

**REGISTERED COMPANY NUMBER: SC150187 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC002851**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2013  
for  
The Notre Dame Centre**

The Kelvin Partnership Ltd  
Statutory Auditor  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

FRIDAY



SCT \*S2MNCQ48\* 06/12/2013 #288  
COMPANIES HOUSE

**Contents of the Financial Statements  
for the Year Ended 31 March 2013**

	<b>Page</b>
Report of the Trustees	1 to 5
Report of the Independent Auditors	6 to 7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 16
Detailed Statement of Financial Activities	17 to 18

## **The Notre Dame Centre**

### **Report of the Trustees for the Year Ended 31 March 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
SC150187 (Scotland)

**Registered Charity number**  
SC002851

**Registered office**  
20 Athole Gardens  
GLASGOW  
G12 9BA

#### **Trustees**

G McSorley	- resigned 26.11.12
Sister M McClure	
Sister M Ross	
I Fraser	- resigned 9.2.13
Dr J Goldie	
Sister E Brady	
M Cuning	- appointed 20.9.12
Mrs M McAllister	- appointed 26.11.12
Dr B Martin	- appointed 24.6.13
J McCoy	- appointed 24.6.13
E McFadden	- appointed 24.6.13
Mrs P McFadden	- appointed 24.6.13
Mrs C Findlay	- appointed 16.9.13
Mrs C Kerr	- appointed 16.9.13

**Company Secretary**  
F P McCormick

#### **Auditors**

The Kelvin Partnership Ltd  
Statutory Auditor  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

#### **Bankers**

Bank of Scotland  
701 Great Western Road  
Glasgow  
G2 4HY

#### **Solicitors**

McSparran McCormick  
Waterloo Chambers  
19 Waterloo Street  
Glasgow  
G2 6AH

**Report of the Trustees  
for the Year Ended 31 March 2013**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The Notre Dame Centre is a Company Limited by Guarantee and is incorporated in Scotland with the number 150187. In the event of the Company being wound up the Members undertake to make a contribution of £1 each. It is also a Charity registered with the Office of the Scottish Charity Regulator with the number SC002851. It is governed by its Memorandum and Articles of Association which sets out the method of appointing Directors and new Members are drawn from The Sisters of Notre Dame and from the local business and professional communities

**Organisational structure**

The Board meets at least four times a year and delegates the day to day running of the Centre to the Director who whilst not a member of the Board does attend Board Meetings. The post of Director and Training Manager continue to be vacant. At present management of the Centre rests with the Business Manager and Clinical Manager with appropriate support from relevant Board members as required. The Board is regularly briefed on changes in legislation and other matters affecting the organisation.

The Members of the Company are the Institute of The Sisters of Notre Dame de Namur, a Charity registered in Scotland with the number SC038746 and England with the number 232411. Two Board members retired during the course of the year - Ian Fraser and George McSorley. The new representative from Glasgow City Council is Councillor Malcolm Cunning. Mhairi McAllister was appointed to the Board during the course of the year. The Board includes 3 Sisters of Notre Dame which means that the Sisters of Notre Dame do have considerable influence on the decision making process of the Board. The Centre pays rent for the use of the building and the salary relating to the Sister of Notre Dame on the staff.

The changing relationship with the Sisters of Notre Dame has allowed the Board to undertake a review of its future direction. The Board has agreed the way forward and an action plan has been put in place which will bring about, by April 2014, a transition from the current arrangements to operating independently from the Trustees of the Sisters of Notre Dame

**Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

**Report of the Trustees  
for the Year Ended 31 March 2013**

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The Mission of the Centre is "to contribute to the building up of integrated human beings capable of taking their place as members of the family and society".

This mission will be achieved by:

Providing a service of the highest quality

Ensuring that the needs of the clients are addressed professionally, sensitively and expeditiously.

Maximising efficiency and effectiveness by ensuring that all resources are used to the best advantage thus guaranteeing maximum value for money.

Reviewing and assessing the training and development needs of staff on a regular basis.

The year 2012/13 was a year of continuing consolidation for the Centre. The main body of the work of the Centre continues to be the provision of services to statutory agencies with the main source of referrals continuing to come from education, social work and health.

The parental advice drop - in - centre - the voluntary arm of the Centre - continues to flourish.

Two health services refer young people to the Centre. They are Forth Valley and Greater Glasgow and Clyde. The majority of clients come from Greater Glasgow and Clyde. The total funding from health services for the year was £267,060 a slight reduction on last year's figure..

