

**THE PAVILLION (GREATER EASTERHOUSE)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

**Company No. SC192851**



SCT	SQJS4RPD	0605
COMPANIES HOUSE		13/01/04

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COMPANIES HOUSE		19/12/03

**THE PAVILLION (GREATER EASTERHOUSE)****LEGAL AND ADMINISTRATIVE INFORMATION****DIRECTORS**

Gary Milligan  
Margaret Pirrie

Company Secretary

Marsha Barrett  
Maureen Laughran  
David Martin  
Ian Pirrie

Treasurer

**METHOD OF APPOINTMENT**

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.

**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 OTN

# THE PAVILLION (GREATER EASTERHOUSE)

## REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003

The Directors submit their Report and Financial Statements for the year ended 31<sup>st</sup> March 2003.

## CONSTITUTION AND OBJECTS

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 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.

## REVIEW OF BUSINESS

The surplus for the year amounted to £17,353 (2002 - surplus £18,407) and the General Fund carried forward was £75,502 (2002 - £58,149).

## POLICIES

### Reserves Policy

- 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 administration 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.

## RISK MANAGEMENT

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.

## AUDITORS

Alexander Sloan, will be proposed for re-election as Auditors at the Annual General Meeting.

**THE PAVILLION (GREATER EASTERHOUSE)**

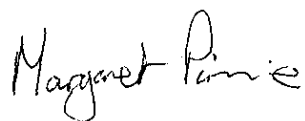
**REPORT OF THE DIRECTORS (Contd.)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

**SMALL COMPANY EXEMPTIONS**

This Report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**BY ORDER OF THE BOARD**

A handwritten signature in dark ink, appearing to read 'Margaret Pirrie', is written over the printed name.

**M. PIRRIE**  
Secretary

GLASGOW, 10<sup>th</sup> September 2003

**THE PAVILLION (GREATER EASTERHOUSE)****YEAR ENDED 31<sup>st</sup> MARCH 2003****STATEMENT OF THE DIRECTORS' RESPONSIBILITIES**

Company Law requires the Directors to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing those Financial Statements, the Directors are required to:-

- select suitable accounting policies and 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 Company will remain in business.

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. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors confirm that the Financial Statements comply with the above requirements.

## 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<sup>st</sup> March 2003 on pages 6 to 12. These Financial Statements have been prepared under the historical cost convention and the accounting policies set out in Note 1

This report is made solely to the company'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 company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective Responsibilities of the Directors and Auditors**

As described in the Statement of Directors' Responsibilities, the Company's Directors are responsible for the preparation of 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 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 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 judgments made by the Directors 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 Company's affairs as at 31<sup>st</sup> March 2003 and of their incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**ALEXANDER SLOAN**  
Chartered Accountants  
Registered Auditors

GLASGOW, 10<sup>th</sup> September 2003

**THE PAVILLION (GREATER EASTERHOUSE)**

**INCOME AND EXPENDITURE ACCOUNT**  
**(Incorporating Statement of Financial Activities)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

	Notes	Unrestricted Funds £	Restricted Funds £	2003 Total £	2002 Total £
<b>Incoming Resources</b>					
Grant Income	11	13,300	78,786	92,086	88,816
Donations and Fundraising		5,328	2,110	7,438	5,511
Interest Received		1,077	-	1,077	751
Hall Lets and Membership Fee		1,310	-	1,310	742
Cafe Sales		7,175	-	7,175	3,791
<b>Total Incoming Resources</b>		<b><u>28,190</u></b>	<b><u>80,896</u></b>	<b><u>109,086</u></b>	<b><u>99,611</u></b>
<b>Resources Expended</b>					
Direct Charitable Expenditure	13	8,491	69,313	77,804	71,178
Administration	14	13,929	-	13,929	10,026
<b>Total Resources Expended</b>		<b><u>22,420</u></b>	<b><u>69,313</u></b>	<b><u>91,733</u></b>	<b><u>81,204</u></b>
Net Incoming Resources for the year		5,770	11,583	17,353	18,407
As at 31 <sup>st</sup> March 2002		46,440	11,709	58,149	39,742
<b>As at 31<sup>st</sup> March 2003</b>		<b><u>52,210</u></b>	<b><u>23,292</u></b>	<b><u>75,502</u></b>	<b><u>58,149</u></b>

