</u>	<u>10,793</u>	<u>11,795</u>	<u>60,097</u>	<u>15,256</u>

The aggregate payroll costs were:

	Year to 31 Mar 04	Period from 21 Feb 02 to 31 Mar 03
	£	£
Wages and salaries	34,409	6,966
Social security costs	3,100	551
	<u>37,509</u>	<u>7,517</u>

Particulars of employees:

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

	Year to 31 Mar 04	Period from 21 Feb 02 to 31 Mar 03
	No	No
Number of project staff	2	1
Number of administrative staff	1	1
	<u>3</u>	<u>2</u>

	Year to 31 Mar 04	Period from 21 Feb 02 to 31 Mar 03
	£	£
Other costs:		
Premises	5,046	920
Legal and professional	1,189	3,136
Other	5,560	2,863
	<u>11,795</u>	<u>6,919</u>

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

£

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

9. OPERATING PROFIT

Operating profit is stated after charging:

	Year to 31 Mar 04	Period from 21 Feb 02 to 31 Mar 03
	£	£
Depreciation	10,793	820
Auditors' fees	<u>881</u>	<u>705</u>

10. TANGIBLE FIXED ASSETS

	Mobility aids £	Fixtures and office equipment £	Total £
COST			
At 1 April 2003	—	3,280	3,280
Additions	<u>30,198</u>	<u>451</u>	<u>30,649</u>
At 31 March 2004	<u>30,198</u>	<u>3,731</u>	<u>33,929</u>
DEPRECIATION			
At 1 April 2003	—	820	820
Charge for the year	<u>10,066</u>	<u>727</u>	<u>10,793</u>
At 31 March 2004	<u>10,066</u>	<u>1,547</u>	<u>11,613</u>
NET BOOK VALUE			
At 31 March 2004	<u>20,132</u>	<u>2,184</u>	<u>22,316</u>
At 31 March 2003	<u>—</u>	<u>2,460</u>	<u>2,460</u>

11. DEBTORS

	2004 £	2003 £
Income tax recoverable	83	11
Prepayments	<u>1,932</u>	<u>1,599</u>
	<u>2,015</u>	<u>1,610</u>

12. CREDITORS: Amounts falling due within one year

	2004 £	2003 £
PAYE and social security	541	701
Other creditors	<u>29,536</u>	<u>881</u>
	<u>30,077</u>	<u>1,582</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2004

13. RESTRICTED FUNDS

	Movement in resources:	Balance at 31 Mar 2004
	Incoming £	£
Lloyds TSB	(323)	(323)
Community Fund	(18,325)	(18,325)
	<u>(18,648)</u>	<u>(18,648)</u>

14. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)

	Tangible fixed assets £	Other net assets £	Total £
Lloyds TSB	—	323	323
Community Fund	19,137	(812)	18,325
	<u>19,137</u>	<u>(489)</u>	<u>18,648</u>
Unrestricted funds	3,178	6,046	9,224
	<u>22,315</u>	<u>5,557</u>	<u>27,872</u>

15. 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.