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IWORK4ME

Report and Financial Statements

for the year ended 30 September 2012

Charity number: SC041508
Company number: SC366262

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IWORK4ME

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IWORK4ME

Legal and Administrative Information

Charity name	IWORK4ME	
Charity registration number	SC041508	
Company registration number	SC366262	
Trustees	Richard Ibbotson	
	David Bain	
	David Williamson	
	Peter Corry	
	Pamela Spence	
	Tony Dalli	(appointed 1 October 2012)
Company secretary	Peter Corry	
Principal office and Registered office	11 Granton Square Edinburgh EH5 1HX	
Independent examiner	Isobel Gray CA, FCCA Alexander Sloan Chartered Accountants 1 Atholl Place Edinburgh EH3 8HP	

IWORK4ME

Trustees' Annual Report
for the year ended 30 September 2012

The Trustees present their report and the financial statements of the charity for the year ended 30 September 2012.

Trustees

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document
The charity is constituted as a company limited by guarantee and is governed by its Articles of Association.

Appointment of Trustees
Trustees are appointed on the basis of their experience of working with adults with autism and similarly disadvantaged groups and of self-employed working.

OBJECTIVES AND ACTIVITIES

IWORK4ME exists to support self employment for people who face significant disadvantage in accessing mainstream self employment support. This is achieved through providing direct support and advice as well as promoting the benefits of self employment.

IWORK4ME believes that self employment is an appropriate occupational activity for many who would not have considered this as a possibility.

Furthermore, IWORK4ME seeks to develop the understanding of what makes good practice and innovation in supported self employment.

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Trustees' Annual Report
for the year ended 30 September 2012

ACHIEVEMENTS AND PERFORMANCE

During this year, a Board of Trustees has been appointed, grant funding sought and obtained from the Scottish Government for the appointment of a part-time Development Manager for 18 months and for core costs including the setting up of the website.

We have recruited a further 2 volunteers to help with the further development of the Charity.

We piloted 3 Drop In Advice Sessions offering a 'first port of call' for those with Autism Spectrum Conditions (ASC) considering self-employment as an option. Due to demand, a further 4 sessions were added.

It is our intention to become a membership led organisation and we now have over 100 members. Free membership allows service users and other service providers to share information and promote best practice.

The website has been regularly updated and a bi-monthly newsletter keeps supporters informed of all developments.

IWORK4ME now has representation on key related committees across Scotland, ensuring that the Charity is becoming increasingly recognised and understood.

FINANCIAL REVIEW

The Statement of Financial Activities shows net incoming resources for the year of £16,543 (2011 - net incoming resources of £4,554). A total of £21,097 was retained in accumulated funds at the year end.

Reserves policy
We will be spending our reserves on the development of the charity and applying for additional funding to achieve our objective.

PLANS FOR FUTURE PERIODS

With the infrastructure in place we are now working on our business plan for the forthcoming year and considering our objectives and how we work towards them:

- To be a voice for supported self-employment for people with ASC in Scotland.
- To raise awareness of the possibilities and advantages of self-employment for people with ASC.
- To provide systems of on-going support after a business has been established.
- To facilitate a network of people with ASC who are self-employed.
- To contribute to the knowledge base of good practice in supported self-employment.
- To raise funds to achieve these activities.

We will continue monthly advice sessions.

We will actively seek to recruit and manage both a team of volunteer Business Development Advisers to offer practical business advice and also a volunteer team of Mentors to offer a more personal, one to one support through business set up and beyond.

We will continue to build our membership through the website, marketing opportunities and events.

We also plan to recruit a volunteer Information Resources Assistant to help build and maintain our online library of resources.

Artists' Project - Having identified a need for the provision of supported workshop/creative spaces, we are in the early stages of considering a project that would offer Artists' designated space in a dedicated building, supported by a Studio Manager.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of IWORK4ME for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

IWORK4ME

Trustees' Annual Report
for the year ended 30 September 2012

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner
Isobel Gray CA, FCCA, a partner in Alexander Sloan, Chartered Accountants, was appointed as independent examiner and the Trustees recommend that Isobel Gray CA, FCCA remains in office as independent examiner until further notice.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Trustees on 4 January 2013 and signed on their behalf by

Peter Corry
Secretary

IWORK4ME

Independent Examiner's Report to the Trustees on the Unaudited Financial Statements of IWORK4ME.

