

REGISTERED COMPANY NUMBER: SC199867 (Scotland)
REGISTERED CHARITY NUMBER: SC029386

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2018
for
Befrienders Highland Limited
(a company limited by guarantee)

TUESDAY



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COMPANIES HOUSE

Befrienders Highland Limited

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for the Year Ended 31 March 2018

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Befrienders Highland Limited

Convenor's Annual Report for the Year Ended 31 March 2018

Introduction

This has been another very successful year for Befrienders Highland Limited (BHL). All of the existing services have been maintained and are thriving. There has been growth and development, with face-to-face befriending extended into one new area and preparations being made for expansion into another. The range and size of BHL's group work activities have both increased, and growth has continued in the Memory Loss and Carers part of our services.

Training of staff and volunteers in the Recovery Focus approach was largely complete by the start of this year and the concentration has turned to implementation.

The underlying financial pressures arising from continuing austerity measures in the public sector continue. BHL's annual award from NHS Highland continues to be frozen at the 2008 cash figure minus 5% and we are already aware that this policy will be extended into 2018/19. In fact, a major review of NHS Highland's funding of the Third Sector was announced in December 2017 and no guarantees are being given of funding beyond March 2019. The BHL Board continue therefore to have concerns about the organisation's finances in the longer term. The already-secured Big Lottery Foundation funding gives reasonable security for most of BHL's present services until late in 2021 but the picture is much less clear beyond then and this is a real cause for anxiety.

This report will discuss management arrangements for the service, its change of premises, the developments in services linked to Big Lottery Foundation award and developments in other parts of BHL's services. It will also report on Board matters and on BHL's finances.

Management Arrangements

Because of continuing financial constraints, BHL has maintained the reduction made in 2015 to the hours of the Executive Director to a 3 days a week post. Keith Walker continued in this post throughout the year. He has continued to be a great asset to the service with a wealth of knowledge, experience and contacts throughout the local voluntary and public sectors. His management style suits the organisation very well and the Board has a good sense of a happy group of staff and volunteers.

The potential workload of this post in a service which is expanding in size and complexity could certainly justify the return of this to being a full-time post and some hard decisions have had to be made at times about the priorities for the Executive Director's attention. But this is a widespread feature of posts in the voluntary and public sectors and likely to remain so. The Executive Director has been flexible in how he works his hours in order to meet the needs of the service, for which I am very grateful. Any impact on the quality of BHL's services has been minimal even if the timescales for some more strategic matters have had to be extended.

Office Premises

Notice of the termination of the lease of BHL's office in Church Street was received during 2016/17. Following an investigation of alternatives, a shortlist of three properties was made and the final choice was to move to Academy House, Academy Street, Inverness. The removal took place in June.

The rent of the new office was considerably higher than in the previous premises but the former rent reflected the poor condition and access of that office and the Academy House rent was very similar to that of its competitors. Larger offices were needed in any case because of staff increases pending, linked to the Big Lottery Foundation award. The whole service, and staff particularly, have benefited from this move to modern, well-heated office accommodation. Lift access has greatly improved accessibility for BHL's friends and volunteers and given BHL accommodation which is fully compliant with Disability Discrimination legislation for the first time. The location is very central and convenient.

There were long delays in getting telephone landline and broadband services installed in the new office and this was a source of great frustration for several months. These matters were resolved by the end of 2017. The Board thanks our staff and all BHL's members for their patience and tolerance during this time.

Service Development

Linked to the Big Lottery Foundation award:

The targets which BHL committed to as conditions of receiving this award were principally to incorporate targets from the Scottish Recovery Programme into the goals of our befriending relationships, to extend the availability of face/face befriending to new areas of the Highlands and to increase the total number of friendships being offered.

All of these targets were achieved. Incorporating Scottish Recovery goals into our friendships has happened very successfully, with Volunteers reinvigorated by clearer purposes. This development fits in very well with NHS Highland objectives and should strengthen BHL's eligibility for continuing funding. A new, part-time Volunteer Coordinator has been employed in Caithness and had already established her first face/face matches before the end of the year.

In Other Parts of the Service:

The early trials of face/face befriending in the Memory Loss service were very successful and have continued and expanded this year. Numbers have grown to plan in this area. This service has begun to offer support, information and friendship to carers more generally and not to restrict this to the carers for individuals being befriended by BHL Volunteers.

