

Company registration number: SC268613
Charity registration number: SC035942

Community House Limited

(A company limited by guarantee)
Annual Report and Financial Statements
for the Year Ended 31 March 2012



Morris & Young
Chartered Accountants
6 Atholl Crescent
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Community House Limited

Contents

Reference and Administrative Details	1
Trustees' Report	2 to 5
Independent examiner's report	6
Statement of financial activities	7
Balance Sheet	8
Notes to the financial statements	9 to 17

Community House Limited
Reference and Administrative Details

Charity name	Community House Limited
Charity registration number	SC035942
Company registration number	SC268613
Registered office	23 Maree Court ALLOA FK10 1QE
Trustees	The Rev. Muriel Willoughby, Chairperson William McGrouther, Company secretary Valerie Rose, Treasurer Elaine McDonagh Rev James King (Appointed 11 October 2011)
Independent examiner	Alexander J Fyfe, M.A.A.T., C.A., DChA. Morris & Young Chartered Accountants 6 Atholl Crescent PERTH PH1 5JN

Community House Limited

Trustees' Report

The directors present their report and accounts for the year ended 31 March 2012.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance & management

The charity is registered in Scotland under charity number SC035942 and is also a company limited by guarantee with company number SC268613.

The Community House Limited is an ecumenical Christian based project open to people of all faiths and of none.

Management changes

The Rev. Michael Dawson, having completed his term of office, resigned from the position of Chairman. The post has been taken over by The Rev. Muriel Willoughby. Mrs Wendy Cowan also retired as her three years in office had been completed.

The Rev. James King joined the committee during the year.

During the year Mr James Wilson and Mr Eric Armour resigned their seats in the committee. As a result of retirement, Mr William McGrouther transferred to become Company Secretary.

The directors serving during the year to 31 March 2012 were:

Rev. Muriel Willoughby (Chairperson)

Mr William McGrouther (Company Secretary)

Mrs Valerie Rose (Treasurer)

Rev. James King (Appointed 11/10/11)

Mrs Elaine McDonagh

Rev. Michael Dawson (Resigned 6/9/11)

Wendy Cowan (Resigned 6/9/11)

Eric Armour (Resigned 6/9/11)

James Wilson (Resigned 6/9/11)

It should be noted that Mrs Elaine McDonagh is a board member and has full voting rights but cannot hold a position, i.e., Treasurer or Chairperson, as she is also a staff member.

Trustee induction and training

New trustees are given background papers including the main documents, which set out the framework of the charity. They meet with the Project Manager to receive a briefing on the day-to-day work. Training sessions are arranged on the responsibilities of the Management Committee. Committee members are disclosure checked.

Funding

All necessary funding has been provided, but the Directors are aware that during the coming year, the process of acquiring funding for 2013 and onwards will need to be initiated.

Community House Limited

Trustees' Report

Staff

Mrs Elaine McDonagh has continued in the post of Project Manager.

During the year, Sara Lindores was appointed as Community Link Worker and Craig Sinclair as Youth Outreach Worker. Both have settled in well and proved to be valuable staff members.

The compliment at the year-end is:

Mrs Elaine McDonagh - full time project manager

Mrs Marie Partridge - full time project worker

Miss Sharlene Haggart - part time project assistant

Miss Kelly Snaddon - part time project assistant

Rosemary Whitelaw - part time project assistant

Sara Lindores - full time community link worker

Craig Sinclair - part time youth outreach worker

Angela Gardner - part time cleaner

Sandra Quigley - part time administrative assistant

We are also helped by a number of volunteers of whom ten consistently help in various activities. Community House also provides training opportunities for people from Clackmannanshire Council Supported Employer Services.

During the year Community House has entered into a partnership with "Inspiring Scotland" to employ a Community link Worker. This post is funded by "Inspiring Scotland" until March 2014 and is aimed as encouraging the growth of community led activities. The worker is engaged in researching the needs and skills in the local community and then promoting projects, which will be taken on by local community members.

The post of Youth Outreach Worker has been filled, funded by Big Lottery, and its aims is to establish contacts and set up activities for the 16-25 age group which is currently not represented in the Community House project.

The difficulty in recruiting volunteers and potential leadership from the local community still remains although it is hoped that the news will help in this aspect.

Staff training/qualifications

All staff are suitably qualified and meet the requirements of registration of the Scottish Social Services Council at the level of their individual positions within Community House.

The Project Manager continues to monitor relevant legislation and to arrange appropriate training for staff members as well as providing oversight to all staff working in Community House.

Objectives & activities

The main aims are:

To provide a safe place where children and young people will be listened to.

To offer a wide choice of activities to children and young people.

To enable children and young people to grow in confidence and self-esteem.

To encourage a positive view of the future by increasing the aspirations of children and young people.

Community House Limited

Trustees' Report

To offer senior citizens time to meet and share meals together and to promote intergenerational activities.

To offer families with young children opportunities to meet and to share concerns and ideas.

To encourage well-being and provide Healthy Eating.

