

Charity Registration No. SC030472

Company Registration No. 209656 (Scotland)

MINDROOM

DIRECTORS' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 2004



MINDROOM

LEGAL AND ADMINISTRATIVE INFORMATION

| | |
|--------------------------|---|
| Directors | H.K.E.S. Dow R.C. Dow M. Anderson L.G. Foa T Mackie S.M.H. Wood |
| Secretary | K.C.W. Howlett |
| Charity number | SC030472 |
| Company number | 209656 |
| Principal address | Po Box 13684 MUSSELBURGH East Lothian EH21 1YL |
| Registered office | Edinburgh Quay 133 Fountainbridge Edinburgh EH3 9AG |
| Accountants | Scott & Paterson Bruntsfield House 6 Bruntsfield Terrace EDINBURGH EH10 4EX |
| Bankers | Bank of Scotland 94 High Street MUSSELBURGH EH21 7TE CAF Bank 25 Kings Hill Avenue Kings Hill West Malling KENT ME19 4JQ |

MINDROOM

DIRECTORS' REPORT FOR THE YEAR ENDED 31 DECEMBER 2004

The Directors present their report and accounts for the year ended 31 December 2004.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

Objects of the charity

The charity is a company limited by guarantee and as such has no share capital. The charity changed its name on 16 April 2003 from Mindfield. The company, being a charity, is exempt from tax in accordance with section 505 of the Income and Corporation Taxes Act 1988.

The company's objectives in the period were to promote, maintain and improve the public education by encouraging the study of conditions such as Attention Deficit, Hyperactivity Disorder and DAMP (Deficit in Attention Motorskills and Perception) which cause learning difficulties.

The policies adopted in furtherance of these objectives were to organise, promote and manage lectures, workshops and seminars to promote the objects of the Company.

The Board meet on a regular basis to discuss financial, marketing and fund-raising matters which are performed by the various board members.

Review of activities

During the period the charity held a Master Class conference and worked on planning a major conference in 2006.

The charity produced 'Leaflets of Hope' which are primarily aimed at employers. The project was commissioned by Dumfries and Galloway Council's HOPE service, the leaflets were written by Mindroom and funded by Jobcentre Plus. The leaflets are currently being adapted in a project for the Royal Mail.

The charity is also working on a concept for a Mindroom clinic, a 'one stop shop' manned by a multi professional team consisting of a paediatrician, psychologist, occupational therapist, speech therapist as well as an educator and a secretary.

Directors

The Directors, who are also the directors for the purpose of company law, who served during the year were:

H.K.E.S. Dow

R.C. Dow

M. Anderson

L.G. Foa

T Mackie

S.M.H. Wood

None of the Directors have any beneficial interest in the company. All of the Directors are members of the company and guarantee to contribute £1 in the event of a winding up.

Review of financial position

The directors are satisfied with the financial affairs of the company.

MINDROOM

DIRECTORS' REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2004

Reserves policy

The directors consider that reserves at the current level will ensure that they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised.

Risk factors

The Directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

On behalf of the board of Directors

H.K.E.S. Dow

Director

Dated: 13.9.05

Sylvie Dow

MINDROOM

INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF MINDROOM

We report on the accounts for the year ended 31 December 2004 set out on pages 4 to 10.

Respective responsibilities of Directors and reporting accountants

As described on page 5 the charitable company's Directors, who are also the directors of Mindroom for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

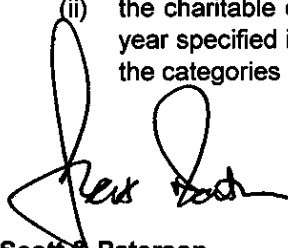
Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



Scott & Paterson

Chartered Accountants
Reporting Accountants
Bruntsfield House
6 Bruntsfield Terrace
EDINBURGH
EH10 4EX

Dated: 19 September 2005

MINDROOM

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2004

| | Notes | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total 2004 £ | Total 2003 £ |
|---|-------|-------------------------|-----------------------|-----------------------|--------------------|--------------------|
| <u>Incoming resources</u> | | | | | | |
| Donations and legacies | 2 | 29,117 | - | - | 29,117 | 71,424 |
| Activities in furtherance of the charity's activities | 3 | 8,068 | - | 9,014 | 17,082 | 54,450 |
| Activities for generating funds | 4 | 8,489 | - | - | 8,489 | 18,593 |
| Investment income | 5 | 691 | - | - | 691 | 298 |
| Other incoming resources | 6 | 1,686 | - | - | 1,686 | 538 |
| Total incoming resources | | 48,051 | - | 9,014 | 57,065 | 145,303 |
| <u>Resources expended</u> | | | | | | |
| Charitable expenditure | | | | | | |
| Conference costs | | 25,711 | - | - | 25,711 | 136,762 |
| Website development costs | | - | - | - | - | 16,675 |
| Workstep modernisation fund | | - | - | 7,394 | 7,394 | - |
| Support costs | | 303 | 741 | - | 1,044 | 3,284 |
| Management and administration | | 2,648 | - | - | 2,648 | 4,085 |
| Total resources expended | 7 | 28,662 | 741 | 7,394 | 36,797 | 160,806 |
| Net income/(expenditure) for the year/ Net movement in funds | | 19,389 | (741) | 1,620 | 20,268 | (15,503) |
| Fund balances at 1 January 2004 | | 19,713 | 942 | - | 20,655 | 36,158 |
| Fund balances at 31 December 2004 | | 39,102 | 201 | 1,620 | 40,923 | 20,655 |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