Befrienders Highland Limited

Convenor's Annual Report
for the Year Ended 31 March 2018

The range and size of the groups which meet have both increased and this looks a very promising area of development. We have been asked to consider including people in some of these groups who are not involved in individual friendships and this is something which could develop in the coming year.

Finances

The continuing impact of austerity measures in the public sector on BHL's finances was referred to in the Introduction. The continued freezing of the amount for BHL's core funding is steadily eroding the real value of this award. The funding for the services BHL offers in Argyll and Bute was reduced by almost half in 2016 and continues at this level. The announcement of a radical review of NHS funding to the Voluntary Sector has to cause anxiety.

BHL has recognised for several years that it is unwise and unrealistic to rely too heavily on the public sector for funding and has made great efforts to diversify. This has had significant success and created reserves which offer some protection or compensation for shortfalls elsewhere. BHL began this financial year with unprecedentedly good reserves of £132,465. Inevitably, given the other shortfalls, BHL has had to draw on its reserves to some extent in the present financial year. Reserves were reduced to £114,924. This means that expenditure exceeded income by £17,541. This remains in line with BHL's reserves policy of maintaining these at the cost of between 6 and 9 months of operations. But this is still a worrying trend and is likely to require serious new fundraising efforts in the near future.

One of the elements of uncertainty is the funding of BHL's services for people with Memory Loss and for Carers. Funding agreements for the NHS contribution to this service are less clear and definite than for other areas and the level of service which can be sustained will need to be kept under review.

The BHL Board

Jane Macdonald, Nick Curley, Shane Spence, Scott Adie (Treasurer) and David Stallard (Convenor) served as BHL Directors throughout the year.

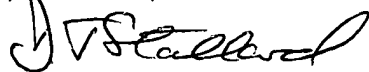
In January we held an Away Day for the Board and took time to consider its strengths and weaknesses as a governing body for the organisation. We concluded that it generally worked very well but identified two areas for development. 1) Women are clearly underrepresented and the Board will take steps to address this in the coming year. 2) Most areas of knowledge or skill are represented but it would be good to recruit someone with a Communications or PR background.

Conclusion

BHL has performed well during this year and achieved all of its main targets. I am very grateful for the financial support BHL has received from three different parts of NHS Highland in the face of many competing demands. I am similarly grateful to the Big Lottery Foundation for their generous support and to the various other grant-making bodies which support BHL's work.

BHL continues to be in a position to sustain and develop its services. The value of these is evident from the monitoring of the outcomes of the friendships which take place and from what we are told by Friends and Volunteers alike.

BHL has an excellent group of members; friends, volunteers and staff and we on the Board are very grateful to them all. It is a pleasure to be a part of this service and of all that it does.



David Stallard, Convenor, Befrienders Highland Limited
23 August, 2018

X

Befrienders Highland Limited

Report of the Trustees for the Year Ended 31 March 2018

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal object of the company is:-

"to reduce loneliness and isolation experienced by people who have a mental health problem by arranging and supporting one-to-one relationships between them and suitable volunteers, to provide a vital link between them and the community and to promote their self-confidence and feelings of self-worth"

This object defines the main activity of BHL which is to recruit, train and support volunteers to engage in befriending relationships and to support these relationships, as required, once established. The company's main and longest-standing service offers face-to-face befriending services in Inverness and Nairn; and a distance service, where the means of contact is letter, phone or e-mail, throughout the Highland area. The company also offers a befriending service within the Highland area for people with memory loss and a befriending and information service for the carers of these people.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Details of the charity's achievements and performance can be found in the convenors report.

FINANCIAL REVIEW

Financial position

The continuing impact of austerity measures in the public sector on BHL's finances was referred to in the Introduction. The continued freezing of the amount for BHL's core funding is steadily eroding the real value of this award. The funding for the services BHL offers in Argyll and Bute was reduced by almost half in 2016 and continues at this level. The announcement of a radical review of NHS funding to the Voluntary Sector has to cause anxiety.

