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GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 1998



Lesley MacDonald  
Chartered Accountant  
12 Allardice Street  
Stonehaven  
AB39 2BQ

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

REPORT OF THE DIRECTORS

The directors submit their report and the company's accounts for the year ended 31 January 1998.

**PRINCIPAL ACTIVITY**

The principal activity of the company is aiding women in the Grampian area.

**DIVIDENDS AND APPROPRIATIONS**

In accordance with the Company's memorandum, no income may be paid by dividend to the members of the company other than the payment of reasonable and proper remuneration in return for services rendered to the company.

**DIRECTORS**

The directors of the company during the year were as follows:-

Mr Evelyn Bishop  
Mrs Hilda Mitchell  
Mrs Linda Duncan

**STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to -

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- follow applicable accounting standards, subject to any material departures disclosed and explain in the account
- prepare the accounts 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 which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts 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.

**AUDITORS**

Lesley MacDonald was appointed auditor during the year and will be proposed for re-appointment in accordance with section 385 of the Companies Act 1995.

In preparing the above report, the directors have taken advantage of special exemptions applicable to small companies.

Approved by the Board of Directors and signed on behalf of the board on

Director *Linda Duncan*

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

INCOME AND EXPENDITURE ACCOUNT

FOR YEAR ENDED 31 JANUARY 1998

	Notes	£	1998 £	£	1997 £
<b>TURNOVER</b>					
Grants & Donations	2		39,782		58,106
Net Income from Refuges	3		34,045		38,589
Net Income from Fundraising			<u>3,203</u>		<u>200</u>
			<u>77,030</u>		<u>96,895</u>
<b>ADMINISTRATIVE EXPENSES</b>					
Wages and Salaries		49,660		41,735	
Directors Remuneration		7,219		5,987	
Social Security Costs		3,389		2,849	
Rent, Rates and Insurance		8,301		17,636	
Volunteers and Counselling		5,443		4,453	
Postage, Stationery and Advertising		2,186		1,855	
Audit		650		650	
Accountancy		1,200		1,200	
Telephone		1,826		3,031	
Toys, Equipment and Outings		1,822		674	
Heat and Light		1,409		632	
Travel Expenses		896		335	
General Office Expenses		698		1,932	
Training		407		114	
Caravan		167		-	
Depreciation		<u>300</u>	<u>85,573</u>	<u>413</u>	<u>83,496</u>
<b>OPERATING (DEFICIT)/SURPLUS</b>			8,543		13,399
Interest received			<u>1,536</u>		<u>1,593</u>
<b>NET (DEFICIT)/SURPLUS</b>			£ (7,007) =====		£14,992 =====

**CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the above two financial years.

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES**

The company has no recognised gains or losses other than the (deficit)/surplus for the above two financial years.

GRAMPIAN WOMEN'S AID LIMITED  
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BALANCE SHEET AT 31 JANUARY 1998

	Notes	£	1998 £	£	1997 £
FIXED ASSETS					
Tangible Assets	4		910		1,210
CURRENT ASSETS					
Cash at Bank and on Hand	5	45,794		52,743	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	<u>1,686</u>		<u>1,928</u>	
NET CURRENT ASSETS			<u>44,108</u>		<u>50,815</u>
			£45,018		£52,025
			=====		=====
CAPITAL AND RESERVES					
Share Capital	7		-		-
Income and Expenditure Account	8		<u>45,018</u>		<u>52,025</u>
			£45,018		£52,025
			=====		=====

The directors have taken advantage of special exemptions conferred by Schedule 8 to the Companies Act 1985 applicable to small companies in the preparation of the accounts and have done so on the grounds that in their opinion the company is entitled to these exemptions.

Signed on behalf of the board of directors on

*Linda Duncan*

Director

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 1998

1. ACCOUNTING POLICIES

(a) Basis of accounting

The accounts are prepared under the historical cost basis of accounting.

