

**STATION HOUSE MEDIA UNIT**

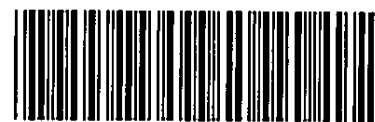
**SHMU**

**REGISTERED CHARITY NO: SC034211  
COMPANY NO: SC332413**

**TRUSTEES' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2012**

**MESTON REID & CO  
CHARTERED ACCOUNTANTS  
12 CARDEN PLACE  
ABERDEEN  
AB10 1UR**

FRIDAY



\*S109KUIQ\*

SCT

21/12/2012

#185

COMPANIES HOUSE

**STATION HOUSE MEDIA UNIT  
SHMU  
LEGAL AND ADMINISTRATIVE INFORMATION**

---

|                          |                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------|
| <b>Trustees</b>          | R Bennett<br>R McDermid<br>J Minty<br>D White<br>N Youngson                          |
| <b>Project director</b>  | M Dawson                                                                             |
| <b>Secretary</b>         | M Dawson                                                                             |
| <b>Charity number</b>    | SC034211                                                                             |
| <b>Company number</b>    | SC332413                                                                             |
| <b>Principal address</b> | Station House<br>Woodside<br>Aberdeen<br>AB24 2WB                                    |
| <b>Registered office</b> | Station House<br>Woodside<br>Aberdeen<br>AB24 2WB                                    |
| <b>Auditors</b>          | Meston Reid & Co<br>Chartered Accountants<br>12 Carden Place<br>Aberdeen<br>AB10 1UR |
| <b>Bankers</b>           | The Co-Operative Bank Plc<br>PO Box 250<br>Delf House<br>Skelmersdale<br>WN8 6WT     |

---

**STATION HOUSE MEDIA UNIT  
SHMU  
CONTENTS**

---

|                                   | <b>Page</b> |
|-----------------------------------|-------------|
| Trustees' report                  | 1 - 6       |
| Independent auditors' report      | 7 - 8       |
| Statement of financial activities | 9           |
| Balance sheet                     | 10          |
| Notes to the accounts             | 11 - 19     |

---

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

The Trustees present their report and accounts for the year ended 31 March 2012.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005, The Charities Accounts (Scotland) Regulations 2006 (as amended) and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

**Structure, governance and management**

The charity is a company limited by guarantee, governed by its Memorandum and Articles of Association and recognised as a charity by the Office of the Scottish Charity Regulator in accordance with the provisions of The Charities and Trustee Investment (Scotland) Act 2005. In accordance with the Memorandum of Association, every member is liable to contribute a sum of £1 in the event of the company being wound up.

The Trustees, who are also the Directors for the purpose of company law, and who served during the year were:

|            |                             |
|------------|-----------------------------|
| R Bennett  |                             |
| G Dawson   | (Resigned 12 April 2011)    |
| S Foreman  | (Resigned 6 September 2012) |
| P Hazelle  | (Resigned 6 September 2012) |
| R McDermid | (Appointed 28 October 2011) |
| J Minty    | (Appointed 28 October 2011) |
| D White    |                             |
| N Youngson | (Appointed 2 June 2011)     |

As set out in the Articles of Association the Trustees serve for a period of two years after which they shall be eligible to stand for re-election at an Annual General Meeting. Any person who wishes to become a Trustee shall lodge with the Organisation a written application in such form, as the Trustees require. Each application will be considered by the Trustees at the Annual General Meeting after receipt by the Organisation of the written application.

The Board includes one employee (the Company Secretary) and one non-voting advisor who is a professional in their field and whose expenses are met by their employer. All other Trustees are voluntary and receive no remuneration or expenses.

The Trustees elect from among themselves a chair, vice-chair and a treasurer, and such other office bearers (if any) as they consider appropriate, at their first meeting following an Annual General Meeting. All of the office bearers cease to hold office at the conclusion of each Annual General Meeting, but shall then be eligible for re-election.

Where an office bearer has held a particular office for three consecutive years, they shall not be eligible for re-election to that office until a further year has elapsed. This restriction may be waived in exceptional circumstances with the unanimous agreement of the trustees present at the meeting.

All Trustees undertake an induction and engage with ongoing training.

The Trustees have delegated day to day management of the charity to employee and Company Secretary, M Dawson.