BHL has recognised for several years that it is unwise and unrealistic to rely too heavily on the public sector for funding and has made great efforts to diversify. This has had significant success and created reserves which offer some protection or compensation for shortfalls elsewhere. BHL began this financial year with unprecedentedly good reserves of £132,465. Inevitably, given the other shortfalls, BHL has had to draw on its reserves to some extent in the present financial year. Reserves were reduced to £114,924. This means that expenditure exceeded income by £17,541. This remains in line with BHL's reserves policy of maintaining these at the cost of between 6 and 9 months of operations. But this is still a worrying trend and is likely to require serious new fundraising efforts in the near future.

One of the elements of uncertainty is the funding of BHL's services for people with Memory Loss and for Carers. Funding agreements for the NHS contribution to this service are less clear and definite than for other areas and the level of service which can be sustained will need to be kept under review.

Going concern

The financial statements have been prepared on a going concern basis. The validity of the going concern basis depends on the ability of the company to operate within available funding.

The company relies substantially upon funding by public grants and donations from other sources for its current and future commitments. The trustees are satisfied that the company can meet its liabilities as they fall due for the foreseeable future, and on this basis consider it appropriate to prepare the financial statements on a going concern basis.

Reserves policy

The charity is to maintain a reserve of at least the cost of 6 months operations and no more than 9 months. Any reserve held in excess of 9 months should be invested in developing our services. At the year end the charity held approximately 7.1 months reserves.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Trustees' appointment

Trustees are appointed by the Board of Trustees either to fill a vacancy or by way of addition to the Board. The trustees are volunteers and are recruited by nomination at the AGM. Between AGM's trustees can be nominated but require ratification at the AGM. The company's articles require that one third of the Trustees stand down at each AGM and that replacement(s) be elected at that meeting. Trustees standing down may be re-elected.

Befrienders Highland Limited

Report of the Trustees
for the Year Ended 31 March 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC199867 (Scotland)

Registered Charity number
SC029386

Registered office
Ledingham Chalmers
Kintail House
Beachwood Business Park
Inverness
IV2 3BW

Principal address
1st Floor Academy House
42 Academy Street
Inverness
IV1 1JT

Trustees
D J Stallard
N J Curley
Mrs J Macdonald
S Spence
S Adie

Company Secretary
LC Secretaries Limited

Independent examiner
Marina Grant CA
ICAS

Bankers
Royal Bank of Scotland
29 Harbour Road
Inverness
IV1 1NU

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Befrienders Highland Limited for the purposes of company law) are responsible for preparing the report of trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

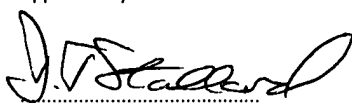
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed subject to any material 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 charitable company will continue in business.

The trustees are responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005, Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 15-11-18 and signed on its behalf by:

X

D J Stallard - Trustee

Independent Examiner's Report to the Trustees of
Befrienders Highland Limited

I report on the accounts for the year ended 31 March 2018 set out on pages six to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations (as amended) does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you, as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended), and;
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations (as amended).

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

m Grant.

Marina Grant CA
29 Braeside Park
Balloch
Inverness
IV2 7HL

Date: 15/11/18

Befrienders Highland Limited

**Statement of Financial Activities (Incorporating Income and Expenditure Account)
for the Year Ended 31 March 2018**

		Unrestricted fund	Restricted funds	31.3.18 Total funds	31.3.17 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies					
Donations		18,346	-	18,346	28,209
Charitable activities					
Befriending activities		64,351	93,599	157,950	147,868
Investment income	3	<u>44</u>	<u>-</u>	<u>44</u>	<u>62</u>
Total		82,741	93,599	176,340	176,139
EXPENDITURE ON					
Charitable activities					
Befriending activities		<u>101,617</u>	<u>92,264</u>	<u>193,881</u>	<u>163,061</u>
NET (EXPENDITURE)/ INCOME		(18,876)	1,335	(17,541)	13,078
RECONCILIATION OF FUNDS					
Total funds brought forward		70,363	62,102	132,465	119,387
TOTAL FUNDS CARRIED FORWARD		<u>51,487</u>	<u>63,437</u>	<u>114,924</u>	<u>132,465</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The Statement of Financial Activities includes all gains and losses in the year.

