

**COMPANY REGISTRATION NUMBER SC150305**

**MOTHERWELL YOUTH  
ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2011**

**Charity Number SCO22842**



**ALEXANDER MARSHALL**  
Chartered Accountants & Statutory Auditor  
84 Hamilton Road  
Motherwell  
ML1 3BY

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

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**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS**

<b>Registered charity name</b>	Motherwell Youth Enterprise Centre
<b>Charity number</b>	SCO22842
<b>Company registration number</b>	SC150305
<b>Registered and principal office</b>	Unit 4 58/60 Albert Street Motherwell Lanarkshire ML1 1PR
<b>Trustees</b>	Mr. J Fairlie Ms. L Jarvie Mr. H Curran Mr. P Waddell Dr. J Henderson (Appointed 28 October 2010)
<b>Secretary</b>	Mr. J Fairlie
<b>Auditor</b>	Alexander Marshall Chartered Accountants & Statutory Auditor 84 Hamilton Road Motherwell ML1 3BY
<b>Bankers</b>	Bank of Scotland 32 Brandon Parade South Motherwell ML1 1YE

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2011**

The trustees present their report and the financial statements of the charity for the year ended 31 March 2011.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

**THE TRUSTEES**

The trustees who served the charity during the period were as follows:

Mr. J Fairlie  
Ms. L Jarvie  
Mr. H Curran  
Mr. P Waddell  
Dr. J Henderson (Appointed 28 October 2010)

**OPERATING NAME**

The charity operates on a day to day basis under the name of fps media as this is deemed more appropriate regarding the services it can provide.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 7 April 1994 and registered as a charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up each of the members is required to contribute an amount not exceeding £1.

**Appointment of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as directors or members of the Board of Directors. There is a minimum requirement to have one director but no maximum limit. At each annual general meeting a number, equivalent to one third of the total number of directors in office, are required to retire from office. The directors retiring at each annual general meeting are entitled to offer themselves for re-election. The directors to retire at each general meeting are those who have been in office for the longest period since they were last appointed.

**Trustee Induction and Training**

New trustees are guided through the charity's facilities, are shown examples of the end products and are encouraged to shadow at the charity's activities to familiarise themselves with the practical works carried out.

**Organisational Structure**

The company has a board of directors which meets at least 6 times per year and are responsible for reviewing the financial stability of the charity and its strategic position and policy. The board is made up of representatives from the various public and private organisations in the areas and groups it serves. In addition to the external board members there are two full time employees of the charity who are responsible for the day to day management and administration of the charity who are also members of the board. At present there is a total of 4 board members.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2011**

As mentioned above the day to day responsibility for the provision of the charity's activities rests with Peter Waddell and the control of the finances and administration rests with Laura Jarvie. Peter Waddell is responsible for ensuring that the charity delivers the services specified, that the key performance indicators are met and the individual supervision of the staff team. Laura Jarvie is responsible for ensuring that the charity's finances are properly recorded and controlled and that the organisation is properly administered and meets its legislative obligations.

**Related Parties**

The charity does not have any formal relationships with any other charitable, commercial or other organisation but does provide services to local authorities and education authorities from which some of its board members are derived.

**Risk Management**

The senior centre staff are tasked with identifying the major risks to which the charity is exposed and to report to the trustees at their meetings the risks identified and systems or procedures established or to be established to mitigate the risks the charity faces.

**OBJECTIVES AND ACTIVITIES**

The main objectives and activities for the year continued to focus on the training and provision of work experience and mentoring opportunities for young people in the areas of film, media and related activities.

The strategies employed to assist the charity to meet these objectives included the following:

To offer a range of media opportunities to allow young people to reach their true potential. Opportunities include a boost to social skills & 'life skills', assistance in the progression to further education, overcoming barriers to employment and self employment.

The provision of bespoke media and multi media training, continuing professional development (CPD), work experience and mentoring opportunities to local education authorities, social economy and voluntary organisations.

