

HOME-START GLENROTHES

Registered Number

SC 281021

**Financial Statements
for the year ended
31st March 2017**

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



HOME-START GLENROTHES

DIRECTORS

A. Cameron
J Lyall
A Hynd
B. Gallacher
L Hemphill
Mrs H Davies
C J Mieзитis
D Shaw
L Coles
S Murdoch
R Forster
Mrs J Leggate

Chairperson Appointed 14th November 2016
Acting Chairperson resigned 14th November 2016
Treasurer

Appointed 14th November 2016
Appointed 14th November 2016
Appointed 14th November 2016
Resigned 14th November 2016
Resigned 14th November 2016
Resigned 14th November 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 2017

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 2017. 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 £11581 and our reserves are £59475 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 2017 (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 2017 and signed on its behalf by:



Mrs C. Green
Secretary

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 2017 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 2017
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 2017 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 2017
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 2017

		<u>2017</u>		<u>2016</u>	
	<u>Note</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
INCOMING RESOURCES					
GRANTS RECEIVED	(2)	4032	103590	107622	97021
OTHER INCOME	(3)	3877	1640	5517	7840
		<u>7909</u>	<u>105230</u>	<u>113139</u>	<u>104861</u>
LESS EXPENDITURE	(4)	-	101558	101558	97493
SURPLUS OF INCOME OVER EXPENDITURE BEFORE TAXATION		7909	3672	11581	7368
TAXATION	(5)	-	-	-	-
SURPLUS OF INCOME OVER EXPENDITURE AFTER TAXATION	(8)	7909	3672	11581	7368
TOTAL FUNDS BROUGHT FORWARD	(8)	<u>36196</u>	<u>11698</u>	<u>47894</u>	<u>40526</u>
TOTAL FUNDS CARRIED FORWARD	(8)	<u>£44105</u>	<u>£15370</u>	<u>£59475</u>	<u>£47894</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 2017

		<u>2017</u>		<u>2016</u>	
	(Note)	£	£	£	£
<u>CURRENT ASSETS</u>					
Debtors	(6)	2120		402	
Cash at Bank		69179		79233	
Cash in Hand		6		87	
		<u>£71305</u>		<u>£79722</u>	
<u>CURRENT LIABILITIES AMOUNTS FALLING DUE WITHIN ONE YEAR</u>					
Creditors	(7)	<u>£11830</u>		<u>£31828</u>	
			<u>59475</u>		<u>47894</u>
<u>NET CURRENT ASSETS</u>			<u>£59475</u>		<u>£47894</u>
<u>REPRESENTED BY:</u>					
<u>UNRESTRICTED FUNDS</u>	(8)	44105		36196	
<u>RESTRICTED FUNDS</u>	(8)	<u>15370</u>	<u>59475</u>	<u>11698</u>	<u>47894</u>
			<u>£59475</u>		<u>£47894</u>

HOME-START GLENROTHES

BALANCE SHEET (Continued)

AS AT 31ST MARCH 2017

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.

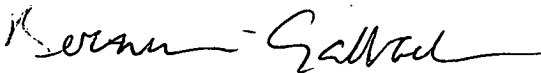
The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 and Section 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the financial year and of its surplus or deficit for the 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 2017 and signed on its behalf by:



**A Cameron
Director**



**B. Gallacher
Director**

HOME-START GLENROTHES

Notes to the accounts for the year ended 31st March 2017

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 2017 (Continued)

2	<u>GRANTS RECEIVED</u>	<u>2017</u>	<u>2016</u>
		<u>£</u>	<u>£</u>
	<u>RESTRICTED</u>		
	Fife Council - Grant	88006	88895
	Anti Poverty Community Grant	7000	-
	Family Parenting Sub Group	-	1356
	Robertson Trust	-	2990
	Russell Trust	-	3780
	University Student	4420	-
	Community Kitchen	4164	-
		<u>£103590</u>	<u>£97021</u>
3	<u>OTHER INCOME - RESTRICTED</u>		
	Miscellaneous	<u>£1640</u>	<u>£3920</u>
	<u>OTHER INCOME - UNRESTRICTED</u>		
	Fund Raising	2527	1107
	Donations	1350	900
	Creche Facility	4032	1913
		<u>£7909</u>	<u>£3920</u>
4	<u>RESOURCES EXPENDED - MANAGEMENT ADMINISTRATION AND DIRECT RUNNING COSTS</u>		
	<u>Restricted</u>		
	Premises and Services	2817	2809
	Staff Costs and Pension	61058	60389
	Administration Cost	30062	26691
	Motor Expenses, Travel and Volunteers Expenses	7460	6297
	Repairs and Maintenance	161	1307
		<u>£101558</u>	<u>£97493</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 2017 (Continued)

6	<u>DEBTORS - DUE WITHIN ONE YEAR</u>	<u>2017</u> £	<u>2016</u> £
	Prepayments	<u>£2120</u>	<u>£402</u>

7	<u>CREDITORS - DUE WITHIN ONE YEAR</u>		
	Grants received in Advance	10000	29001
	Taxes and Social Security	960	671
	Accruals	<u>870</u>	<u>2156</u>
		<u>£11830</u>	<u>£31828</u>

8 ANALYSIS OF FUND BALANCES

	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> £
Balance as at 1st April 2016	36196	11698	47894
Surplus for the year	<u>7909</u>	<u>3672</u>	<u>11581</u>
Balance as at 31st March 2017	<u>£44105</u>	<u>£15370</u>	<u>£59475</u>

9 DIRECTORS

No remuneration was paid to the Directors.

Expenses of £Nil (2016 - £Nil) were reimbursed to the Directors.

HOME-START - GLENROTHES

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2017

	<u>2017</u>		<u>2016</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	-	88006	88006
Anti Poverty Community Grant	-	7000	7000
Family Parenting Sub Group	-	-	-
University Student Payment	-	4420	4420
Creche Facilities	4032	-	4032
Robertson Trust	-	-	-
Russell Trust	-	-	-
Community Kitchen	-	4164	4164
Donations	3877	-	3877
Miscellaneous Income	-	1640	1640
	<u>£7909</u>	<u>£105230</u>	<u>£113139</u>
<u>EXPENDITURE</u>			
Salaries and National Insurance	-	69854	69854
Pensions	-	2475	2475
Family Parenting Sub Group	-	-	-
Community Kitchen	-	7085	7085
Russell Trust - Family Transport	-	-	-
Rent	-	2000	2000
Insurance	-	817	817
Telephone	-	1971	1971
Postage	-	209	209
Advertising	-	185	185
Printing and Stationery	-	787	787
Repairs and Renewals	-	161	161
Photocopy Costs	-	1526	1526
Volunteer Expenses and Training	-	5319	5319
Transport and Travel	-	2141	2141
Creche Expenses	-	655	655
Family Events	-	612	612
Home-Start UK	-	1750	1750
Legal and Professional	-	1835	1835
Accountancy	-	870	870
Miscellaneous Expenses	-	1306	1306
	<u>£ -</u>	<u>£101558</u>	<u>£101558</u>
SURPLUS OF INCOME OVER EXPENDITURE	<u>£7909</u>	<u>£3672</u>	<u>£11581</u>
			<u>£97493</u>