

HOME-START GLENROTHES

Registered Number

SC 281021

**Financial Statements
for the year ended
31st March 2009**

THURSDAY



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SCT

21/01/2010

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COMPANIES HOUSE

**D K Gardiner & Co
Chartered Accountants
15f Postgate
Glenrothes
Fife**

HOME-START GLENROTHES

DIRECTORS

D Cameron

Appointed 3rd March 2005

Resigned 31st March 2009

Mrs L Robertson

Appointed 3rd March 2005

Resigned 22nd December 2007

K Robertson

Appointed 3rd March 2005

B Robertson

Appointed 23rd May 2006

Resigned 31st January 2008

Mrs A Henderson

Appointed 27th August 2006

B Gallacher

Appointed 23rd November 2006

K Stevenson

Appointed 23rd November 2006

C J Mieztis

Appointed 15th January 2007

J Anderson

Appointed 11th August 2008

SECRETARY

Mrs J Marshall

COMPANY NUMBER

SC 281021

CHARITY NUMBER

SC0 23590

REGISTERED OFFICE

**47 - 48 GREENLAW CRESCENT
GLENROTHES
FIFE, KY6 JQ**

BANKERS

**BANK OF SCOTLAND
9 FALKLAND GATE
GLENROTHES
FIFE, KY7 5LW**

ACCOUNTANTS

**D K GARDINER & CO
CHARTERED ACCOUNTANTS
15F POSTGATE
GLENROTHES
FIFE, KY7 5LH**

HOME-START GLENROTHES

Directors Report for the year ended 31st March 2009

The Directors of the charity for the purposes of the Companies Act, present their annual report and financial statements for the year ended 31st March 2009. The Directors have adopted the provisions of the Statements of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in preparing the annual report and financial statements of the charity.

Objects of the Company, Principal Activities, Organisation of our Work

The Charity is constituted as a company limited by Guarantee and is therefore governed by a Memorandum and Articles of Association.

The Charity's object is to promote the welfare and support of families without distinction of political, religious or other opinions.

The Charity is organised so that the Directors meet regularly to manage its affairs. There is a full time staff who administer the affairs of the Charity and provide support and development advice to the Enterprise.

Future Developments

The Charity is continuing to source funds to enable it to continue the above objectives.

Transactions and Financial Position

The Statement of Financial Activities show, a net deficit for the year of £1940 and our reserves are £20698 in total.

Funds Available

The present level of funding is adequate to support the anticipated level of expenditure during the year.

Investment Powers

The Memorandum and Articles of Association authorises the Directors to make and hold investments using the general funds of the charity, but no such investments are presently held.

Directors

The directors who served during the year are as stated on Page 1.

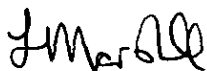
HOME-START GLENROTHES

Directors Report for the year ended 31st March 2009 (Continued)

Risk Management

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operations and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

This report which has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, was approved by the board on 27th October 2009 and signed on its behalf by:



Mrs J Marshall
Secretary

HOME-START GLENROTHES

STATEMENT OF 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 for the year. In preparing these financial statements, the directors are required to:

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

Amounts are presented within items in the profit and loss account and balance sheet, the directors have had regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

In the case of each of the persons who is a director at the time when the directors' report is approved.

- So far as the director is aware there is no relevant accounting information (information needed by the company's accountants in connection with preparing their report) of which, the company's accountants are unaware, and
- The director has taken all the steps that ought to have been taken in order to make themselves aware of any relevant accounting information and to establish that the company's accountants are aware of that information.

CHARTERED ACCOUNTANTS' REPORT

Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of Home-Start Glenrothes

Respective responsibilities of directors and reporting accountants

As described on page 4 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

In accordance with the engagement letter dated 15th March 2009 and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the company which comprise the Profit and Loss Account and Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

Basis of opinion

This report is made to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's Board of Directors, as a body, for our work or for this report.

Opinion

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under s.221 of the Companies Act 1985.
- (b) Having regard only to, and on the basis of, the information contained in those accounting records
 - [i] the accounts have been drawn up in a manner consistent with the accounting requirements specified in s.249C(6) of the Act.
 - [ii] the company satisfied the conditions for exemption from an audit of the accounts for the year specified in s.249C(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s.249B(1).

