

HOME-START GLENROTHES

Registered Number

SC 281021

**Financial Statements
for the year ended
31st March 2016**

WEDNESDAY



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SCT

30/11/2016

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COMPANIES HOUSE

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

HOME-START GLENROTHES

DIRECTORS

J Lyall
P. Burt

Acting Chairperson
Acting Chairperson
Resigned 23rd November 2015
Treasurer

A Hynd
B. Gallacher
C J Mieзитis
S Murdoch
R Forster
L Hemphill
J Leggate
H Mowat
I Davies

Resigned 30th June 2015

Resigned 25th January 2016

SECRETARY

Mrs C. Green

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 2016

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 2016. 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 surplus for the year of £7368 and our reserves are £47894 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 2016 (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 5th September 2016 and signed on its behalf by:

Mrs C. Green
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 2016 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.

5th September 2016
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 2016 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.

5th September 2016
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 2016

		<u>2016</u>		<u>2015</u>	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
INCOMING RESOURCES					
GRANTS RECEIVED	(2)	-	97021	97021	99428
OTHER INCOME	(3)	3920	3920	7840	5048
		<u>3920</u>	<u>100941</u>	<u>104861</u>	<u>104476</u>
LESS EXPENDITURE	(4)	-	97493	97493	93133
SURPLUS OF INCOME OVER EXPENDITURE BEFORE TAXATION		3920	3448	7368	11343
TAXATION	(5)	-	-	-	-
SURPLUS OF INCOME OVER EXPENDITURE AFTER TAXATION	(8)	3920	3448	7368	11343
TOTAL FUNDS BROUGHT FORWARD	(8)	<u>32276</u>	<u>8250</u>	<u>40526</u>	<u>29183</u>
TOTAL FUNDS CARRIED FORWARD	(8)	<u>£36196</u>	<u>£11698</u>	<u>£47894</u>	<u>£40526</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 2016

		<u>2016</u>		<u>2015</u>	
	(Note)	£	£	£	£
<u>CURRENT ASSETS</u>					
Debtors	(6)	402		438	
Cash at Bank		79233		50271	
Cash in Hand		87		61	
		<u>£79722</u>		<u>£50770</u>	
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Creditors	(7)	<u>£31828</u>		<u>£10244</u>	
			<u>47894</u>		<u>40526</u>
<u>NET CURRENT ASSETS</u>			<u>£47894</u>		<u>£40526</u>
<u>REPRESENTED BY:</u>					
<u>UNRESTRICTED FUNDS</u>	(8)	36196		32276	
<u>RESTRICTED FUNDS</u>	(8)	<u>11698</u>	<u>47894</u>	<u>8250</u>	<u>40526</u>
			<u>£47894</u>		<u>£40526</u>

HOME-START GLENROTHES

BALANCE SHEET (Continued)

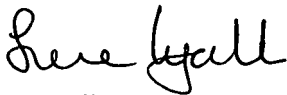
AS AT 31ST MARCH 2016

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.

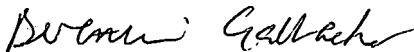
The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 and Section 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the financial year and of its surplus or deficit for the 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 5th September 2016 and signed on its behalf by:



J. Lyall
Director



B. Gallacher
Director

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2016

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 2016 (Continued)

2	<u>GRANTS RECEIVED</u>	<u>2016</u>	<u>2015</u>
		£	£
	<u>RESTRICTED</u>		
	Fife Council - Grant	88895	87580
	Family Parenting Sub Group	1356	2250
	Robertson Trust	2990	7677
	Russell Trust	3780	1921
		<u>£97021</u>	<u>£99428</u>
3	<u>OTHER INCOME - RESTRICTED</u>		
	Miscellaneous	<u>£3920</u>	<u>£1900</u>
	<u>OTHER INCOME - UNRESTRICTED</u>		
	Donations	2007	1442
	Creche Facility	<u>1913</u>	<u>1706</u>
		<u>£3920</u>	<u>£3148</u>
4	<u>RESOURCES EXPENDED - MANAGEMENT ADMINISTRATION AND DIRECT RUNNING COSTS</u>		
	<u>Restricted</u>		
	Premises and Services	2809	2631
	Staff Costs and Pension	60389	63916
	Administration Cost	9732	10802
	Motor Expenses, Travel and Volunteers Expenses	23256	15199
	Repairs and Maintenance	<u>1307</u>	<u>585</u>
		<u>£97493</u>	<u>£93133</u>
5	<u>TAXATION</u>		
	There is no liability to Corporation Tax.		

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2016 (Continued)

6	<u>DEBTORS - DUE WITHIN ONE YEAR</u>	<u>2016</u>	<u>2015</u>
		£	£
	Prepayments	<u>£402</u>	<u>£438</u>
7	<u>CREDITORS - DUE WITHIN ONE YEAR</u>		
	Grants received in Advance	29001	8126
	Taxes and Social Security	671	844
	Accruals	<u>2156</u>	<u>1274</u>
		<u>£31828</u>	<u>£10244</u>

8 ANALYSIS OF FUND BALANCES

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>£</u>
	£	£	£
Balance as at 1st April 2015	32276	8250	40526
Surplus for the year	<u>3920</u>	<u>3448</u>	<u>7368</u>
Balance as at 31st March 2016	<u>£36196</u>	<u>£11698</u>	<u>£47894</u>

9 DIRECTORS

No remuneration was paid to the Directors.

Expenses of £Nil (2015 - £Nil) were reimbursed to the Directors.

HOME-START - GLENROTHES

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2016

	<u>2016</u>		<u>2015</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>Funds</u>
	£	£	£
<u>INCOME</u>			
Fife Council Grant	-	88895	88895
Family Parenting Sub Group	-	1356	1356
Creche Facilities	1913	-	1913
Robertson Trust	-	2990	2990
Russell Trust	-	3780	3780
Donations	2007	-	2007
Miscellaneous Income	-	3920	3920
	<u>£3920</u>	<u>£100941</u>	<u>£104861</u>
<u>EXPENDITURE</u>			
Salaries and National Insurance	-	58038	58038
Pensions	-	2351	2351
Family Parenting Sub Group	-	1200	1200
Russell Trust - Family Transport	-	3164	3164
Rent	-	2000	2000
Insurance	-	809	809
Telephone	-	2152	2152
Postage	-	336	336
Advertising	-	345	345
Printing and Stationery	-	658	658
Repairs and Renewals	-	1307	1307
Photocopy Costs	-	1501	1501
Volunteer Expenses and Training	-	4960	4960
Transport and Travel	-	1337	1337
Creche Expenses	-	10790	10790
Family Events	-	1805	1805
Home-Start UK	-	1929	1929
Legal and Professional	-	978	978
Accountancy	-	840	840
Miscellaneous Expenses	-	993	993
	<u>£ -</u>	<u>£97493</u>	<u>£97493</u>
SURPLUS OF INCOME OVER EXPENDITURE	<u>£3920</u>	<u>£3448</u>	<u>£7368</u>
			<u>£11343</u>