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		CREICH CROICK & KINCARDINE DISTRICT DAY CARE ASSOCIATION	
		ANNUAL REPORT AND ACCOUNTS	
		FOR THE YEAR TO 31 MARCH 2004	
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Foreword

This is the second detailed Annual Report on the Centre's activities, responsibilities and achievements during the past year to 31 March 2004. The Directors trust that you will find the Report informative and interesting.

History

The Creich, Croick and Kincardine District has demographically supported a very high number of senior citizens. An initial vision by local people who wanted to improve services and facilities for the elderly was turned into a reality by their determination and hard work. The steering group forcefully led by Janet MacLean, together with Sir Allan Gilmour, Russell Taylor and Agnes Calder raised money and commissioned the Bradbury Centre.

Local fund raising by Alice Grant and major donations from those listed below contributed to the building of the centre and the fund which provides investment income to help meet the running costs.

- Bradbury Charitable Holdings
- Caithness and Sutherland Enterprise
- Rural Challenge Fund
- Inchyre Trust
- Hugh and Emily Fraser Trusts
- Age Concern
- Unemployed Voluntary Action Fund
- Agnes Brownlie Trust
- Chas Hayward Trust
- Fraser Trust
- TSB Trustee Savings Bank
- Gannochy Trust
- Smiths Charity
- The DeHaan Charitable Trust
- Tudor Trust
- Highland Council who gifted the land.

By way of note the Bradbury Centre is named after the major donor the Bradbury Foundation.

Construction of the Centre commenced in 1997 with technical supervision provided by Highland Council Technical Services. Once completed, agreement was reached with Highland Council whereby the Association provided twice weekly day care to assessed persons on receipt of an annual grant from the Council.

Finally there has been the tireless work of the Volunteers to help look after our visitors and clients and the "Friends" who continue to raise money for those little extras which add to the quality of life for those using the centre.

Objectives

Perhaps you would like to measure our performance this year against the aims adopted when we were first set up in 1998 and incorporated into our Articles of Association.

- To relieve poverty and promote the welfare of older people within the Creich, Croick and Kincardine District;
- To bring together individuals and representatives of statutory and voluntary organisations;
- To make representations on behalf of older people and their carers within the area of benefit;
- To make information available to older people and their carers within the area of benefit;
- To encourage training for those working with older people and their carers within the area of benefit; and
- To create, encourage and maintain public interest between the Association and the Community which it serves.

Please look at the Time Line below which gives a hint of the activities which have taken place at the Centre.

Time Line 2003/4

Activities

21 April 2003	Start of Tartan Week - Scottish lunch ceilidh with guests from Tain
22 April	Coffee morning in aid of Friends and MacMillan nurses together with police dog display
23 April	Scottish lunch mystery bus tour
25 April	Scottish lunch
2 May	Ceilidh held in Bonar Bridge Hall with Fergie MacDonald
30 May	Presentation to Rev. Alan Watt
2 July	Summer outing to Castle of Mey with lunch at Castle Arms Hotel
23 July	Feish musical group at centre entertaining clients
14 August	Tea dance in Bonar Bridge village hall
11 September	Edinburgh Smoked Salmon Company recruitment day
23 October	Training day for fire and emergency evacuation of minibus
4 December	Christmas shopping trip to Inverness together with lunch
17 December	Christmas party
All year	Lunch club on Mondays, Wednesdays and Fridays
All year	Advisory Service and 'Drop in' on Tuesdays
All year	Highland Council Community Care Assessed Day Care on Mondays and Fridays

Visitors

14 January 2004	Visit from Shirley McHardy from Community Care Forum
5 February	Visit from Deirdre Stevens local election candidate
26 March	Tina Dear from the Pension Service

Meetings and hires

12 June 2003	Hire of centre to Social Services
10 September	RCTI meeting with John Bond and Ms Fletcher on rural transport aid
15 October	Annual General Meeting
25 October	80 th birthday Jenny Miler hire of centre
20 November	Board meeting
23 January 2004	Staff and volunteers
19 February	Board meeting
23 February	Kyle of Sutherland gala committee
23 February	Staff meeting and transport meeting
9 March	Social Services

Night classes

October to December	Fly tying
October to December	Computing
October to December	Art 2
October to December	Dressmaking
February to April	Fly tying
February to April	Computing
February to April	Art 2

Chairman's review

2003-2004 has once again been a busy year. The Centre has hosted many varied activities. The lunch and social club operates on Mondays, Wednesdays and Fridays with the East Sutherland Village Advisory Group giving advice on Tuesdays. Affordable education and training classes are regularly run giving training to volunteers, health and safety groups, voluntary organisations and to the community.