27th October 2009
15f Postgate
Glenrothes
Fife


D K Gardiner & Co
Chartered Accountants

HOME-START GLENROTHES

Scottish Charities Number SC 281021

Independent Examiner's Report on the Accounts

For the year ended 31st March 2009 set out on Pages 7 - 12

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 Trustees Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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 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.

27th October 2009
15f Postgate
Glenrothes
Fife


D K Gardiner, F.C.A.
D K Gardiner & Co
Chartered Accountants

HOME-START GLENROTHES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2009

		<u>2009</u>		<u>2008</u>	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<u>INCOMING RESOURCES</u>					
GRANTS RECEIVED	(2)	-	94713	94713	111612
OTHER INCOME	(3)	6947	15199	22146	17439
INTEREST RECEIVED	(4)	452	-	452	647
		<u>7399</u>	<u>109912</u>	<u>117311</u>	<u>129698</u>
<u>RESOURCES EXPENDITURE</u>					
LESS EXPENDITURE	(5)	<u>635</u>	<u>118616</u>	<u>119251</u>	<u>120054</u>
(DEFICIT) SURPLUS OF INCOME OVER EXPENDITURE BEFORE TAXATION		6764	(8704)	(1940)	9644
TAXATION	(6)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
(DEFICIT) SURPLUS OF INCOME OVER EXPENDITURE AFTER TAXATION	(10)	<u>£6764</u>	<u>£(8704)</u>	<u>£(1940)</u>	<u>£9644</u>

The notes on Pages 10 to 12 form part of these financial statements.

HOME-START GLENROTHES

BALANCE SHEET

AS AT 31ST MARCH 2009

	(Note)	£ <u>2009</u>	£	£ <u>2008</u>	£
<u>CURRENT ASSETS</u>					
Debtors	(8)	-		657	
Cash at Bank		31367		32127	
Cash in Hand		153		305	
		<u>£31520</u>		<u>£33089</u>	
<u>CURRENT LIABILITIES</u>					
Creditors	(9)	<u>£10822</u>		<u>£10451</u>	
			<u>20698</u>		<u>22638</u>
<u>NET CURRENT ASSETS</u>			<u>£20698</u>		<u>£22638</u>
<u>REPRESENTED BY:</u>					
<u>UNRESTRICTED FUNDS</u>	(10)	32199		25435	
<u>RESTRICTED FUNDS</u>	(10)	<u>(11501)</u>	<u>20698</u>	<u>(2797)</u>	<u>22638</u>
			<u>£20698</u>		<u>£22638</u>

HOME-START GLENROTHES

BALANCE SHEET (Continued)

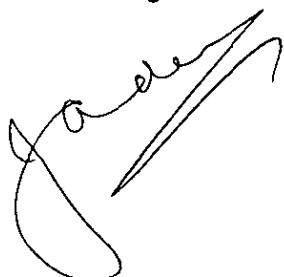
AS AT 31ST MARCH 2009

The directors have taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1) (total exemption). The directors have confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and preparing financial statements which give a true and fair view of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

These financial statements, which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (January 2007).

The financial statements on pages 7 to 12 were approved by the Board of Directors on 27th October 2009 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'J. Anderson', written over a horizontal line.

**J. Anderson
Director**

Notes to the accounts for the year ended 31st March 2009

1. ACCOUNTING POLICIES

1.1 Basis of Preparation of Accounts

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in October 2005, applicable accounting standards and the Companies Act 1985.

1.2 Incoming resources

Voluntary income and donations are included in incoming resources when they are receivable, except when donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis. 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 cost categories on a basis consistent with the use of these resources.

1.4 Tangible Fixed Assets

Depreciation is charged at rates estimated to write off the cost of fixed assets over their anticipated useful lives as follows:

Plant and Equipment	25% Straight Line
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All fixed assets have now been fully depreciated.

1.5 Grants

Grants in respect of capital expenditure are credited to the asset account.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

1.6 Value Added Tax

Value Added Tax is not recoverable by the Charity, and as such is included in the relevant costs in the Statement of Financial Affairs.

1.7 Pensions

The company contributes to staff members individual pension schemes.

1.8 Fundraising Costs

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

1.9 Expenditure on Management and Administration of the Charity

Administration expenditure included all expenditure not directly related to the charitable activity or fundraising ventures. This includes costs of renting and running office premises, staff salaries for administrative staff and accountancy fees.

