

56205665

Haines Watts



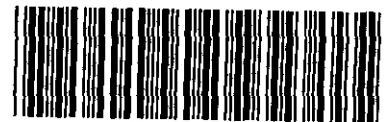
THE MOIRA ANDERSON FOUNDATION

REPORT AND FINANCIAL  
STATEMENTS

YEAR ENDED 31 MARCH 2006



WEDNESDAY



\*SJWHFMOD\*

SCT

31/01/2007

1982

COMPANIES HOUSE

**THE MOIRA ANDERSON FOUNDATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2006**

**CONTENTS**

	Page
Legal and administrative information	1 2
Directors' Report	3 4
Statement of directors' responsibilities	5
Auditors' report	6 7
Statement of Financial Activities including Income and Expenditure Account	8
Balance Sheet	9
Notes on accounts	10 16

**THE MOIRA ANDERSON FOUNDATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2006**

**Status**                      The organisation is a charitable company limited by guarantee, incorporated on 30 March 2000 and is registered in Scotland. Its Scottish Charity number is SC029979.

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

All directors retire at each annual general meeting and can offer themselves for re-election.

**Registered number**      205665 (Scotland)

**Company Secretary**    Burness LLP

**Registered Office**       50 Lothian Road  
Festival Square  
EDINBURGH  
EH3 9BY

		<u>Appointed</u>	<u>Resigned</u>
<b>Directors</b>	Sandra Brown	31 3 00	16 02 06
	Fiona Leggat	Nov 00	15 02 05
	Sheena Pollock	1 10 00	still in post
	Kay Gilchrist	5 6 02	23 8 05
	William McCloy	5 6 02	23 8 05
	Janet McGill	5 6 02	still in post
	Colin Scougall	5 6 02	still in post
	Catherine Thomson	5 6 02	still in post
	William Frew	1 6 02	23 8 05
	Nina Taylor	Mar 03	10 02 05
	Tony Martin	15 09 04	still in post
	Robert Weir	15 09 04	still in post
	Elizabeth Dinardo	23 08 05	still in post
	Deborah Brown	23 08 05	still in post

**Treasurer**                Sheena Pollock

**Auditors**                 Haines Watts  
Chartered Accountants  
Q Court  
3 Quality Street  
Davidson's Mains  
EDINBURGH  
EH4 5BP

**THE MOIRA ANDERSON FOUNDATION  
LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2006**

**Bankers**

The Royal Bank of Scotland plc  
239 St John's Road  
EDINBURGH  
EH12 7XB

Airdrie Savings Bank  
56 Stirling Street  
AIRDRIE  
ML6 0AW

**Solicitors**

Burness WS  
50 Lothian Road  
Festival Square  
EDINBURGH  
EH3 9WJ

**THE MOIRA ANDERSON FOUNDATION  
DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

**Risk review**

The financial year 05 06 marked the beginning of a new 3 yearly operational cycle for the charity, with a business plan developed for the period 2006 – 2008. Following the Annual General Meeting of September 2006, it has been agreed that there will be a period of in depth training for Trustees on Governance, Roles and responsibilities, etc, and a review of all organisational procedures and policies, including that of Risk Management. With the recruitment of an executive manager, new goals have been defined which look to the development of an effective governance framework for the Board. This includes the review and development of

- Organisational structure and processes
- Financial reporting and internal controls
- Standards of behaviour
- Policy formulation
- Monitoring procedures
- Decision making
- Stakeholder communication
- Risk management process
- Code of Conduct
- Board roles and responsibilities

**Current and future developments**

**Review of the operational goals for 2006/2007**

Our operational planning process highlighted the need that in order to deliver our 5 strategic objectives for 2006/2007 a key component of our success was the overwhelming need to fund a managerial post. The Board of Trustees reviewed the main risks facing the organisation and the decision was made to appoint a manager. It was felt that reserves were at a sufficient level and balanced with the urgent need for cohesive day to day management at the centre and a more pro active approach to funding, that the time was now right to take this next step in the charities growth plan. (Maureen Hendry was recruited as executive manager in June 2006). It was felt that during 2005/2006 we had been delivering a sub optimised service due to lack of core funding, however it is critical now that wider avenues of funding are explored and that this funding is for a minimum period of 3 years. A review of the objectives and targets for 2005 /2006 also revealed that we were clearly not capitalising on our ability raise revenue through our education and training portfolio. Since a significant part of the strategic agenda for Moira Anderson Foundation is to help make the world a safer place for children, the time is now right to explore in what ways we can capitalise on delivering our training agenda whilst creating revenue at the same time.