The Trustees, of no more than 15 and no less than 4, meet on a monthly basis to administer the charity. Items of business for discussion are made known to the Trustees in advance by means of an agenda. No business shall be dealt with at a meeting of the Trustees unless a quorum is present; the quorum being 4 or one third, whichever is greater. The staff team provide reports to the Board to facilitate discussions and to ensure that informed decisions are made. Non-voting advisors may also be present to assist Trustees during the decision-making process. Agenda items are discussed with decisions being reached by consensus and voted upon. Every Trustee has one vote, which, whether on a show of hands or on a secret ballot, must be given personally. If there are an equal number of votes for and against, the Chairperson of the meeting shall be entitled to a casting vote.

---

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

The Trustees previously conducted a review of the major risks to which the charity is exposed. Policies were subsequently created and are currently in operation to mitigate these identified risks; the policies continue to be reviewed regularly. Prior to entering into an agreement with external funders, a risk analysis is undertaken based upon the best interests of the organisation. As employers, the Trustees have procured the services of a specialist Employment Law and Health and Safety advisory company to protect the charity and its staff members.

**Objectives and activities**

The charity's objects are to:

- relieve poverty among the residents of Aberdeen, particularly those who reside within the seven regeneration areas of North and Central Aberdeen - namely Northfield, Cummings Park, Middlefield, Woodside, Tillydrone, Seaton and Torry ("the operating area");
- advance education amongst the residents of the operating area, particularly those facing social and/or economic exclusion; and
- promote, establish and operate other schemes of a similar charitable nature for the benefit of the community within the operating area.

The main activities of the charity are the furtherance of the aims and objectives through the following significant activities:

- to relieve poverty through engagement in community media production; by developing platforms and providing training in media based transferable skills, which will assist the residents of the operating area to obtain paid employment or develop their skills in the interest of social welfare and so that their conditions of life may improve and their voices can be heard;
- to advance education and lifelong learning by delivering, in partnership with community organisations, agencies, schools, colleges and universities, accredited and informal courses in community media production including video and radio production, magazine and online publications, and any other courses not otherwise provided as part of the statutory responsibility of the education authorities, in response to identified community need.

**Achievements and performance**

The financial year 2011/12 saw a continued and sustained period of growth for the organisation.

The organisation continued to invest the funding secured through Inspiring Scotland and the Fairer Scotland Fund in order to further develop the shmuTRAIN strand, which delivers support to 14-19 year olds who are not currently in education, employment or training.

The Early Interventions programmes worked with 26 young people from the three academies covering our target areas (Torry, St Machar & Northfield Academies). Over the year, 65 young people participated in the programme, with 33 young people securing positive destinations; 27 young people re-engaging with education or moving on to college, 5 securing employment and 1 moving on to a full-time training course.

The Positive Transitions programme worked with young people aged 16-19 on intensive 12-week courses. Over the year, 32 young people participated in four courses, resulting in 22 young people securing positive destinations; 17 young people secured employment, 4 secured college places and 1 young person secured a full-time training place.

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

Unfortunately, the funding secured through the Fairer Scotland Fund for the shmuWORKS programme ceased in September 2011. This programme, jointly funded by the Big Lottery Fund, offered an employability and skills development training programme for those aged 18-25 who were not in education, employment or training. Over the year shmuWORKS offered employability support to 76 individuals, with 13 people securing employment and 3 moving on to college courses.

shmuFM, the community radio station funded primarily by the Big Lottery, with a significant contribution from the Fairer Scotland Fund, continued to broadcast over 100 hours of live radio per week. 357 individuals have participated in 122 training sessions over the year, delivering a comprehensive programme of training and support for the participants, with ages ranging from 11-84 years. On average, 82 of those volunteers are actively volunteering on a weekly basis. Over the course of the year, participants contributed 10,115 hours of volunteering towards this strand of the organisations work.

The shmuDESIGN strand of work has continued to focus on supporting the 7 Community Magazines in the Neighbourhoods of Torry - Torry's Vision, Seaton - Seaton Scene, Tillydrone - Tilly Tattle, Woodside - Woodside Freepress, Middlefield - Middlefield Matters, Northfield & Cummings Park - Cumming North and Mastrick - Mastrick Matters. Over the year the strand worked with 32 active volunteers, all local residents from our target areas, with 135 Editorial Team meetings taking place in the communities. 22 Community magazines were produced and delivered through every door in their target community. In total 67,500 full-colour magazines were printed over the course of the year, with 65 partner organisations contributing articles. The organisation secured the services of a new Design Development Worker who, in addition to overseeing the design process for the magazines, will be tasked with developing income-generating opportunities for the strand.

