

The Garvald Training Centre Limited
(a company limited by guarantee)

Report of the Council
and
Accounts
31 August 1994



THE GARVALD TRAINING CENTRE LIMITED

COUNCIL OF MANAGEMENT

Jean Bechhofer (Chair)
John Brett
Shelagh Brydon
Damian Callan
Anne Clark
Bronwen Cohen
Martin Dawson
Jean Lawrence
Marian MacDonald
Frances Patterson
Alison Robertson
Maureen Duffy

SECRETARY

Mr Jack Reed

REGISTERED OFFICE

2 Montpelier Terrace
Edinburgh
EH10 4NF

AUDITORS

D.M. Vaughan & Co.,
10 Gloucester Place
Edinburgh EH3 6EF

BANKERS

Royal Bank of Scotland PLC
206 Bruntsfield Place
Edinburgh EH10 4DF

COMPANY REGISTRATION

Registered in Scotland on 15 October 1976 under company
number: 60926

REPORT OF THE COUNCIL

The Council of Management is pleased to present its report for the year ended 31 August 1994.

RESULTS FOR THE YEAR

The company had a surplus for the year of £20,769
(1993 deficit £46)

REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS

Open Access: the Centre began operating an open access policy, which means that trainees and residents would have access to records written about them, or held by the Centre in any other form, with as few exceptions as possible. Apart from staff directly concerned, access to these records by anyone else would be kept to a minimum. Open access helps foster trust and enables trainees and residents to take a more pro-active role in decisions affecting them.

Equal Opportunities Policy: progress continued to be made by the working group, with trainee participation, with the intention of implementing the policy in the coming year.

Trainee Representatives: the group began to meet without staff, requiring them to formulate rules and take minutes themselves. They did, however, continue to meet with staff on a termly basis, especially on the matter of reviews; the latter also involved meeting with the management council. Through participation in a self-advocacy group they campaigned for an increase in the trainees' weekly allowance. Several trainees contributed to disability awareness training organised for people in the tourist industry, the first such occasion in Britain with participation by people with learning disabilities. Preparation began for a conference on Sport & Leisure in the autumn, and application was made to fund trainee participation in an international conference for people with learning disabilities in Germany.

Summer Holiday Provision: funding by the regional social work department enabled the organisation of a successful programme of activities. This was based at the Gorgie Road workshops and should be repeated in future years.

Parents & Carers: regular meetings took place at Columcille Hall covering a wide range of topics and concerns, such as the need for more respite provision, and these will continue as they give mutual support and further better shared understanding. Parents and carers again gave enthusiastic support to the annual Christmas Bazaar and other events.

Staff Training: members of staff took part in a wide range of courses and seminars, on themes such as contracting, challenging behaviour, counselling, disability and abuse, felt-making, food hygiene, screenprinting. Conference participation included social therapy and delegates' conferences at the Goetheanum, Dornach.

Participation in Regional and District Planning: in the context of Care in the Community, staff, trainees and carers took part in a regional review of day services and in various regional and district meetings relating to learning disabilities involving the voluntary and statutory sectors.

REPORT OF THE COUNCIL (continued)

Columcille: discussions started with PACT/Lothian Health to establish a day centre based in the hall for people with dual diagnosis, as part of the Gogarburn Hospital reprovisioning programme. Fundraising continued to further the renovation and equipping of the premises as a resource for the project, Garvald and the wider community.

MELD: after a period of campaigning and planning, the Minority Ethnic Learning Disabilities project was established jointly by Garvald Centre and West Edinburgh Development Group, with the support of Lothian Racial Equality Council and others from voluntary organisations and the statutory sector. An application was made to the Regional Council with the intention of continuing this work on an independent basis from the autumn.

Management Consultancy: following a process involving staff and management council a decision was taken to engage consultants which would also include trainees and carers. This would consider the Centre's structure and related issues and would commence in the autumn.

Overall: as in previous years day and residential places were taken up to near capacity on average, mainly by people from Lothian Region, with a relatively small amount of change. The workshops at Horne Terrace and Gorgie Road continued to produce an interesting range of goods to a high standard, with the Mulberry bush trading successfully whilst providing training. The community houses maintained their distinctive approach, with the seasons marked, as in the workshops, by the celebration of festivals.