MINDROOM

BALANCE SHEET AS AT 31 DECEMBER 2004

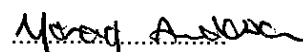
| | Notes | 2004 £ | £ | 2003 £ | £ |
|---|-------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 201 | | 942 |
| Current assets | | | | | |
| Debtors | 11 | 1,918 | | 3,938 | |
| Cash at bank and in hand | | 42,054 | | 16,358 | |
| | | 43,972 | | 20,296 | |
| Creditors: amounts falling due within one year | 12 | (3,250) | | (583) | |
| Net current assets | | | 40,722 | | 19,713 |
| Total assets less current liabilities | | | 40,923 | | 20,655 |
| Income funds | | | | | |
| Restricted funds | 13 | | 1,620 | | - |
| Unrestricted funds: | | | | | |
| Designated funds | 14 | | 201 | | 942 |
| Other charitable funds | | | 39,102 | | 19,713 |
| | | | 40,923 | | 20,655 |

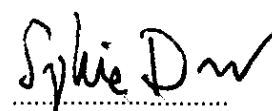
The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 December 2004. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 December 2004 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 13 September 2005


M. Anderson
Director


H.K.E.S. Dow
Director

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004

| | 2004 £ | 2003 £ |
|------------------------|-----------|-----------|
| Fundraising activities | 8,489 | 18,593 |

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2004

5 Investment income

| | 2004 £ | 2003 £ |
|---------------------|-----------|-----------|
| Interest receivable | 691 | 298 |

6 Other incoming resources

| | 2004 £ | 2003 £ |
|----------------------|-----------|-----------|
| Helen Bateman income | 1,686 | 538 |

7 Total resources expended

| | Total 2004 £ | Total 2003 £ |
|-------------------------------|--------------------|--------------------|
| Charitable expenditure: | | |
| Conference costs | 25,711 | 136,762 |
| Website development costs | - | 16,675 |
| Workstep modernisation fund | 7,394 | - |
| Support costs | 1,044 | 3,284 |
| Management and administration | 2,648 | 4,085 |
| | 36,797 | 160,806 |

8 Directors

None of the Directors (or any persons connected with them) received any remuneration during the year.

9 Employees

Number of employees

There were no employees during the year.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2004

10 Tangible fixed assets

| | Computer equipment £ |
|---|----------------------------|
| Cost | |
| At 1 January 2004 and at 31 December 2004 | <u>2,223</u> |
| Depreciation | |
| At 1 January 2004 | 1,281 |
| Charge for the year | 741 |
| At 31 December 2004 | <u>2,022</u> |
| Net book value | |
| At 31 December 2004 | <u>201</u> |
| At 31 December 2003 | <u><u>942</u></u> |

| 11 Debtors | 2004 £ | 2003 £ |
|---------------|--------------|--------------|
| Other debtors | <u>1,918</u> | <u>3,938</u> |

| 12 Creditors: amounts falling due within one year | 2004 £ | 2003 £ |
|---|--------------|------------|
| Other creditors | <u>3,250</u> | <u>583</u> |

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2004

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Balance at 1 January 2004 | Movement in funds | | Balance at 31 December 2004 |
|------------------|---------------------------------|-----------------------|-----------------------|--------------------------------------|
| | | Incoming resources | Resources expended | |
| | £ | £ | £ | £ |
| Leaflets of Hope | - | 9,014 | (7,394) | 1,620 |
| | - | 9,014 | (7,394) | 1,620 |

The Leaflet of Hope fund represents funds received to produce brochures commissioned by Dumfries and Galloway Council's HOPE Service and funded by Jobcentre Plus. The balance on this fund will be used for postage in the next year.

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

| | Balance at 1 January 2004 | Movement in funds | | Balance at 31 December 2004 |
|-----------------------|---------------------------------|-----------------------|-----------------------|--------------------------------------|
| | | Incoming resources | Resources expended | |
| | £ | £ | £ | £ |
| Tangible fixed assets | 942 | - | (741) | 201 |
| | 942 | - | (741) | 201 |

MINDROOM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2004

15 Analysis of net assets between funds

| | Unrestricted funds £ | Designated funds £ | Restricted funds £ | Total £ |
|---|----------------------------|--------------------------|--------------------------|---------------|
| Fund balances at 31 December 2004 are represented by: | | | | |
| Tangible fixed assets | - | 201 | - | 201 |
| Current assets | 42,352 | - | 1,620 | 43,972 |
| Creditors: amounts falling due within one year | (3,250) | - | - | (3,250) |
| | <u>39,102</u> | <u>201</u> | <u>1,620</u> | <u>40,923</u> |

16 Contingent liabilities

At 31 December 2004, the charity has no contingent liabilities.

17 Related parties

During the year, there were no transactions with related parties.