To offer an alternative lifestyle to the locally prevalent drink and drugs culture.

To treat all who come as individuals.

Activities

With the new staff arrangements it was possible to start the new activities such as Football for the 16 plus age group.

Existing activities continue to be well used by the community.

Property/Equipment

Decoration of the main areas was carried out during the year with updates of electrical, i.e., new lighting throughout the building.

Reserves policy

The aim is to have a reserve of between 3 and 6 months annual expenditure.

Financial review

The financial position of the charity is set out in the attached accounts.

Risk

The Management Committee have carried out a review of the major risks to which the project is exposed and the issues are being addressed. The Project Manager carries out a risk assessment annually, insurance risks have been carefully assessed and procedures implemented. Procedures are in place to ensure compliance with health and safety. Care Commission requirements are also in place.

Plans for the future

A number of activities are now filling the House to its maximum capacity and the Committee recognise that consideration will have to be given to the possible solution of either extending the present premises or moving to a larger amenity.

Conclusion

The Management Committee is encouraged and impressed by the commitment and expertise of all the staff. In particular the Project Manager continues to do an excellent job in overseeing the Project. She has adapted well to changing circumstances over the past year, encouraging and enabling new staff to use their skills to benefit the Project and so the community. The whole staff including the volunteers work well together.

The Project has been encouraged to develop and consider the future while continuing to provide a stable and welcoming environment for its varied users.

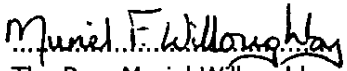
Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Community House Limited

Trustees' Report

Approved by the Board on 27 July 2012 and signed on its behalf by:


The Rev. Muriel Willoughby
Trustee

Independent Examiner's Report to the Trustees of Community House Limited

I report on the accounts of the charity for the year ended 31 March 2012, which are set out on pages 7 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 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 report

My examination was carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeking explanations from you as 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 view given by 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 the Regulation 8 of the 2006 Accounts Regulationshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


.....
Alexander J Fyfe, M.A.A.T., C.A., DChA
Morris & Young
Chartered Accountants
6 Atholl Crescent
PERTH
PH1 5JN

30 July 2012

Community House Limited

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 31 March 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income	2	10,959	178,479	189,438	163,126
Investment income	4	349	-	349	446
Total incoming resources		<u>11,308</u>	<u>178,479</u>	<u>189,787</u>	<u>163,572</u>
Resources expended					
Charitable activities	5	11,413	100,781	112,194	113,702
Governance costs	5	-	1,947	1,947	2,037
Total resources expended		<u>11,413</u>	<u>102,728</u>	<u>114,141</u>	<u>115,739</u>
Net income before transfers		(105)	75,751	75,646	47,833
Transfers					
Gross transfers between funds		<u>(2,118)</u>	<u>2,118</u>	<u>-</u>	<u>-</u>
Net movements in funds		(2,223)	77,869	75,646	47,833
Reconciliation of funds					
Total funds brought forward		<u>45,120</u>	<u>124,355</u>	<u>169,475</u>	<u>121,642</u>
Total funds carried forward		<u>42,897</u>	<u>202,224</u>	<u>245,121</u>	<u>169,475</u>

The notes on pages 9 to 17 form an integral part of these financial statements.

Community House Limited (Registration number: SC268613)

Balance Sheet as at 31 March 2012

	Note	2012		2011	
		£	£	£	£
Fixed assets					
Tangible assets	10		980		1,307
Current assets					
Cash at bank and in hand		245,802		169,643	
Creditors: Amounts falling due within one year	11	<u>(1,661)</u>		<u>(1,475)</u>	
Net current assets			<u>244,141</u>		<u>168,168</u>
Net assets			<u>245,121</u>		<u>169,475</u>
The funds of the charity:					
Restricted funds			202,224		124,355
Unrestricted funds			<u>42,897</u>		<u>45,120</u>
Total charity funds			<u>245,121</u>		<u>169,475</u>

For the financial year ended 31 March 2012, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies, although an audit has been carried out under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

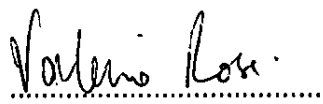
The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

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 companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 27 July 2012 and signed on its behalf by:


 The Rev. Muriel Willoughby
 Trustee


 Valerie Rose
 Trustee

The notes on pages 9 to 17 form an integral part of these financial statements.