The lack of a co hesive funding strategy is resulting in the attention of the Board being more of a reactive response to organisational challenges and issues. The time is now right for the Board taking a wider long term approach to funding and to being structured in a way that will develop capacity and capability.

**The Charity now wishes to take forward its plan for growth and capacity building**

High level goals include

- Setting financial goals for long term stability
- Raising public awareness of the Charity
- Increase volunteer recruitment and develop volunteer programme and training
- Revising the organisation structure
- Development of client case load management processes and service evaluations
- Further recruitment to the Board
- Development of Governance Improvement Plan

An operational plan has been developed for 2006/07 which outlines the key targets and outcomes for the Charity

**Reserves policy**

It is the policy of the charity to maintain unrestricted funds, which provides sufficient funds to cover short term management and administration and support costs

**Auditors**

A resolution to appoint auditors will be put to the members at the annual general meeting

Approved by the directors and signed on their behalf by



Director

## THE MOIRA ANDERSON FOUNDATION

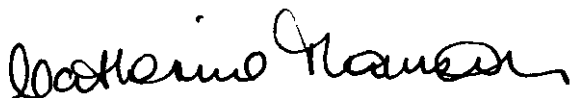
### STATEMENT OF DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of 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,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, the Charities Accounts (Scotland) Regulations 1992 and Accounting and Reporting by Charities Statement of Recommended Practice (Revised 2005) together 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.

On behalf of the Board



Director

## **REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE MOIRA ANDERSON FOUNDATION**

We have audited the financial statements of The Moira Anderson Foundation for the year ended 31 March 2006 on pages 8 – 16. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), under the historical cost convention and the accounting policies set out therein.

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 any one 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 directors and auditors**

As described on page 5, the Charity'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 Report of the Directors 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 specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Directors 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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity'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.



**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE MOIRA ANDERSON FOUNDATION**

**Opinion**

In our opinion the financial statements give a true and fair view of the state of the Charitable company's affairs at 31 March 2006 and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985

*H. Watts*

**HAINES WATTS**

**REGISTERED AUDITORS  
CHARTERED ACCOUNTANTS  
Q COURT  
3 QUALITY STREET  
EDINBURGH  
EH4 5BP**

Date

*19<sup>th</sup> SEPTEMBER 2006*

**THE MOIRA ANDERSON FOUNDATION**  
**STATEMENT OF FINANCIAL ACTIVITIES INCLUDING**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2006**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2006 £	Total Funds 2005 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary income					
Donations and grants	3	65,393	23,815	89,208	68,989
Activities for generating funds					
Fundraising activities		23,025		23,025	14,085
Investment income	4	2,185		2,185	1,226
Incoming resources from charitable activities					
Grants	5		10,000	10,000	
Training seminars	5	6,355		6,355	3,195
<b>Total incoming resources</b>		<u>96,958</u>	<u>33,815</u>	<u>130,773</u>	<u>87,495</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Costs of generating voluntary income	6	2,347		2,347	2,309
Costs of fundraising activities	6	16,580		16,580	18,570
Charitable activities	6	56,870	22,286	79,156	80,521
Governance costs	6	2,350	815	3,165	2,468
<b>Total resources expended</b>		<u>78,147</u>	<u>23,101</u>	<u>101,248</u>	<u>103,868</u>
<b>Net incoming resources</b>		18,811	10,714	29,525	(16,373)
Reconciliation of funds					
Total funds brought forward		45,034		45,034	61,407
<b>Total funds carried forward</b>		<u>63,845</u>	<u>10,714</u>	<u>74,559</u>	<u>45,034</u>

**THE MOIRA ANDERSON FOUNDATION**  
**BALANCE SHEET AS AT 31 MARCH 2006**

	Notes	2006 £	2005 £
<b>FIXED ASSETS</b>			
Tangible assets	11	6,277	8,230
<b>CURRENT ASSETS</b>			
Stocks		1,139	312
Debtors	12	2,765	982
Cash at bank and in hand		<u>71,822</u>	<u>40,227</u>
		75,726	41,521
<b>CREDITORS</b> amounts falling due within one year	13	<u>(7,444)</u>	<u>(4,717)</u>
<b>NET CURRENT ASSETS</b>		<u>68,282</u>	<u>36,804</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>74,559</u>	<u>45,034</u>
<b>UNRESTRICTED FUNDS</b>			
General	14	63,845	45,034
<b>RESTRICTED FUNDS</b>	14	<u>10,714</u>	<u>—</u>
		<u>74,559</u>	<u>45,034</u>