The production of a range of media products for social economy, voluntary and charitable organisations to promote public awareness.

**ACHIEVEMENTS AND PERFORMANCE**

During 2010/2011 the company successfully achieved its objectives in terms of policy and missions.

Income was down on budget due to the tough economic conditions affecting the Public Sector, the Voluntary Sector and the Charitable Sector. These sectors have witnessed severe budgetary cuts resulting in a reduction in business commissioned to fps media.

Traditional clients such as Social Work and Education Departments of both North and South Lanarkshire Council have had to severely restrict any media training/educational work as this is not viewed as 'frontline' services.

Other clients such as other charities and social economy organisations have also witnessed a reduction in funding/budgets which ultimately restricted the amount of work commissioned.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2011**

The company successfully applied for a First Light grant from the British Film Council. This enabled the delivery of a creative media programme to primary aged children from 3 primary schools across South Lanarkshire. Some of the participants had additional support needs and many were from disadvantaged backgrounds.

The Future Jobs Fund programme enabled fps media to assist young people 'removed from the labour market'. The programme offered employment and training opportunities in video production and administration.

Despite tough economic conditions the company continued to achieve its mission of raising skills and helping to address employability issues by encouraging participation in media based learning/training and also by providing 'affordable' production services to charity and voluntary organisations. Significant achievements during the year included:

Helping bridge the skills gap for individuals with theory based qualifications by providing 'hands on' experience thereby removing barriers to employment.

Offering a range of bespoke training/learning opportunities to disadvantaged and minority groups. Accredited training programmes offer the opportunity to gain a qualification and therefore help secure a place in further education or full time employment.

Delivery of a range of innovative educational programmes encouraging achievement and inclusion and providing opportunities to young people with low educational participation and qualification levels.

Working with young people and adults to produce peer educational DVDs highlighting important topical issues such as child protection, anti social behaviour, drug and alcohol abuse, HIV & AIDS awareness, bullying, healthy eating and healthy lifestyles.

**FINANCIAL REVIEW**

Activity levels fell short of forecast with a subsequent shortfall in income. Expenditure remained controlled helping to reduce the operating loss and cash reserves help cushion the negative cash flow over the 12 month period.

**INVESTMENT POLICY**

The charity does not have funds earmarked for long term investment. As all funds are likely to be required in the medium term, the board has decided that any surplus funds should be deposited in interest bearing bank accounts.

**RESERVE POLICY**

Restricted reserves (funds) are held for specific purposes and can only be used for those purposes and in accordance with restrictions imposed by funders.

The charity's unrestricted reserves (funds) are maintained at levels which will allow the charity to continue to operate at current levels and to allow continual investment towards charitable objectives.

In accordance with recommended best practice unrestricted reserves are held equivalent to 6 months operating costs to ensure continuity of the charity and for possible redundancy costs. The unrestricted reserves held for this purpose total £100,000.

As the charity operates in the sectors of media and technology there is a constant need to invest in capital equipment to ensure that it continues to operate and provide training and facilities at the forefront of technology. The unrestricted reserves held for this purpose total £30,000.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2011**

During 2008/09 the charity introduced a range of subsidised workshops and training sessions for other charities, schools, community groups and social economy organisations aimed at the personal development of staff and young people. These workshops and sessions are offered on a free or subsidised basis and the unrestricted reserves held for this purpose total £20,000.

Due to sound financial management over a number of years the charity has been able to build up sufficient reserves to meet the above requirements and intends to continue on this basis to ensure its long term sustainability.

**REVIEW OF ACTIVITIES AND EVENTS:**

The charity continued to work closely and develop partnership working with various complimentary organisations such as Integrated Children's Services, Community Education Partnership, Home School Partnership and Social Work. The volume of commissions however reduced due to budgetary cuts.

