

**FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

**REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE PERIOD  
FROM 14 APRIL 1998 TO 30 APRIL 1999**

REGISTERED NUMBER: 184821



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COMPANIES HOUSE 29/1/00  
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COMPANIES HOUSE 29/01/00

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# **FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

## **FINANCIAL STATEMENTS**

**FOR THE PERIOD FROM 14 APRIL 1998 TO 30 APRIL 1999**

<b>Contents</b>	<b>Pages</b>
Company information	1
Directors' report	2 - 3
Income and expenditure account	4
Balance sheet	5
Notes to the financial statements	6 - 7
 <b>The following pages do not form part of the statutory financial statements</b>	
Detailed income and expenditure account	8

**FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

**COMPANY INFORMATION**  
**AT 30 APRIL 1999**

**REGISTERED CHARITY NUMBER**

SCO27771

**DIRECTORS**

W H Durran  
S A Fleming  
E F Gordon

**SECRETARY**

P A T Wright

**REGISTERED OFFICE**

23 Waterloo Place  
Edinburgh  
EH1 3BH

**BUSINESS ADDRESS**

23 Waterloo Place  
Edinburgh  
EH1 3BH

**ACCOUNTANTS**

David Smith Crosswaite  
Chartered Accountants  
4 Princes Square  
Harrogate  
North Yorkshire  
HG1 1LX

**PRINCIPAL BANKERS**

Bank of Scotland  
52 Shandwick Place  
Edinburgh  
EH2 4SB

# **FRIENDS OF THE AWARD IN EDINBURGH & THE LoTHIANS**

## **DIRECTORS' REPORT**

The directors present their annual report with the financial statements of the company for the period ended 30 April 1999.

### **CONSTITUTION AND PRINCIPAL ACTIVITIES**

The company is a Scottish Registered Charity limited by guarantee.

The principal activities of the company in the period under review were:

To advance the mental, physical and spiritual welfare of young people in the City of Edinburgh and the Lothians by the provision of facilities for recreation and other leisure-time occupation in the interests of social welfare and furthermore by promoting the scheme of awards as established by the Duke of Edinburgh's Award.

### **REVIEW OF THE BUSINESS**

The results of the company during the financial period are as shown in the income and expenditure account:

### **DIRECTORS**

The directors in office in the period were as follows

W H Durran  
S A Fleming  
E F Gordon

All the above directors were appointed on 14 April 1998

### **YEAR 2000 ISSUES**

The directors have considered the likely impact of the year 2000 problem on the company. As is widely known, many computer and digital storage systems express dates using only the last two digits of the year and may require modification or replacement to accommodate the year 2000 and beyond. The operations of the company depend not only on its own computer systems, but also on those of its suppliers and other third parties.

The company has assessed the risks to its operations and is well advanced in an action plan to deal with those risks considered critical. Priority has been given to those systems which could cause a significant financial or legal impact on the company's operations if they were to fail.

Given the complexity of the issue, it is not possible for any organisation to guarantee that no year 2000 problems will remain. However, the directors believe that they will achieve an acceptable state of readiness.

The costs of implementing the action plans have been charged to the profit and loss account as incurred.

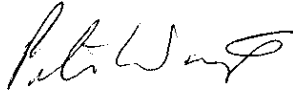
The impact of the euro has also been considered generally by the company. Although the impact of the euro is not currently anticipated to be significant, this issue is being closely monitored.

# **FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

## **DIRECTORS' REPORT**

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

By order of the board:



P A T Wright  
Secretary

Date: 10 January 2000

# **FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIANS**

## **INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD FROM 14 APRIL 1998 TO 30 APRIL 1999**

	Notes	1999 £
<b>GRANTS RECEIVED &amp; RECEIVABLE</b>		41,412
<b>OTHER INCOME</b>		969
		42,381
Administrative expenses		31,007
<b>OPERATING SURPLUS</b>	2	11,374
Investment income and interest receivable		587
<b>EXCESS OF INCOME OVER EXPENDITURE BEFORE TAXATION</b>		11,961
Tax on surplus on ordinary activities	3	-
<b>EXCESS OF INCOME OVER EXPENDITURE AFTER TAXATION</b>		11,961

### **Continuing operations**

None of the company's activities were acquired or discontinued during the above financial period.

### **Total recognised gains and losses**

The company has no recognised gains or losses other than the excess of income over expenditure for the period.