# THE PAVILLION (GREATER EASTERHOUSE)

## BALANCE SHEET

AS AT 31<sup>st</sup> MARCH 2003

	Notes	£	2003 £	£	2002 £
<b>FIXED ASSETS</b>					
Tangible Assets	4		15,716		15,597
<b>CURRENT ASSETS</b>					
Stock		250		250	
Debtors	5	5,844		9,825	
Cash at Bank and in Hand		64,475		38,025	
			70,569		48,100
<b>CREDITORS</b> - Amounts falling due within one year	6	10,783		5,548	
<b>NET CURRENT ASSETS</b>			59,786		42,552
<b>TOTAL ASSETS</b>					
<b>LESS CURRENT LIABILITIES</b>			<u>75,502</u>		<u>58,149</u>
Represented by:-					
<b>GENERAL FUNDS</b>	9		<u>75,502</u>		<u>58,149</u>

These Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002) approved by the Board on 10<sup>th</sup> September 2003 and signed on its behalf:-

Margaret Pinc

Director

M. Loughran

Director



# THE PAVILLION (GREATER EASTERHOUSE)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003

### 1. ACCOUNTING POLICIES

#### a) 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), the Companies Act 1985 and the Statement of Recommended Practice, Accounting and Reporting by Charities issued in October 2000.

#### b) Depreciation

Depreciation is provided on tangible fixed assets at a rate calculated to write off the assets over their useful life. The rate which applies is:-

Property	- 2% straight line
Fixtures and Equipment	- 25% straight line
Computer Equipment	- 25% straight line

#### c) Income

Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

#### d) Expenditure

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.

#### e) Grants

Capital grants are credited to fixed assets and are released to the Profit and Loss Account over the expected useful lives of the relevant assets.

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

#### f) Stock

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

### 2. LIMITED LIABILITY

The Company is limited by guarantee to an amount not exceeding £1 per member.

### 3. OPERATING SURPLUS

This is stated after charging:-

	2003	2002
	£	£
Auditors' Remuneration	1,100	900
Depreciation	11,790	10,866
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# THE PAVILLION (GREATER EASTERHOUSE)

## NOTES TO THE ACCOUNTS (Contd.)

### FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003

#### 4. TANGIBLE FIXED ASSETS

	Computer Equipment £	Furniture and Fittings £	Property £	Total £
<b>Cost</b>				
As at 1 <sup>st</sup> April 2002	3,037	25,778	183,146	211,961
Additions	1,042	2,013	-	3,055
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 <sup>st</sup> March 2003	<u>4,079</u>	<u>27,791</u>	<u>183,146</u>	<u>215,016</u>
<b>Grants Received</b>				
As at 1 <sup>st</sup> April 2002	1,500	10,852	168,222	180,574
Released in year	(750)	(4,512)	(3,433)	(8,695)
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 <sup>st</sup> March 2003	<u>750</u>	<u>6,340</u>	<u>164,789</u>	<u>171,879</u>
<b>Depreciation</b>				
As at 1 <sup>st</sup> April 2002	1,518	10,609	3,663	15,790
Charge for year	1,020	6,948	3,663	11,631
	<hr/>	<hr/>	<hr/>	<hr/>
As at 31 <sup>st</sup> March 2003	<u>2,538</u>	<u>17,557</u>	<u>7,326</u>	<u>27,421</u>
<b>Net Book Value</b>				
As at 31 <sup>st</sup> March 2003	<u>791</u>	<u>3,894</u>	<u>11,031</u>	<u>15,716</u>
As at 31 <sup>st</sup> March 2002	<u>19</u>	<u>4,317</u>	<u>11,261</u>	<u>15,597</u>

#### 5. DEBTORS

	2003 £	2002 £
Other Debtors	<u>5,844</u>	<u>9,825</u>

#### 6. CREDITORS - Amounts falling due within one year

Deferred Income	9,490	-
Accruals	1,293	1,057
Other Creditors	-	4,491
	<hr/>	<hr/>
	<u>10,783</u>	<u>5,548</u>

**THE PAVILLION (GREATER EASTERHOUSE)**

**NOTES TO THE ACCOUNTS (Contd.)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

<b>7. EMPLOYEES</b>	<b>2003</b>	<b>2002</b>
	£	£
The total emoluments paid in respect of staff were:-		
Salaries	62,576	56,693
National Insurance Costs	3,806	3,577
	<u>66,382</u>	<u>60,270</u>
Average number of staff, including the full-time equivalent of part-time posts	<u>8</u>	<u>8</u>

No employees total emoluments exceeded £50,000 in the year.

**8. DIRECTORS' REMUNERATION AND EXPENSES**

No Directors received remuneration or were reimbursed for expenses in the year.