2011/12 saw another year of consolidation for shmuTV, the Video strand of the organisation. The progressive switch from a funded model to an income generating, more self-sufficient strand has continued to prove successful. Over the course of the year shmuTV worked on 16 commissioned film projects, and a host of in-house and partnership-funded film and video training projects. The strand was also successful in securing £15,000 from the Creative Identities Fund through Creative Scotland in order to develop a new Youth TV project.

The Board continued to meet the costs of the Connected Middlefield Wi-Fi initiative for the year with the aim of continuing to develop the concept of the community portal and to secure additional long-term funding. The service has seen over 4,500 unique users and has an average of over 400 daily users.

Building on the success of the organisation's involvement in the pan-European action research project - Incluso, the organisation was invited to participate in a preparation meeting to explore a youth media project in Vienna. The concept secured funding from the EU and 6 young people from the organisation's Youth Radio Project will be travelling to Vienna during the summer of 2012 to take part.

The 3-year, Robertson Trust funded, ADJUST programme formally commenced in August 2011 following the recruitment of the ADJUST Co-ordinator who will lead the project. The project aims to work with partners across the Criminal Justice sector in order to introduce a new strategic framework for work with prisoners in the city, with the high level aim of reducing the cycle of reoffending. The work has not been without its challenges at an operational level, however the strategic partnership work, which is critical to the programme success, has been well embedded.

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

shmuSOUND is a new area of work for the organisation. Funded by Creative Scotland's Youth Music Initiative and a Cultural Grant from Aberdeen City Council, the project will provide young people (14-25) from Aberdeen's designated regeneration areas with access to tuition, advice, practice/rehearsal space, recording facilities, media coverage and radio play as part of a structured package of support. This holistic package will empower young musicians who currently have virtually no access to established musical facilities or formal instruction, by providing the skills, knowledge and confidence to successfully create, record and distribute their own music. The project will be based in our new recording studio which is located within the Tilly Youth Project, a building we jointly manage within the regeneration area of Tillydrone. Work with young people is due to start in the summer of 2012.

2011/12 has been the fourth full year for the organisation operating as a company limited by guarantee, and the Trustees have become more confident in the challenges they face. The Trustees have worked hard to identify the collective training requirements of the Board in order to meet the demands of an expanding organisation and are now moving towards a strategic, skills-based approach. The Trustees and the staff team have continued to benefit from the support of Pilotlight Scotland which has identified four leading figures in the public and private sectors to support the organisation in the development of a new 5-year strategic and operational plan the organisation, with a primary focus of moving towards a more financially sustainable future.

**Financial review**

The charity holds both restricted and unrestricted funds dictated by the funding agreement entered into with the various funding bodies.

Restricted funds are only expended by the Trustees for the specific projects to which they were granted. Unrestricted funds are expended according to how the Trustees see fit in the furtherance of the aims and objectives of the organisation as a whole.

The Trustees have considered the risks to which the charity is exposed and systems have been established to mitigate these potential risks.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Due to accounting requirements, the charity recognises income when there is legal entitlement to the income and the amount can be quantified with reasonable accuracy. This can result in expenditure not being matched against the income in the same year; so in subsequent years a depreciation charge is shown for assets purchased in a previous year or expenditure incurred relating to earlier years. The charity also receives funding mid-year from the Big Lottery Fund and Inspiring Scotland, whose year-ends differ from that of ours.

Capital grants received during the year appear as income in the accounts and are used for the purchase of equipment. However although these items have been purchased and reported to the funders they are transferred to assets and are depreciated over three years using a 33% straight line method. This results in what appears to be a surplus in the year the grant is secured and a deficit in the following two years.

Note 17 to the accounts shows the split of the unrestricted and restricted reserves between tangible assets and current assets (which is made up of cash funds and debtors) so that part of the restricted fund at the year-end is held as fixed assets rather than being readily available cash.

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**Plans for the future**

Over the next financial year the organisation plans to continue to build upon its existing core services that are delivered to the seven regeneration areas of the city, namely;

- access and training to the community radio station (shmuFM);
- support with the local community magazines (shmuDESIGN);
- support and training in video production (shmuTV);
- develop live television training and broadcasting as part of the shmuTV strand of work;
- the development of our Wi-Fi community network and the use of Social Networking and community websites as a tool for inclusion (shmuONLINE)
- support and access for young people to participate in a coordinated programme of youth media activities;
- support, access and training for young people to successfully create, record and distribute their own music (shmuSOUND).