# FRIENDS OF THE AWARD IN EDINBURGH & THE LoTHIANS

## BALANCE SHEET AT 30 APRIL 1999

	Notes	£	1999 £
<b>FIXED ASSETS</b>			
Tangible assets	4		1,907
<b>CURRENT ASSETS</b>			
Debtors	5	3,470	
Cash at bank and in hand		8,425	
		<hr/>	
		11,895	
<b>CREDITORS:</b> amounts falling due within one year	6	(1,841)	
<b>NET CURRENT ASSETS</b>			10,054
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<hr/> 11,961
<b>CAPITAL AND RESERVES</b>			
Revenue grant fund			7,312
Capital grant fund			1,186
Accumulated general fund			<hr/> 3,463
<b>TOTAL SHAREHOLDERS' FUNDS</b>	7		<hr/> 11,961

The directors have taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirm that no notice has been deposited under section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- i) The company keeps accounting records which comply with section 221 of the Companies Act 1985;
- ii) The financial statements give a true and fair view of the state of affairs of the company as at 30 April 1999 and of its profit or loss for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

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 10 January 2000 and signed on its behalf by:

  
E F Gordon  
Director

The notes on pages 6 to 7 form part of these financial statements.



# FRIENDS OF THE AWARD IN EDINBURGH & THE LoTHIANS

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 14 APRIL 1998 TO 30 APRIL 1999

### 1. STATEMENT OF ACCOUNTING POLICIES

The financial statements have been prepared under the historical cost convention.

#### Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1: "Cash flow statements".

#### Income

Turnover represents grants and other income received and receivable during the period.

#### Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Outdoor equipment	50% on cost
Office equipment	50% on cost

### 2. OPERATING SURPLUS

Operating surplus is stated	1999 £
After charging:	
Depreciation of fixed assets	1,907

### 3. TAX ON PROFIT ON ORDINARY ACTIVITIES

There is no liability to corporation tax in the period.

### 4. TANGIBLE FIXED ASSETS

	Outdoor equipment £	Office equipment £	Total £
Cost:			
Additions	1,611	2,203	3,814
Depreciation:			
Charge for period	805	1,102	1,907
Net book value:			
At 30 April 1999	806	1,101	1,907



# FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN

## NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD FROM 14 APRIL 1998 TO 30 APRIL 1999

### 5. DEBTORS

	1999 £
Other debtors	3,470

### 6. CREDITORS: amounts falling due within one year

	1999 £
Taxation and social security	500
Other creditors	1,341
	1,841

### 7. RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	1999 £
Excess of income over expenditure for the period	11,961
Closing shareholders' funds	11,961
Represented by:-	
Equity interests	11,961

The above surplus for the year arises partly from lottery grants. Separate grants are received for capital expenditure and for revenue expenditure. To the extent that these grants have not been fully utilised at year end they are shown as restricted funds in the balance sheet.

### 8. GOING CONCERN

The company has secured sufficient funding to enable it to continue in business until 30 April 2000. In the absence of further funding it is intended that the company will cease its activities at that time. The accounts have been prepared on the basis of the company ceasing activities on 30 April 2000.

**FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIANS**

**MANAGEMENT INFORMATION**

**FOR THE PERIOD  
FROM 14 APRIL 1998 TO 30 APRIL 1999**

# **FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

## **DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD FROM 14 APRIL 1998 TO 30 APRIL 1999**

	1999 £
<b>INCOME</b>	
Grants received & receivable	41,412
Other income	969
	42,381
<b>ADMINISTRATIVE EXPENSES</b>	(31,007)
<b>OTHER INCOME AND EXPENSES</b>	
Interest receivable:	
Bank deposit interest	587
<b>NET EXCESS OF INCOME OVER EXPENDITURE FOR THE PERIOD</b>	11,961

<b>ADMINISTRATIVE EXPENSES</b>	
Wages and salaries (excl. N.I.)	15,557
Employer's N.I. contributions	1,222
Recruitment expenses	1,489
Staff & volunteer training	4,324
Office expenses	1,127
Publicity & promotion	1,962
Travelling expenses	1,776
Consultancy fees	997
Accountancy	646
Depreciation	1,907
	31,007

# **FRIENDS OF THE AWARD IN EDINBURGH & THE LOTHIAN**

## **ACCOUNTANTS' REPORT TO THE DIRECTORS ON THE UNAUDITED ACCOUNTS**

As described on the balance sheet you are responsible for the preparation of the accounts for the period ended 30 April 1999 set out on pages 4 to 7 and you consider that the company is exempt from an audit and a report 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 fulfil your statutory responsibilities from the accounting records and information and explanations supplied to us.

*David Smith Crosswaite*

**David Smith Crosswaite**  
**Chartered Accountants**  
**4 Princes Square**  
**Harrogate**  
**North Yorkshire**  
**HG1 1LX**

10 January 2000