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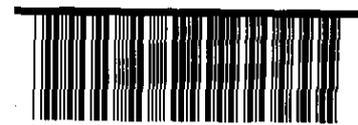
ANNUAL REPORT

ORCADIA MOVEMENT LTD

3 WINDSOR PLACE
PORTOBELLO
EH15 2AJ

(Registered Charity No. SCO 19623)

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COMPANIES HOUSE 29/02/00

ORCADIA MOVEMENT LIMITED

CONTENTS

1. MANAGEMENT STRUCTURE

Mission Statement
Board of Directors
Management Committee

2. BACKGROUND AND AIMS OF ORCADIA MOVEMENT

3. ORCADIA CREATIVE LEARNING CENTRE – THE SECOND YEAR

4. THE SECOND YEAR – FINANCIAL REPORT

MISSION STATEMENT AND PRINCIPLES

MISSION STATEMENT;

THROUGH ORCADIA, WHICH IS AN INCLUSIVE ARTS EDUCATION ORGANISATION, WE WILL PROVIDE COMMUNICATION ARTS TO EVERYONE ON THE BASIS OF A SHARED AND EQUAL INVOLVMENT.

PRINCIPALS

1. We agree to defend and develop the concept of sensory learning for ALL.
2. We believe that everyone can learn through sensory learning - and has a need to be expressive.
3. Regardless of need we believe that all the work we do must lead to everyone having the right to inclusion.
4. We understand that to gain inclusion for everyone that there will be occasions where we give an 'exclusive' service to individuals.
5. We will create and maintain an environment where people can feel safe to be expressive.
6. We hold that everyone within the organisation will be required to have an active and shared involvement.
7. We will not develop our services beyond the scope of our resources.
8. We acknowledge that no principal or practice can ever be infallible or sacrosanct and because of this we will continue to develop and learn.

DIRECTORS

| | | |
|------------------|------------------------|---|
| Lynn Barbour | Arts Director | Employed by Orcadia Movement Ltd |
| Lesley Waterston | Administration Manager | Employed by Orcadia Movement Ltd |
| Mark Primrose | Social Care Director | Manager of Day Centre for Adults with Learning Disabilities |
| Ruth Frame | Arts Advisor | Drama and Arts Outreach Worker |
| Leah Bartal | Dance Advisor | Consultant in Dance, Drama, Arts and Therapy |
| Monica Mitchell | Business Advisor | Accountant |
| Jim Frame | Buildings Advisor | Design and Maintenance Consultant. |

MANAGEMENT COMMITTEE

| | | |
|------------------|--|----------------------------------|
| Rita Aitken | Administrator | Employed by Orcadia Movement Ltd |
| Irene Watson | Manager of Muirhouse Parkway Children's Centre | |
| Gwen Mcleod | Parent | |
| Moirra Mcleod | Student with Special Needs | |
| Peter Stephens | Key Worker at Day Centre for Adults with Special Needs | |
| Valerie Thompson | Student with Special Needs | |
| Helen White | Teacher of Special Needs | |
| May Thomson | Parent | |
| Allan Patterson | Student with Special Needs | |
| Derek Waterston | Student with Special Needs | |
| Nicola Dunbar | Music / Arts Education Support Worker | Employed by Orcadia Movement Ltd |

ORCADIA MOVEMENT LTD.

STRUCTURE;

There are three levels of support within Orcadia Movement Ltd. These are as follows;

a) Directors

As with any registered company there is a board of directors. In the case of Orcadia, the board is an advisory body offering personal expertise on legal matters, finance, social care, teaching and creative arts. Three of the directors are in the employment of the company - Lynn Barbour who was responsible for the creation of the Creative Learning Centre, Phillip Russell, who joined the staff as Developmental Co-ordinator following a grant from Lloyds TSB towards his salary costs and Lesley Waterston who recently joined the company as Business Administration Manager.

The Directors meet every two months as well as providing ongoing advice on a regular individual basis. At the Directors meetings they review progress and help to formulate the policies under which the centre operates. The directors have also been involved in drawing up some of the training programmes for educational and care workers.

b) Management Committee

This committee is formed principally of parents and carers, volunteers and staff representatives as well as representatives from our students with special needs who attend the classes. It is used firstly as a means of obtaining feed back on what is being offered at the centre and secondly as a volunteer body which will provide a support structure for any specific projects. e.g. Exhibitions, Performances and Social Arts Programmes.

