

HOME-START GLENROTHES

Registered Number

SC 281021

Financial Statements
for the year ended
31st March 2012



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

HOME-START GLENROTHES

DIRECTORS

B Gallacher
C J Mieztis
J Anderson
E Howells
A MacEwan
D Ward
V Telfer
J Lyall

Appointed 26th April 2011
Appointed 26th April 2011
Appointed 22nd November 2011
Appointed 7th February 2012

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 2012

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 2012. 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 £ (925) and our reserves are £30712 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 2012 (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 15 of the Companies Act 2006 applicable to small companies, was approved by the board on 4th September 2012 and signed on its behalf by:



Mrs J Marshall
Secretary

HOME-START GLENROTHES

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that 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.

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

Statement of Disclosure of Information to Accountants

The directors of the company who held office at the date of approval of this annual report confirm that:-

- (i) So far as they are 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
- (ii) They have taken all the steps that ought to have been taken as directors in order to make themselves aware of any relevant accounting information and to establish that the company's accountants are aware of that information.

HOME-START GLENROTHES

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 2012 and in order to assist you to fulfil your duties under the Companies Act 2006, 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

the accounts are in agreement with the accounting records kept by the company under Section 386 and 387 of the Companies Act 2006.

- (a) 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 S396 of the Act.
 - [ii] the company satisfied the conditions for exemption from an audit of the accounts for the year specified in S477 (1) 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 S478.

4th September 2012
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 2012 set out on Pages 7 - 13

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

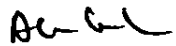
My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual 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 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.

4th September 2012
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 2012

		<u>2012</u>		<u>2011</u>	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
INCOMING RESOURCES					
GRANTS RECEIVED	(2)	-	86716	86716	95048
OTHER INCOME	(3)	2737		2737	10585
INTEREST RECEIVED	(4)	12	-	12	47
		<u>2749</u>	<u>86716</u>	<u>89465</u>	<u>105680</u>
RESOURCES EXPENDITURE					
LESS EXPENDITURE	(5)	2553	87837	90390	98268
SURPLUS (DEFICIT) OF INCOME OVER EXPENDITURE BEFORE TAXATION		196	(1121)	(925)	7412
TAXATION	(6)	-	-	-	-
SURPLUS (DEFICIT) OF INCOME OVER EXPENDITURE AFTER TAXATION	(9)	196	(1121)	(925)	7412
TRANSFER OF FUNDS	(9)	(1121)	1121	-	-
NET (DEFICIT) SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR	(9)	(925)	-	(925)	7412
TOTAL FUNDS BROUGHT FORWARD	(9)	40646	(9009)	31637	24225
TRANSFER OF FUNDS	(9)	(9009)	9009	-	-
TOTAL FUNDS CARRIED FORWARD	(9)	<u>£30712</u>	<u>£ -</u>	<u>£30712</u>	<u>£31637</u>

The notes on Pages 10 to 13 form part of these financial statements.

HOME-START GLENROTHES

Company Number 281021 (Scotland)

BALANCE SHEET

AS AT 31ST MARCH 2012

		<u>2012</u>		<u>2011</u>	
	(Note)	£	£	£	£
<u>CURRENT ASSETS</u>					
Cash at Bank		32521		33707	
Cash in Hand		231		125	
		<u>£32752</u>		<u>£33832</u>	
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Creditors	(8)	<u>£2040</u>		<u>£2195</u>	
			<u>30712</u>		<u>31637</u>
<u>NET CURRENT ASSETS</u>			<u>£30712</u>		<u>£31637</u>
<u>REPRESENTED BY:</u>					
<u>UNRESTRICTED FUNDS</u>	(9)	30712		40646	
<u>RESTRICTED FUNDS</u>	(9)	-	30712	(9009)	31637
			<u>£30712</u>		<u>£31637</u>

HOME-START GLENROTHES

BALANCE SHEET (Continued)

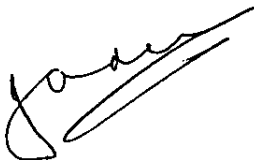
AS AT 31ST MARCH 2012

The directors have taken advantage of the Companies Act 2006 in not having these accounts audited under Section 477 (1) (total exemption). The directors have confirmed that no notice has been deposited under Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 and Section 387 of the Companies Act 2006 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 396, 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 15 of the Companies Act 2006 applicable to small companies, and in accordance with the Financial Reporting Standard for Smaller Entities (April 2008).