Only two education authorities, Argyll and Bute and Glasgow City, referred young people to the Centre. The total funding for the year was slightly reduced at £121,600

There was an increase in the number of social work department referring to the Centre with 5 councils - Argyll and Bute, Glasgow City, South Ayrshire, Stirling and West Dunbartonshire accessing our services. Income from Social Work departments was £123,545 and is a slight increase from the previous year.

The Centre also carries out a limited amount of work in the private sector for schools, other organisations and the legal profession.

While direct work with individuals is the primary activity of the Centre an increasing amount of work has been undertaken in the area of consultancy and training

**Report of the Trustees  
for the Year Ended 31 March 2013**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

**Assessment and Therapy**

During the year 274 clients came to the Centre for assessment and therapy. Of these, 134 were taken on as new referrals during the year and 179 clients' treatment terminated during the course of the year.

Psychological assessments were also carried out in the private sector.

**Training**

In addition to the direct client work, staff continued to undertake talks, seminars, workshops, supervision and consultative services to a variety of groups and organisations.

**Seasons for Growth**

Through the work of our National Coordinator Seasons for Growth continues to be promoted and developed across the whole of Scotland.

We were delighted to receive a further year of funding from the Scottish Government to allow Moira Sugden to continue in the role of national coordinator.

During the course of the year we trained a total of 197 new companions. This brings the total number of Companions trained by the Centre to 1578.

We are delighted that Cash for Kids continue to support the development of Seasons for Growth with further funding received to provide materials and resources for 100 groups.

**Play Therapy**

A number of successful short term play therapy training courses were provided during the year.

**Kinship Carers Project**

The Kinship Carer project has allowed us to work with children and young people living with their family members due to their own parents' inability to care for them. Although the funding from Children in Need had ended we were able to continue to undertake the work, although on a more limited basis thanks to a further £45,000 from Glasgow City Council Social Work Services to provide direct support to the grandparents as well as to the children. We continue to seek funding from other sources to allow this project to continue.

**Property**

Consideration is still being given to a suitable building which provides room for expansion and permits disabled access

**Staffing**

A small number of staff changes took place during the course of the year. We were sorry to lose Amy Fleming, part time play therapist and Deirdre McGarvey part time art therapist who left the staff following maternity leave. Julie Thomson part time adolescent therapists also left to take up post nearer home. The Directors are grateful for the contribution all of these staff members made to the Centre.

**FINANCIAL REVIEW**

The outcome for the financial year showed a small surplus of £1,209.

The service level agreement with Greater Glasgow and Clyde NHS trust has now been in place for one year. This provides a guaranteed income of £247,000 per annum until March 2015. Glasgow City Council Education Services and Social Work Services are continuing to work towards establishing a service level agreement.

**Report of the Trustees  
for the Year Ended 31 March 2013**

**FINANCIAL REVIEW**

The Directors, while happy with the current situation, recognise that the financial position in the wider context continues to be uncertain with financial difficulties being experienced across the whole of the voluntary sector and within many local authorities. As a result the Directors continue to be cautious in relation to expenditure and on this basis the Director's post remains vacant.

The Directors are happy to have added to the reserves which now stand at £689,096. The Board plan to continue to build on the reserves to include 6 months core costs, provision for redundancy/pension deficits and for a new building fund. The Board have been determined for some years that the true cost of providing the services that are offered should be met wholly from the income-generating activities of the Centre so that it becomes totally self-financing.

The Board are currently considering possible options to ensure that this increased level of expenditure can be met.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of The Notre Dame Centre Limited for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, The Kelvin Partnership Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**



Sister M McClure - Trustee

16 September 2013

**Report of the Independent Auditors to the Trustees and Members of  
The Notre Dame Centre**

We have audited the financial statements of The Notre Dame Centre for the year ended 31 March 2013 on pages eight to sixteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees 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 the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page five, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements 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 financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company'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 financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 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
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

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

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

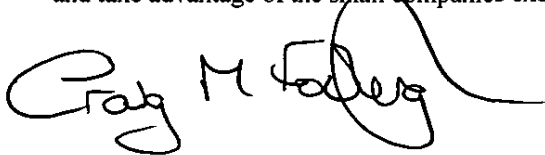


**Report of the Independent Auditors to the Trustees and Members of  
The Notre Dame Centre**

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

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

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.