Assessed Day Care is provided on Mondays and Fridays and we are negotiating with Social Services to extend our provision for an additional day. My thanks to Agnes Calder and Gillian Mackenzie for the care and attention they give to the clients. My thanks also to Anne Banks who resigned during the year and assisted Agnes through most of 2003. Volunteers have helped us throughout the year doing the essential duties of cleaning, waiting at tables, laundry, hairdressing, gardening, outings, escorts and transport.

A number of changes have taken place to the Board. Rev. Alan Watt, Mrs Valerie Wares and Mrs Melissa Turnbull resigned during the year. My thanks to them for their work over the years they have served. We have been fortunate to appointment Mrs Karen Clarke and Mrs Brigitte Geddes to the vacancies.

On a sadder note I have to report the passing of Sir Allan Gilmour in Sept 2003, former Company Secretary and Steering Group Member. Sir Allan gave much of his time and dedication to the Centre. He will be sadly missed.

Staff changes have also taken place. Mrs Linda Morrice, assistant to the Centre Manager, resigned and was replaced by Mrs Elizabeth Ross formerly our Cook. Mrs Eva Taylor was appointed Cook and a permanent cleaning post was created and filled by Louise Bilbrough.

We have worked with Social Services during the year to negotiate and successfully put in place a Service Level Agreement (SLA) which commences on 1 April 2004 initially for one year. This clearly lays out the duties and responsibilities of the Centre in exchange for the support and funding from Highland Council.

The Board has worked with the Sutherland Partnership to apply for a grant to a Rural Community Transport Initiative package by the Scottish Executive. This award was successful and started in October allowing transport to Dornoch, Edderton, Croick and Rosehall to enable us to offer Day Care and Lunch Club facilities to members. As part of the conditions of this award the Board has had to find external sources of funding to put into the award.

Financially, the Association remains well funded and well managed.

Finally, I would like to thank all the Staff and volunteers for their help and support throughout the year not forgetting to also thank the Friends for their work in fund raising for outings and other comforts for the members.

Michael Baird, Chairman

Rural Community Transport Initiative

Since October 2003 transport of clients to and from the Bradbury Centre has been arranged under the auspices of this scheme. The initiative consists of a funding partnership between the Scottish Executive, the Bradbury Centre and Highland Council Social Services to facilitate transport provision. The total funding package is around £38,000 over the two and a half years the scheme is expected to initially run.

The preparatory work and planning for this was done by John Bond, from the Sutherland Partnership, Lorraine Askew, Centre Manager and Keith Williams, Director. Already, the initiative has been highly beneficial with the average number of clients accessing the facilities of the Bradbury Centre increasing from around 50 to 90 per week, including those that require assessed daycare via Social Services. In particular, the scheme has increased the opportunity of those living in Lairg, Dornoch and Edderton to participate in the wide variety of activities the Centre has to offer. The scheme has also been the main focus of the Bradbury Centre's fundraising efforts during 2004 and thanks are due to those individuals, organisations and businesses that have kindly made donations or assisted in fundraising activities. The continued success of the scheme is a vital component of the future wellbeing of the elderly of the area given the scattered nature of the local population and the accompanying problems of social exclusion.

Keith Williams, Director

Financial Review

I am pleased to report that again this year through the tight control of costs and the efforts of our staff we have balanced our budget. It has been the objective of the Association to ensure every year that our income more than covered our costs.

Income this year totalled £52,633 (£39,380 - 2003) of which a major part is provided by way of an annual grant by Highland Council Community Care, Social Work Services, to support the work we do under assessed day care. This annual grant will in future be the subject of a Service Level Agreement. This year our income has also included a grant from the Rural Community Transport Initiative Scheme which commenced in October. In addition, we have an important source of income from investments, donations, fund

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raising, lunch club and facilities hire. The surplus for the year was £7,001 (£12,754 - 2003) and Funds total £373,546 (£366,545 - 2003).

We have a favourable cash flow from our investments, which are held as interest bearing deposits, which have increased by £6,630 to £163,685. However, in the coming year's budget we have identified some significant expenditure needed on equipment and the building.

Robert Wylie, Company Secretary and Director

Corporate Governance

The Board meets quarterly and receives reports from the directors on their specific portfolios together with a report from the Centre Manager. The reports cover the financial results measured against budget, client care, staff relations, fund raising, facilities, health and safety and risk. The board is unpaid and draws no remuneration.