The financial statements on pages 7 to 13 were approved by the Board of Directors on 4th September 2012 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

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2012

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 2006.

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 2012 (Continued)

2	<u>GRANTS RECEIVED - ALL RESTRICTED</u>	<u>2012</u> £	<u>2011</u> £
	Fife Council - Grant	<u>£86716</u>	<u>£95048</u>
3	<u>OTHER INCOME - RESTRICTED</u>		
	Donations	<u>£ -</u>	<u>£8019</u>
	<u>OTHER INCOME - UNRESTRICTED</u>		
	Donations	505	675
	Fund Raising	1632	510
	Creche Facility	600	1358
	Miscellaneous	-	23
		<u>£2737</u>	<u>£2566</u>
4	<u>INTEREST RECEIVED - ALL UNRESTRICTED</u>		
	Interest received on Cash Deposits	<u>£12</u>	<u>£47</u>
5	<u>RESOURCES EXPENDED - MANAGEMENT ADMINISTRATION AND DIRECT RUNNING COSTS</u>		
	<u>Restricted</u>		
	Premises and Services	2610	2630
	Staff Costs and Pension	70615	78296
	Administration Cost	7930	7836
	Motor Expenses, Travel and Volunteers Expenses	6552	8057
	Repairs, Maintenance and Depreciation	130	73
		<u>£87837</u>	<u>£96892</u>
	<u>Unrestricted</u>		
	Family Events	<u>£2553</u>	<u>£1376</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 2012 (Continued)

7 DEFICIT FOR THE YEAR

Deficit of income over expenditure is stated after charging.

Depreciation of Tangible Fixed Assets owned by the charity

£ -

£ -

8 CREDITORS - DUE WITHIN ONE YEAR

2012

2011

£

£

Grants received in Advance

-

-

Taxes and Social Security

1290

1475

Accruals

750

720

£2040

£2195

9 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.

	Unrestricted Funds £	Restricted Funds £	Total £
Balance as at 1st April 2011	40646	(9009)	31637
Transfer of Funds	(9009)	9009	-
Deficit for the year	(925)	-	(925)
Balance as at 31st March 2012	£30712	£ -	£30712

10 DIRECTORS

No remuneration was paid to the Directors.

Expenses of £Nil (2011 - £145.60) were reimbursed to the Directors.

HOME-START - GLENROTHES

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2012

	<u>2012</u>		<u>2011</u>	
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	£	£	£	£
<u>INCOME</u>				
Fife Council Grant	-	86716	86716	95048
Creche Facilities	600	-	600	1358
Fund Raising	1632	-	1632	510
Donations	505	-	505	8694
Bank Interest	12	-	12	47
Miscellaneous Income	-	-	-	23
	<u>£2749</u>	<u>£86716</u>	<u>£89465</u>	<u>£105680</u>
<u>EXPENDITURE</u>				
Salaries and National Insurance	-	67813	67813	75346
Pensions	-	2802	2802	2950
Rent	-	2000	2000	2000
Insurance	-	610	610	630
Telephone	-	2070	2070	1963
Postage	-	236	236	233
Advertising	-	220	220	160
Printing and Stationery	-	476	476	523
Repairs and Renewals	-	130	130	73
Photocopy Costs	-	1265	1265	979
Volunteer Expenses and Training	-	2525	2525	2077
Transport and Travel	-	2337	2337	2168
Creche Expenses	-	1690	1690	3812
Family Events	2553	-	2553	1376
Bank Charges	-	35	35	70
Home-Start UK	-	1897	1897	2508
Legal and Professional	-	644	644	372
Accountancy	-	750	750	720
Miscellaneous Expenses	-	337	337	308
	<u>£2553</u>	<u>£87837</u>	<u>£90390</u>	<u>£98268</u>
(DEFICIT) SURPLUS OF INCOME OVER EXPENDITURE	196	(1121)	(925)	7412
TRANSFER OF FUNDS	<u>(1121)</u>	<u>1121</u>	-	-
(DEFICIT) EXCESS OF INCOME OVER EXPENDITURE	<u>£(925)</u>	<u>£ -</u>	<u>£(925)</u>	<u>£7412</u>