The accounts have been 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 Standards for Smaller Entities (effective January 2005)

The accounts on page 8 to 16 were approved by the Boards of Directors on 09 09 2006 and signed on its behalf by

*Sheena Pollock*

Sheena Pollock  
Financial Director

**THE MOIRA ANDERSON FOUNDATION  
NOTES ON THE FINANCIAL STATEMENTS  
31 MARCH 2006**

**1 Accounting Policies**

**Basis of Preparation of Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice Accounting and Reporting by Charities (SORP) (2005), the Financial Reporting Standard for Smaller Entities (effective January 2005) and the Companies Act 1985

**Fund Accounting**

Grants receivable are credited to the Statement of Financial Activities in the year for which they are received. Funds held by the charity are either

**Unrestricted general funds** these are funds which can be used in accordance with the charitable objects at the discretion of the directors,

**Designated funds** these are funds designated by the directors to be used for particular purposes and are accounted for as part of the company's unrestricted funds,

**Restricted funds** these are funds that 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

**Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- Any 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
  - Investment income is included when receivable
  - Incoming resources from charitable trading activity are accounted for when earned

**THE MOIRA ANDERSON FOUNDATION  
NOTES ON THE FINANCIAL STATEMENTS  
31 MARCH 2006**

**Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees, consultancy and governance training costs.

**Tangible Fixed Assets**

The value of any assets purchased is written off against grants specifically given to fund their purchase.

**2 LEGAL STATUS**

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**THE MOIRA ANDERSON FOUNDATION**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**31 MARCH 2006**

**3 Donations and grants**

	Unrestricted	Restricted	Total 2006	Total 2005
	£	£	£	£
Scottish Executive	50,000		50,000	49,104
James Weir Trust	1,000		1,000	
Robertson Trust		10,000	10,000	
Lloyds TSB		8,000	8,000	
Gateway Centre		5,000	5,000	
Lloyds TSB		815	815	
Donations	<u>14,393</u>	<u>          </u>	<u>14,393</u>	<u>19,885</u>
	<u>65,393</u>	<u>23,815</u>	<u>89,208</u>	<u>68,989</u>

**4 Investment income**

The charity's investment income arises solely from an interest bearing deposit account

**5 Incoming resources from activities to further the charity's objects**

	Unrestricted	Restricted	Total 2006	Total 2005
	£	£	£	£
Children in Need				
Counselling		10,000	10,000	
Income from training seminars	<u>6,355</u>	<u>          </u>	<u>6,355</u>	<u>3,195</u>
	<u>6,355</u>	<u>10,000</u>	<u>16,355</u>	<u>3,195</u>

**THE MOIRA ANDERSON FOUNDATION**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**31 MARCH 2006**

**6 Total resources expended**

	Basis of Allocation	Voluntary Income	Fundraising	Charitable Activities Unrestricted	Charitable Activities Restricted	Governance Unrestricted	Governance Restricted	Total 2006	Total 2005
<b>Costs directly allocated to activities</b>									
Counsellors	Direct			6 053	7 840			13 893	10 568
Books	Direct			886				886	437
Volunteer expenses	Direct			219				219	1 068
Client travelling expenses	Direct				90			90	-
Donations	Direct			169				169	193
Training costs	Direct			5 130				5 130	4 085
Advertising and PR	Direct		667					667	-
Fundraising cost of events	Direct		11 221					11 221	13 946
Catering at centre	Direct			508				508	511
Printing	Direct			1 802				1 802	2 424
Conference expenses	Direct			95				95	624
Subscriptions	Direct			234				234	365
Board meeting expenses	Direct			1 168				1 168	1 705
Sundry expenses	Direct			258				258	73
Legal and professional fees	Direct					385	815	1 200	353
Audit fees	Direct					1 965		1 965	2 115
<b>Support costs allocated to activities</b>									
Premises	Usage	1 031	2 061	7 214				10 306	9 324
Staff costs									
Administration	Staff time	533	1 066	3 730				5 329	5 258
Project worker	Staff time			4 068	12 082			16 150	14 846
National co-ordinator	Staff time			19 858	2 274			22 132	27 441
Equipment hire maintenance and depreciation	Usage	366	731	2 560				3 657	4 364
Telephone postages and stationery	Usage	417	834	2 918				4 169	4 168
<b>Total resources expended</b>		<b>2 347</b>	<b>16 580</b>	<b>56 870</b>	<b>22 286</b>	<b>2 350</b>	<b>815</b>	<b>101 248</b>	<b>103 868</b>