Delivery of a 4 month long 'Classic Cuts' programme funded through a First Light grant from the British Film Council. The programme involved bespoke media training delivered to over 80 primary aged young people. The programme enhanced both technical and social skills among participants and allowed the young people to express themselves through media. Training was also provided to teachers to encourage sustainability once the 'Classic Cuts' project had ceased.

The Summer Filmmaking programme was delivered on behalf of North and South Lanarkshire, Child Protection Committee. The programme engaged young people from disadvantaged backgrounds, providing an engaging learning opportunity in a safe and controlled environment. The programme also produced a peer educational DVD which highlights child protection issues and aims to help young people stay safe. The resource was distributed to young people across North and South Lanarkshire.

Production of a HIV and AIDS awareness DVD on behalf of LANDED Peer Education. Media training empowered volunteers from LANDED to script, storyboard and produce this peer educational resource. The DVD is now used to educate young people about the dangers HIV and AIDS.

'Creative Identities' programme on behalf of South Lanarkshire Council. The programme provided arts and media workshops to young carers and young people in supported accommodation. The project culminated in the production of a DVD.

'Mini Music Makers' involved recording nursery pupils singing original songs. An audio CD was produced.

Oral Health DVD was produced on behalf of NHS Lanarkshire. The project involved scripting sessions with inmates from Shotts Prison followed by filming sessions with a drama group.

Delivery of 'Artsnet' a project which utilises drama, music, dance, visual arts and media. The project benefited over 120 young people across south Lanarkshire. Similar to last year the theme was based on Child Protection issues and was performed over 2 nights to over 300 members of the community each night.

Production of a 'Recovery Stories' DVD covering the subject of alcohol and drugs recovery on behalf of Lanarkshire Addiction Recovery Consortium (LARC). The DVD highlights the subject of recovery and provides a positive message of hope to those whose lives have been affected by addiction.

Working with numerous schools developing and delivering creative media opportunities. Projects include a DVD showcasing the history of Carstairs Junction Primary School and the filming of a musical production of Macbeth with Leadhills and Crawfordjohn Primary schools.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
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**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2011**

Delivery of media training to young people excluded from mainstream education on behalf of Inclusion Services. The project aimed to raise levels of achievement and attainment and encourage personal development.

fps media participated in the Future Jobs Fund programme. The Government funded programme was created to help young unemployed people through the provision of employment and training opportunities. The programme enabled fps media to employ and provide training opportunities to 6 young people.

Delivery of a range of Continuing Professional Development (CPD) courses on behalf of the Lanark Learning Community.

A number of DVDs were produced for charitable/voluntary organisations to help raise awareness. These projects also involved the training of group members to empower them to become actively involved in the production process.

Continued provision of work experience, mentoring and networking opportunities for young people interested in pursuing a career in the media field.

Funders, teachers, project leaders and project participants have enthused about their experiences with fps media, highlighting many of the benefits in the range of programmes available. Many of the programmes delivered during the year benefited individuals and groups from disadvantaged backgrounds providing exciting and engaging learning opportunities in a safe and controlled environment. Despite very positive feedback there has been quite a dramatic fall in commissions due to the harsh economic climate resulting in budgetary cuts.

**PLANS FOR FUTURE PERIODS**

Over the next year the company will concentrate on increasing income streams in order to avoid the continued depletion of financial reserves. The continued downturn in the economy and restricted client budgets provides a challenging time for the charity. The company will continue to implement recommendations outlined in the Strategic Review.

Due to restricted budgets of the traditional client base of fps media, the charity will proactively apply for grant funding and also work collaboratively with external agencies to develop funding bids.

The company will continue to target charities and social economy organisations to produce DVDs or films to promote these organisations or to deliver key public messages to a wide audience.

The charity will proactively seek to attract new clients. The company will invest in advertising and marketing campaigns to try and attract new clients. The website continues to be upgraded in an attempt to help secure new business.

A telesales campaign will be tested as a means of attracting new clients and carefully targeted promotions will also help to encourage repeat custom and attract new clients.