The purpose of the Management Committee is to allow those involved to have a say in their own affairs and in the development of the centre.

c) Integrated Social Arts Team

The Social Arts Team consists of four students with mild learning disabilities and two volunteers. The remit of this team is to prepare a Social Arts Programme for the centres other students, including the children's groups and our students with profound learning disabilities and challenging behaviour.

This involves writing, meeting and liaising with Theatre, Cinema, Museums, Art Gallery, Arts Centres and Exhibition Centres administrative staff to negotiate special group concessions, access, and backstage visits etc. The team is also responsible for the development of the Social element of the programme which is crucial to open any access to our students for interaction with their peer groups and contemporaries.

ORCADIA MOVEMENT LTD.

Orcadia Movement Ltd is a Charity Registered in Scotland in April 1997 and based in Portobello. It is the only Creative Learning Centre in Scotland providing a wide range of Communication Arts Education Programmes for children and adults with Learning Disabilities and Special Needs. We offer a fully integrated service which is accessible to all. Our centre is also used on a daily basis by the general public and various community groups using our community cafe and trampoline centre. Three of our students with mild learning disabilities are employed in our cafe working with the general public and our students.

The Creative Learning Centre opened in June 1997 continuing the work of Orcadia Movement and retaining the same charity registration number. Orcadia Movement had previously been operating since 1991 on a peripatetic basis and the Creative Learning Centre retained many of the students of the original charity. The creation of the Creative Learning Centre allowed the programmes to be further developed and extended and made more accessible to people with special needs in their own community, and ensured a much greater level of integration than would ever be possible whilst working in day centres and schools etc.

BACKGROUND AND AIMS OF ORCADIA MOVEMENT.

Orcadia Movement is a charity registered in Scotland since 1991. It has been a pioneer of Communication Arts for both children and adults with learning disabilities and special needs. The aim of these programmes is to improve the life and social skills of people with learning disabilities and special needs and to seek to do that through programmes in music, dance, drama, movement, mime, puppetry and creative arts. The context of the work varies from small classes of ten to one-to-one contact sessions, all within the context of tailor-made programmes geared to the needs of each individual student. Orcadia Movement also undertakes workshops and seminars to help families, tutors and carers better understand and fulfil their role in the process of 'care in the community'.

WORKING IN THE LOCAL COMMUNITY

In recent years Orcadia Movement has responded to appeals for courses from specialist schools, colleges and local authority run day centres. As well as this it has maintained on-going programmes with bodies such as S.D.S.A., Barnardo's and the Church of Scotland, Wedderburn House.

COMPLIMENTING EXISTING PROVISION

Through this experience and the many contacts with professionals in their fields it has become all too obvious that despite a lot of good work being done there are many gaps in the field of care in the community, gaps that are nowhere being fully addressed at this present moment. The Orcadia Movement programmes have much to offer in this respect and they have been tried and tested in a whole variety of different situations.

ORCADIA CREATIVE LEARNING CENTRE - THE SECOND YEAR

WE MADE IT !!! and took a deep breath as we took a quantum leap into our second year. By April 1998 our classes were becoming full and more social workers, community nurses, teachers and parents were asking to see our facilities and programmes.

STAFF TRAINING AWARENESS PROGRAMME

During the month of April each Friday /Saturday teaching workshops were given by Lynn Barbour and Dr. Ming Chen Robertson on our 'Contact' work and Sensory Learning Programme. 8 staff, 3 volunteers and 10 carers from other organisations did the course. It was really successful with a great deal of positive feedback and outcome.

BRIDGING THE GAP

We were one of five successful applicants to receive a grant from the Mental Health Trust. This programme 'Bridging the gap,' was for young adults with profound learning disabilities and challenging behaviour. When we started with this programme we had 18 students on it. By April 1999 there were 32 students in 'Contact' work.

THE OPEN DAY - 24TH JUNE

This is becoming an annual event – presenting who we are to the public and local community. Our local Councillor, Lawrence Marshall came and was genuinely interested in our Centre. He enjoyed himself so much he came back in the evening and joined in our workshops.

Over 300 people came to workshops all day and local businesses sponsored in kind our buffet lunch and barbecue.

SUMMER SCHOOL '98

July – August we ran 5 weeks summer schools. The numbers increased each week with some children attending for two weeks, not one week.

