

Edinburgh Young Carers Project

(Limited by Guarantee)

Report & Financial Statements

For the Year Ended

31 March 2005



Company Registration Number

SC 212971

Edinburgh Young Carers Project
Report and Financial Statements
For the Year Ended 31st March 2005

<i>Contents</i>	<i>Pages</i>
Legal & Administrative Information	2
Report of the Directors	3 - 5
Report of the Auditors	6
Accounting policies	7
Statement of Financial Activities (Including Income & Expenditure Account)	8
Balance Sheet	9
Notes to the Accounts	10 - 13

Edinburgh Young Carers Project

Report and Financial Statements For the Year Ended 31st March 2005

Legal & Administrative Information

Board of Directors

The following served as directors during the year:

Present members:

Seb Fischer	(Chairperson)
Ian McInnes	
Sue Mills	(appointed 27/8/04)
Sarah McNaught	(appointed 27/8/04)
Gerald Barlow, OBE	(appointed 27/8/04)

Former members:

Raymy Boyle	(appointed 27/8/04, resigned 21/2/05)
Lesley-Ann Smith	(former treasurer, resigned 27/9/04)
Is Szoneberg	(former vice chairperson, resigned 27/9/04)
Aileen Stewart - Higginson	(former chairperson, resigned 27/9/04)
Jacqueline Mok	(resigned 27/9/04)
Helen Watt	(resigned 27/9/04)

Company Secretary

Rob Warren

Auditors

Norman, Downie & Kerr Ltd, C.A.
The Courtyard
130 Constitution Street
Leith
Edinburgh EH6 6AJ.

Bankers

Bank of Scotland
6 Picardy Place
Edinburgh EH1 3JT

Registered Office & Carer Centre

Norton Park
57 Albion Road
Edinburgh EH7 5QY.

Company Number: SC 212971

Scottish Charity No: SC 026270

Edinburgh Young Carers Project

Report of the Directors For the Year Ended 31 March 2005

The Directors are pleased to present their report and the financial statements for the year ended 31 March 2005.

General Information

Edinburgh Young Carers Project is a company limited by guarantee and not having a share capital. It is governed by its Memorandum & Articles of Association. The liability of members is limited to £1 (one pound) each.

The names of the directors and other general information are listed on page 2.

Objects & Review of Activities

The principal objects of the company are to relieve the poverty and distress, increase the health and welfare, and advance the education of young people with caring responsibilities in Edinburgh and elsewhere.

Following six years of rapid development, company activities in this financial year focused on managing the renewal of several funding streams and the effect on staff and service levels. Concentrating on consolidation of past service achievements, the company also successfully managed a transfer of responsibilities from former company members and directors through recruitment of new members and a new Board of Directors, including:

- undertaking a thorough induction programme for new directors of the company
- implementing a review of strategic service priorities
- managing exit strategies for services where funding streams had reached their end
- seeking regeneration of funding streams
- re-structuring the staff team through the development of a senior young carers worker post
- restructuring and streamlining service level criteria to match child protection and service priorities
- entering detailed negotiations with statutory funding bodies to lay the foundations for a service level agreement
- reviewing and re-structuring financial management tools
- and implementing a quality assurance programme.

At the same time the company regenerated and strengthened service levels over the course of the year to provide services to 96 young carers with high to medium priority needs.

Activities included:

- Providing intensive individual support to 15 young carers with high priority needs
- Supporting 7 activity groups that ran for up to 24 fortnightly sessions for young carers aged between 5 and 16 years.
- Launching a new project for young carers aged 16 and over
- Launching a new drama project for 12 young carers in partnership with the Royal Lyceum Theatre
- Providing 2 residential trips
- Providing a day trip and outings for over 30 young carers
- and supporting the further development of the Edinburgh Young Carers Forum.

Edinburgh Young Carers Project

Report of the Directors (continued)

Objects & Review of Activities (continued)

The Edinburgh Young Carers Forum made a video to raise awareness of the issues which young carers face. This work has led to the forum and Edinburgh Young Carers Project receiving two awards in recognition of their work. The video is now being developed as a training tool for professionals who work with young people.