The charity will also actively seek grant funding to help income streams. These will fit with the charitable aims of the organisation to help alleviate poverty and offer education/training opportunity.

**RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Motherwell Youth Enterprise Centre for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2011**

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.

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 trustees 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:

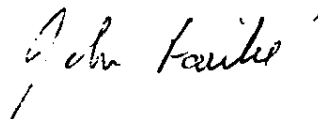
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**SMALL COMPANY PROVISIONS**

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

Registered office:  
Unit 4  
58/60 Albert Street  
Motherwell  
Lanarkshire  
ML1 1PR

Signed by order of the trustees



MR. J FAIRLIE  
Charity Secretary

16 November 2011

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND  
MEMBERS OF MOTHERWELL YOUTH ENTERPRISE CENTRE**

**YEAR ENDED 31 MARCH 2011**

We have audited the financial statements of Motherwell Youth Enterprise Centre for the year ended 31 March 2011 on pages 10 to 19, which have been prepared on the basis of the accounting policies set out on pages 12 to 14.

This report is made solely to the company's members, as a body, in accordance with chapter 3 of section 16 of the Companies Act 2006, and to the charity'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 charity's trustees those matters we are required to state to them in an auditor's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

The responsibilities of the trustees for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on pages 6 to 7.

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 the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and 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. We also report to you whether in our opinion the information given in the Trustees Annual Report is consistent with the financial statements.

We also report to you if, in our opinion, the charity has not kept adequate and proper accounting records, if the charity's financial statements are not in agreement with these accounting records, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND  
MEMBERS OF MOTHERWELL YOUTH ENTERPRISE CENTRE *(continued)***

**YEAR ENDED 31 MARCH 2011**

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. 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 judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

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 below:

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**OPINION**

In our opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- the financial statements 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; and
- the information given in the Trustees Annual Report is consistent with the financial statements.

84 Hamilton Road  
Motherwell  
ML1 3BY

DAVID MARSHALL (Senior Statutory  
Auditor)  
For and on behalf of  
ALEXANDER MARSHALL  
Chartered Accountants  
& Statutory Auditor

Alexander Marshall are eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

16 November 2011

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2011**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	–	40,493	40,493	3,709
Investment income	3	6,197	–	6,197	12,521
Incoming resources from charitable activities	4	83,521	–	83,521	107,183
Other incoming resources	5	75	–	75	1,493
<b>TOTAL INCOMING RESOURCES</b>		<u>89,793</u>	<u>40,493</u>	<u>130,286</u>	<u>124,906</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	6/7	(110,500)	(32,012)	(142,512)	(145,468)
Governance costs	8	(24,869)	(8,730)	(33,599)	(32,169)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(135,369)</u>	<u>(40,742)</u>	<u>(176,111)</u>	<u>(177,637)</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR</b>					
	9	(45,576)	(249)	(45,825)	(52,731)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>243,930</u>	<u>249</u>	<u>244,179</u>	<u>296,910</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>198,354</u>	<u>0</u>	<u>198,354</u>	<u>244,179</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on page 10 form part of these financial statements.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2011**

	Note	2011 £	2010 £
<b>FIXED ASSETS</b>			
Tangible assets	13	6,185	14,319
<b>CURRENT ASSETS</b>			
Debtors	14	31,023	23,788
Cash at bank and in hand		178,309	240,877
		<u>209,332</u>	<u>264,665</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(17,163)</u>	<u>(34,805)</u>
<b>NET CURRENT ASSETS</b>		192,169	229,860
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>198,354</u>	<u>244,179</u>
<b>NET ASSETS</b>		<u>198,354</u>	<u>244,179</u>
<b>FUNDS</b>			
Restricted income funds	17	—	249
Unrestricted income funds	18	198,354	243,930
<b>TOTAL FUNDS</b>		<u>198,354</u>	<u>244,179</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the members of the committee on the 16 November 2011 and are signed on their behalf by:

H Curran  
Director

  
Company Registration Number: SC150305

The notes on page 11 form part of these financial statements.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of donations, grants and gifts and is included in full in the statement of financial activities when these are receivable except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

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.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**1. ACCOUNTING POLICIES** *(continued)*

**Resources expended**

Expenditure is recognised on an accruals basis as 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:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the sale of computers and peripherals.