SHMU also plans to build on its work with other disadvantaged groups from across the city over the year by;

- continuing the progress that has been made within its shmuTRAIN programme and developing a city centre based element to the work offered to pupils across the city;
- continuing to build momentum with the ADJUST programme and increasing the operational impact of the service.

The organisation will look to expand its income generating activities specifically within the Video, Design, Sound and IT strands.

The organisation recognises the significant challenges that the end of the 5-year Big Lottery Fund support for shmuFM radio strand will pose in October 2012. In addition to attempting to secure funding to meet the shortfall, the organisation will also go through a review and restructuring process to ensure that the service provided to volunteers continues to meet their needs.

In addition to the above, and with the support of Pilotlight Scotland, the Board will work with the staff team, volunteers and key stakeholders in order to continue to define and implement a new strategic vision and operational plan for the organisation.

**STATION HOUSE MEDIA UNIT  
SHMU  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**Statement of trustees' responsibilities**

The Trustees, who are also the Directors of Station House Media Unit for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

**Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

**Auditors**

A resolution proposing that Meston Reid & Co be reappointed as auditors of the company will be put to the members.

On behalf of the board of trustees

**R Bennett**  
Trustee



19 December 2012

TO THE MEMBERS OF STATION HOUSE MEDIA UNIT

---

We have audited the accounts of Station House Media Unit for the year ended 31 March 2012 set out on pages 9 to 19. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As described in the statement of trustees' responsibilities, the trustees, who are also the directors of Station House Media Unit for the purposes of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the accounts give a true and fair view.

We have been appointed auditors under section 44 (1) (c) of The Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the accounts**

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 19 to the accounts.

**Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- the accounts have been prepared in accordance with the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of The Charities Accounts (Scotland) Regulations 2006 (as amended); and

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**STATION HOUSE MEDIA UNIT  
SHMU  
INDEPENDENT AUDITORS' REPORT (CONTINUED)**

**TO THE MEMBERS OF STATION HOUSE MEDIA UNIT**

---

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where The Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**William Anderson BA CA (Senior Statutory Auditor)  
for and on behalf of Meston Reid & Co**

**Chartered Accountants  
Statutory Auditor  
12 Carden Place  
Aberdeen  
AB10 1UR**

20/12/2012

**STATION HOUSE MEDIA UNIT  
SHMU  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2012**

|                                                           |              | <b>Unrestricted<br/>funds</b> | <b>Restricted<br/>funds</b> | <b>Total<br/>2012</b> | <b>Total<br/>2011</b> |
|-----------------------------------------------------------|--------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
|                                                           | <b>Notes</b> | <b>£</b>                      | <b>£</b>                    | <b>£</b>              | <b>£</b>              |
| <b>Incoming resources from generated funds</b>            |              |                               |                             |                       |                       |
| Investment income                                         | 2            | 567                           | -                           | 567                   | 412                   |
| <b>Incoming resources from charitable activities</b>      | 3            | 56,494                        | 478,816                     | 535,310               | 586,246               |
| <b>Total incoming resources</b>                           |              | 57,061                        | 478,816                     | 535,877               | 586,658               |
| <b>Resources expended</b>                                 | 4            |                               |                             |                       |                       |
| <b>Charitable activities</b>                              |              |                               |                             |                       |                       |
| Costs of charitable activities                            |              | 14,712                        | 458,051                     | 472,763               | 557,125               |
| <b>Governance costs</b>                                   |              | 1,101                         | 6,278                       | 7,379                 | 7,217                 |
| <b>Total resources expended</b>                           |              | 15,813                        | 464,329                     | 480,142               | 564,342               |
| <b>Net incoming resources before transfers</b>            |              | 41,248                        | 14,487                      | 55,735                | 22,316                |
| Gross transfers between funds                             |              | 3,586                         | (3,586)                     | -                     | -                     |
| <b>Net income for the year/<br/>Net movement in funds</b> |              | 44,834                        | 10,901                      | 55,735                | 22,316                |
| Fund balances at 1 April 2011                             |              | 105,445                       | 108,793                     | 214,238               | 191,922               |
| Fund balances at 31 March 2012                            |              | 150,279                       | 119,694                     | 269,973               | 214,238               |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**STATION HOUSE MEDIA UNIT  
SHMU  
BALANCE SHEET**