SLOVAKIA SUMMER SCHOOL '98

Lynn Barbour, 2 staff, 2 volunteers and Lynsey Wright (the brilliant photographer whom we've adopted or is it Press-ganged ???) went to Rohov Institution, Slovakia. The children had a full Communication Arts Summer School. Staff from Scotland worked with Slovak students and staff. Lynn Barbour along with the Slovak Directors had to find ways for them to become a Charity or no one will fund the next phase of our project in Slovakia.

WINTER PROGRAMME

The 8th September saw us commence our Winter Programme offering a wide range of workshops, including keyboard and cubase, Young Peoples' Theatre, Jazz Dance and Tai Chi Images.

RAINBOW RIDER

The entire Centre turned into a Promenade theatre piece. The first performance of Rainbow Rider happened in every room of the Centre, even in the courtyard. This dance /drama was developed by every student in Orcadia. As a result of this exhibition and performance, Standard Life Insurance Company donated £10,000. It is hoped that in 1999 we can perform this in the Edinburgh Festival.

CRYSTAL CAVE

Our contact room turned into the Crystal Cave and Santa appeared for a month. Some staff (male) were persuaded to wear a white beard and red coat.

STAFFING

By November 98 Samantha Fraser, who was a volunteer, then part -time art tutor, was taken on full time.

By December, TSB funding for Philip Russell's post as Programme Co-ordinator had finished. Philip left in Jan.'99 to return to work in Pefferbank Day Centre.

PROJECTS 1999

We continued to apply for Project funding and received two very important Project Grants:

- 1) Edinburgh Childcare Partnership £20,736.
- 2) BBC Children in Need £20,000.

The E.C.P part was for 'Portrait Images' our Arts After School 10 – 14 years. This started in April 1999. The first project of its kind in Edinburgh.

The BBC Children in Need Grant was for 'Discovery' for children with Special Needs of single parents. This will commence April 2000.

TRAMPOLINE AND PARTY BUSINESS

The children's party business has continued to grow over the year, with an average of 30 parties per week. The service has been developed to include catering parties and the public trampoline business has been heavily promoted with special offers for community groups, nurseries, family sessions and Special Needs groups e.g. the Autistic Society, After School groups and Visualise.

All proceeds from the children's party and trampoline business are used to subsidise our special needs work.

THE WAY FORWARD

We now have several projects which are all interconnected and epitomise the ethos of Orcadia – that every student who comes here has a creative, emotional and spiritual intelligence.

The Edinburgh Agenda 21 grant is going to allow us to open our Celtic Sensory garden in June 99 for our Open day. This is important and gives us a natural working space.

ORCADIA MOVEMENT LTD.

Financial Report 98/99

Orcadia's Strategy for growth in 1998/99 was centred around developing and increasing the services and income generated by the Creative Learning Centre at 3 Windsor Place, Portobello. The number of classes on offer increased substantially and special group discounts were offered in the trampoline room.

The result of this was a 49% increase in income on the previous year, with the main growth areas in class fees, trampoline fees and grants received.

Two of the main sources of grants received were:

| | |
|---------------------------|------------|
| EEC Childcare Partnership | £20,736.00 |
| BBC Children in Need | £20,000.00 |

The "Parties" Business was already well established and the 1998/99 income reflects a relatively small increase of 13% on prior year.

In line with the growth of professional services provided by the Centre, salaries and wages increased by 26% and represents 61% of Orcadia's total costs (excl. depreciation).

The excess of income for the year of £26k helped turn a bank overdraft of £5k at the beginning of the year into a positive balance of £8k at year end. Referred loans of £12k were also repaid during the year.

The Centre still receives no central funding from external sources and the income generated still continues to be the main source of funding for the charity. However, Orcadia will continue to apply for grants and donations to help fund the various projects undertaken, and hopes to secure revenue funding in future years.

