

The Pavillion (Greater Easterhouse)
Trustees' report and financial statements
for the year ended 31 March 2004

Charity number: SCO28534

Company number: SC192851



The Pavillion (Greater Easterhouse)

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The Pavillion (Greater Easterhouse)

Legal and administrative information

Directors	Margaret Pirrie	Appointed - 10/11/03
	Maureen Loughran	
	Patricia Aitken	Appointed - 10/11/03
	Marsha Barrett	
	David Martin	
	Ian Pirrie	
	Gary Milligan	Resigned - 18/11/03
Secretary	Margaret Pirrie	Resigned - 10/11/03
	Mary Catherine Mulligan	Appointed - 10/11/03
Company number	SC192851	
Charity number	SCO28534	
Registered office	47 Aberdalgie Road Easterhouse Glasgow G34 9HX	
Auditors	Alexander Sloan 144 West George Street Glasgow G2 2HG	
Bankers	Bank of Scotland 187 Baillieston Road Glasgow G32 0TN	

The Pavillion (Greater Easterhouse)

Trustees' report for the year ended 31 March 2004

The trustees present their report and the financial statements of the charity for the year ended 31 March 2004.

Status

The Company is incorporated as a company limited by guarantee without a share capital. The Company is recognised as a Scottish Charity No. SCO28534.

The company was established under a Memorandum of Association which sets out the objects and powers of the organisation and is governed under its Articles of Association.

Charitable objects

The principal activities of the Company are to provide, in the interests of social welfare, facilities for recreation and other leisure time occupation to disadvantaged young people resident within Greater Easterhouse with a view to improving their conditions of life and to promote and advance the education and skills of all kinds of the residents within the area.

Organisational structure

The Directors serve as the trustees of the Charity. Those serving during the period are listed on Page 1.

Any member who has given notice of his/her willingness to accept appointment may be elected as a Director by the Company at an Annual General Meeting.

The Directors may at any time appoint any member (providing he/she is willing to act) to be a Director, either to fill a vacancy or as an additional Director.

Review of activities and achievements

The surplus for the year amounted to £8,869 (2003 - £17,353) and total funds of the Charity carried forward were £84,371(2003 - £75,502).

Reserves

- General Funds

The charity maintains unrestricted funds, which are the free reserves of the charity, at a level to promote sufficient funds to cover management and training costs.

- Community Fund

This is to fund the purchase of sports and arts equipment, the salary for a full-time Activities Co-ordinator, recruitment, administration and training costs.

- Other Restricted Funds

These exist to provide funds towards salaries.

Governance and internal control

The Directors have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems are in place to mitigate our exposure to the major risks.

The Pavillion (Greater Easterhouse)

Trustees' report

for the year ended 31 March 2004

Statement of trustees' responsibilities

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees 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 and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

A resolution proposing that Alexander Sloan be reappointed as auditors of the charity will be put to the Annual General Meeting.

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

This report was approved by the trustees on 9 November 2004 and signed on its behalf by

Mary Catherine Mulligan
Secretary

Mary Catherine Mulligan

The Pavillion (Greater Easterhouse)

Independent auditors' report to the members of The Pavillion (Greater Easterhouse)

We have audited the financial statements of The Pavillion (Greater Easterhouse) for the year ended 31 March 2004 which comprise the statement of financial activities, the balance sheet, the cash flow statement and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's Members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's Members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As described in the statement of trustees' responsibilities the charity's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with 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 trustees report is not consistent with the financial statements, if the charitable 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 trustees' remuneration and transactions with the charitable company is not disclosed.