The notes form part of these financial statements

Befrienders Highland Limited

Balance Sheet
At 31 March 2018

		Unrestricted fund	Restricted funds	31.3.18 Total funds	31.3.17 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	9	5,096	685	5,781	173
CURRENT ASSETS					
Debtors	10	1,321	3,821	5,142	-
Cash at bank		47,746	87,213	134,959	181,270
CREDITORS					
Amounts falling due within one year	11	(2,676)	(28,282)	(30,958)	(48,978)
NET CURRENT ASSETS		<u>46,391</u>	<u>62,752</u>	<u>109,143</u>	<u>132,292</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>51,487</u>	<u>63,437</u>	<u>114,924</u>	<u>132,465</u>
NET ASSETS		<u>51,487</u>	<u>63,437</u>	<u>114,924</u>	<u>132,465</u>
FUNDS	12				
Unrestricted funds				51,487	70,363
Restricted funds				<u>63,437</u>	<u>62,102</u>
TOTAL FUNDS				<u>114,924</u>	<u>132,465</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies for the year ended 31 March 2018.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 15-11-18 and were signed on its behalf by:



D J Stallard -Trustee

The notes form part of these financial statements

Befrienders Highland Limited

Notes to the Financial Statements
for the Year Ended 31 March 2018

1. GENERAL INFORMATION

These financial statements are presented in pounds sterling (GBP) as that is the currency in which the charitable company's transactions are denominated. They comprise the financial statements of the charitable company.

The principal activity of Befrienders Highland Limited can be found in the Report of the Trustees.

Befrienders Highland Limited is a company limited by guarantee incorporated in the United Kingdom and registered in Scotland, under company number SC199867. It is recognised as a charitable company for tax purposes by HMRC and is registered with the Office of the Scottish Charity Regulator (OSCR) under charity number SC029386. In the event of the winding up of the charitable company a member is liable to contribute a sum not exceeding £1. Details of the registered office can be found in the Report of the Trustees.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Going concern

The financial statements have been prepared on a going concern basis. The validity of the going concern basis depends on the ability of the company to operate within available funding.

The company relies substantially upon funding by public grants and donations from other sources for its current and future commitments. The trustees are satisfied that the company can meet its liabilities as they fall due for the foreseeable future, and on this basis consider it appropriate to prepare the financial statements on a going concern basis.

Income from donations and legacies

Donations and gifts received are included in full in the Statement of Financial Activities when receivable. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Income from charitable activities

Income from charitable activities relates to grants received which fund the provision of particular services provided by the charity. Grants related to the provision of a service are deferred and released to the Statement of Financial Activities over the term of the grant.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Charitable expenditure comprises costs incurred by the charity in the delivery of its activities and services to beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Taxation

The charity is exempt from corporation tax on its charitable activities. The charity is not VAT registered and accordingly expenditure is stated gross of VAT.

Reserves

The charity is to maintain a reserve of at least the cost of 6 months operations and no more than 9 months. Any reserve held in excess of 9 months should be invested in developing our services.

2. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The memory loss and carers fund (formerly dementia fund) represents the funding received to provide befriending services to people with memory loss and those at risk of memory loss, specifically carers.

The Big Lottery Fund – Refocus Project fund represents the funding received to introduce and implement the refocus project.

Tangible fixed assets

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

Fixtures and fittings	- 20% on cost
Computer equipment	- 33% on cost

Debtors

Short term debtors are measured at transaction price, less any impairment.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of 3 months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provision are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pensions

The charity contributes to a group personal pension scheme open to all qualifying employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities.

Judgements in applying accounting policies and key sources of estimation uncertainty

The preparation of financial statements in compliance with FRS102 requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the company's accounting policies.

The trustees are satisfied that accounting policies are appropriate and applied consistently. Key sources of accounting estimation have been applied to the depreciation rates which are deemed to be appropriate for the class of asset.

3. INVESTMENT INCOME

	31.3.18	31.3.17
	£	£
Deposit account interest	<u>44</u>	<u>62</u>

Befrienders Highland Limited

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

4. NET (EXPENDITURE)/ INCOME

Net (expenditure)/ income is stated after charging:

	31.3.18	31.3.17
	£	£
Depreciation - owned assets	1,402	79
Other operating leases	<u>15,658</u>	<u>7,225</u>

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	31.3.18	31.3.17
	7	7
Administration and Co-ordinators	<u>7</u>	<u>7</u>

The charity relies on unpaid volunteers to build friendships with the people who the charity supports. During the year the average number of unpaid volunteers used by the charity was 101 (2017 - 97).

