



THE MOIRA ANDERSON FOUNDATION

**REPORT AND FINANCIAL
STATEMENTS**

YEAR ENDED 31 MARCH 2005



**THE MOIRA ANDERSON FOUNDATION
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2005**

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**THE MOIRA ANDERSON FOUNDATION
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2005**

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 Solicitors

Registered Office 50 Lothian Road
Festival Square
EDINBURGH
EH3 9BY

	<u>Appointed</u>	<u>Resigned</u>
Directors		
Sandra Brown		
Fiona Leggat		15.02.05
Sheena Pollock		
Kay Gilchrist		
William McCloy		
Janet McGill		
Colin Scougall		
Catherine Thomson		
William Frew		
Nina Taylor		10.02.05
Tony Martin	15.09.04	
Robert Weir	In Process	

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 2005**

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 2005**

The directors present their report and the audited accounts for the year ended 31 March 2005.

Further information on the Charity's activities can be obtained by contacting Sandra Brown at The Moira Anderson Foundation, 29 Alexander Street, Airdrie, ML6 0BA.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Objects of the Charity

The objective of the Foundation is to assist the victims of child abuse and their families.

Directors

The directors of the company during the year and their interests in the shares of the company as recorded in the register of directors' interests were as follows:-

	31 March 2005	31 March 2004
	Ordinary Shares	Ordinary Shares
Sandra Brown	-	-
Fiona Leggat	-	-
Sheena Pollock	-	-
Kay Gilchrist	-	-
William McCloy	-	-
Janet McGill	-	-
Colin Scougall	-	-
Catherine Thomson	-	-
William Frew	-	-
Nina Taylor	-	-
Tony Martin	-	-
Robert Weir	-	-

Organisation

A Board of up to 10 directors meet monthly and administer the charity. The directors, Sandra Brown, Fiona Leggat and Catherine Thomson form the "Human Resource Group" which is appointed by the Board to manage the day to day operations of the charity.

Investment Powers

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the Board see fit.

**THE MOIRA ANDERSON FOUNDATION
DIRECTORS' REPORT
FOR THE YEAR ENDED 31 MARCH 2005**

Risk review

The financial year 05-06 will mark the beginning of a new 3 yearly operational cycle for the charity, with a business plan developed for the period 2005 – 2008. Following the Annual General Meeting of August 2005, 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.

Current and future developments

The Charity now wishes to expand its successful "Safe Hands" campaign, evaluating the pilot by means of an independent consultation, and deliver further courses throughout the central belt of Scotland, as well as within Lanarkshire, while investigating and promoting further preventative awareness raising initiatives so that the Scottish community at large take ownership of the issues around child protection. The Moira Anderson Foundation also intends to participate in and advise on the newly appointed reference group set up to distribute some £2million of funding soon to be made available to survivor agencies, by the Health Minister.

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 re-appoint Haines Watts, Chartered Accountants, as auditors will be put to the members at the annual general meeting.

Approved by the directors and signed on their behalf by:-



Sandra Brown
Director

21 August 2005

THE MOIRA ANDERSON FOUNDATION

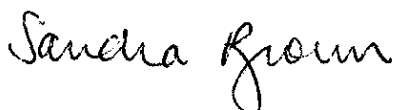
STATEMENT OF DIRECTORS' RESPONSIBILITIES

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 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 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



Sandra Brown
Director

21 August 2005

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 2005 on pages 8 - 15. 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 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 2005 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.