Other activities during the year included the commissioning and publication of a pilot survey into the health and well-being of young carers in Edinburgh and participating in national initiatives to raise awareness and increase provision for young carers.

Financial Review

There were net incoming resources of £38,674 during the year comprising an increase in unrestricted funds of £31,133 and a net increase in restricted funds of £7,541, as detailed in the Statement of Financial Activities (SOFA) on page 8. Further details of fund movements are shown in note 6 on page 13. Details of grants receivable and other income are shown in note 1 on page 10. Expenditure in the SOFA has been classified by type of work undertaken, in accordance with recommended practice, and an analysis of this is given in note 2 on page 11.

Core funding from City of Edinburgh Council and NHS Lothian is continuing at a similar level in 2005/06 and a further instalment of £30,000 from Comic Relief has been agreed. Funding from the Diana Princess of Wales Trust for the 16+ project continues until January 2008. Funding of £10,921 is being received from OOSHLA in 2005/06 for the *Young Carers' Drama Programme* in conjunction with the Royal Lyceum Theatre, Edinburgh. Funding of £25,000 has been secured from the Edinburgh Drug & Alcohol Team for a drug and alcohol project in the new year. The fundraising consultant has been contracted for a further year and grant income of £44,000 (gross) is budgeted from this source.

Reserves Policy

The company's reserves policy is to maintain the free reserves of the charity (represented by the aggregated balances on the general and contingency funds) at a level equivalent to 3 months' annual expenditure. This is considered to be a prudent level to cover short-term funding gaps and other contingencies. Further information about the company's reserves is given in note 6 on page 13.

Responsibilities of the Directors

Company law requires the directors to ensure that financial statements are prepared for each financial year which give a true and fair view of the state of affairs of the company and of its results for that period.

In preparing financial statements, the directors are required to:

- select suitable accounting policies and then 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 charity will continue in business.

Edinburgh Young Carers Project

Report of the Directors (continued)

Responsibilities of the Directors (continued)

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.

Risk Management

The directors are aware of the major risks, financial and otherwise, affecting the charity and consider that appropriate procedures are in place to mitigate those risks. They are committed to an ongoing quality assurance process and continued monitoring of risk.

Signed:



Date:

22 August 2001

Chairperson

Independent Auditors' Report To the Members of the Edinburgh Young Carers Project

We have audited the financial statements of Edinburgh Young Carers Project for the year ended 31 March 2005 set out on pages 7 to 13. These financial statements have been prepared 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 auditor's 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 the Auditors

The responsibilities of the directors for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of their responsibilities on page 4.

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 information contained in the Report of the Directors 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 judgements 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 affairs of the charitable company as 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.

Norman, Downie & Kerr Ltd

Norman, Downie & Kerr Ltd
Chartered Accountants and Registered Auditors
The Courtyard
130 Constitution Street, Leith
Edinburgh EH6 6AJ

Date: *25 August 2005*

Edinburgh Young Carers Project

Accounting Policies

For the Year Ended 31 March 2005

Basis of Accounting

The financial statements have been prepared under the historical cost convention, in accordance with the special provisions relating to small companies within Part V11 of the Companies Act 1985, in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE) and the Statement of Recommended Practice: Accounting and Reporting by Charities.

Grants and Donations

Income from annual grants is recognised in the period to which the grant relates. Any grants received in advance are included as deferred grants in creditors.

Income from other grants and donations is recognised on receipt. Where a grant or donation is received for a specific purpose, it is included in restricted income and any unexpended portion carried forward as a restricted fund.

Assets or other gifts in kind received by the charity are recognised as income when received and are included at market value or at an estimate of their value where a market value is not readily known.

Resources Expended

All expenditure is accounted for on an accruals basis. As far as possible costs are attributed directly to the various categories of charitable expenditure. Staff costs are allocated on the basis of time spent on each activity by employees and other overheads according to estimated usage.