**ORCADIA MOVEMENT LIMITED
3 WINDSOR PLACE
EDINBURGH**

REPORT AND ACCOUNTS

YEAR ENDED 30 APRIL 1999

COMPANY No SC174188

REGISTERED CHARITY No. SCO 19623

**COWAN & PARTNERS
60 CONSTITUTION STREET
LEITH
EDINBURGH
EH6 6RR**

CHARTERED ACCOUNTANTS AND REGISTERED AUDITORS

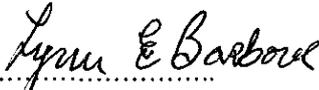
**ORCADIA MOVEMENT LIMITED
MANAGEMENT COMMITTEE'S REPORT FOR
THE YEAR ENDED 30 APRIL 1999**

MANAGEMENT COMMITTEE'S RESPONSIBILITIES

The Constitution of the Association requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Association and if the surplus deficit of the Association for that period. In preparing those accounts, the Management Committee are required to: -

- select suitable accounting policies and than apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with applicable accounting standards and Statements of Recommended Practice, 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 Association will continue to operate.

The Management Committee are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Association 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 Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.


.....
LYNN BARBOUR
DIRECTOR

ORCADIA MOVEMENT LIMITED
ACCOUNTS YEAR TO 30 APRIL 1999

DIRECTORS' REPORT

See accompanying document

ORCADIA MOVEMENT LIMITED

The company is a company limited by guarantee and does not have a share capital.

The company is a registered charity.

**AUDITOR'S REPORT TO THE MEMBERS OF
ORCADIA MOVEMENT LIMITED**

We have audited the financial statements of Orcadia Movement Limited on pages 4 to 8 which have been prepared under the historical cost convention and following the accounting policies set out.

RESPECTIVE RESPONSIBILITIES OF MANAGEMENT COMMITTEE AND AUDITORS

As described on page 1 the charity's Management Committee who are also the directors of Orcadia Movement Limited for the purposes of company law are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements 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 judgments made by the Management Committee 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 the 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 charitable company's state of affairs at 30 April 1999 and of its incoming resources and application of resources including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Cavan Architects

29 February 2000.

ORCADIA MOVEMENT LIMITED

**GENERAL FUND INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 APRIL 1999**

| | | 1999 | | | 1998 | |
|---|------------------------------|-----------------|---------------|-------|------------------|---------------|
| | £ | £ | £ | £ | £ | £ |
| GENERAL FUND INCOME | | | | | | |
| Donations | | | 13790 | | | 31500 |
| Grants | | | 59187 | | | 9510 |
| Other Activities | Parties | 60022 | | | 52891 | |
| | Trampolines and café | 28493 | | | 19008 | |
| | Class Fees | 27429 | | | 12289 | |
| | Miscellaneous | 1960 | 117904 | | 2189 | 86377 |
| | | | <u>190881</u> | | | <u>127387</u> |
| GENERAL FUND EXPENDITURE | | | | | | |
| Staff costs- Salaries, Wages, Training, etc. | | 97470 | | | 77553 | |
| Property costs- | Rent, Rates and Insurance | 15884 | | 25391 | | |
| | Repairs and Maintenance | 10119 | | 3114 | | |
| | Refurbishment | 0 | | 10711 | | |
| | Cleaning | 1527 | | 1965 | | |
| | Heating and lighting | 1009 | | 2062 | | |
| | | | <u>28538</u> | | | <u>43243</u> |
| Catering Supplies | | 13508 | | | 8843 | |
| Class and Art Materials | | 6051 | | | 1105 | |
| Admin Charges- | Post, Stationery and adverts | 3184 | | 1796 | | |
| | Telephone | 1550 | | 1236 | | |
| | Travelling Expenses | 2488 | | 1369 | | |
| | Miscellaneous expenses | 2029 | | 894 | | |
| | Equipment rental | 565 | | 0 | | |
| Bank interest and charges | | 2220 | | 0 | | |
| Legal and professional fees | | 1482 | | 0 | | |
| Auditors remuneration | | 620 | | 0 | | |
| | | | <u>14137</u> | | | <u>5295</u> |
| Depreciation | | 5480 | | | 0 | |
| | | | <u>165184</u> | | | <u>136039</u> |
| General Fund excess of Income for the year | | £ 25,697 | | | £ (8,652) | |

NOTES

- a) None of the company's activities were acquired or discontinued during the year.
- b) There were no other gains or losses during the year other than as shown above.