**AS AT 31 MARCH 2012**

|                                                       |       | 2012             |                       | 2011            |                       |
|-------------------------------------------------------|-------|------------------|-----------------------|-----------------|-----------------------|
|                                                       | Notes | £                | £                     | £               | £                     |
| <b>Fixed assets</b>                                   |       |                  |                       |                 |                       |
| Tangible assets                                       | 11    |                  | 15,333                |                 | 22,797                |
| <b>Current assets</b>                                 |       |                  |                       |                 |                       |
| Debtors                                               | 12    | 27,552           |                       | 51,573          |                       |
| Cash at bank and in hand                              |       | 362,753          |                       | 184,643         |                       |
|                                                       |       | <u>390,305</u>   |                       | <u>236,216</u>  |                       |
| <b>Creditors: amounts falling due within one year</b> | 13    | <u>(135,665)</u> |                       | <u>(44,775)</u> |                       |
| <b>Net current assets</b>                             |       |                  | <u>254,640</u>        |                 | <u>191,441</u>        |
| <b>Total assets less current liabilities</b>          |       |                  | <u><u>269,973</u></u> |                 | <u><u>214,238</u></u> |
| <b>Income funds</b>                                   |       |                  |                       |                 |                       |
| Restricted funds                                      | 16    |                  | 119,694               |                 | 108,793               |
| Unrestricted funds                                    |       |                  | <u>150,279</u>        |                 | <u>105,445</u>        |
|                                                       |       |                  | <u><u>269,973</u></u> |                 | <u><u>214,238</u></u> |

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The accounts were approved by the board on 19 December 2012

R Bennett  
Trustee



Company Registration No. SC332413

**STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008), The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

**1.2 Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

**1.3 Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds incorporates the costs associated with attracting voluntary income.

Costs of charitable expenditure comprises the costs associated with the charity's principal activities and are accounted for when payable.

Governance costs represent expenditure associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                      |             |
|----------------------|-------------|
| Plant and machinery  | 33% on cost |
| Tenants improvements | 10% on cost |

**1.5 Pensions**

The charity participates in the Aberdeen City Council defined benefit pension scheme for one member of staff.

**1.6 Accumulated funds**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

**2 Investment income**

|                     | 2012<br>£ | 2011<br>£ |
|---------------------|-----------|-----------|
| Interest receivable | 567       | 412       |

**3 Incoming resources from charitable activities**

|                 | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2012<br>£ | Total<br>2011<br>£ |
|-----------------|----------------------------|--------------------------|--------------------|--------------------|
| Grants received | 56,494                     | 478,816                  | 535,310            | 586,246            |

**4 Total resources expended**

|                                       | 2012<br>£ | 2011<br>£ |
|---------------------------------------|-----------|-----------|
| <b>Charitable activities</b>          |           |           |
| <b>Costs of charitable activities</b> |           |           |
| Activities undertaken directly        | 463,507   | 530,091   |
| Support costs                         | 9,256     | 27,034    |
| <b>Total</b>                          | 472,763   | 557,125   |
| <b>Governance costs</b>               | 7,379     | 7,217     |
|                                       | 480,142   | 564,342   |

Governance costs includes payments to the auditors of £7,379 (2011: £7,217) for audit fees.

Costs of charitable activities includes depreciation of £15,118 (2011: £29,614).

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

**5 Activities undertaken directly**

|                                                            | 2012           | 2011           |
|------------------------------------------------------------|----------------|----------------|
|                                                            | £              | £              |
| Costs relating to costs of charitable activities comprise: |                |                |
| Staff costs                                                | 5,266          | 40,551         |
| Property costs                                             | 190            | 345            |
| Restricted expenditure                                     | 458,051        | 489,195        |
|                                                            | <u>463,507</u> | <u>530,091</u> |

**6 Support costs**

|                         | 2012         | 2011          |
|-------------------------|--------------|---------------|
|                         | £            | £             |
| Support costs comprise: |              |               |
| Various support costs   | 9,256        | 27,034        |
|                         | <u>9,256</u> | <u>27,034</u> |

**7 Governance costs**

|                            | 2012         | 2011         |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Governance costs comprise: |              |              |
| Other costs                | 7,379        | 7,217        |
|                            | <u>7,379</u> | <u>7,217</u> |

**8 Trustees**

Trustees do not receive any remuneration and are not paid any expenses for attending meetings.

