

COMPANIES HOUSE

REGISTERED COMPANY NUMBER: SCO157235 (Scotland)

REGISTERED CHARITY NUMBER: SCO 024898

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2018
for
North Edinburgh Dementia Care

TUESDAY



S7EQXZG9

SCT

18/09/2018

#192

COMPANIES HOUSE

North Edinburgh Dementia Care

Contents of the Financial Statements
for the Year Ended 31 March 2018

	Page
Report of the Trustees	1
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Financial Statements	8

North Edinburgh Dementia Care

Report of the Trustees for the Year Ended 31 March 2018

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 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

North Edinburgh Dementia Care service provision aims to underpin three of The City of Edinburgh Council's 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 outcome of our work in the previous year. The review looks at the success of each key area and benefits they have brought to the groups of people who use our service. The review also helps us ensure our aims, objectives and activities remain focused on our stated purposes.

FINANCIAL REVIEW

BACKGROUND

We provide 174 day care places 51 weeks of the year to a range of clients diagnosed with dementia.

General day care receipts have increased from the previous year due to an increase in the daily charge, we also continue to offer current and new members adhoc days to maximise the capacity plan ensuring full daily occupancy where feasible. The City of Edinburgh Council block contract payment was £277,397 for the year ending 31st March 2018. Fundraising activities increased last year whilst donations were greatly reduced. Community grants were increasingly high, thanks to The Robertson Trust and Leith Benevolent Association for their grant donations. We gratefully acknowledge the assistance of the City of Edinburgh Council for their continued financial support.

The increase in Wage and Salaries expenditure reflects a stable staff complement and the employment of relief staff. This expenditure is less than anticipated as there was no deputy manager in post last financial year. We continue to offer a workplace pension for all eligible staff. It is important to note the excellent work carried out by all the staff and volunteers. Volunteer expenses were increased as the number of volunteers supporting us with our work has increased. We continue to buy ingredients and have a membership with Fareshare to make our own snacks and lunches six days a week, so there is a slight increase in provisions and sundries. All other expenditure was well controlled, our surplus for the year was £56,914 compared to £13,539 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 6 months of expenditure. Budgeted expenditure for the year ending 31st March 2018 was around £306,604 and therefore the target was around £153,000 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 six months. The present level of reserves available to the charity is £138,175 and therefore falls significantly short of the target level although a similar increase 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 strained 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 members. Plans are also being discussed and developed to look at expanding the service provision in line with other providers of similar services. A feasibility study has been carried out to explore the option of Seagrove providing respite flats. Negotiations are still in place with Hillcrest Housing Association who have built flats on the site opposite our current location.

The building of the conservatory has now been completed and this additional space has allowed us to offer a new service to Young Onset dementia client group. A huge thank you to Dunedin Canmore Housing Association for all their help and support in building the conservatory. The Care Inspectorate have agreed to us increasing our daily occupancy from 22 to 29 per day, this has allowed us to deliver the new service and offer a service to people who are in receipt of direct payments.

The chiropody service continues to thrive, and we continue to work with Specsavers who have been carrying out eyesight tests for all service users. These additional services continue to be valuable in-house services for our clients. We are also exploring the option of using the services of a physiotherapist and we continue to offer an in house well-person clinic for members.

We were successful in renewing our Investors in Volunteers Award (IIV) in January 2017. The support given to us by 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.

In addition, our volunteer's gain experience, increased motivation and skills from supporting the service.

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 members. 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.

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.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SCO157235 (Scotland)

Registered Charity number

SCO 024898

Registered office

Seagrove Centre
13 Fleming Place
Edinburgh
EH7 6GY

North Edinburgh Dementia Care

Report of the Trustees
for the Year Ended 31 March 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

K Crichton

N Hicks

D Armstrong

C Tomassi

R Crombie

J Heslin

A Chalmers

Dr G Walker

- resigned 1.12.17

A Cummings

Company Secretary

K Crichton

Independent examiner

John W Kennedy CA

Cowan & Partners Limited

60 Constitution Street

Edinburgh

EH6 6RR

Approved by order of the board of trustees on 3 September 2018 and signed on its behalf by:



D Armstrong - Trustee

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

I report on the accounts for the year ended 31 March 2018 set out on pages five to fourteen.