**ORCADIA MOVEMENT LIMITE
STATEMENT OF FINANCIAL ACTIVITIES
FOR YEAR ENDED 30 APRIL 1999**

| | 1999 | 1998 |
|---|----------------|----------------|
| INCOMING RESOURCES | | |
| Operating Income | 117,904 | 86,377 |
| Grants | 59,187 | 9,510 |
| Donations | <u>13,790</u> | <u>31,500</u> |
| Total Incoming Resources | <u>190,881</u> | <u>127,387</u> |
| RESOURCES EXPENDED | | |
| Operating Costs | <u>165,184</u> | <u>136,039</u> |
| Total Resources Expended | <u>165,184</u> | <u>136,039</u> |
| Net incoming (outgoing) resources For the year | <u>25,697</u> | <u>(8,652)</u> |
| Net Movement in Funds | <u>25,697</u> | <u>(8,652)</u> |
| Balance brought forward at 1 May 1998 | <u>(8,652)</u> | <u>-</u> |
| Balance carried forward at 30 April 1999 | <u>17,045</u> | <u>(8,652)</u> |

ORCADIA MOVEMENT LIMITED

BALANCE SHEET
AS AT 30 APRIL 1999

| | | 1999 | | 1998 | |
|----------------------------------|-------|----------------|-------------|----------------|-----------------|
| | NOTES | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Furniture Fittings and equipment | 4 | | 21921 | | 25988 |
| CURRENT ASSETS | | | | | |
| Cash at bank and in hand | | 0 | | 1981 | |
| Cash at bank and in hand | | 8110 | | | |
| Stocks | 2 | 400 | | 363 | |
| Sundry debtors | 5 | 30 | | 8409 | |
| | | <u>8540</u> | | <u>10753</u> | |
| CURRENT LIABILITIES | | | | | |
| Creditors and accruals | 6 | 5617 | | 18548 | |
| Bank overdraft | 7 | 0 | | 5669 | |
| Loans | | 1426 | | 2226 | |
| | | <u>7043</u> | <u>1497</u> | <u>26443</u> | <u>(15,690)</u> |
| | | <u>£ 23418</u> | | <u>£ 10298</u> | |
| Represented by: | | | | | |
| Deferred Loans | | | 6373 | | 18950 |
| General Fund | 8 | | 17045 | | (8,652) |
| | | <u>£ 23418</u> | | <u>£ 10298</u> | |

These accounts were approved by the directors on ~~Wednesday 27 February 2000~~ Wednesday 27 February 2000.

DIRECTOR *Lynn E Barbour*

Lynn E Barbour

DIRECTOR

Monica A Mitchell

Monica A Mitchell

ORCADIA MOVEMENT LIMITED

**NOTES TO THE ACCOUNTS
YEAR ENDED 30 APRIL 1999**

1. ACCOUNTING POLICIES

BASIS OF PREPARATION

The accounts have been prepared under the historical cost basis of accounting.

The company (charity) has no designated funds at present.

VOLUNTARY INCOME

Is credited on a received basis otherwise the accounts have been prepared on an accruals basis and include *other income and the expenditure as earned or incurred, rather than as the money is received or paid.*

2. STOCK

Is valued at cost

3. DEPRECIATION

Depreciation is written off furniture, fitting and equipment at a rate calculated to write off cost less estimated residual value, over its expected useful life.

20% on reducing value

4. FURNITURE, FITTINGS AND EQUIPMENT

COST

Brought forward at 1 May 1998 25,988

Additions 1,413
27,401

DEPRECIATION

Charge for year 5,480

NET BOOK VALUE at 30 April 1999 21,921

5. SUNDRY DEBTORS

All due within one year.

6. CREDITORS AND ACCRUALS

Social Security 2,070

Accruals 2,750
4,820

7. BANK OVERDRAFT

Is secured over the un-expired term of the property lease.

8. GENERAL FUND

Brought forward at 1 May 1998 (Debit) 8,652

Excess of Income over general fund expenditure for year. 25,076

Balance at 30 April 1999 £16,424

**ORCADIA MOVEMENT LIMITED
NOTES TO THE ACCOUNTS
YEAR ENDED 30 APRIL 1999**

9. NET INCOME FOR THE YEAR

The net income for the year is stated after charging:

| | 1999 | 1998 |
|------------------------|--------|--------|
| Auditors Remuneration | 588 | 800 |
| Depreciation | 5,480 | NIL |
| Directors Remuneration | 36,000 | 32,000 |

10. TAXATION

The company has charitable status and is exempt from taxation.

11. RELATED PARTY TRANSACTIONS

The deferred loans shown in balance sheet represent monies advanced to the company on an interest free basis as start up capital by Lynn Barbour, a director of the company.