No employees received emoluments in excess of £60,000 in the current or prior year.

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	28,150	59	28,209
Charitable activities			
Befriending activities	58,981	88,887	147,868
Investment income	<u>62</u>	<u>-</u>	<u>62</u>
Total	87,193	88,946	176,139
EXPENDITURE ON			
Charitable activities			
Befriending activities	<u>99,706</u>	<u>63,355</u>	<u>163,061</u>
Total	99,706	63,355	163,061
NET INCOME/(EXPENDITURE)	(12,513)	25,591	13,078
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>82,876</u>	<u>36,511</u>	<u>119,387</u>
TOTAL FUNDS CARRIED FORWARD	<u>70,363</u>	<u>62,102</u>	<u>132,465</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

8. CORE AND ADMINISTRATIVE COSTS

Core and administrative costs which cannot be attributed to a specific fund or activity are split between the general mental health fund, the memory loss and carers fund and the Big Lottery Fund on a ratio of 50:25:25.

9. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2017	7,632	3,765	11,397
Additions	5,402	1,608	7,010
Disposals	<u>(7,237)</u>	<u>(3,765)</u>	<u>(11,002)</u>
At 31 March 2018	5,797	1,608	7,405
DEPRECIATION			
At 1 April 2017	7,459	3,765	11,224
Charge for year	974	428	1,402
Eliminated on disposal	<u>(7,237)</u>	<u>(3,765)</u>	<u>(11,002)</u>
At 31 March 2018	<u>1,196</u>	<u>428</u>	<u>1,624</u>
NET BOOK VALUE			
At 31 March 2018	<u>4,601</u>	<u>1,180</u>	<u>5,781</u>
At 31 March 2017	<u>173</u>	<u>-</u>	<u>173</u>

10. DEBTORS

	31.3.18 £	31.3.17 £
Prepayments	2,642	-
Accrued income	<u>2,500</u>	<u>-</u>
	<u>5,142</u>	<u>-</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18 £	31.3.17 £
Social security and other taxes	2,676	2,571
Deferred income	<u>28,282</u>	<u>46,407</u>
	<u>30,958</u>	<u>48,978</u>

The charity defers grant income and recognises it equally over the term of the grant. At the year end total deferred grants were £28,282 (2017 - £46,407).

Befrienders Highland Limited

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2018**

12. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted funds			
General fund - Mental Health	70,363	(18,876)	51,487
Restricted funds			
Memory Loss and Carers Fund	58,898	(18,638)	40,260
Big Lottery Fund – Refocus Project	3,204	19,973	23,177
	62,102	1,335	63,437
TOTAL FUNDS	132,465	(17,541)	114,924

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund - Mental Health	82,741	(101,617)	(18,876)
Restricted funds			
Memory Loss and Carers Fund	31,090	(49,728)	(18,638)
Big Lottery Fund – Refocus Project	62,509	(42,536)	19,973
	93,599	(92,264)	1,335
TOTAL FUNDS	176,340	(193,881)	(17,541)

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

Befrienders Highland Limited

Detailed Statement of Financial Activities
for the Year Ended 31 March 2018

	31.3.18 £	31.3.17 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	18,346	28,209
Investment income		
Deposit account interest	44	62
Charitable activities		
Grants	<u>157,950</u>	<u>147,868</u>
Total incoming resources	176,340	176,139
EXPENDITURE		
Charitable activities		
Wages	140,818	124,638
Rent	16,301	7,225
Services charges and utilities	448	3,719
Computer expenses	3,293	-
Insurance	891	867
Telephone and internet	3,144	5,443
Postage and stationery	5,413	2,743
Publicity	2,890	116
Volunteer expenses	3,500	3,877
Staff training	1,787	5,975
Staff general expenses	4,883	2,358
Maintenance	528	10
Other company costs	3,927	3,504
Bank charges	93	108
Legal expenses	4,563	2,399
Depreciation of fixtures and fittings	974	79
Depreciation of computer equipment	<u>428</u>	<u>-</u>
Total resources expended	193,881	163,061
Net (expenditure)\ income	<u>(17,541)</u>	<u>13,078</u>

This page does not form part of the statutory financial statements