HAINES WATTS

**REGISTERED AUDITORS
CHARTERED ACCOUNTANTS**

Date: 16th AUGUST 2005

THE MOIRA ANDERSON FOUNDATION
STATEMENT OF FINANCIAL ACTIVITIES INCLUDING
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2005

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £	Total Funds 2004 £
INCOMING RESOURCES					
Donations		20,130	-	20,130	13,457
Fundraising activities	10	17,280	-	17,280	21,005
Investment income	4	1,226	-	1,226	375
Grants		49,104	-	49,104	62,947
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		<u>87,740</u>	<u>-</u>	<u>87,740</u>	<u>97,784</u>
RESOURCES EXPENDED					
Direct charitable expenditure	11	12,073	-	12,073	7,974
Fundraising and publicity	12	18,031	-	18,031	14,279
Administration	13	71,441	-	71,441	71,441
Depreciation	14	2,568	-	2,568	3,180
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		<u>104,113</u>	<u>-</u>	<u>104,113</u>	<u>96,874</u>
Movement in total funds for the year – Net expense for the year		(16,373)	-	(16,373)	910
Total funds brought forward		61,407	-	61,407	60,497
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		<u>45,034</u>	<u>-</u>	<u>45,034</u>	<u>61,407</u>

**THE MOIRA ANDERSON FOUNDATION
BALANCE SHEET AS AT 31 MARCH 2005**

	Notes	2005 £	2004 £
FIXED ASSETS			
Tangible assets	6	8,230	10,196
CURRENT ASSETS			
Stocks		312	312
Debtors	7	150,982	42,428
Cash at bank and in hand		<u>40,227</u>	<u>53,958</u>
		191,521	96,698
CREDITORS: amounts falling due within one year	8	<u>(154,717)</u>	<u>(45,487)</u>
NET CURRENT ASSETS		<u>36,804</u>	<u>51,211</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>45,034</u>	<u>61,407</u>
UNRESTRICTED FUNDS			
General	9	45,034	61,407
RESTRICTED FUNDS	9	<u>-</u>	<u>-</u>
		<u>45,034</u>	<u>61,407</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 March 2002).

The accounts on page 8 to 15 were approved by the Boards of Directors on 21 August 2005 and signed on its behalf by:-

Sandra Brown

Sandra Brown
Director

THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005

1. ACCOUNTING POLICIES

General

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, the Financial Reporting Standard for Smaller Entities (effective March 2002) and the Companies Act 1985.

Basis of preparation

The accounts are prepared on a going concern basis assuming the continued support of Scottish Executive funding. Awards from the Scottish Executive are for 3 years, consisting of equal annual installments. For the period 2005 – 2008, the Scottish Executive has pledged £50,000 per annum.

Income

Donations and income from fundraising activities are accounted for when received. Gifts in kind are valued on the basis of cost to the donor.

Tangible fixed assets

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:-

Equipment	- 25% per annum reducing balance
Fixtures and fittings	- 20% per annum reducing balance

Stock

Stock is included at the lower of cost or net realisable value.

Donations and grants

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the Charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the Charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

**THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005**

Fund accounting

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.

2. LEGAL STATUS OF CHARITY

The Charity is a company limited by guarantee and has no share capital.

3. TURNOVER

In the opinion of the directors, none of the turnover of the company is attributable to geographical markets outside the UK (2004 – nil).

4. NET INCOMING RESOURCES

	2005	2004
	£	£
Net incoming resources are stated after crediting:-		
Interest receivable	<u>1,226</u>	<u>375</u>
and after charging:		
Auditors' remuneration	2,115	2,115
Depreciation of tangible fixed assets (note 6):		
- Owned assets	2,568	3,180

THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005

	2005 £	2004 £
5. DIRECTORS AND EMPLOYEES		
Wages and salaries	44,319	36,597
Staff pension costs	<u>1,838</u>	<u>1,015</u>
	<u>46,157</u>	<u>37,612</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.