In Conclusion: gratitude should be expressed to all the many people - trainees and staff, parents and carers, friends and advisers - who have been committed to the ideals and work of the Centre and enabled it to flourish in the past year, including in particular the funding and support provided by the Regional social work department.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which 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 period. In preparing those financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 record which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

REPORT OF THE COUNCIL (continued)

DIRECTORS

Names of those who served during the year are listed on page 1. In accordance with the Articles of Association the following directors retire from office and, being eligible, offer themselves for re-election.

Jean Bechhofer (Chair)
Damian Callan
Anne Clark
Jean Lawrence
Maureen Duffy

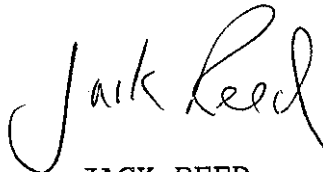
SHARE CAPITAL

The company is limited by guarantee and has no share capital.

AUDITORS

A resolution for the re-appointment of D.M. Vaughan & Co., as auditors will be proposed at the Annual General Meeting.

BY ORDER OF THE COUNCIL

A handwritten signature in dark ink, appearing to read 'Jack Reed', is written over the typed name.

JACK REED
SECRETARY

1 MAY 1995

AUDITORS REPORT

to the members of The Garvald Training Centre Limited

We have audited the financial statements on pages 6 to 11 which which have been prepared under the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on page 3 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the state of affairs of the company as at 31st March 1994 and of its surplus for the year then ended and have been properly prepared in accordance with the Charities Accounts (Scotland) Regulations 1992 and the Companies Act 1985.

D.M.Vaughan & Co.
Registered Auditors
10 Gloucester Place
Edinburgh
EH3 6EF

DM Vaughan

1 MAY 1995

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 AUGUST 1994

	Note	1994 £	1993 £
INCOME:			
Fees and Allowances	3	1,008,772	945,344
Sale of goods produced		44,419	41,876
Donations		3,864	3,492
Interest receivable		1,327	1,854
Other income		850	961
		<u>1,059,232</u>	<u>993,527</u>
EXPENSES:			
Relating to charitable activity:			
Staff Costs	4	642,522	638,082
Maintenance of premises and equipment		163,147	159,829
Household		59,011	52,826
Training		113,013	104,854
Building and Replacements		23,920	7,287
Support costs		33,049	27,427
		<u>1,034,662</u>	<u>990,305</u>
Administration		2,350	2,350
Fundraising		960	-
Finance Costs		491	918
		<u>1,038,463</u>	<u>993,573</u>
Surplus (deficit) for year	6	<u>20,769</u>	<u>(46)</u>

Movement on Reserves

Transferred to General Reserve	20,769	(46)
Transferred to Property Improvement Reserve	-	-
	<u>20,769</u>	<u>(46)</u>

CONTINUING OPERATIONS

None of the charity's activities were acquired or discontinued during the current and previous years.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the surplus for the current year and the deficit for the previous year.

The notes on pages 8 to 11 form part of these accounts.

BALANCE SHEET

AT 31 AUGUST 1994

	Note	£	1994 £	1993 £
Current Assets				
Stocks	7	33,626		29,172
Debtors	8	73,267		59,487
Cash on deposit		59,799		45,891
Cash at bank and in hand		10,301		2,916
		<u>176,993</u>		<u>137,466</u>
Creditors: amounts falling due within one year	9	102,264		101,228
Net current assets			74,729	36,238
Total assets less current liabilities			74,729	36,238
Creditors: amounts falling due after more than one year	10		17,722	10,000
Provision for liabilities and charges	11		10,000	-
			<u>47,007</u>	<u>26,238</u>
			=====	=====
Represented by:				
Accumulated reserves	12		47,007	26,238
			=====	=====



JEAN B BECHTHOFER

Member of the Council
1 MAY 1995

The notes on pages 8 to 11 form part of these accounts.

THE GARVALD TRAINING CENTRE LIMITED
NOTES TO THE ACCOUNTS
AT 31 AUGUST 1994

8.

1. The company does not seek to make a profit, nor can its achievements be measured by normal commercial criteria. In order that a true and fair view of its activities should be given in these accounts, the directors have set out on page 6 an Income and Expenditure Account which shows the results for the year, but in a format other than as prescribed in the Companies Act 1985. In the opinion of the directors this provides greater clarity on the nature of the company's activities and discloses in sufficient detail information relating thereto, as required by the Companies Act 1985.