Tangible Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated by the straight line method to write off the cost of fixed assets over their estimated useful lives at the following rates:

Computer equipment:	33% per annum
Other equipment & furniture:	20-25% per annum

Pensions

The company contributes defined contributions to personal pension plans for certain employees. Contributions are charged to expenditure as they become payable.

Taxation

The company is a recognised charitable body and is exempt from corporation tax on its charitable activity. It is not registered for VAT and expenditure includes VAT where appropriate.

Funds

Unrestricted general funds are funds which can be used in accordance with any of the charitable objects of the charity at the discretion of the Council of Management.

Designated funds are funds set aside by the Council of Management out of unrestricted general funds for specific purposes or projects.

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

Further explanations of the nature and purpose of each fund are set out in note 6 on page 13.

Edinburgh Young Carers Project

Statement of Financial Activities (Including Income & Expenditure Account)

For the Year ended 31 March 2005

	Note	Unrestricted Funds £	Restricted Funds £	Total 2005 £	Total 2004 £
Incoming resources:					
Grants & donations	1	141,543	74,512	216,055	180,012
Fees & other income		-	-	-	1,545
Bank interest		3,472	-	3,472	1,603
Total incoming resources		<u>145,015</u>	<u>74,512</u>	<u>219,527</u>	<u>183,160</u>
Resources expended:					
Costs of generating funds		18,255	-	18,255	6,836
<i>Costs of activities in furtherance of the charity's objects:</i>					
Group work		34,274	12,564	46,838	45,572
Individual support		16,747	3,406	20,153	16,082
Rights work		6,958	12,865	19,823	18,746
Support & information		1,201	24,352	25,553	24,446
Group & individual work with 16+		-	10,101	10,101	-
Residential		2,013	3,683	5,696	11,108
Drugs work		-	-	-	5,196
Strategy & development work		24,743	-	24,743	27,301
Management of the charity		9,691	-	9,691	8,796
Total resources expended	2	<u>113,882</u>	<u>66,971</u>	<u>180,853</u>	<u>164,083</u>
Net incoming resources					
Net income		31,133	7,541	38,674	19,077
Transfers		-	-	-	-
Net movement in funds		31,133	7,541	38,674	19,077
Funds at 1 April 2004		<u>44,017</u>	<u>26,189</u>	<u>70,206</u>	<u>51,129</u>
Funds at 31 March 2005		<u>75,150</u>	<u>33,730</u>	<u>108,880</u>	<u>70,206</u>

All incoming resources and resources expended are derived from continuing activities. The company has no recognised gains or losses other than those included in the Statement of Financial Activities above.

The notes on pages 10 to 13 form part of these financial statements.

Edinburgh Young Carers Project

Balance Sheet at 31 March 2005

	Note	2005 £	2004 £
Fixed Assets			
Tangible assets	3	<u>5,479</u>	<u>10,960</u>
Current Assets			
Debtors	4	4,020	3,724
Cash at bank & in hand		<u>144,824</u>	<u>95,515</u>
		<u>148,844</u>	<u>99,239</u>
Creditors			
Amounts falling due within one year	5	<u>45,443</u>	<u>39,993</u>
Net Current Assets		<u>103,401</u>	<u>59,246</u>
Net Assets		<u><u>108,880</u></u>	<u><u>70,206</u></u>
Funds			
General fund		39,671	13,057
Designated funds		<u>35,479</u>	<u>30,960</u>
Total unrestricted funds	6	75,150	44,017
Restricted funds	6	<u>33,730</u>	<u>26,189</u>
Total Funds		<u><u>108,880</u></u>	<u><u>70,206</u></u>

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities.

The accounts on pages 7 to 13 were approved by the Board on *22 August 2005* and are signed on their behalf by:

Sarah McJannet.
Smiley

Directors

The notes on pages 10 to 13 form part of these financial statements.