Craig M Fotheringham BSc CA (Senior Statutory Auditor)

for and on behalf of The Kelvin Partnership Ltd

Statutory Auditor

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Chartered Accountants

The Cooper Building

505 Great Western Road

Glasgow

G12 8HN

16 September 2013

**Statement of Financial Activities**  
**(Incorporating an Income and Expenditure Account)**  
**for the Year Ended 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	12,049	106,634	118,683	219,863
Investment income	3	3,403	-	3,403	558
<b>Incoming resources from charitable activities</b>					
Incoming resources from charitable activities	4	559,957	-	559,957	566,211
<b>Total incoming resources</b>		<b>575,409</b>	<b>106,634</b>	<b>682,043</b>	<b>786,632</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Direct project expenditure	5	432,907	138,179	571,086	559,252
Support costs		97,959	-	97,959	104,033
<b>Governance costs</b>					
Governance costs	8	11,789	-	11,789	20,480
<b>Total resources expended</b>		<b>542,655</b>	<b>138,179</b>	<b>680,834</b>	<b>683,765</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		<b>32,754</b>	<b>(31,545)</b>	<b>1,209</b>	<b>102,867</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>573,314</b>	<b>114,573</b>	<b>687,887</b>	<b>585,020</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>606,068</b>	<b>83,028</b>	<b>689,096</b>	<b>687,887</b>

The notes form part of these financial statements

- The Notre Dame Centre

**Balance Sheet  
At 31 March 2013**

	Notes	Unrestricted funds £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	6,372	-	6,372	8,299
<b>CURRENT ASSETS</b>					
Stocks		17,774	-	17,774	24,027
Debtors	13	114,259	-	114,259	37,311
Cash at bank and in hand		490,624	83,028	573,652	658,090
		<u>622,657</u>	<u>83,028</u>	<u>705,685</u>	<u>719,428</u>
<b>CREDITORS</b>					
Amounts falling due within one year	14	(22,961)	-	(22,961)	(39,840)
<b>NET CURRENT ASSETS</b>		<u>599,696</u>	<u>83,028</u>	<u>682,724</u>	<u>679,588</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>606,068</u>	<u>83,028</u>	<u>689,096</u>	<u>687,887</u>
<b>NET ASSETS</b>		<u><u>606,068</u></u>	<u><u>83,028</u></u>	<u><u>689,096</u></u>	<u><u>687,887</u></u>
<b>FUNDS</b>	15				
Unrestricted funds				606,068	573,314
Restricted funds				<u>83,028</u>	<u>114,573</u>
<b>TOTAL FUNDS</b>				<u><u>689,096</u></u>	<u><u>687,887</u></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 16 September 2013 and were signed on its behalf by:

*Sr. Mary McClure.*

Sister M McClure -Trustee

*Cathy Kerr*

Mrs C Kerr -Trustee

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 March 2013**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**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.

**Resources expended**

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

**Allocation and apportionment of costs**

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs which are not wholly identifiable as either direct charitable expenses, support costs or governance costs are apportioned between the cost headings as follows:

Direct charitable expenses	95%
Support costs	2.5%
Governance costs	2.5%

Salary costs are allocated dependent on employee activity.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 33% on reducing balance
Fixtures and fittings	- 10% on reducing balance
Motor vehicles	- 25% on reducing balance

**Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Cost represents purchase price.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

1. ACCOUNTING POLICIES - continued

**Pension costs and other post-retirement benefits**

The charitable company makes contributions to two defined benefit pension schemes on behalf of employees. These are the Strathclyde Pension Fund and the Scottish Teachers Superannuation Scheme. The charitable company takes advantage of the exemption from disclosure afforded by paragraph 9(b) of FRS 17 in that the scheme is a multi employer scheme and the employer's contributions are affected by a surplus or deficit in the scheme but the employer is unable to identify its share of the underlying assets and liabilities in the scheme on a consistent and reasonable basis. The pension contributions are therefore accounted for as a defined contribution scheme and recognised when contributions are made.

2. VOLUNTARY INCOME

	31.3.13	31.3.12
	£	£
Donations from individuals and trusts	12,049	11,866
Sisters of Notre Dame	4,610	35,699
Advice shop	8,696	-
Grants	93,328	172,298
	<u>118,683</u>	<u>219,863</u>

Grants received, included in the above, are as follows:

	31.3.13	31.3.12
	£	£
Glasgow Social Work	45,000	45,000
Advice Shop	-	3,000
Cash For Kids	16,600	9,007
Children in Need	-	41,291
Seasons Training	10,000	24,960
Section 16B Grant	21,728	26,000
Seasons Books	-	23,040
	<u>93,328</u>	<u>172,298</u>