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2009 (Continued)

2	<u>GRANTS RECEIVED - ALL RESTRICTED</u>	<u>2009</u>	<u>2008</u>
		£	£
	Fife Council - Grant	84686	91853
	VFC/HS - Grant	-	7959
	GLHCC Grant (Creche Facility)	-	2084
	Children in Need	10027	9716
		<u>£94713</u>	<u>£111612</u>
3	<u>OTHER INCOME - RESTRICTED</u>		
	Donations	<u>£15199</u>	<u>£7464</u>
	<u>OTHER INCOME - UNRESTRICTED</u>		
	Donations	5270	5553
	Fund Raising	974	3582
	Insurance Claim	-	840
	Creche Facility	703	-
		<u>£6947</u>	<u>£9975</u>
4	<u>INTEREST RECEIVED - ALL UNRESTRICTED</u>		
	Interest received on Cash Deposits	<u>£452</u>	<u>£647</u>
5	<u>RESOURCES EXPENDED - MANAGEMENT ADMINISTRATION AND DIRECT RUNNING COSTS</u>		
	<u>Restricted</u>		
	Premises and Services	2588	2953
	Staff Costs and Pension	90328	92220
	Administration Cost	7103	7941
	Motor Expenses, Travel and Volunteers Expenses	18534	14751
	Repairs, Maintenance and Depreciation	63	-
		<u>£118616</u>	<u>£117865</u>
	<u>Unrestricted</u>		
	Family Event	<u>£635</u>	<u>£2189</u>
6	<u>TAXATION</u>		
	There is no liability to Corporation Tax.		

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2009 (Continued)

7 (DEFICIT) SURPLUS FOR THE YEAR	<u>2009</u>	<u>2008</u>
	£	£
(Deficit) Surplus of income over expenditure is stated after charging.		
Depreciation of Tangible Fixed Assets owned by the charity	£ -	£ -
8 DEBTORS	<u>2009</u>	<u>2008</u>
	£	£
Sundry Debtors	£ -	£657
9 CREDITORS - DUE WITHIN ONE YEAR	<u>2009</u>	<u>2008</u>
	£	£
Grants received in Advance	7735	-
Donations received in Advance	-	7464
Taxes and Social Security	1819	1903
Pension Fund	-	127
Accruals	1268	957
	<u>£10822</u>	<u>£10451</u>

10 ANALYSIS OF FUND BALANCES

The company was incorporated on 3rd March 2005. The company took over the assets and liabilities of the unincorporated charity Home-Start Glenrothes on 1 April 2005.

The balances on the unrestricted and restricted funds were £13917 and £(1630) respectively.

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>£</u>
Balance as at 1st April 2008	25435	(2797)	22638
Deficit (Surplus) for the year	6764	(8704)	(1940)
Balance as at 31st March 2009	<u>£32199</u>	<u>£(11501)</u>	<u>£20698</u>

11 DIRECTORS

No remuneration was paid to the Directors.

Expenses of £241 (2008 - £Nil) were reimbursed to the Directors.

HOME-START - GLENROTHES

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2009

	<u>2009</u>		<u>2008</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
<u>INCOME</u>	<u>£</u>	<u>£</u>	<u>£</u>
Fife Council Grant	-	84686	84686
VFC/HS Grant	-	-	-
Creche Facilities	703	-	703
GLHCC Grant (Creche Funding)	-	-	-
Children in Need Grant	-	10027	10027
Fund Raising	974	-	974
Donations	5270	15199	20469
Bank Interest	452	-	452
Insurance Claim	-	-	-
	<u>£7399</u>	<u>£109912</u>	<u>£117311</u>
<u>EXPENDITURE</u>			
Salaries and National Insurance	-	86616	86616
Pensions	-	3712	3712
Rent	-	2000	2000
Insurance	-	588	588
Telephone	-	2003	2003
Postage	-	264	264
Advertising	-	66	66
Printing and Stationery	-	258	258
Repairs and Renewals	-	63	63
Photocopy Costs	-	859	859
Volunteer Expenses and Training	-	3878	3878
Transport and Travel	-	3157	3157
Creche Expenses	-	11499	11499
Family Events	635	-	635
Bank Charges	-	64	64
Home-Start UK	-	2404	2404
Legal and Professional	-	444	444
Accountancy	-	575	575
Miscellaneous Expenses	-	166	166
	<u>£635</u>	<u>£118616</u>	<u>£119251</u>
(DEFICIT) SURPLUS FOR THE YEAR	<u>£6764</u>	<u>£(8704)</u>	<u>£(1940)</u>