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 costs associated with meeting the constitutional and statutory requirements of the charity and include the 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 e.g. Floor area, per capita or estimated usage.

**Apportionment of costs**

Costs incurred solely in respect of activities are allocated to that activity. Other costs incurred are apportioned by the trustees to activities on the basis of their estimate of the usage by each activity of that cost.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Where unrestricted funds have been earmarked for a particular project they have been classified as designated with the fund title being the project for which the fund is intended.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**Netting off of income and expenditure**

Incoming resources have been recorded in the financial statements at their gross amounts, without the deduction of any expenditure.

**Fixed assets**

All fixed assets are initially recorded at cost.

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**1. ACCOUNTING POLICIES** *(continued)*

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Computer and video equipment	- 25%pa straight line
Fixtures and fittings	- 20%pa reducing balance

**Operating lease agreements**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**Pension costs**

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

**Donations and grants**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable except as follows:

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

**2. VOLUNTARY INCOME**

	<b>Restricted Funds £</b>	<b>Total Funds 2011 £</b>	<b>Total Funds 2010 £</b>
<b>Grants receivable</b>			
First Light income	18,244	18,244	2,284
Future jobs fund	22,249	22,249	1,425
	<u>40,493</u>	<u>40,493</u>	<u>3,709</u>



**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**3. INVESTMENT INCOME**

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Bank interest receivable	6,197	6,197	12,521

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Training and film schools	32,933	32,933	57,133
Video production	50,588	50,588	50,050
	<u>83,521</u>	<u>83,521</u>	<u>107,183</u>

**5. OTHER INCOMING RESOURCES**

	Unrestricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£
Gains on disposal of tangible fixed assets for charity's own use	—	—	1,393
Other income	75	75	100
	<u>75</u>	<u>75</u>	<u>1,493</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£	£
Training and film schools	69,184	11,742	80,926	81,999
Video production	9,252	19,520	28,772	28,167
Support costs	32,064	750	32,814	35,302
	<u>110,500</u>	<u>32,012</u>	<u>142,512</u>	<u>145,468</u>

**7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Support costs	Total Funds 2011	Total Funds 2010
	£	£	£	£
Training and film schools	80,926	24,292	105,218	108,372
Video production	28,772	8,522	37,294	37,096
	<u>109,698</u>	<u>32,814</u>	<u>142,512</u>	<u>145,468</u>



**MOTHERWELL YOUTH ENTERPRISE CENTRE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**8. GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Salaries and wages	17,648	8,730	26,378	23,598
Premises costs	2,651	—	2,651	2,540
Audit fees	1,985	—	1,985	1,900
Legal fees	—	—	—	688
Interest payable	2	—	2	—
Depreciation	813	—	813	1,121
Pension costs	1,065	—	1,065	1,065
Bank charges and disclosures	165	—	165	103
Other office costs	232	—	232	307
Conference, training and subscription	308	—	308	847
	<u>24,869</u>	<u>8,730</u>	<u>33,599</u>	<u>32,169</u>

**9. NET OUTGOING RESOURCES FOR THE YEAR**

This is stated after charging:

	2011 £	2010 £
Staff pension contributions	3,660	3,660
Depreciation	8,134	10,399
Auditors' fees	1,985	1,900
Operating lease costs:		
- Land and buildings	<u>12,396</u>	<u>12,559</u>

**10. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2011 £	2010 £
Wages and salaries	108,299	101,839
Social security costs	10,307	10,208
Other pension costs	3,661	3,660
	<u>122,267</u>	<u>115,707</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2011 No	2010 No
Number of training staff	2	3
Number of administrative staff	1	1
Number of Future Jobs Fund staff	3	—
	<u>6</u>	<u>4</u>

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**YEAR ENDED 31 MARCH 2011**

**10. STAFF COSTS AND EMOLUMENTS** *(continued)*

No employee received remuneration of more than £60,000 during the year (2010 - Nil).