The charity was under the control of the Trustees, as detailed on page 1.

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

**9 Employees**

**Number of employees**

The average monthly number of employees during the year was:

|                | <b>2012</b>   | <b>2011</b>   |
|----------------|---------------|---------------|
|                | <b>Number</b> | <b>Number</b> |
| Administration | -             | 3             |
| Tutor/support  | 9             | 9             |
| Management     | 3             | 1             |
|                | <u>12</u>     | <u>13</u>     |

**Employment costs**

|                       | <b>2012</b>    | <b>2011</b>    |
|-----------------------|----------------|----------------|
|                       | <b>£</b>       | <b>£</b>       |
| Wages and salaries    | 295,200        | 268,536        |
| Social security costs | 25,363         | 23,772         |
| Other pension costs   | 8,317          | 8,267          |
|                       | <u>328,880</u> | <u>300,575</u> |

There were no employees whose annual emoluments were £60,000 or more.

**10 Taxation**

The charity is exempt from tax due on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2012

**11 Tangible fixed assets**

|                       | Fixtures,<br>fittings &<br>equipment<br>£ |
|-----------------------|-------------------------------------------|
| <b>Cost</b>           |                                           |
| At 1 April 2011       | 93,452                                    |
| Additions             | 7,654                                     |
|                       | <u>101,106</u>                            |
| At 31 March 2012      |                                           |
| <b>Depreciation</b>   |                                           |
| At 1 April 2011       | 70,655                                    |
| Charge for the year   | 15,118                                    |
|                       | <u>85,773</u>                             |
| At 31 March 2012      |                                           |
| <b>Net book value</b> |                                           |
| At 31 March 2012      | <u>15,333</u>                             |
| At 31 March 2011      | <u>22,797</u>                             |

| <b>12 Debtors</b>              | <b>2012</b>   | <b>2011</b>   |
|--------------------------------|---------------|---------------|
|                                | £             | £             |
| Trade debtors                  | 6,636         | 9,343         |
| Other debtors                  | -             | 491           |
| Prepayments and accrued income | 20,916        | 41,739        |
|                                | <u>27,552</u> | <u>51,573</u> |

| <b>13 Creditors: amounts falling due within one year</b> | <b>2012</b>    | <b>2011</b>   |
|----------------------------------------------------------|----------------|---------------|
|                                                          | £              | £             |
| Trade creditors                                          | 17,447         | 14,796        |
| Accruals                                                 | 118,218        | 29,979        |
|                                                          | <u>135,665</u> | <u>44,775</u> |

**STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**14 Pension and other post-retirement benefit commitments**

As stated in note 1 the charity participates in the Aberdeen City Council final salary pension scheme which is a multi-employer defined benefit scheme.

The scheme's actuaries have stated that it is not possible to identify each employer's share of the underlying assets and liabilities. The charity has therefore accounted for its contributions to the scheme as if it were a defined contribution scheme.

Information about the overall funding position of the scheme was provided by the actuary to the fund on the actuarial valuation of the scheme as at 31 March 2011. The valuation showed that the overall funding position of the scheme as a whole was 88%, the deficit being £294,400,000. The contributions payable by the employers are based on the position of the fund as a whole, which is reassessed at each triennial valuation, in line with the administering authority's funding strategy statement.

The next actuarial valuation of the scheme is being carried out with an effective date of 31 March 2014.

**15 Limited liability**

The charity is incorporated as a company limited by guarantee having no share capital and, in accordance with the Memorandum of Association, every member is liable to contribute a sum of £1 in the event of the company being wound up. At 31 March 2012 there were seven members.

