

CARE & REPAIR  
(AGE CONCERN SCOTLAND) LIMITED  
*(A charitable company limited by guarantee)*  
Registered Number 158690

Directors' Report and Accounts  
For the period ended 31 March 1996



# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Directors' Report and Accounts

For the period ended 31 March 1996

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### Directors

Robert Christopher Aldridge  
Richard Gale Ewing  
Marjorie Mary McInnes  
Lady Phillipa Mellon  
Emma Isabel Moore  
David Campbell Orr  
Janice Lynne Robinson

### Secretary

Maureen Patricia O'Neill

### Auditors

Coopers & Lybrand, Chartered Accountants

### Bankers

Royal Bank of Scotland plc

### Solicitors

Balfour & Manson, Solicitors and Estate Agents

### Registered office

113 Rose Street, Edinburgh, EH2 3DT

SCO 23790

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Directors' Report

For the period ended 31 March 1996

The directors submit their annual report and the audited accounts for the period ended 31 March 1996.

### Principal activities and review of the business

Care & Repair (Age Concern (Scotland) Limited, a charitable company limited by guarantee, was incorporated on 15 June 1995 and commenced trading on that date. The company promotes the welfare of older people in Scotland by enabling and supporting them in the repair and upgrade of their homes.

During its first period of operation the company successfully negotiated revenue income from Edinburgh District Council and Scottish Homes. This enabled the Care & Repair service to extend its geographical boundaries throughout the City of Edinburgh and appoint a Development Manager.

Edinburgh District Council also provided grant monies for Care & Repair clients to enable them to repair and improve their homes. These monies, combined with private finance, facilitated an investment of over £360,000 in Edinburgh's housing stock.

During the period Care & Repair (ACS) Limited gratefully accepted a donation from Age Concern Scotland of a flat at 52 Sloan Street, Edinburgh. This will be used as decant accommodation.

It is hoped that the company will be able to grow in the forthcoming financial year after a satisfactory first trading period.

### Directors

The directors during the year were as follows:-

Robert Christopher Aldridge  
Richard Gale Ewing  
Marjorie Mary McInnes  
Lady Phillipa Mellon  
Emma Isabel Moore  
David Campbell Orr  
Janice Lynne Robinson

All the directors retire by rotation and, being eligible, offer themselves for re-election.

No director had a material interest in any contract of significance in relation to the company's business during, or at the end of the period.

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

Directors' Report - continued

For the period ended 31 March 1996

Directors' responsibilities

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

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts;

prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution to re-appoint Coopers & Lybrand, Chartered Accountants as auditors will be put to the members at the annual general meeting.

By order of the board



Secretaries

11<sup>th</sup> October 1996

**CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED**

**Auditors' Report to the Members**

**For the period ended 31 March 1996**

We have audited the accounts on pages 4 to 11 which have been prepared under the historical cost convention and the accounting policies set out on pages 8.

**Respective responsibilities of directors and auditors**

As described on page 2 the company's directors are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

**Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company'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 accounts.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 31 March 1996 and of its surplus for the period then ended and have been properly prepared in accordance with the Companies Act 1985.

*Coopers & Lybrand,*

**COOPERS & LYBRAND**  
Chartered Accountants and Registered Auditor  
Erskine House  
68-73 Queen Street  
Edinburgh  
EH2 4NH

15 October 1996

**CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED**

**Income and Expenditure Account**

**For the period ended 31 March 1996**

	Notes	£
<b>Income</b>		
Grants	2	498,284
Clients' contributions		28,489
Rental income	3	1,201
Donations and gifts		652
		<hr/>
		528,626
<b>Indirect Expenditure</b>		
Administration expenses	4	(35,746)
		<hr/>
Income less indirect expenditure		492,880
<b>Direct charitable expenditure</b>	5	(481,543)
		<hr/>
<b>Operating surplus</b>		11,337
Interest receivable		2,661
Donated asset from Age Concern Scotland		37,370
		<hr/>
<b>Surplus for the year from ordinary activities</b>		51,368
Funds introduced by Age Concern Scotland at 15 June 1995		23,526
		<hr/>
		74,894
		<hr/>

All the results of the company relate to continuing operations.

The company has no recognised gains and losses other than those included in the surplus above, and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the surplus on ordinary activities for the period stated above and its historical cost equivalent.

The notes on pages 8 to 11 form part of these accounts

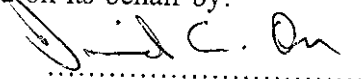
# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Balance Sheet

As at 31 March 1996

	Notes	£	£
<b>Fixed assets</b>			
Decant flat	8, 9		36,623
<b>Current assets</b>			
Debtors	10	50,199	
Short term deposit		42,036	
Cash at bank and in hand		4,128	
		<u>96,363</u>	
<b>Creditors: Amounts falling due within one year</b>	11	(49,655)	
<b>Net current assets</b>			<u>46,708</u>
<b>Total assets less current liabilities</b>			<u>83,331</u>
Deferred income			(8,437)
			<u>74,894</u>
<b>Reserves</b>			
Restricted funds	12		3,587
Designated funds	8		37,370
Unrestricted funds			33,937
			<u>74,894</u>

Approved by the Board of Directors on 21 June 1996 and signed on its behalf by:

 ..... Chairman  
David Orr

The notes on pages 8 to 11 form part these accounts

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Cash Flow Statement

For the period ended 31 March 1996

Operating surplus for the period	£ 11,337
Donated assets from Age Concern Scotland	37,370
Depreciation	747
Increase in debtors	(50,199)
Increase in creditors	44,540
(Decrease)/increase in deferred income	8,437
Net cash (outflow)/inflow from continuing operating activities	<hr/> 52,232 <hr/>
Returns on investments	
Interest received	2,661
Net cash inflow from returns on investments	<hr/> 2,661 <hr/>
Investing activities	
Payment to acquire tangible fixed assets	(37,370)
Funds introduced by Age Concern Scotland	23,526
Net cash outflow from investing activities	<hr/> (13,844) <hr/>
Increase in cash	<hr/> 41,049 <hr/>
Increase in cash and bank	46,164
Increase in overdraft	(5,115)
	<hr/> 41,049 <hr/>

The notes on pages 8 to 11 form part of these accounts



# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Statement of Financial Activities

For the period ended 31 March 1996

	Notes	Designated & Unrestricted funds £	Restricted funds £	Total £
<b>Incoming resources</b>				
Grants	2	493,284	5,000	498,284
Clients' contributions		28,489	-	28,489
Rental income	3	1,201	-	1,201
Donations and gifts		652	-	652
Interest		2,661	-	2,661
Donated asset from Age Concern Scotland	8	37,370	-	37,370
<b>Total incoming resources</b>		<u>563,657</u>	<u>5,000</u>	<u>568,657</u>
<b>Resources expended</b>				
Direct charitable expenditure	5	(480,130)	(1,413)	(481,543)
Management and administration	5	(35,746)	-	(35,746)
<b>Total resources expended</b>		<u>(515,876)</u>	<u>(1,413)</u>	<u>(517,289)</u>
<b>Net incoming/(outgoing) resources</b>		<u>47,781</u>	<u>3,587</u>	<u>51,368</u>
Funds introduced at 15 June 1995		<u>23,526</u>	<u>-</u>	<u>23,526</u>
<b>Fund balances carried forward at 31 March 1996</b>		<u>71,307</u>	<u>3,587</u>	<u>74,894</u>

The notes on pages 8 to 11 form part of these accounts

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Notes to the Accounts

For the period ended 31 March 1996

### 1. Accounting policies

#### *Basis of accounting*

The accounts have been prepared on an historical cost basis in accordance with applicable Accounting Standards in the United Kingdom, Statement of Recommended Practice 'Accounting by Charities' and The Charities Accounts (Scotland) Regulations 1992.

The accounts are prepared on an accruals basis except that donations and legacies are accounted for when received.

#### *Stocks*

Stocks of publications are charged to revenue when purchased.

#### *Fixed assets*

The decant flat has been included in the balance sheet at the donated value. Depreciation is provided at a rate calculated to write off the cost less estimated residual value evenly over its expected useful life of 50 years.

#### *Pensions*

Pension costs are charged to the income and expenditure account as incurred.

### 2. Grants

	£
<i>Edinburgh District Council</i>	
Revenue	150,000
Improvements	293,284
<i>Scottish Homes</i>	45,000
<i>Scottish Housing Association Charitable Trust</i>	
Revenue	5,000
	<hr/>
	493,284
<i>Project</i>	5,000
	<hr/>
	498,284
	<hr/>

### 3. Rental income

	£
Decant flat rental	1,201
	<hr/>

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Notes to the Accounts - continued

For the period ended 31 March 1996

### 4. Administration expenses

Administration expenses include audit fees of £1,500 excluding VAT.

### 5. Analysis of total resource expended

	Staff costs £	Other £	Total £
<i>Direct charitable expenditure:</i>			
Projects	575	838	1,413
Fieldwork	117,719	362,411	480,130
	<u>118,294</u>	<u>363,249</u>	<u>481,543</u>
<i>Other expenditure:</i>			
Management and administration of the charity	25,000	10,746	35,746
Total	<u>143,294</u>	<u>373,995</u>	<u>517,289</u>

### 6. Staff numbers and costs

	Number
The average weekly number of full-time equivalent employees during the year was:	
Charitable work	6
Administration	1
	<u>7</u>
The aggregate remuneration and associated costs of the employees were:	£
Wages and salaries	127,354
Social security costs	11,238
Pension costs (note 13)	4,702
	<u>143,294</u>
No remuneration was paid to any Director.	

### 7. Taxation

Care & Repair (Age Concern Scotland) Limited is a charity and is approved as such by the Inland Revenue for taxation purposes. As a result there is no liability to taxation on any of its income.

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Notes to the Accounts - continued

For the period ended 31 March 1996

### 8. Decant flat

Care and Repair (Age Concern Scotland) Limited require, at times, a decant flat for supporting those who have to be rehoused during the repair of their homes. A decant flat was donated by Age Concern Scotland during the year.

The value of the donated asset has been determined by the directors as approximating to market value.

### 9. Tangible fixed assets

	Heritable property £	Total £
<b>Cost</b>		
Additions	37,370	37,370
At 31 March 1996	<u>37,370</u>	<u>37,370</u>
<b>Depreciation</b>		
Charge for the year	747	747
At 31 March 1996	<u>747</u>	<u>747</u>
<b>Net book value</b>		
At 31 March 1996	<u>36,623</u>	<u>36,623</u>

### 10. Debtors

	£
Prepayments and accrued interest	610
Other debtors	49,589
	<u>50,199</u>

### 11. Creditors: Amounts falling due within one year

	£
Bank overdraft	5,115
Trade creditors	32,996
Other creditors	11,544
	<u>49,655</u>

### 12. Restricted funds

Care & Repair (Age Concern Scotland) Limited administers a pilot project in Glasgow's East End in which a team of local volunteers carry out small repairs for older people.

# CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

## Notes to the Accounts - continued

For the period ended 31 March 1996

### 13. Pensions

Staff are either members of the Local Government Superannuation Scheme of The City of Edinburgh Council, a 'final salary' based scheme, or have a group personal pension plan which is a 'contracted in' money purchase arrangement.

The pension costs for the year are £4,702. The contribution of the charity and employees to the Local Government Superannuation Scheme of The City of Edinburgh Council is at 4.5% and 6% of earnings respectively. The latest actuarial valuation was at 31 March 1993 and confirmed that the fund is in surplus.

The contribution of the charity and employees to the personal pension plan remains at 6% of earnings.

Care & Repair (Age Concern Scotland) Limited also contributes to an Executive Pension Plan for staff aged 50 and over who are members of one of the above schemes. The rate of contribution varies from 2% - 12% depending on the age of the staff member and to which scheme contributions are already made.