**11. TRUSTEES' REMUNERATION**

The trustees' aggregate emoluments in respect of qualifying services were:

	2011	2010
	£	£
Trustees' emoluments	76,883	76,883

Two trustees, P Waddell and L Jarvie received remuneration of £76,883 in respect of their employment contracts with the Charity (2010 - £76,883).

The above two trustees accrued benefits under defined contribution pension schemes (2010 - 2).

The above two trustees also received travel expenses in the year. P Waddell received travel expenses of £874 (2010 - £714) and L Jarvie received travel expenses of £289 (2010 - £281).

**12. TAXATION**

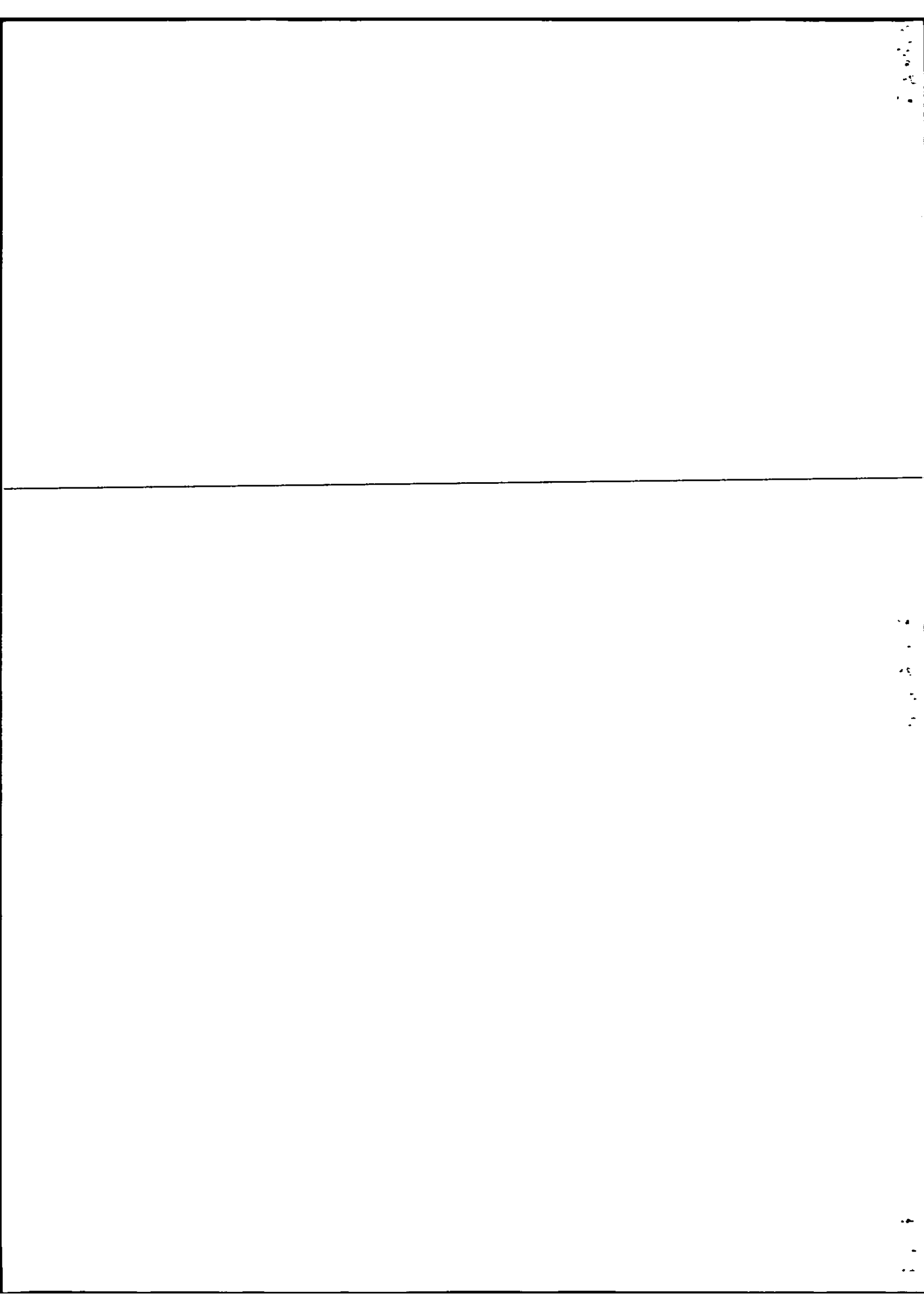
The company is non-profit making and is recognised as a charity by the Inland Revenue. No provision has therefore been made for corporation tax.