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

3 September 2018

North Edinburgh Dementia Care

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2018

		Unrestricted funds £	Restricted funds £	Year Ended 31.3.18 Total funds £	Year Ended 31.3.17 Total funds £
	Not es				
INCOME AND ENDOWMENTS FROM					
Donations and legacies		2,980	20,974	23,954	14,195
Charitable activities					
Charitable Activity		<u>339,564</u>	<u>-</u>	<u>339,564</u>	<u>303,817</u>
Total		342,544	20,974	363,518	318,012
 EXPENDITURE ON					
Charitable activities	2				
Charitable Activity		<u>298,675</u>	<u>7,929</u>	<u>306,604</u>	<u>304,473</u>
NET INCOME		43,869	13,045	56,914	13,539
Transfers between funds	11	<u>54</u>	<u>(54)</u>	<u>-</u>	<u>-</u>
Net movement in funds		43,923	12,991	56,914	13,539
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>77,468</u>	<u>3,793</u>	<u>81,261</u>	<u>67,722</u>
TOTAL FUNDS CARRIED FORWARD		<u>121,391</u>	<u>16,784</u>	<u>138,175</u>	<u>81,261</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

North Edinburgh Dementia Care

Balance Sheet

At 31 March 2018

		Unrestricted funds	Restricted funds	31.3.18 Total funds	31.3.17 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	8	8,408	5,061	13,469	7,858
CURRENT ASSETS					
Debtors	9	111	-	111	108
Cash at bank and in hand		<u>130,669</u>	<u>11,724</u>	<u>142,393</u>	<u>90,075</u>
		130,780	11,724	142,504	90,183
CREDITORS					
Amounts falling due within one year	10	(17,798)	-	(17,798)	(16,780)
NET CURRENT ASSETS		<u>112,982</u>	<u>11,724</u>	<u>124,706</u>	<u>73,403</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>121,390</u>	<u>16,785</u>	<u>138,175</u>	<u>81,261</u>
NET ASSETS		<u>121,390</u>	<u>16,785</u>	<u>138,175</u>	<u>81,261</u>
FUNDS	11				
Unrestricted funds				121,390	77,468
Restricted funds				<u>16,785</u>	<u>3,793</u>
TOTAL FUNDS				<u>138,175</u>	<u>81,261</u>

The notes form part of these financial statements

North Edinburgh Dementia Care

Balance Sheet - continued

At 31 March 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 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 charitable small companies.

The financial statements were approved by the Board of Trustees on 3 September 2018 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'D Armstrong', is written over the line for the trustee's signature.

D Armstrong -Trustee

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 33% on cost

Where assets shown in the accounts have been donated, initial valuation is based on a valuation provided by the donor. These assets are depreciated at 25% reducing balance.

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	Support costs (See note 3)	Totals
	£	£	£
Charitable Activity	<u>305,057</u>	<u>1,547</u>	<u>306,604</u>

3. SUPPORT COSTS

	Governance costs £
Charitable Activity	<u>1,547</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended 31.3.18	Year Ended 31.3.17
	£	£
Depreciation - owned assets	5,415	3,197
Other operating leases	<u>33,640</u>	<u>33,640</u>

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the period ended 31 March 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the period ended 31 March 2017.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

6. STAFF COSTS

	Year Ended 31.3.18 £	Year Ended 31.3.17 £
Wages and salaries	162,452	159,231
Social security costs	6,988	7,152
Other pension costs	<u>12,220</u>	<u>14,738</u>
	<u>181,660</u>	<u>181,121</u>

The average monthly number of employees during the year was as follows:

	Year Ended 31.3.18	Year Ended 31.3.17
General	<u>13</u>	<u>14</u>

No employees received emoluments in excess of £60,000.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	9,822	4,373	14,195
Charitable activities			
Charitable Activity	<u>303,817</u>	<u>-</u>	<u>303,817</u>
Total	313,639	4,373	318,012
 EXPENDITURE ON			
Charitable activities			
Charitable Activity	<u>299,859</u>	<u>4,614</u>	<u>304,473</u>
Total	<u>299,859</u>	<u>4,614</u>	<u>304,473</u>
 NET INCOME	13,780	(241)	13,539
Transfers between funds	<u>(43)</u>	<u>43</u>	<u>-</u>
 Net movement in funds	13,737	(198)	13,539
 RECONCILIATION OF FUNDS			
Total funds brought forward	<u>63,731</u>	<u>3,991</u>	<u>67,722</u>
 TOTAL FUNDS CARRIED FORWARD	<u>77,468</u>	<u>3,793</u>	<u>81,261</u>

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

Unrestricted funds £	Restricted funds £	Total funds £
----------------------------	--------------------------	------------------

8. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2017	1,014	29,552	3,196	33,762
Additions	<u>689</u>	<u>9,934</u>	<u>403</u>	<u>11,026</u>
At 31 March 2018	<u>1,703</u>	<u>39,486</u>	<u>3,599</u>	<u>44,788</u>
DEPRECIATION				
At 1 April 2017	587	23,330	1,987	25,904
Charge for year	<u>278</u>	<u>4,039</u>	<u>1,098</u>	<u>5,415</u>
At 31 March 2018	<u>865</u>	<u>27,369</u>	<u>3,085</u>	<u>31,319</u>
NET BOOK VALUE				
At 31 March 2018	<u>838</u>	<u>12,117</u>	<u>514</u>	<u>13,469</u>
At 31 March 2017	<u>427</u>	<u>6,222</u>	<u>1,209</u>	<u>7,858</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Prepayments	<u>111</u>	<u>108</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Trade creditors	1,996	752
Social security and other taxes	3,321	3,780
No description	213	-
Accrued expenses	<u>12,268</u>	<u>12,248</u>
	<u>17,798</u>	<u>16,780</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

11. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
General fund	74,533	44,602	54	119,189
Donated assets	<u>2,935</u>	<u>(734)</u>	<u>-</u>	<u>2,201</u>
	77,468	43,868	54	121,390
Restricted funds				
Defibrillator	427	(106)	-	321
Podiatry programme	1,043	(1,043)	-	-
Equipment	600	(150)	-	450
Life Story Books	890	-	-	890
Leith Decides	833	(240)	(50)	543
Member's trip	-	478	-	478
Conservatory furniture	-	3,751	(4)	3,747
Staff post	<u>-</u>	<u>10,356</u>	<u>-</u>	<u>10,356</u>
	3,793	13,046	(54)	16,785
TOTAL FUNDS	<u>81,261</u>	<u>56,914</u>	<u>-</u>	<u>138,175</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	342,544	(297,942)	44,602
Donated assets	<u>-</u>	<u>(734)</u>	<u>(734)</u>
	342,544	(298,676)	43,868
Restricted funds			
Podiatry programme	-	(1,043)	(1,043)
Leith Decides	-	(240)	(240)
Member's trip	478	-	478
Christmas gifts and entertainment	496	(496)	-
Conservatory furniture	5,000	(1,249)	3,751
Staff post	15,000	(4,644)	10,356
Defibrillator	-	(106)	(106)
Equipment	<u>-</u>	<u>(150)</u>	<u>(150)</u>
	20,974	(7,928)	13,046
TOTAL FUNDS	<u>363,518</u>	<u>(306,604)</u>	<u>56,914</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted Funds				
General fund	59,817	14,759	(43)	74,533
Donated assets	<u>3,914</u>	<u>(979)</u>	<u>-</u>	<u>2,935</u>
	63,731	13,780	(43)	77,468
Restricted Funds				
Defibrillator	570	(143)	-	427
Podiatry programme	121	922	-	1,043
Equipment	800	(200)	-	600
Life Story Books	2,500	(1,610)	-	890
Leith Decides	<u>-</u>	<u>790</u>	<u>43</u>	<u>833</u>
	3,991	(241)	43	3,793
TOTAL FUNDS	<u>67,722</u>	<u>13,539</u>	<u>-</u>	<u>81,261</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	313,639	(298,880)	14,759
Donated assets	<u>-</u>	<u>(979)</u>	<u>(979)</u>
	313,639	(299,859)	13,780
Restricted funds			
Defibrillator	-	(143)	(143)
Podiatry programme	2,880	(1,958)	922
Leith Decides	1,493	(703)	790
Equipment	-	(200)	(200)
Life Story Books	<u>-</u>	<u>(1,610)</u>	<u>(1,610)</u>
	4,373	(4,614)	(241)
TOTAL FUNDS	<u>318,012</u>	<u>(304,473)</u>	<u>13,539</u>

11. MOVEMENT IN FUNDS - continued

The Donated Assets fund represents the value of assets donated to the charity and is reduced over time by the depreciation charged on those assets.

Podiatry Programme - during the year funds have been received from CEC - Leith Decides to fund the continuation of the podiatry programme.

The Life Story Books fund is income received from the Leith Benevolent Association for the production of life story books for out clients.

The Leith Decides fund includes income from CEC for a massage chair, camera and various outings. some of this expenditure has been capitalised and depreciation charged to the fund on an annual basis.

Defibrillator fund - this is funding which was received for the purchase of a defibrillator which was capitalised, it is reduced over time by the depreciation charged to the asset.

Equipment fund - this relates to funding for various pieces of equipment which were capitalised, the fund is reduced annually by the depreciation charged to the assets.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018