Edinburgh Young Carers Project

Notes to the Financial Statements

For the Year Ended 31 March 2005

1. Grants & donations

Sources of income and purposes of grants and donations received during the year were as follows:

	2005	2004
	£	£
<i>Core grants:</i>		
City of Edinburgh Council	74,430	72,970
NHS Lothian	10,988	10,773
Comic Relief	-	30,000
City of Edinburgh Council - <i>youth strategy grant</i>	15,000	-
<i>Family & young carers' support & information:</i>		
Lloyds TSB Foundation for Scotland	12,550	12,144
The Henry Smith Charity	12,000	12,000
Diana Princess of Wales Trust <i>for 16+ work</i>	39,412	-
NHS Lothian - <i>for rights work</i>	7,500	-
The Lankelly Foundation <i>for rights work</i>	-	15,000
Trust funds <i>for group work</i>	300	200
Trust funds <i>for residential</i>	2,750	500
Trust funds <i>for general purposes</i>	39,125	10,800
Royal Bank of Scotland <i>donation of computer equipt.</i>	-	15,000
Other grants & donations	2,000	625
Total Grants & donations	216,055	180,012

Deferred Grants:

Income from the following grants, which were also received during the year, has been deferred to the following year on the basis that they were received in advance of that year.

	2005	2004
	£	£
BBC Children in Need <i>for Young Carers in Schools project</i>	10,500	10,500
City of Edinburgh Council <i>youth strategy grant</i>	5,000	15,000
NHS Lothian <i>for rights Work</i>	-	7,500
Diana Princess of Wales Trust <i>for 16+ work</i>	20,606	-
Total grants deferred (note 5)	36,106	33,000

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

For the Year Ended 31 March 2005

2. Resources Expended	Staff costs	Direct costs	Indirect costs	Total 2005	Total 2004
	£	£	£	£	£
Costs of generating funds	2,799	14,223	1,233	18,255	6,836
Group work	25,505	12,699	8,634	46,838	45,572
Individual support	14,163	1,057	4,933	20,153	16,082
Rights work	15,329	2,027	2,467	19,823	18,746
Support & information	15,300	2,444	7,809	25,553	24,446
Group & individual work with 16+	10,101	-	-	10,101	-
Residential	4,301	902	493	5,696	11,108
Drugs work	-	-	-	-	5,196
Strategy & development work	22,556	214	1,973	24,743	27,301
Management of the charity	6,595	-	3,096	9,691	8,796
Total resources expended	116,649	33,566	30,638	180,853	164,083
Analysis of above expenditure:					
<i>Staff costs</i>	116,649	-	-	116,649	112,809
<i>Direct operating costs:</i>					
Young carers' activities	-	14,752	-	14,752	13,408
Staff travel & subsistence	-	1,814	-	1,814	2,750
Information & training	-	2,911	-	2,911	4,497
Fund-raising consultant	-	14,089	-	14,089	-
<i>Allocation of indirect costs:</i>					
Rent & property costs	-	-	14,143	14,143	13,543
Office running costs	-	-	7,918	7,918	7,644
Professional fees	-	-	1,410	1,410	1,351
Management & committee expenses	-	-	1,340	1,340	1,078
Depreciation	-	-	5,481	5,481	6,417
Other expenditure	-	-	346	346	586
Total resources expended	116,649	33,566	30,638	180,853	164,083
<i>Analysis of Staff costs</i>				£	£
Salaries				100,083	99,338
Social Security costs				9,361	9,594
Pension costs				2,888	2,268
Recruitment				4,317	1,609
				116,649	112,809
The average number of staff employed during the year were as follows:				No.	No.
Project workers				8	8
Management & admin				2	2
Total				10	10

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

For the Year Ended 31 March 2005

2. Resources Expended (cont.)

Analysis of Staff costs (contd.)

No employee earned more than £50,000 per annum during the year and no Trustees received any remuneration during the year. Trustees expenses reimbursed totalled £278 for the year.