I report on the financial statements of IWORK4ME for the year ended 30 September 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

Respective responsibilities of Trustees and examiner

The charity's Trustees (who are also directors of the company for the purpose of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("2006 Accounts Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 view given by the financial statements.

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, Regulation 4 of the 2006 Accounts Regulations; and

to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Isobel Gray

Isobel Gray CA, FCCA
Partner

Alexander Sloan
Chartered Accountants

1 Atholl Place
Edinburgh
EH3 8HP

4 January 2013

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Statement of Financial Activities
(incorporating Income and Expenditure Account)

for the year ended 30 September 2012

	Notes	Unrestricted funds £	2012 Total £	2011 Total £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	8,000	8,000	6,000
Investment income	3	11	11	1
Incoming resources from charitable activities	4	18,795	18,795	-
Total incoming resources		26,806	26,806	6,001
Resources expended				
Charitable activities	5	(9,393)	(9,393)	(847)
Governance costs	6	(870)	(870)	(600)
Total resources expended		(10,263)	(10,263)	(1,447)
Net movement in funds		16,543	16,543	4,554
Reconciliation of funds				
Total funds brought forward		4,554	4,554	-
Total funds carried forward		21,097	21,097	4,554

The notes on pages 10 to 13 form an integral part of these financial statements.

IWORK4ME

Balance Sheet
as at 30 September 2012

	Notes	2012 £	2012 £	2011 £	2011 £
Current assets					
Cash at bank and in hand		40,642		5,336	
		40,642		5,336	
Creditors: amounts falling due within one year	9	(19,545)		(782)	
Net current assets			21,097		4,554
Net assets			21,097		4,554
Funds					
Unrestricted funds					
General funds	11		21,097		4,554
			21,097		4,554

The Trustees' statements required by Sections 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 10 to 13 form an integral part of these financial statements.

Balance Sheet (continued)

Trustees' statements required by Sections 475 (2) and (3) for the year ended 30 September 2012

In approving these financial statements as Trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 30 September 2012 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 386, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including the income and expenditure, for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 4 January 2013 and signed on its behalf by

Peter Corry
Trustee

Registered number: SC366262

The notes on pages 10 to 13 form an integral part of these financial statements.

Notes to the Financial Statements for the year ended 30 September 2012

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and where appropriate modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from investments is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

1.3. Resources expended

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

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

1.4 Activity based reporting

The Trustees are of the opinion that the charity has a single activity and there is no merit in providing further analysis within the notes to the accounts.

2. Voluntary income

	2012	2011
	£	£
Garfield Weston Foundation	-	5,000
Martin Connell Charitable Trust	-	1,000
Bailey Thomas Charitable Fund	8,000	-
	8,000	6,000

3. Investment income

	2012	2011
	£	£
Interest received	11	1
	11	1

4. Incoming resources from charitable activities

	2012	2011
	£	£
Scottish Government Grant	18,795	-
	18,795	-

5. Costs of charitable activities

	2012	2011
	£	£
Staff and consultancy costs	6,757	-
Running costs	2,623	847
Legal and professional fees	13	-
	9,393	847

6. Governance costs

	2012 £	2011 £
Independent examination	870	600
	870	600

7. Net incoming resources for the year

	2012 £	2011 £
Net incoming resources is stated after charging:		
Independent Examiner's remuneration	870	600

8. Trustees' emoluments

No director nor any persons connected to them received emoluments or any reimbursement of any expenses during the year.

9. Creditors: amounts falling due within one year

	2012 £	2011 £
Other creditors	-	182
Accruals and deferred income	19,545	600
	19,545	782

10. Analysis of net assets between funds

	Unrestricted funds £	Total funds £
Fund balances at 30 September 2012 as represented by:		
Current assets	40,642	40,642
Current liabilities	(19,545)	(19,545)
	21,097	21,097

11. Unrestricted General Funds	1 Oct '11 £	Incoming £	Outgoing £	30 Sep '12 £
General reserve	4,554	26,806	(10,263)	21,097
	4,554	26,806	(10,263)	21,097

Purposes of General Funds

General reserve

The general reserve comprises funds given for the general objectives of the charity.