**THE MOIRA ANDERSON FOUNDATION**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**31 MARCH 2006**

**7 NET INCOMING RESOURCES**

	2006	2005
	£	£
Net incoming resources are stated after crediting		
Interest receivable	<u>2,185</u>	<u>1,226</u>
and after charging		
Auditors' remuneration	<u>1,965</u>	<u>2,115</u>
Depreciation of tangible fixed assets (note 6)		
Owned assets	<u>1,953</u>	<u>2,568</u>

	2006	2005
	£	£
<b>8 DIRECTORS AND EMPLOYEES</b>		
Wages and salaries	39,482	44,319
Staff pension costs	<u>1,849</u>	<u>1,838</u>
	<u>41,331</u>	<u>45,157</u>
	Number	Number
Average monthly employed including		
executive directors		
Salaried	<u>3</u>	<u>3</u>

No remuneration was paid to any of the directors during the year

**9 TRUSTEE REMUNERATION AND EXPENSES**

The directors receive no remuneration or expenses

The Foundation paid the following fees and expenses in the normal course of business to Sandra Brown

	2006	2005
	£	£
Training fees	<u>5,130</u>	<u>—</u>
Expense payments	<u>1,046</u>	<u>1,705</u>



**THE MOIRA ANDERSON FOUNDATION**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**31 MARCH 2006**

**10 TAXATION**

As a charitable organisation and not trading, there is no liability to taxation on any surplus of income over expenditure

**11 TANGIBLE FIXED ASSETS**

	Plant and Equipment £	Fixtures and Fittings £	Total £
<b>Cost</b>			
At 1 April 2005 and 31 March 2006	<u>14,091</u>	<u>3,993</u>	<u>18,084</u>
<b>Depreciation</b>			
At 1 April 2005	7,962	1,892	9,854
Charge for year	<u>1,533</u>	<u>420</u>	<u>1,953</u>
At 31 March 2006	<u>9,495</u>	<u>2,312</u>	<u>11,807</u>
<b>Net book value</b>			
At 31 March 2006	<u>4,596</u>	<u>1,681</u>	<u>6,277</u>
At 31 March 2005	<u>6,129</u>	<u>2,101</u>	<u>8,230</u>

All tangible fixed assets are used for general administration purposes

	2006 £	2005 £
<b>12 DEBTORS</b>		
Amounts falling due within one year		
Prepayments and other debtors	<u>2,765</u>	<u>982</u>

**THE MOIRA ANDERSON FOUNDATION**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**31 MARCH 2006**

	2006 £	2005 £
<b>13 CREDITORS' AMOUNTS FALLING DUE WITHIN ONE YEAR</b>		
Accruals and other creditors	6,159	3,743
Other taxes and social security costs	<u>1,285</u>	<u>974</u>
	<u>7,444</u>	<u>4,717</u>
<b>14 RECONCILIATION OF MOVEMENTS IN TOTAL FUNDS</b>		
	<b>Restricted Fund £</b>	<b>General Fund £  Total £</b>
At 1 April 2005		45,034 45,034
Movement in funds for the year	<u>10,714</u>	<u>18,811</u> <u>29,525</u>
Balances at 31 March 2006	<u>10,714</u>	<u>63,845</u> <u>74,559</u>
Represented by		
Tangible assets		6,278 6,278
Cash at bank and in hand	10,714	61,108 71,822
Other current assets		103,904 103,904
Current liabilities	<u>          </u>	<u>(107,445)</u> <u>(107,445)</u>
	<u>10,714</u>	<u>63,845</u> <u>74,559</u>
<b>15 LEASING COMMITMENTS</b>	<b>2006 £</b>	<b>2005 £</b>
Annual property leases expiring		
Next year		
Within two to five years	<u>7,900</u>	<u>7,900</u>
	<u>7,900</u>	<u>7,900</u>