

Employability Orkney
(A company limited by guarantee,
not having a share capital)

**Abbreviated Financial Statements
for the Year Ended 31 March 2012**

Company Number SC292811

SCOTTISH CHARITY NUMBER SC 036972

SATURDAY



SCT *S1NCXGRT* #534
08/12/2012
COMPANIES HOUSE

Employability Orkney

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General Information

for the Year Ended 31 March 2012

Directors:	Dorothy Learmonth Lindsay Hall Diane Bain Alison Gunn Karen Johntone Tina Gilbey	Resigned 21/09/11
Secretary:	N/a	
Registered Charity Address:	Garrison Road Hatston Industrial Estate Kirkwall Orkney KW15 1GN	
Scottish Charity Number:	SC 036972	
Accountants:	Orcadia Chartered Accountants 3 East Road Kirkwall Orkney KW15 1HZ	
Bankers:	Bank of Scotland Kirkwall Branch 56 Albert Street Kirkwall Orkney KW15 1HJ	

at 31 March 2012

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

1. Accounting Policies

(a) Basis of Preparation

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 (SORP), "Accounting and Reporting by Charities" published in 2005, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

(b) Company Status

The charity is a company limited by guarantee. The members of the company are the directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(c) Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income and gains are allocated to the appropriate fund.

(d) Incoming Resources

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Grants relating to future accounting periods are deferred.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

(e) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

Administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

(f) Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Plant and Equipment - over 4 years

(g) Leasing and Hire Purchase Commitments

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

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**Notes to the Abbreviated Financial Statements
for the Year Ended 31 March 2012****2. TANGIBLE FIXED ASSETS**

	Equipment £
COST	
At 1 April 2011	54,628
Additions	<u>-</u>
At 31 March 2012	<u>54,628</u>
DEPRECIATION	
At 1 April 2011	29,805
Charge for Year	<u>13,657</u>
At 31 March 2012	<u>43,462</u>
NET BOOK VALUE	
At 31 March 2012	<u>11,166</u>
At 31 March 2011	<u>24,823</u>

3. RESERVES

	Revenue Balance at 01.04.11	Income £	Expenditure £	Transfer £	Revenue Balance £
Restricted Funds:					
Supported Employment	83,388	56,464	(94,619)	(13,461)	31,772
Volunteer Program	0	10,726	(24,187)	13,461	0
Re-Start Orkney	58,994	105,431	(114,911)		49,514
Employment Officer	0	7,456	(7,456)		0
Development Officer	0	8,548	(8,548)		0
Co-ordinator Fund	<u>18,956</u>				<u>18,956</u>
Total Restricted Funds	<u>161,338</u>	<u>406,438</u>	<u>(430,765)</u>	<u>-</u>	<u>161,338</u>
Unrestricted Funds:					
General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Unrestricted Funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>161,338</u>	<u>188,625</u>	<u>(249,721)</u>	<u>-</u>	<u>100,242</u>