

REGISTERED COMPANY NUMBER: SCO157235 (Scotland)  
REGISTERED CHARITY NUMBER: SCO 024898

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2013  
for  
North Edinburgh Dementia Care

WEDNESDAY



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North Edinburgh Dementia Care

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for the Year Ended 31 March 2013

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## North Edinburgh Dementia Care

### 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**

SCO157235 (Scotland)

##### **Registered Charity number**

SCO 024898

##### **Registered office**

Seagrove Centre  
13 Fleming Place  
Edinburgh  
EH7 6GY

##### **Trustees**

S Fletcher  
N Cocker  
K Crichton  
I Neil  
N Hicks  
F Mukahadzi  
A Orioye  
S McAllister  
D Armstrong

- resigned 6.6.12  
- appointed 17.4.12  
- appointed 19.6.12

##### **Company Secretary**

I Neil

##### **Independent examiner**

John W Kennedy CA  
Cowan & Partners Limited  
60 Constitution Street  
Edinburgh  
EH6 6RR

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

All posts for the Board of Trustees will be advertised publicly. The chairman and a trustee will interview the potential trustees and any appointment will be made with the consensus of all trustees. The chairman and Vice-Chairman will carry out the induction and training.

##### **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.

#### **OBJECTIVES AND ACTIVITIES**

The charity's ethos is to provide a nurturing service, which encourages our members to develop their full potential by recognising individual needs and celebrating personal strengths.

## North Edinburgh Dementia Care

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

#### **OBJECTIVES AND ACTIVITIES**

North Edinburgh Dementia Care service provision aims to underpin three of The City of Edinburgh's Councils key outcomes of:

Older people have improved health and well-being

Edinburgh Carers are supported: and

Mental Health and well-being is improved.

#### **ACHIEVEMENT AND PERFORMANCE**

We review our aims, objectives, business plan and activities each year. This review looks at what we achieved and the outcomes of our work in the previous year. The review looks at the success of each key activity and the benefits they have brought to the groups of people who use our service. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

#### **FINANCIAL REVIEW**

##### **BACKGROUND**

We provide 108 day care places 51 weeks of the year to a range of clients diagnosed with dementia.

General day care receipts increased in the year by over £5,500 following a service charge review but donations were greatly reduced.

We gratefully acknowledge the assistance of the City of Edinburgh Council for their continued financial support.

Wages and salaries reflect the more stable staff complement compared to the previous year. It is important to note the excellent work carried out by all the staff and volunteers. The rest of the costs were well controlled but rose to reduce the surplus to £2,885 from £18,254 the previous year

##### **RESERVES POLICY**

The Charity's board committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or liquid assets held by the charity should match 2/3 months of expenditure. Budgeted expenditure for year ending 31st March 2013 was around £290,000 and therefore the target was around £80,000 in general funds. These reserves are needed to meet the working capital requirements of the charity and the board committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in income for three months. The present level of reserves available to the charity is £24,144 and therefore falls significantly short of the target level although an improvement on the previous year. Although there is no immediate need to achieve the policy the prudent strategy is to continue to build reserves through planned operating surpluses. The board committee is well aware that it is unlikely that the target can be reached in less than three years but in these straitened economic times the target represents a meaningful ambition. In the short term the board committee has considered the extent to which existing activities and expenditure could be curtailed without a detrimental effect on the service provided. The board committee recognises the impact on clients if the centre was financially constrained from trading and so is committed to taking all necessary steps to maintain its operation

##### **FUTURE DEVELOPMENTS**

The charity plans to continue and enhance the activities outlined above in the forthcoming years subject to satisfactory funding level arrangements. Fundraising activities are actively considered to support the expansion of the service to increase the benefits to the clients. Plans are also being discussed and developed to look at expanding the service provision in line with other providers of similar services. Additionally we have achieved the IIV (Investing in Volunteers) award, this is a UK quality standard for all organisations that involve volunteers in their work. Achieving Investing in Volunteers has benefited our organisation in many ways, including:

Enabling the service to publicly demonstrate our organisation's commitment to volunteering and effective volunteer management

Increasing our volunteers' motivation and enhancing their experience

Encouraging more people to volunteer with us

Enhancing our reputation in the local community and with funders

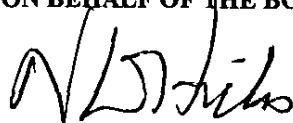
Help support our service delivery which subsequently benefits our members who use the service.

We look forward to further developing the availability and recruitment of volunteers without whom the centre would function with less benefit to our clients. Though any future development plans are at present in their early planning stage, the board committee are reviewing various options to provide further and wider services to dementia patients.

North Edinburgh Dementia Care

Report of the Trustees  
for the Year Ended 31 March 2013

ON BEHALF OF THE BOARD:

A handwritten signature in black ink, appearing to read 'N Hicks', written over the printed name.