2. ACCOUNTING POLICIES

Accounting Convention

The accounts are prepared under the historical cost convention.

INCOME

Fees and allowances are accounted for on a receivables basis.

FIXED ASSETS

Expenditure on the replacement of vehicles, on property improvements and on furniture, fittings and equipment is charged against revenue in the year in which it is incurred.

STOCKS

Stock is valued at the lower of cost and net realisable value.

PENSION COSTS

The company operates a defined contribution scheme. The pension cost charge represents contributions payable by the company to the fund in respect of the year.

TAXATION

No provision is made for taxation as the company has charitable status.

3. Fees and Allowances

	1994 £	1993 £
Fees and extras	670,956	618,804
DSS Contributions	337,816	326,540
	<hr/>	<hr/>
	1,008,772	945,344
	=====	=====

4. Staff Costs (excluding staff expenses)

	1994 £	1993 £
Wages and Salaries	547,283	545,447
Social security costs	48,910	52,210
Other pension costs	35,415	33,407
	<hr/>	<hr/>
	631,608	631,064
	=====	=====

THE GARVALD TRAINING CENTRE LIMITED
NOTES TO THE ACCOUNTS
AT 31 AUGUST 1994

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4. The average weekly number of employees during the year was made up as follows:

	1994	1993
Management and administration	5	5
Day/residential care staff	47	47
	<u>52</u>	<u>52</u>
	===	===

5. Income from investments

1994	1993
£	£

Interest on deposits	1,327	1,854
	<u>1,327</u>	<u>1,854</u>
	=====	=====

6. Surplus (Deficit) for the financial year is stated after charging:

1994	1993
£	£

Hire of equipment	704	704
Audit Fee	2,350	2,350
	=====	=====

The directors act in an honorary capacity and receive no remuneration for their services to the company. Remuneration of £19,646 was paid to staff members of the management council for their teaching and other duties.

7. Stocks

1994	1993
£	£

Goods held for re-sale at Mulberry Bush outlet	33,626	29,172
	=====	=====

8. Debtors

1994	1993
£	£

Fees and allowances	49,680	42,349
Other debtors	13,212	7,128
Prepayments	10,375	10,010
	<u>73,267</u>	<u>59,487</u>
	=====	=====

9. Creditors: amounts falling due within one year

1994	1993
£	£

Other taxes and social security costs	15,382	13,220
Trade creditors	15,181	44,534
Hire purchase creditor	3,861	-
Accruals	37,534	18,377
Fees received in advance	5,098	-
Other creditor	25,208	25,097
	<u>102,264</u>	<u>101,228</u>
	=====	=====

THE GARVALD TRAINING CENTRE LIMITED
NOTES TO THE ACCOUNTS
AT 31 AUGUST 1994

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10. Creditors: amounts falling due
after more than one year

1994 £	1993 £
Hire purchase creditor	7,722
Loan	10,000
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17,722	10,000
=====	=====

The loan is unsecured and interest free with no fixed terms of repayment.

11. Provision for Liabilities and Charges

1994 £	1993 £
At 1 September 1993	-
Provision for development worker	10,000
-----	-----
10,000	-
=====	=====

12. Accumulated Reserves

General Reserve

1994 £	1993 £
Balance at 1 September 1993	6,238
Surplus (deficit) transferred	20,769 (46)
-----	-----
Balance at 31 August 1994	27,007
=====	=====

Designated Property Improvement Reserve

1994 £	1993 £
Balance at 1 September 1993 and 1994	20,000
=====	=====

13. Operating Leases

The following payments are committed to be paid within one year:

	1994 £	1993 £
Land and buildings Expiring after five years	47,187	41,747
Other		
Expiring in one year	704	-
Expiring in two to five years	-	704
-----	-----	-----
	47,891	42,451
=====	=====	=====

14. At 31 August 1994 capital expenditure of £ NIL (1993 £ NIL) had been authorised and contracted for by the Council of Management and £ NIL (1993 £ NIL) authorised but not contracted for.

THE GARVALD TRAINING CENTRE LIMITED
NOTES TO THE ACCOUNTS
AT 31 AUGUST 1994

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15. PENSION SCHEME

The assets of the company pension scheme are held separately from those of the company. Contributions made by the company in the year amounted to £35,415 (1993: £33,407).