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

Basis of audit 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 trustees 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 financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2004 and of its gain for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Alexander Sloan

**Chartered Accountants and
Registered Auditors**

**144 West George Street
Glasgow
G2 2HG**

9 November 2004

The Pavillion (Greater Easterhouse)

**Statement of financial activities
(Incorporating income and expenditure account)**

For the year ended 31 March 2004

	Notes	Unrestricted funds £	Restricted funds £	2004 Total £	2003 Total £
Incoming resources					
Grants	2	-	92,236	92,236	92,086
Donations and similar income		9,511	-	9,511	7,438
Cafe sales		3,472	-	3,472	7,175
Hall lets and membership fees		3,650	-	3,650	1,310
Investment income		991	-	991	1,077
Total incoming resources		<u>17,624</u>	<u>92,236</u>	<u>109,860</u>	<u>109,086</u>
Charitable expenditure					
Cost of activities in furtherance of the charity's objects:					
Direct charitable expenditure	3	(4,883)	(80,117)	(85,000)	(77,804)
Management and administration	4	(15,991)	-	(15,991)	(13,929)
Total charitable expenditure		<u>(20,874)</u>	<u>(80,117)</u>	<u>(100,991)</u>	<u>(91,733)</u>
Net incoming resources before transfers					
		(3,250)	12,119	8,869	17,353
Transfers between funds		13,379	(13,379)	-	-
Net movement in funds		<u>10,129</u>	<u>(1,260)</u>	<u>8,869</u>	<u>17,353</u>
Total funds brought forward		<u>52,210</u>	<u>23,292</u>	<u>75,502</u>	<u>58,149</u>
Total funds carried forward		<u><u>62,339</u></u>	<u><u>22,032</u></u>	<u><u>84,371</u></u>	<u><u>75,502</u></u>

The notes on pages 7 to 12 form an integral part of these financial statements.

The Pavillion (Greater Easterhouse)

Balance sheet as at 31 March 2004

	Notes	2004		2003	
		£	£	£	£
Fixed assets					
Tangible assets	7		14,862		15,716
Current assets					
Stocks		250		250	
Debtors	8	4,917		5,844	
Cash at bank and in hand		75,660		64,475	
		<u>80,827</u>		<u>70,569</u>	
Creditors: amounts falling due within one year	9	<u>(11,318)</u>		<u>(10,783)</u>	
Net current assets			69,509		59,786
Net assets			<u>84,371</u>		<u>75,502</u>
Funds					
Unrestricted funds	11		62,339		52,210
Restricted funds	12		22,032		23,292
			<u>84,371</u>		<u>75,502</u>

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 9 November 2004 and signed on its behalf by

Director

Director

M. Lashen.
P

P. Outken

The notes on pages 7 to 12 form an integral part of these financial statements.

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000, with the exception of the treatment of capital grants. The Charity treats capital grants as a reduction in the cost of the fixed assets for which the grants are received. This differs from the recommendation made in the SORP that capital grants be treated as income through the Statement of Financial Activities in the year in which they are received.

1.2. Incoming resources

All incoming resources are recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Capital grants are credited to fixed assets and are released to the Statement of Financial Activities over the expected useful lives of the relevant assets.

Revenue grants are credited to incoming resources when received. Grants specified by the provider as relating to expenditure of a period subsequent to the Balance Sheet date are carried forward to meet the expenditure when incurred.

1.3. Resources expended

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. Resources expended are allocated to a particular activity where the cost related directly to that activity.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Property	-	2% straight line
Fixtures, fittings and equipment	-	25% straight line
Computer Equipment	-	25% straight line

1.5. Stock

Stock is valued at the lower of cost and net realisable value.

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

2. Grant income

	2004	2003
	£	£
Children in Need	21,450	20,714
National Lottery Board - Revenue	8,912	18,836
Community Fund	18,727	9,490
Key Fund	-	5,000
Glasgow City Council	21,095	24,746
Glasgow City Council - Sports Scotland	5,000	-
Glasgow City Council - Playscheme	612	-
Lloyds TSB	15,000	3,300
Bishopswood Area Forum	1,440	-
Tudor Trust	-	10,000
	<u>92,236</u>	<u>92,086</u>

3. Direct charitable expenditure

	2004	2003
	£	£
Wages and salaries	64,404	62,576
Employer's NI contributions	4,383	3,806
Cafe Expenses	4,550	5,590
Advertising	-	2,805
Travelling expenses	333	96
Activities	6,330	2,931
Feasibility Study Costs	2,617	-
Key Fund grant repaid	2,383	-
	<u>85,000</u>	<u>77,804</u>