N Hicks - Trustee

8 August 2013

Independent Examiner's Report to the Trustees of  
North Edinburgh Dementia Care

I report on the accounts for the year ended 31 March 2013 set out on pages five to eleven.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John W Kennedy CA  
Cowan & Partners Limited  
60 Constitution Street  
Edinburgh  
EH6 6RR

8 August 2013

North Edinburgh Dementia Care

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 charitable activities</b>					
Charitable		290,959	-	290,959	287,075
<b>RESOURCES EXPENDED</b>					
Charitable activities	2				
Charitable		286,571	-	286,571	267,420
Governance costs	3	<u>1,503</u>	<u>-</u>	<u>1,503</u>	<u>1,401</u>
<b>Total resources expended</b>		288,074	-	288,074	268,821
<hr/>					
<b>NET INCOMING RESOURCES</b>		2,885	-	2,885	18,254
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		21,259	-	21,259	3,005
<hr/>					
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>24,144</u>	<u>-</u>	<u>24,144</u>	<u>21,259</u>

The notes form part of these financial statements

North Edinburgh Dementia Care

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	7	11,789	-	11,789	12,371
<b>CURRENT ASSETS</b>					
Debtors	8	21,981	-	21,981	21,070
Cash at bank and in hand		<u>2,152</u>	<u>-</u>	<u>2,152</u>	<u>13,499</u>
		24,133	-	24,133	34,569
<b>CREDITORS</b>					
Amounts falling due within one year	9	(11,778)	-	(11,778)	(25,681)
<b>NET CURRENT ASSETS</b>		<u>12,355</u>	<u>-</u>	<u>12,355</u>	<u>8,888</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		24,144	-	24,144	21,259
<b>NET ASSETS</b>		<u>24,144</u>	<u>-</u>	<u>24,144</u>	<u>21,259</u>
<b>FUNDS</b>	10				
Unrestricted funds		<u>24,144</u>		<u>24,144</u>	<u>21,259</u>
<b>TOTAL FUNDS</b>		<u>24,144</u>		<u>24,144</u>	<u>21,259</u>

The notes form part of these financial statements



North Edinburgh Dementia Care

Balance Sheet - continued

At 31 March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

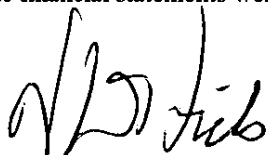
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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 8 August 2013 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'N Hicks', is written over a horizontal line.

N Hicks -Trustee

The notes form part of these financial statements

## North Edinburgh Dementia Care

### 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.

##### **Tangible fixed assets**

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

- Fixtures & Fittings	25% Reducing Balance
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The cost of the assets shown in the accounts represents donated assets and is based on a quotation provided by the donor.

##### **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.

##### **Hire purchase and leasing commitments**

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

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

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. CHARITABLE ACTIVITIES COSTS

	Direct costs	Totals
	£	£
Charitable	<u>286,571</u>	<u>286,571</u>

North Edinburgh Dementia Care

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

**3. GOVERNANCE COSTS**

	31.3.13	31.3.12
	£	£
Accountancy	1,165	1,165
Disclosure Scotland fees	<u>338</u>	<u>236</u>
	<u>1,503</u>	<u>1,401</u>

**4. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.13	31.3.12
	£	£
Depreciation - owned assets	3,930	4,124
Other operating leases	<u>30,732</u>	<u>30,732</u>

**5. 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.

**6. STAFF COSTS**

	31.3.13	31.3.12
	£	£
Wages and salaries	141,987	127,828
Social security costs	7,583	6,305
Other pension costs	<u>19,219</u>	<u>22,738</u>
	<u>168,789</u>	<u>156,871</u>

The average number of employees during the year was 9 (2011:9). There were no higher paid employees with emoluments above £60,000.

North Edinburgh Dementia Care

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

**7. TANGIBLE FIXED ASSETS**

	Plant and machinery etc £
<b>COST</b>	
At 1 April 2012	21,994
Additions	<u>3,348</u>
At 31 March 2013	<u>25,342</u>
<b>DEPRECIATION</b>	
At 1 April 2012	9,623
Charge for year	<u>3,930</u>
At 31 March 2013	<u>13,553</u>
<b>NET BOOK VALUE</b>	
At 31 March 2013	<u>11,789</u>
At 31 March 2012	<u>12,371</u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.13 £	31.3.12 £
Other debtors	<u>21,981</u>	<u>21,070</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.13 £	31.3.12 £
Taxation and social security	2,150	2,507
Other creditors	<u>9,628</u>	<u>23,174</u>
	<u>11,778</u>	<u>25,681</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.12 £	Net movement in funds £	At 31.3.13 £
<b>Unrestricted funds</b>			
General fund	8,888	5,978	14,866
Donated assets	<u>12,371</u>	<u>(3,093)</u>	<u>9,278</u>
	21,259	2,885	24,144
<b>TOTAL FUNDS</b>	<u>21,259</u>	<u>2,885</u>	<u>24,144</u>

North Edinburgh Dementia Care

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

**10. 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	290,959	(284,981)	5,978
Donated assets	<u>-</u>	<u>(3,093)</u>	<u>(3,093)</u>
	290,959	(288,074)	2,885
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>290,959</u>	<u>(288,074)</u>	<u>2,885</u>

The fixed asset fund represents the value of assets donated to the charity and will be reduced over time by the depreciation charged on those assets.