6. TANGIBLE FIXED ASSETS

	Plant and Equipment £	Fixtures and Fittings £	Total £
Cost			
At 1 April 2004	13,726	3,993	17,719
Additions	1,315	-	1,315
Disposals	<u>(950)</u>	<u>-</u>	<u>(950)</u>
At 31 March 2005	<u>14,091</u>	<u>3,993</u>	<u>18,084</u>
Depreciation			
At 1 April 2004	6,156	1,367	7,523
Elimination on disposal	(238)	-	(238)
Charge for year	<u>2,043</u>	<u>525</u>	<u>2,568</u>
At 31 March 2005	<u>7,961</u>	<u>1,892</u>	<u>9,854</u>
Net book value			
At 31 March 2005	<u>6,130</u>	<u>2,101</u>	<u>8,230</u>
At 31 March 2004	<u>7,570</u>	<u>2,626</u>	<u>10,196</u>

All tangible fixed assets are used for general administration purposes.

THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005

	2005 £	2004 £
7. DEBTORS		
Amounts falling due within one year		
Prepayments	982	690
Accrued income	<u>150,000</u>	<u>41,738</u>
	<u>150,982</u>	<u>42,428</u>
8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
Deferred income	150,000	40,000
Accruals	3,743	3,561
Other taxes and social security costs	<u>974</u>	<u>1,926</u>
	<u>154,717</u>	<u>45,487</u>

9. RECONCILIATION OF MOVEMENTS IN TOTAL FUNDS

	Restricted Fund £	General Fund £	Total £
At 1 April 2004	-	61,407	61,407
Movement in funds for the year	<u>-</u>	<u>(16,373)</u>	<u>(16,373)</u>
Balances at 31 March 2005	<u>-</u>	<u>45,034</u>	<u>45,034</u>
Represented by:			
Tangible assets	-	8,230	8,230
Cash at bank and in hand	-	40,227	40,227
Other current assets	-	151,294	151,294
Current liabilities	<u>-</u>	<u>(154,717)</u>	<u>(154,717)</u>
	<u>-</u>	<u>45,034</u>	<u>45,034</u>

THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005

	2005	2004
	£	£
10. FUNDRAISING ACTIVITIES		
Training courses	3,195	5,542
Book sales	856	1,427
Fundraising/social events	<u>13,229</u>	<u>14,036</u>
	<u>17,280</u>	<u>21,005</u>
11. DIRECT CHARITABLE EXPENDITURE		
Books	437	1,049
Counsellor and victim support costs	<u>11,636</u>	<u>6,925</u>
	<u>12,073</u>	<u>7,974</u>
12. FUNDRAISING AND PUBLICITY		
Fundraising expenses	9,774	8,050
Advertising and public relations	306	2,229
Safe Hands project	3,866	-
Training costs	<u>4,085</u>	<u>4,000</u>
	<u>18,031</u>	<u>14,279</u>
13. ADMINISTRATION		
Heat and light	807	2,294
External conference costs	624	760
Information and publications	594	585
Training expenses	830	1,380
Wages and salaries	44,319	36,597
Staff pension costs	1,838	1,015
Motor and travel expenses	2,263	3,029
Bank charges	75	-
Insurance	354	781
Rent	7,267	6,000
Rates	567	245
Repairs and maintenance	1,618	3,504
Equipment hire	922	921
Professional fees	353	922
Stationery and printing	3,867	8,267
Sundry	1,134	1,230
Telephone and fax	2,132	1,796
Audit fee	2,115	2,115
Gain on disposal of tangible fixed assets	<u>(238)</u>	<u>-</u>
	<u>71,441</u>	<u>71,441</u>

THE MOIRA ANDERSON FOUNDATION
NOTES ON THE FINANCIAL STATEMENTS
31 MARCH 2005

	2005 £	2004 £
14. DEPRECIATION		
Plant and equipment	2,043	2,523
Fixtures and fittings	<u>525</u>	<u>657</u>
	<u>2,568</u>	<u>3,180</u>
15. LEASING COMMITMENTS		
Property leases		
Next year	-	-
Within two to five years	<u>7,900</u>	<u>7,900</u>
	<u>7,900</u>	<u>7,900</u>

16. ULTIMATE CONTROLLING PARTY

The directors are of the opinion that the company is under the ultimate control of the Board of Directors.