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                | Balance at 1<br>April 2011 | Movement in funds          |                            | Transfers      | Balance at 31<br>March 2012 |
|----------------|----------------------------|----------------------------|----------------------------|----------------|-----------------------------|
|                | £                          | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | £              | £                           |
| shmuONLINE     | 15,538                     | 3,500                      | (7,852)                    | -              | 11,186                      |
| shmuFM         | 20,026                     | 171,171                    | (173,253)                  | -              | 17,944                      |
| shmuTV         | 5,854                      | 31,328                     | (14,783)                   | -              | 22,399                      |
| shmuSOUND      | 9,113                      | 3,550                      | (6,156)                    | -              | 6,507                       |
| shmuWORKS      | 13,793                     | -                          | (12,091)                   | -              | 1,702                       |
| shmuTRAIN      | 26,520                     | 163,579                    | (156,226)                  | -              | 33,873                      |
| Incluso        | 181                        | 3,585                      | (180)                      | (3,586)        | -                           |
| ADJUST         | -                          | 59,843                     | (36,804)                   | -              | 23,039                      |
| shmuDESIGN     | 11,117                     | 42,260                     | (56,046)                   | -              | (2,669)                     |
| Various grants | 6,651                      | -                          | (938)                      | -              | 5,713                       |
|                | <u>108,793</u>             | <u>478,816</u>             | <u>(464,329)</u>           | <u>(3,586)</u> | <u>119,694</u>              |

The shmuONLINE fund represents resources which are to be utilised for the sole purpose of the development of the Connected Middlefield Wi-Fi initiative. This strand received a small amount of funding from the Fairer Scotland Fund, with the other costs being met by the charity's reserves.

The shmuFM fund represents resources which are to be utilised for the sole purpose of the provision of a local community radio station. The primary sources of funding are Big Lottery: Investing in Communities Fund, Children in Need, Fairer Scotland Fund, Aberdeen City Council Cultural Grants and Dialogue Youth.

The shmuTV fund represents resources which are to be utilised for the sole purpose of the provision of video production services. The primary sources of funding are the Fairer Scotland Fund, Dialogue Youth and through external commissions.

The shmuSOUND fund represents resources which are to be utilised for the sole purpose of the provision of music-based services. The primary source of funding is an Aberdeen City Council Cultural Grants.

The shmuWORKS fund represents resources which are to be utilised for the sole purpose of the provision of education and training services for people over the age of 19 and also supports current volunteers of all ages. The primary source of funding is the Fairer Scotland Fund.

STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2012

16 Restricted funds

(Continued)

The shmuTRAIN fund represents resources which are to be utilised for the sole purpose of the provision of education and training services for young people between the ages of 14-19. The primary sources of funding are Inspiring Scotland: 14-19 Fund, Fairer Scotland Fund and Dialogue Youth.

The Inclusio fund represents resources which are to be utilised for the sole purpose as identified within the funding agreement with the EU for the provision of a research and development programme looking at Social Software tools and their impact with young people. The primary source of funding was the EU 7th Framework. This project is now complete; however, the final instalment, which is held in this account, was withheld until the project was signed off across all partners. The work that this funding relates to has already been carried out during the life of the project and it has been agreed that surplus funding is to be utilised within the charity.

The ADJUST fund represents resources which are to be utilised for the sole purpose of the provision of a strategic and operational framework designed to deliver a service which co-ordinates, administrates, evaluates and develops targeted effective interventions with prisoners at HM Prison Aberdeen, and through their transition to successful community integration and beyond. The primary source of funding is through the Robertson Trust Grant.

The shmuDESIGN fund represents resources which are to be utilised for the sole purpose of the provision of Community Magazine production and external design services. The primary sources of funding are Fairer Scotland Fund and through external commissions. The Trustees believe it is appropriate to carry forward a deficit balance on the fund at the year end as future funding has been secured.

Various grants include:

- The restricted core fund which represents amounts to be utilised for the purchase of a security door and alarm system
- The balance from the Bridges fund which represents amounts to be utilised for the provision of services for prisoners from HM Prison Aberdeen, pre and post release.

17 Analysis of net assets between funds

|                                                    | Unrestricted<br>funds | Restricted<br>funds | Total          |
|----------------------------------------------------|-----------------------|---------------------|----------------|
|                                                    | £                     | £                   | £              |
| Fund balances at 31 March 2012 are represented by: |                       |                     |                |
| Tangible fixed assets                              | 2,866                 | 12,467              | 15,333         |
| Current assets                                     | 170,808               | 219,497             | 390,305        |
| Creditors: amounts falling due within one year     | (23,395)              | (112,270)           | (135,665)      |
|                                                    | <u>150,279</u>        | <u>119,694</u>      | <u>269,973</u> |

18 Related parties

During the year the charity paid mileage to Paul Hazelle, trustee, amounting to £nil (2011: £153) in his capacity as a radio volunteer not as a trustee.

**STATION HOUSE MEDIA UNIT  
SHMU  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2012**

---

**19 Auditors' Ethical Standards**

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts.