

SC158690

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

**DIRECTORS' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2001

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CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

COMPANY INFORMATION

Directors	Robert Christopher Aldridge Richard Gale Ewing Emma Isabel Moore
Secretary	Maureen Patricia O'Neill
Auditors	PKF 17 Rothesay Place Edinburgh EH3 7SQ
Bankers	The Royal Bank of Scotland Plc 109 – 109a George Street Edinburgh EH2 4JW
Solicitors	Balfour & Manson Solicitors & Estate Agents 58 Frederick Street Edinburgh EH2 1LS
Registered Office	113 Rose Street Edinburgh EH2 3DT
Company No.	158690
Charity No.	SCO 23790

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

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CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2001

The Directors have pleasure in submitting their report and the financial statements for the year ended 31 March 2001.

Principal Activities

Care and 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 their repair and upgrade of their homes.

Overall the company shows a surplus of £77,658.

Directors

The directors during the year were as follows:-

- Robert Christopher Aldridge.
- Richard Gale Ewing.
- Emma Isabel Moore.
- David Campbell Orr (resigned 21 September 2000).
- Janet Conaghan (resigned 21 September 2000).

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 year.

Age Concern Scotland Limited is the sole member of Care and Repair (Age Concern Scotland) Limited.

Governing Instrument

Care and Repair (Age Concern Scotland) Limited is a company limited by guarantee, governed by its Memorandum & Articles of Association.

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

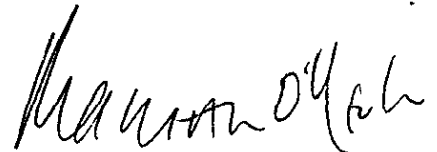
**DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2001**

Auditors

During the year, the previous auditors resigned and PKF were appointed in their place. The new auditors, PKF, will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

Basis of preparation

This report has been prepared in accordance with the special provisions of Part VII of the Companies act 1985 relating to small companies.

A handwritten signature in black ink, appearing to read 'Maurice O'Leary', is written over the printed text.

By Order of the Board
Secretary

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

STATEMENT OF DIRECTORS' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2001

Company law requires the directors to prepare the financial statements 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 year. In preparing those financial statements, 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 financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

The directors are responsible for ensuring that the directors' report and other information included in the annual report is prepared in accordance with company law in the United Kingdom.

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 financial statements comply with the Companies Act 1985, the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Constitution. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

We have audited the financial statements of Care and Repair (Age Concern Scotland) for the year ended 31 March 2001 which comprise the Income and Expenditure Account, the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein.

Respective Responsibilities of Directors and Auditors

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with the relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

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

Basis of Opinion

We conducted our audit in accordance with United Kingdom 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 charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether 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.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2001 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

PKF
Registered Auditors

Edinburgh

Date 21 December 2001

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2001**

	Notes	2001 £	2000 £
Income			
Grants	2	919,617	867,415
Client's contributions		140,000	183,011
Rental income	3	3,803	857
Donations and gifts		21,955	5,814
Other income		<u>1,600</u>	<u>1,658</u>
		1,086,975	1,058,755
Expenditure			
Administration expenses	4	<u>(40,359)</u>	<u>(33,226)</u>
Income less indirect expenditure		1,046,616	1,025,529
Direct charitable expenditure	5	<u>(976,324)</u>	<u>(1,033,232)</u>
Operating surplus/(deficit)		70,292	(7,703)
Interest receivable		<u>7,366</u>	<u>5,562</u>
Surplus/(deficit) for the year		<u><u>77,658</u></u>	<u><u>(2,141)</u></u>

The notes on pages 8 to 12 form part of these financial statements

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2001

	Notes	Unrestricted Funds £	Restricted Funds £	2001 Total £	2000 Total £
Incoming resources					
Local authority and other grants	2	-	835,482	835,482	814,205
Lottery grants	2	-	84,135	84,135	53,210
Clients' contribution		-	140,000	140,000	183,011
Rental income	3	3,803	-	3,803	857
Donations and gifts		13,255	8,700	21,955	5,814
Other income		1,600	-	1,600	1,658
Interest		<u>7,366</u>	<u>-</u>	<u>7,366</u>	<u>5,562</u>
Total incoming resources		<u>26,024</u>	<u>1,068,317</u>	<u>1,094,341</u>	<u>1,064,317</u>
Resources expended					
Direct charitable expenditure	5	-	976,324	976,324	1,033,232
Management and administration	5	<u>10,009</u>	<u>30,350</u>	<u>40,359</u>	<u>33,236</u>
Total resources expended		<u>10,009</u>	<u>1,006,674</u>	<u>1,016,683</u>	<u>1,066,458</u>
Net incoming/(outgoing) resources		16,015	61,643	77,658	(2,141)
Transfers between funds		(16,134)	16,134	-	-
Fund balances brought forward at 1 April 2000		<u>89,077</u>	<u>10,712</u>	<u>99,789</u>	<u>101,930</u>
Fund balances carried forward at 31 March 2001		<u>88,958</u>	<u>88,489</u>	<u>177,447</u>	<u>99,789</u>

The notes on pages 8 to 12 form part of these financial statements

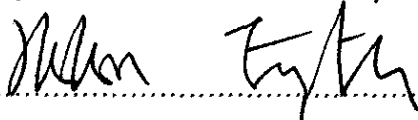
CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

BALANCE SHEET AS AT 31 MARCH 2001

	Notes	2001 £	2000 £
Fixed assets	9		
Decant flat		32,888	33,635
Equipment		<u>6,216</u>	<u>6,292</u>
		39,104	39,927
Current assets			
Debtors	10	41,623	76,710
Short term deposit		5,853	192,146
Cash at bank and in hand		<u>151,487</u>	<u>30,960</u>
		198,963	299,816
Creditors: Amounts falling due within one year	11	<u>(60,620)</u>	<u>(239,954)</u>
Net current assets		<u>138,343</u>	<u>59,862</u>
Total assets less current liabilities		<u>177,447</u>	<u>99,789</u>
Capital and reserves			
Restricted funds	12	88,489	10,712
Designated funds	13	32,888	37,370
Unrestricted funds	14	<u>56,070</u>	<u>51,707</u>
		<u>177,447</u>	<u>99,789</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board of Directors on 4 DECEMBER 2001 and signed on its behalf by:-

..........Chairman

The notes on pages 8 to 12 form part of these financial statements

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2001

1. Accounting Policies

Basis of accounting

The financial statements have been prepared on an historical cost basis in accordance with applicable Accounting Standards in the United Kingdom, the Statement of Recommended Practice (SORP) "Accounting by Charities", the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, and the Financial Reporting Standard for Smaller Entities (effective March 2000).

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

Fixed assets

Fixed assets are included in the balance sheet at cost. Depreciation is provided in the year in which the fixed assets are brought into use. The rates of depreciation used are calculated to write off the cost less estimated residual value of each asset evenly over its expected useful life as follows:-

Property	50 years
Equipment	5 years

Pensions

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

Rental Income

Rental income is recognised in the accounts when it is due.

Grants

Grants received as contributions to revenue expenditure are credited to the profit and loss account in the year in which the related expenditure is incurred.

Donations

Donations given for general purposes are included in the Income and Expenditure Account in the period in which they are received. Donations for specific projects are accounted for as restricted funds.

Investment income

Investment income is recognised in the accounts when it is due.

Direct charitable expenditure

Where possible, direct charitable expenditure is allocated directly to the function to which it relates. Where this is not possible, it is apportioned among the functions to which it relates.

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2001

2. Grants

	2001 £	2000 £
<i>City of Edinburgh Council</i>		
Revenue	72,515	60,110
Improvements	208,688	208,349
<i>Scottish Homes</i>	63,514	60,111
<i>Highlands Council</i>		
Revenue	93,904	74,037
Improvements	383,977	382,207
<i>North Lanarkshire Council</i>		
Revenue	<u>7,567</u>	<u>10,782</u>
	830,165	795,596
<i>SHACT</i>	5,317	3,211
<i>UK Lottery</i>	84,135	53,210
<i>British Gas/Age Concern England</i>	-	9,473
<i>The Lintel Trust</i>	<u>-</u>	<u>5,925</u>
	<u>919,617</u>	<u>867,415</u>

3. Rental income

	2001 £	2000 £
Decant flat rental	<u>3,803</u>	<u>857</u>

4. Administration expenses

Administration expenses included audit fees £2,200 excluding VAT (2000 - £1,751).

5. Analysis of total resources expended

	Staff Costs £	Other £	2001 Total £	2000 Total £
<i>Direct charitable expenditure:-</i>				
Projects	52,958	30,903	83,861	79,442
Fieldwork	<u>107,869</u>	<u>784,594</u>	<u>892,463</u>	<u>953,790</u>
	160,827	815,497	976,324	1,033,232
<i>Other expenditure:-</i>				
Management and administration of the charity	<u>30,410</u>	<u>9,949</u>	<u>40,359</u>	<u>33,226</u>
Total	<u>191,237</u>	<u>825,446</u>	<u>1,016,683</u>	<u>1,066,458</u>

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2001

6. Staff numbers and costs

	2001 £	2000 £
The aggregate remuneration and associated cost of the employees were:-		
Wages and salaries	170,501	170,610
Social security costs	14,319	13,902
Pension costs	<u>6,417</u>	<u>5,831</u>
	<u>191,237</u>	<u>190,343</u>
	2001 Number	2000 Number

The average weekly number of full-time equivalent employees during the year was:-
Charitable work

13 8

No remuneration was paid to any director. Travel expenses amounting to £324 (2000 - £324) were paid to one of the directors.

7. Interest receivable

Interest receivable represents interest receivable on bank deposits.

8. Taxation

Care and 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.

9. Tangible fixed assets

	Equipment £	Property £	Total £
Cost			
At 1 April 2000	10,341	37,370	47,711
Additions	<u>2,490</u>	<u>-</u>	<u>2,490</u>
At 31 March 2001	<u>12,831</u>	<u>37,370</u>	<u>50,201</u>
Depreciation			
At 1 April 2000	4,049	3,735	7,784
Charge for year	<u>2,566</u>	<u>747</u>	<u>3,313</u>
At 31 March 2001	<u>6,615</u>	<u>4,482</u>	<u>11,097</u>
Net book value			
At 31 March 2001	<u>6,216</u>	<u>32,888</u>	<u>39,104</u>
At 31 March 2000	<u>6,292</u>	<u>33,635</u>	<u>39,927</u>

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2001

10. Debtors

	2001 £	2000 £
Trade debtors	21,041	39,121
Prepayments and accrued income	<u>20,582</u>	<u>37,589</u>
	<u>41,623</u>	<u>76,710</u>

11. Creditors: Amounts falling due within one year

	2001 £	2000 £
Trade creditors	60,620	201,960
Deferred income	<u>-</u>	<u>37,994</u>
	<u>60,620</u>	<u>239,954</u>

12. Restricted funds

	Balance at 31 March 2000 £	Income During Year £	Transfer During Year £	Expenditure During Year £	Balance at 31 March 2001 £
Handyperson projects	10,712	32,542	-	(19,412)	23,842
Care and Repair Revenue – Edinburgh	-	825,514	16,134	(827,648)	14,000
Care and Repair Revenue – Badenoch and Strathspey	-	112,676	-	(84,244)	28,432
Care and Repair Revenue – Highland	<u>-</u>	<u>97,585</u>	<u>-</u>	<u>(75,370)</u>	<u>22,215</u>
	<u>10,712</u>	<u>1,068,317</u>	<u>16,134</u>	<u>(1,006,674)</u>	<u>88,489</u>

13. Designated funds

	Balance at 31 March 2000 £	Income During Year £	Transfer During Year £	Expenditure During Year £	Balance at 31 March 2001 £
Decant flat	<u>37,370</u>	<u>-</u>	<u>(4,482)</u>	<u>-</u>	<u>32,888</u>

Decant flat

Care and Repair projects require, from time to time, a decant flat for supporting those who have to be rehoused during the repair of their homes. Legacy income was set aside in 1989/90 to meet the cost of purchase and a decant flat was purchased during 1989/90 to assist the Project.

The transfer during the year from designated funds to general funds represents the depreciation charge to date on the decant flat.

CARE & REPAIR (AGE CONCERN SCOTLAND) LIMITED

NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2001

14. General funds

	Balance at 31 March 2000 £	Income During Year £	Transfers During Year £	Expenditure During Year £	Balance at 31 March 2001 £
General funds	<u>51,707</u>	<u>26,024</u>	<u>(11,652)</u>	<u>(10,009)</u>	<u>56,070</u>

15. Analysis of assets between funds

	Designated and Unrestricted £	Restricted Funds £	Total Funds £
Fixed assets	32,888	6,216	39,104
Net current assets	<u>56,070</u>	<u>82,273</u>	<u>138,343</u>
	<u>88,958</u>	<u>88,489</u>	<u>177,447</u>

16. Related party transactions

Exemption has been taken under Financial Reporting Standard 8 from disclosing related party transactions with group companies.

17. Pensions

Staff can have a group personal pension plan which is a "contracted in" money purchase arrangement.

The pension costs for the year are £6,417 (2000 - £5,831).

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

Care and 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.

18. Parent undertaking and controlling party

Care and Repair (Age Concern Scotland) Limited considers Age Concern Scotland to be its ultimate parent undertaking and controlling party.