**13. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc.</b>
	<b>£</b>
<b>COST</b>	
At 1 April 2010 and 31 March 2011	<u>123,587</u>
<b>DEPRECIATION</b>	
At 1 April 2010	109,268
Charge for the year	<u>8,134</u>
At 31 March 2011	<u>117,402</u>
<b>NET BOOK VALUE</b>	
At 31 March 2011	<u>6,185</u>
At 31 March 2010	<u>14,319</u>

**14. DEBTORS**

	2011	2010
	£	£
Trade debtors	29,788	21,736
Prepayments	<u>1,235</u>	<u>2,052</u>
	<u>31,023</u>	<u>23,788</u>



**MOTHERWELL YOUTH ENTERPRISE CENTRE  
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**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**15. CREDITORS: Amounts falling due within one year**

	2011 £	2010 £
Trade creditors	330	257
PAYE and social security	3,168	5,512
Other creditors	13,665	29,036
	<u>17,163</u>	<u>34,805</u>

**16. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2011 the charity had annual commitments under non-cancellable operating leases as set out below.

	2011 £	2010 £
<b>Land and buildings</b>		
<b>Operating leases which expire:</b>		
Within 2 to 5 years	<u>13,500</u>	<u>13,500</u>

**17. RESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2010 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2011 £
First Light	(706)	18,244	(17,538)	—
Future jobs fund	955	22,249	(23,204)	—
	<u>249</u>	<u>40,493</u>	<u>(40,742)</u>	<u>—</u>

The First light fund has arisen for the purpose of undertaking and delivering a filmmaking project for 76 young people aged from 5 to 11 resulting in the production of 3 short films up to 10 minutes in duration per film. The only restriction is that the funds are spent on costs relating to the project.

The Future jobs fund has arisen to support the creation of jobs and the employment of long-term unemployed young people on Jobseeker's Allowance. The only restriction is that the funds are spent on wages costs relating to one video production assistant working 27 hours per week.

**18. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Apr 2010 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2011 £
General Funds	<u>243,930</u>	<u>89,793</u>	<u>(135,369)</u>	<u>198,354</u>

**MOTHERWELL YOUTH ENTERPRISE CENTRE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2011**

**19. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible fixed assets</b>	<b>Net current assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Income Funds</b>	<b>6,185</b>	<b>192,169</b>	<b>198,354</b>
<b>Total Funds</b>	<b>6,185</b>	<b>192,169</b>	<b>198,354</b>

**20. RELATED PARTY TRANSACTIONS**

Two directors, P Waddell and L Jarvie received remuneration totalling £76,883 in respect of their employment contracts with the charity (2010 - £76,883).

**21. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and does not have any shareholders. The company is under the control of the directors who are listed in the Directors Report.