3. INVESTMENT INCOME

	31.3.13	31.3.12
	£	£
Deposit account interest	<u>3,403</u>	<u>558</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31.3.13 Incoming resources from charitable activities £	31.3.12 Total activities £
Education	121,600	129,340
Social work	78,545	77,562
Health board	267,060	268,280
Private work	6,990	5,660
Training, supervision and lectures	35,792	30,753
Seasons books and periodicals	49,970	54,616
	<u>559,957</u>	<u>566,211</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 6) £	Support costs (See note 7) £	Totals £
Direct project expenditure	571,086	-	571,086
Support costs	-	97,959	97,959
	<u>571,086</u>	<u>97,959</u>	<u>669,045</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.13 £	31.3.12 £
Staff costs	434,714	411,057
Rent	23,504	23,750
Rates and insurance	6,354	6,099
Light and heat	4,929	5,104
Telephone	4,190	3,506
Postage and stationery	4,254	6,157
Sundries	3,810	5,258
Sisters of Notre Dame	-	20,835
Advice shop	8,696	8,121
Travelling and accommodation	1,538	2,513
Motor expenses	-	761
Books materials and provisions	1,160	1,925
Seasons for Growth - books and expenses	72,838	53,523
Repairs and maintenance	3,020	2,035
Play therapy course fees	-	2,025
Bad debts	298	3,902
Depreciation	1,849	2,681
Loss on sale of assets	(68)	-
	<u>571,086</u>	<u>559,252</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

7. SUPPORT COSTS

	Management £
Support costs	97,959

Support costs, included in the above, are as follows:

Management

	31.3.13 Support costs £	31.3.12 Total activities £
Wages	79,898	80,500
Social security	4,361	4,900
Superannuation	10,516	10,050
Rent	618	625
Rates and insurance	167	160
Telephone	110	92
Postage and stationery	112	162
Advertising	-	149
Sundries	105	138
Staff development costs	1,814	3,481
Repairs and maintenance	80	53
Light and heat	130	134
Depreciation	48	71
Anniversary celebrations	-	3,518
	<u>97,959</u>	<u>104,033</u>

8. GOVERNANCE COSTS

	31.3.13 £	31.3.12 £
Staff costs	5,491	10,369
Board meetings	368	408
Auditors remuneration	4,560	4,320
Sundry expenses	285	138
Professional fees	(225)	3,918
Bank charges	45	30
Rent	728	625
Rates and insurance	167	160
Telephone	-	92
Postage and stationery	112	162
Repairs and maintenance	80	53
Light and heat	130	134
Depreciation	48	71
	<u>11,789</u>	<u>20,480</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.13	31.3.12
	£	£
Depreciation - owned assets	1,945	2,823
Surplus on disposal of fixed asset	(68)	-
	<u>1,877</u>	<u>2,823</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

11. STAFF COSTS

	31.3.13	31.3.12
	£	£
Wages and salaries	449,763	438,626
Social security costs	26,794	23,761
Other pension costs	58,423	54,489
	<u>534,980</u>	<u>516,876</u>

The average number of employees was 18

No employee received remuneration in excess of £60,000 in the year to 31 March 2013.

12. TANGIBLE FIXED ASSETS

	Equipment £	Fixtures and fittings £	Motor vehicles £	Totals £
<b>COST</b>				
At 1 April 2012	83,451	29,942	847	114,240
Additions	-	130	-	130
Disposals	-	-	(847)	(847)
At 31 March 2013	<u>83,451</u>	<u>30,072</u>	<u>-</u>	<u>113,523</u>
<b>DEPRECIATION</b>				
At 1 April 2012	78,610	26,596	735	105,941
Charge for year	1,597	348	-	1,945
Eliminated on disposal	-	-	(735)	(735)
At 31 March 2013	<u>80,207</u>	<u>26,944</u>	<u>-</u>	<u>107,151</u>
<b>NET BOOK VALUE</b>				
At 31 March 2013	<u>3,244</u>	<u>3,128</u>	<u>-</u>	<u>6,372</u>
At 31 March 2012	<u>4,841</u>	<u>3,346</u>	<u>112</u>	<u>8,299</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.13	31.3.12
	£	£
Trade debtors	89,923	34,524
Other debtors	24,336	2,787
	<u>114,259</u>	<u>37,311</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.13	31.3.12
	£	£
Bank loans and overdrafts	18	20
Trade creditors	920	920
Taxation and social security	6,902	7,556
Other creditors	15,121	31,344
	<u>22,961</u>	<u>39,840</u>

15. MOVEMENT IN FUNDS

	At 1.4.12	Net movement in funds	Transfers between funds	At 31.3.13
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	478,314	32,754	95,000	606,068
Designated	95,000	-	(95,000)	-
	<u>573,314</u>	<u>32,754</u>	<u>-</u>	<u>606,068</u>
<b>Restricted funds</b>				
Glasgow Social Work	45,000	-	-	45,000
Cash For Kids	-	243	-	243
Seasons Training	24,960	(14,960)	-	10,000
Section 16B Grant	21,573	(5,922)	-	15,651
Seasons Books	23,040	(10,906)	-	12,134
	<u>114,573</u>	<u>(31,545)</u>	<u>-</u>	<u>83,028</u>
<b>TOTAL FUNDS</b>	<u>687,887</u>	<u>1,209</u>	<u>-</u>	<u>689,096</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2013