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

1 Accounting policies

Basis of preparation

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, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 14.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

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

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

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Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Fixtures and fittings	25% reducing balance
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Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

..... continued

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations and legacies				
Appeals and donations	5,199	-	5,199	3,650
Grants				
Grants - other agencies	5,760	178,479	184,239	159,476
	<u>10,959</u>	<u>178,479</u>	<u>189,438</u>	<u>163,126</u>

3 Grants receivable

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Fairer Scotland	4,060	35,095	39,155	41,000
Big Lottery	1,700	121,234	122,934	91,315
Coalfields	-	-	-	17,161
Moffat Trust	-	10,000	10,000	10,000
Link up	-	12,150	12,150	-
	<u>5,760</u>	<u>178,479</u>	<u>184,239</u>	<u>159,476</u>

4 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Interest on cash deposits	349	-	349	446

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

..... continued

5 Total resources expended

	The provision of recreational facilities £	Governance £	Total £
Direct costs			
Cost of goods sold	17,578	-	17,578
Employment costs	71,505	-	71,505
Depreciation of tangible fixed assets	327	-	327
	<u>89,410</u>	<u>-</u>	<u>89,410</u>
Support costs			
Employment costs	8,678	-	8,678
Establishment costs	4,712	-	4,712
Office expenses	9,394	-	9,394
Accountancy fees	-	1,947	1,947
	<u>22,784</u>	<u>1,947</u>	<u>24,731</u>
	<u>112,194</u>	<u>1,947</u>	<u>114,141</u>

6 Trustees' remuneration and expenses

One of the directors, Elaine McDonagh, received remuneration during the year. Elaine has full voting rights but without the right to hold office. This is in line with the charity's constitution. No expenses were paid during the year.

7 Net income

Net income is stated after charging:

	2012 £	2011 £
Depreciation of tangible fixed assets	<u>327</u>	<u>437</u>

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

..... continued

8 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2012 No.	2011 No.
Project manager	1	1
Project assistant	2	2
Project workers	2	2
Adminstration	1	1
Community Link worker	1	-
Youth Outreach worker	1	-
Cleaner	1	1
	<u>9</u>	<u>7</u>

The aggregate payroll costs of these persons were as follows:

	2012 £	2011 £
Wages and salaries	74,737	77,658
Social security	<u>5,446</u>	<u>5,209</u>
	<u>80,183</u>	<u>82,867</u>

9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

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10 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 April 2011 and 31 March 2012	<u>4,576</u>
Depreciation	
As at 1 April 2011	3,269
Charge for the year	<u>327</u>
As at 31 March 2012	<u>3,596</u>
Net book value	
As at 31 March 2012	<u>980</u>
As at 31 March 2011	<u>1,307</u>

11 Creditors: Amounts falling due within one year

	2012 £	2011 £
Accruals and deferred income	<u>1,661</u>	<u>1,475</u>

12 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

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13 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

Related party transactions

The Charity presently operates on a rent free basis from premises owned by Clackmannanshire Council.

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

..... continued

14 Analysis of funds

	At 1 April 2011 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2012 £
General Funds					
Unrestricted income fund	45,120	11,308	(11,413)	(2,118)	42,897
Restricted Funds					
Salary fund	89,678	55,310	(67,677)	-	77,311
Cleaner	2,899	957	(3,828)	-	28
Recruitment	1,430	300	(1,680)	-	50
Telephone & internet	563	150	(536)	-	177
Stationery	718	192	(765)	-	145
Arts & crafts	2,056	500	(2,549)	-	7
Healthy eating	3,391	100	(4,449)	958	-
Training	1,606	400	(90)	-	1,916
Electricity	973	879	(921)	-	931
Gas	1,299	1,104	(1,018)	-	1,385
Outings	942	243	(1,130)	-	55
Cleaning materials	315	115	(915)	485	-
Clothing	313	70	(230)	-	153
Computer accessories	239	50	-	-	289
Decoration	903	200	(1,103)	-	-
Equipment	1,503	400	(1,424)	-	479
Equipment & repairs	1,285	300	(440)	-	1,145
Insurance	1,864	450	(1,322)	-	992
Maintenance contracts	979	287	(1,124)	-	142
Miscellaneous	9	-	-	-	9
Newsletters	341	720	-	-	1,061
Office equipment	653	100	(171)	-	582
Professional fees	999	500	(1,947)	448	-
Promotional materials	103	40	(149)	6	-
Sessional workers	1,681	500	(1,888)	-	293
Travel	450	110	-	-	560
Water	1,194	350	(1,101)	-	443
Website	217	50	-	-	267
Window cleaner	195	50	(80)	-	165
Building repairs	730	200	(143)	-	787
Research	250	-	-	-	250
Greggs breakfast club	323	-	(451)	128	-

Community House Limited

Notes to the Financial Statements for the Year Ended 31 March 2012

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Rent	4,254	1,250	(5,597)	93	-
Fairer Scotland	-	9,974	-	-	9,974
Big Lottery	-	97,759	-	-	97,759
Link up	-	4,869	-	-	4,869
Moffat	-	-	-	-	-
	<u>124,355</u>	<u>178,479</u>	<u>(102,728)</u>	<u>2,118</u>	<u>202,224</u>
	<u>169,475</u>	<u>189,787</u>	<u>(114,141)</u>	<u>-</u>	<u>245,121</u>

15 Net assets by fund

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Tangible assets	980	980	1,307
Current assets	245,802	245,802	169,643
Creditors: Amounts falling due within one year	<u>(1,661)</u>	<u>(1,661)</u>	<u>(1,475)</u>
Net assets	<u>245,121</u>	<u>245,121</u>	<u>169,475</u>