**9. GENERAL FUNDS**

	<b>Lottery Fund</b>	<b>Restricted Funds</b>		<b>Unrestricted Fund</b>	<b>Total Funds</b>
	£	Community Fund	Other Fund	£	£
As at 1 <sup>st</sup> April 2002	-	500	11,209	46,440	58,149
Net Movement in Funds for year	-	-	11,583	5,770	17,353
	<u>-</u>	<u>500</u>	<u>22,792</u>	<u>52,210</u>	<u>75,502</u>
As at 31 <sup>st</sup> March 2003	-	500	22,792	52,210	75,502

**10. RELATED PARTY TRANSACTIONS**

Blairtummock Housing Association Limited acts on behalf of the Company as Project Manager and Banker for the development of the Youth Cafe. At the year end, there were three Directors of the Company on the Committee of Management of the Housing Association. In the year to 31<sup>st</sup> March 2003, development costs incurred of £Nil (2002 - £2,789) were capitalised and the related grant income accounted for. £101 was held by Blairtummock Housing Association Limited to meet further development costs. This amount is carried within Debtors (Note 5).

# THE PAVILLION (GREATER EASTERHOUSE)

## NOTES TO THE ACCOUNTS (Contd.)

### FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003

#### 11. GRANT INCOME AND DONATIONS

The following were the six largest grants and donations received during the year:-

	£
Children in Need	20,714
National Lottery Board - Revenue	18,836
Tudor Trust	10,000
Community Fund	18,980
Key Fund	5,000
Glasgow City Council	24,746

#### 12. MOVEMENT IN RESTRICTED FUNDS

	Lottery Fund £	Community Fund £	Other Restricted Funds £
<b>Incoming Resources</b>			
Grant Income	18,836	9,490	50,460
Donations and Fundraising	-	-	2,110
	<hr/>	<hr/>	<hr/>
Total Incoming Resources	<b><u>18,836</u></b>	<b><u>9,490</u></b>	<b><u>52,570</u></b>
<b>Resources Expended</b>			
Direct Charitable Expenditure	(18,836)	(9,490)	(40,987)
	<hr/>	<hr/>	<hr/>
Total Resources Expended	<b><u>(18,836)</u></b>	<b><u>(9,490)</u></b>	<b><u>(40,987)</u></b>
Net Incoming Resources for the year	-	-	11,583
As at 31 <sup>st</sup> March 2002	-	500	11,209
	<hr/>	<hr/>	<hr/>
As at 31 <sup>st</sup> March 2003	<b><u>-</u></b>	<b><u>500</u></b>	<b><u>22,792</u></b>

#### 13. DIRECT CHARITABLE EXPENDITURE

	2003 £	2002 £
Wages and Salaries	66,382	60,270
Advertising	2,805	1,051
Cafe Expenses	5,590	7,915
Transport	96	54
Activities	2,931	1,888
	<hr/>	<hr/>
	<b><u>77,804</u></b>	<b><u>71,178</u></b>

**THE PAVILLION (GREATER EASTERHOUSE)**

**NOTES TO THE ACCOUNTS (Contd.)**

**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

<b>14. ADMINISTRATION EXPENDITURE</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Telephone, Stationery and Postage	1,586	2,971
Rates, Heat and Light	3,702	(441)
Alarm Maintenance	80	800
Professional Fees	1,816	1,824
Insurance	1,700	1,313
Depreciation	11,631	10,866
Capital Gains Released	(8,695)	(8,695)
Other Costs	2,109	1,388
	<hr/>	<hr/>
	<b><u>13,929</u></b>	<b><u>10,026</u></b>

**THE PAVILLION (GREATER EASTERHOUSE)****DETAILED INCOME AND EXPENDITURE ACCOUNT****FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2003**

	2003	2002
	£	£
<b>INCOME</b>		
Grant Income	92,086	88,816
Donations	7,438	5,511
Hall Lets and Membership Fees	1,310	742
Cafe Sales	7,175	3,791
Interest Received	1,077	751
	<hr/>	<hr/>
	109,086	99,611
 <b>EXPENDITURE</b>		
Wages and Salaries	66,382	60,270
Advertising	2,805	1,051
Cafe Expenses	5,590	7,915
Hygiene	898	172
Telephone	1,026	1,525
Stationery and Postage	560	1,446
Audit Fee	1,220	1,264
Transport	96	54
Heat and Light	3,308	1,503
Water Rates	394	(1,944)
Alarm Maintenance	80	800
Insurance	1,700	1,313
Miscellaneous	1,152	943
Professional Fees	596	560
Bank Charges	-	79
Depreciation	11,631	10,866
Capital Grants Released	(8,695)	(8,695)
Repairs	59	194
Activities	2,931	1,888
	<hr/>	<hr/>
	91,733	81,204
 <b>SURPLUS FOR YEAR</b>	 <u><b>17,353</b></u>	 <u><b>18,407</b></u>