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	575,409	(542,655)	32,754
<b>Restricted funds</b>			
Glasgow Social Work	45,000	(45,000)	-
Advice Shop	8,696	(8,696)	-
Cash For Kids	16,600	(16,357)	243
Seasons Training	10,000	(24,960)	(14,960)
Section 16B Grant	21,728	(27,650)	(5,922)
Seasons Books	-	(10,906)	(10,906)
Sisters of Notre Dame	4,610	(4,610)	-
	106,634	(138,179)	(31,545)
<b>TOTAL FUNDS</b>	<b>682,043</b>	<b>(680,834)</b>	<b>1,209</b>

Glasgow Social Work	To provide support to young people and grandparents in Kinship Care relationships
Cash for Kids	To provide Seasons for Growth materials to children in schools in Cash for Kids areas
Seasons Training	To fund Seasons Training sessions
Section 16B Grant	To fund the salary of the Seasons for Growth national co-ordinator

16. RELATED PARTY DISCLOSURES

There were no reportable related party transactions in the year except those detailed below.

Three of the directors of the charity, Sister Elizabeth Brady, Sister Mary McClure and Sister Mary Ross are members of the Order of the Sisters of Notre Dame. The Sisters of Notre Dame provide a member of staff who works full time for the centre and a full salary is paid by the Centre.

The Centre also pays rent to the Sisters of Notre Dame of £25,000 per annum

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2013**

	31.3.13 £	31.3.12 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations from individuals and trusts	12,049	11,866
Sisters of Notre Dame	4,610	35,699
Advice shop	8,696	-
Grants	93,328	172,298
	<hr/>	<hr/>
	118,683	219,863
<b>Investment income</b>		
Deposit account interest	3,403	558
<b>Incoming resources from charitable activities</b>		
Education	121,600	129,340
Social work	78,545	77,562
Health board	267,060	268,280
Private work	6,990	5,660
Training, supervision and lectures	35,792	30,753
Seasons books and periodicals	49,970	54,616
	<hr/>	<hr/>
	559,957	566,211
<b>Total incoming resources</b>	<hr/>	<hr/>
	682,043	786,632
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	365,874	349,126
Social security	22,102	18,195
Superannuation	46,738	43,736
Rent	23,504	23,750
Rates and insurance	6,354	6,099
Light and heat	4,929	5,104
Telephone	4,190	3,506
Postage and stationery	4,254	6,157
Sundries	3,810	5,258
Sisters of Notre Dame	-	20,835
Advice shop	8,696	8,121
Travelling and accommodation	1,538	2,513
Motor expenses	-	761
Books materials and provisions	1,160	1,925
Seasons for Growth - books and expenses	72,838	53,523
Repairs and maintenance	3,020	2,035
Play therapy course fees	-	2,025
Bad debts	298	3,902
Depreciation	1,849	2,681
Loss on sale of tangible fixed assets	(68)	-
	<hr/>	<hr/>
	571,086	559,252

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2013**

	31.3.13 £	31.3.12 £
<b>Governance costs</b>		
Wages	3,991	9,000
Social security	331	666
Superannuation	1,169	703
Board meetings	368	408
Auditors remuneration	4,560	4,320
Sundry expenses	285	138
Professional fees	(225)	3,918
Bank charges	45	30
Rent	728	625
Rates and insurance	167	160
Telephone	-	92
Postage and stationery	112	162
Repairs and maintenance	80	53
Light and heat	130	134
Depreciation	48	71
	<hr/> 11,789	<hr/> 20,480
<b>Support costs</b>		
<b>Management</b>		
Wages	79,898	80,500
Social security	4,361	4,900
Superannuation	10,516	10,050
Rent	618	625
Rates and insurance	167	160
Telephone	110	92
Postage and stationery	112	162
Advertising	-	149
Sundries	105	138
Staff development costs	1,814	3,481
Repairs and maintenance	80	53
Light and heat	130	134
Depreciation	48	71
Anniversary celebrations	-	3,518
	<hr/> 97,959	<hr/> 104,033
<b>Total resources expended</b>	<hr/> 680,834	<hr/> 683,765
<b>Net income</b>	<hr/> <hr/> 1,209	<hr/> <hr/> 102,867