Auditors' remuneration:

	2005	2004
	£	£
for audit & accountancy services	1,410	1,351

3. Tangible Fixed Assets

	<i>Office Equipment & furniture</i>	<i>Project Equipment</i>	<i>Total</i>
	£	£	£
Cost:			
At 1 April 2004	23,016	5,139	28,155
Disposals	(2,749)	(458)	(3,207)
At 31 March 2005	20,267	4,681	24,948
Depreciation:			
At 1 April 2004	12,056	5,139	17,195
Charge for year	5,481	-	5,481
Eliminated on Disposals	(2,749)	(458)	(3,207)
At 31 March 2005	14,788	4,681	19,469
Net Book Value:			
At 31 March 2005	5,479	-	5,479
At 31 March 2004	10,960	-	10,960

4. Debtors

	2005	2004
	£	£
Prepayments	4,020	3,724
	4,020	3,724

5. Creditors Amounts falling due within one year

	£	£
Deferred grants (see note 1 on page 10)	36,106	33,000
Tax and social security	2,916	3,208
Accruals	6,421	3,785
	45,443	39,993

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

For the Year Ended 31 March 2005

6. Movement on Funds

		At 1/4/04 £	Movement in year		Net Transfers £	At 31/3/05 £
			Incoming £	Outgoing £		
Restricted Funds:						
Comic Relief	(1)	14,783	-	(14,783)	-	-
Lankelly / rights work	(2)	5,365	-	(5,365)	-	-
NHS Lothian / rights work		-	7,500	(7,500)	-	-
Family & Young Carers' Support & information	(3)	5,793	24,550	(24,352)	-	5,991
Diana fund 16+ project	(4)	248	39,412	(10,101)	-	29,559
Royal Lyceum Partnership	(5)	-	-	(1,820)	-	(1,820)
Other funds		-	3,050	(3,050)	-	-
Total restricted		<u>26,189</u>	<u>74,512</u>	<u>(66,971)</u>	<u>-</u>	<u>33,730</u>
Unrestricted Funds:						
<i>Designated funds:</i>						
Fixed Asset fund	(6)	10,960	-	(5,481)	-	5,479
Contingency fund	(7)	20,000	-	-	10,000	30,000
Total designated		<u>30,960</u>	<u>-</u>	<u>(5,481)</u>	<u>10,000</u>	<u>35,479</u>
General fund		<u>13,057</u>	<u>145,015</u>	<u>(108,401)</u>	<u>(10,000)</u>	<u>39,671</u>
Total unrestricted		<u>44,017</u>	<u>145,015</u>	<u>(113,882)</u>	<u>-</u>	<u>75,150</u>
Total Funds		<u><u>70,206</u></u>	<u><u>219,527</u></u>	<u><u>(180,853)</u></u>	<u><u>-</u></u>	<u><u>108,880</u></u>

Notes:

- (1) The Comic Relief funding is for a staff post and associated costs for group and individual work with the 12 to 16 age group. The project will be resumed in 2005/06.
- (2) Rights work was funded by the Lankelly Foundation over a 3-year period which ended during the year.
- (3) Family & young carers' support & information has been funded by grants from Lloyds TSB Foundation and the Henry Smith charity.
- (4) The Diana fund is for group and individual work with the 16+ age group. The project started in January 2005 and is a three year grant programme to January 2008.
- (5) This is a drama programme run jointly with the Royal Lyceum Theatre and funded by the CEC OOSHLA programme. A grant to cover the expenditure will be claimed retrospectively.
- (6) The fixed asset fund represents the net book value of tangible fixed assets. The cost of assets purchased is transferred into the fund and annual depreciation is charged to the fund.
- (7) The contingency fund covers an anticipated shortfall in the budget in 2005/06 which will be funded from reserves.

7. Analysis of Net Assets Between Funds

	General Fund £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	5,479	-	5,479
Debtors	4,020	-	-	4,020
Cash at bank and in hand	49,988	30,000	64,836	144,824
Deferred grants	(5,000)	-	(31,106)	(36,106)
Other creditors	(9,337)	-	-	(9,337)
Net assets at 31 March 2005	<u><u>39,671</u></u>	<u><u>35,479</u></u>	<u><u>33,730</u></u>	<u><u>108,880</u></u>