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

4. Management and administration

	2004	2003
	£	£
Rates	2,841	394
Insurance	638	1,700
Heat and light	1,666	3,308
Hygiene	559	898
Repairs and maintenance	386	59
Printing, postage and stationery	373	560
Telephone	1,346	1,026
Legal and professional	517	596
Audit	1,440	1,220
Bank charges	5	-
Alarm Maintenance	363	80
General expenses	2,228	1,152
Depreciation on property	3,663	3,663
Depreciation on FF & equipment	7,641	6,948
Depreciation - computer equipment	1,020	1,020
Capital grants released	(8,695)	(8,695)
	<u>15,991</u>	<u>13,929</u>

5. Operating gain

	2004	2003
	£	£
Operating gain is stated after charging:		
Depreciation and other amounts written off tangible assets	12,324	11,631
Auditors' remuneration	<u>1,440</u>	<u>1,220</u>

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

6. Employees

Number of employees

The average monthly numbers of employees
(including the trustees) during the year were:

	2004 Number	2003 Number
<i>Average number of staff, including the full-time equivalent of part-time posts.</i>	<u>8</u>	<u>8</u>

Employment costs

	2004 £	2003 £
Wages and salaries	64,404	62,576
Social security costs	4,383	3,806
	<u>68,787</u>	<u>66,382</u>

No employee received emoluments in excess of £50,000.

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

7. Tangible fixed assets	Land & Buildings £	Fixtures, fittings and equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2003	183,146	27,791	4,079	215,016
Additions	-	2,775	-	2,775
At 31 March 2004	<u>183,146</u>	<u>30,566</u>	<u>4,079</u>	<u>217,791</u>
Grants Received				
At 1 April 2003	164,789	6,340	750	171,879
Released in year	3,433	4,512	750	8,695
At 31 March 2004	<u>(161,356)</u>	<u>(1,828)</u>	<u>-</u>	<u>163,184</u>
Depreciation				
At 1 April 2003	7,326	17,557	2,538	27,421
Charge for the year	3,663	7,641	1,020	12,324
At 31 March 2004	<u>10,989</u>	<u>25,198</u>	<u>3,558</u>	<u>39,745</u>
Net book values				
At 31 March 2004	<u>10,801</u>	<u>3,540</u>	<u>521</u>	<u>14,862</u>
At 31 March 2003	<u>11,031</u>	<u>3,894</u>	<u>791</u>	<u>15,716</u>

8. Debtors	2004 £	2003 £
Other debtors	3,854	5,844
Prepayments and accrued income	1,063	-
	<u>4,917</u>	<u>5,844</u>

9. Creditors: amounts falling due within one year	2004 £	2003 £
Accruals and deferred income	<u>11,318</u>	<u>10,783</u>

The Pavillion (Greater Easterhouse)

Notes to the financial statements for the year ended 31 March 2004

10. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2004 as represented by:			
Tangible fixed assets	14,862	-	14,862
Current assets	49,558	31,269	80,827
Current liabilities	(2,081)	(9,237)	(11,318)
	<u>62,339</u>	<u>22,032</u>	<u>84,371</u>

11. Unrestricted funds	1 Apr '03 £	Incoming £	Outgoing £	Transfers £	31 Mar '04 £
Unrestricted Funds	52,210	17,624	(20,874)	13,379	62,339
	<u>52,210</u>	<u>17,624</u>	<u>(20,874)</u>	<u>13,379</u>	<u>62,339</u>

12. Restricted funds	1 Apr '03 £	Incoming £	Outgoing £	Transfers £	31 Mar '04 £
Community Fund	500	18,727	(19,227)	-	-
Other Restricted Funds	22,792	73,509	(60,890)	(13,379)	22,032
	<u>23,292</u>	<u>92,236</u>	<u>(80,117)</u>	<u>(13,379)</u>	<u>22,032</u>

Purposes of restricted funds

Community fund income is used specifically towards the purchase of sports and arts equipment, the salary of a full time Activities Co-ordinator, and towards recruitment, administration and training costs.

Other restricted funds exist to provide funds towards salary and activity costs

13. Transactions with Trustees

No Directors received remuneration or received reimbursement of expenses in the year.