(b) Cash Flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

(c) Turnover

Turnover comprises income from refugees, grants, fees and donations

(d) Tangible Fixed Assets

Depreciation is provided on the cost of tangible fixed assets in order to write off those assets over their anticipated useful lives. The annual rates used are as follows:

Office Equipment )	
Tumble extractor )	25% reducing balance
Caravan )	

2. GRANTS AND DONATIONS

	1998	1997
Local Authority Grants	20,335	24,255
Children in Need	6,500	-
Healthboard Grants	7,000	25,000
Donations	<u>5,947</u>	<u>8,851</u>
	<u>£39,782</u>	<u>£58,106</u>
	=====	=====

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JANUARY 1998

3. <u>NET INCOME FROM REFUGES</u>	<u>Aberdeen</u>	<u>Rhynie</u>	<u>Rutherford</u>	<u>Total</u>
INCOME				
Rents Received	23,319	7,195	20,987	51,501
Heat & Light Contribution	2,164	1,063	2,546	5,773
Telephone Contribution	694	537	924	2,155
	<u>£26,177</u>	<u>£8,795</u>	<u>£24,457</u>	<u>£59,429</u>
	=====	=====	=====	=====
EXPENDITURE				
Rent Paid	2,652	2,558	2,270	7,480
Heat & Light	1,808	1,988	2,560	6,356
Telephone	752	754	1,014	2,520
Rates	294	616	148	1,058
Expenses	<u>2,744</u>	<u>2,498</u>	<u>656</u>	<u>5,898</u>
	<u>£8,250</u>	<u>£8,414</u>	<u>£6,648</u>	<u>£23,312</u>
	=====	=====	=====	=====
NET INCOME	<u>£17,927</u>	<u>£381</u>	<u>£17,809</u>	<u>£36,117</u>
	=====	=====	=====	=====
Repairs and Furnishings				<u>2,072</u>
				<u>£34,045</u>
				=====

4. <u>TANGIBLE FIXED ASSETS</u>	<u>Office Equipment</u>	<u>Caravan</u>	<u>Tumble Extractor</u>	<u>Total</u>
Cost at 1/2/97	£1,102	£1,339	£876	£3,317
Additions	-	-	-	-
Cost at 31/1/98	<u>£1,102</u>	<u>£1,339</u>	<u>£876</u>	<u>£3,317</u>
	=====	=====	=====	=====
Depreciation at 1/2/97	592	919	596	2,107
Charge for year	<u>130</u>	<u>100</u>	<u>70</u>	<u>300</u>
Depreciation at 31/1/98	<u>£722</u>	<u>£1,019</u>	<u>£666</u>	<u>£2,407</u>
	=====	=====	=====	=====
Net Book value 31/1/98	<u>£380</u>	<u>£320</u>	<u>£210</u>	<u>£910</u>
	=====	=====	=====	=====
Net Book value 31/1/97	<u>£510</u>	<u>£420</u>	<u>£280</u>	<u>£1,210</u>
	=====	=====	=====	=====

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 JANUARY 1998

5. <u>CASH AT BANK AND IN HAND</u>	1998	1997
Clydesdale Bank Ordinary a/c	17,804	15,212
Clydesdale Bank Social Fund	5,953	5,221
Clydesdale Bank Children's Fund	2,333	7,530
Leeds & Holbeck	19,683	24,777
Cash	<u>21</u>	<u>3</u>
	£45,794	£52,743
	=====	=====

6. <u>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	1998	1997
PAYE /NIC	£1,036	£1,278
Accruals	<u>650</u>	<u>650</u>
	£1,686	£1,928
	=====	=====

7. SHARE CAPITAL

The company is limited by Guarantee and does not have a Share Capital. The Liability of each member is limited to £1 in the event that it should be wound up.

8. INCOME AND EXPENDITURE ACCOUNT

Balance at 1/2/97	£52,025
Net Loss for year	<u>(7,007)</u>
Balance at 31/1/98	£45,018
	=====

9. RECONCILIATION OF MEMBERS FUNDS

Opening member funds	52,025	37,033
Deficit for Year	<u>(7,007)</u>	<u>14,992</u>
Closing Members funds	£45,018	£52,025
	=====	=====

GRAMPIAN WOMEN'S AID LIMITED  
(LIMITED BY GUARANTEE)

REPORT OF THE AUDITORS  
TO THE SHAREHOLDERS OF GRAMPIAN WOMEN'S AID LIMITED

I have audited the foregoing accounts which have been prepared under the historical costs convention and the accounting policies as set out in note 1 to the accounts.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described in the Directors Report, the Company's directors are responsible for the preparation of accounts. It is my responsibility to form and independent opinion based on our audit, on those accounts and to report my opinion to you.

BASIS OF OPINION

I conducted my audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

I planned and performed my 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 accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounts.

OPINION

In my opinion the accounts give a true and fair view of the state of the company's affairs as at 31 January 1998 and of its deficit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 applicable to small companies.

*Lesley MacDonald*

Lesley MacDonald  
Chartered Accountant and Registered Auditor

12 Allardice Street  
Stonehaven  
AB39 2BQ

Date