Directors' Report

The Directors present their report and accounts for the year ended 31 March 2004

Serving directors during the year

Mr Michael Baird (Chairman Appointed 11 November 2000)

Rev. Alan Watt (Resigned 4 May 2003)

Mr James Docherty (Appointed 11 November 2000)

Mrs Valerie Wares (Resigned 6 August 2003)

Mr Graeme Mackinnon (Appointed 17 October 2001)

Mrs Melissa Turnbull (Resigned 30 July 2003)

Mr Keith Williams (Appointed 16 October 2002)

Mrs Brigitte Geddes (Appointed 11 August 2003)

Mrs Karen Clarke (Appointed 11 August 2003)

Serving secretary and director during the year

Mr Robert Wylie FCA (Appointed 16 October 2002)

Reporting Accountants

C.T. Falconer & Co Ltd
Chartered Accountants
24 Tower Street
Tain
Ross-shire
IV19 1DY

Bankers

Bank of Scotland
High Street
Dornoch
Sutherland
IV24 3ST

Accountants' Report

**Accountants' report on the unaudited accounts
to the directors of Creich, Croick & Kincardine District Day Care Association**

TAIN : 20th August 2004

As described on the balance sheet you are responsible for the preparation of the accounts for the year ended 31 March 2004, set out on pages 12 to 16, and you consider that the company is exempt from all audit under section 249A(1) of the Companies Act 1985. In accordance with your instructions, we have compiled these unaudited accounts in order to assist you to fulfill your statutory responsibilities, from the accounting records and information and explanations supplied to us.



C.T. Falconer & Co Ltd
Chartered Accountants

Profit and Loss Account

For the year ended 31 March 2004

	Notes	2004 £	2003 £
Turnover		52,633	39,380
Cost of Sales		(4,564)	(3,281)
Gross Profit		<u>48,069</u>	<u>36,099</u>
Administrative expenses		(45,531)	(32,275)
Operating Profit	2	<u>2,538</u>	<u>3,824</u>
Interest receivable		4,463	8,930
Profit on ordinary activities before taxation		<u>7,001</u>	<u>12,754</u>
Tax on profit on ordinary activities		0	0
Profit for the financial year		<u>7,001</u>	<u>12,754</u>
Transfer (from) / to Restricted funds		1,943	0
Transfer to Unrestricted funds		5,058	12,754
		<u>7,001</u>	<u>12,754</u>

Balance sheet

As at 31 March 2004

	Notes	2004 £	2003 £
Fixed assets			
Tangible assets	3	210,783	210,233
Current assets			
Cash at bank and in hand		163,685	157,055
Creditors: amounts falling due within one year	4	(922)	(743)
Net current assets		<u>162,763</u>	<u>156,312</u>
Net assets		<u>373,546</u>	<u>366,545</u>
Funds			
Restricted funds		273,621	273,621
Unrestricted funds	5	97,982	90,924
Restricted funds – RCTI Transport	7	1,943	
		<u>373,546</u>	<u>366,545</u>

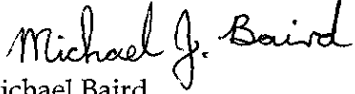
The directors are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this act relating to accounts, so far as applicable to the company.

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The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities.



Michael Baird

Chairman

Approved by the board on 2 September 2004

Notes to the Accounts

For the year ended 31 March 2004

1. Accounting Policies

Accounting Convention

The accounts have been prepared under the historical cost convention

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant & Machinery - 20% straight line

2. Operating Profit

	2004	2003
This is stated after charging :		
	£	£
Depreciation of owned fixed assets	1,916	3,889
	<u>1,916</u>	<u>3,889</u>

3. Tangible fixed assets

	Land & buildings £	Plant & machinery £	Total £
Cost			
At 1 April 2003	208,130	19,544	227,674
Additions	0	2,678	2,678
At 31 March 2004	<u>208,130</u>	<u>22,222</u>	<u>230,352</u>
Depreciation			
At 1 April 2003		17,441	17,441
Charge for the year		2,128	2,128
At 31 March 2004		<u>19,569</u>	<u>19,569</u>
Net Book Value			
At 31 March 2004	<u>208,130</u>	<u>2,653</u>	<u>210,783</u>
At 31 March 2003	<u>208,130</u>	<u>2,103</u>	<u>210,233</u>

Notes to the Accounts (Cont.)

For the year ended 31 March 2004

4. Creditors : amounts falling due within one year	2004	2003
	£	£
Other taxes and social security costs	372	193
Accruals	550	550
	<hr/> 922	<hr/> 743
	<hr/>	<hr/>
5. Movement of Unrestricted funds	2004	2003
	£	£
At 1 April	92,924	80,157
Surplus on Income & Expenditure	5,058	12,754
Transferred from U.V.A.F	0	13
	<hr/> 97,982	<hr/> 92,924
	<hr/>	<hr/>
6. Movement of Restricted Funds - U.V.A.F	2003	2002
	£	£
At 1 April	0	13
(Deficit for year)	0	0
Transferred to Unrestricted Funds	0	(13)
	<hr/> 0	<hr/> 0
	<hr/>	<hr/>
7. Movement of Restricted Funds - RCTI Transport	2004	2003
	£	£
At 1 April	0	0
Surplus on Income and Expenditure	1943	0
	<hr/> 1,943	<hr/> 0
	<hr/>	<hr/>