

Edinburgh Young Carers Project
(Limited by Guarantee)
Report & Financial Statements
For the Year Ended
31 March 2013

FRIDAY



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COMPANIES HOUSE

Company Number: SC 212971

Charity Number: SC 026270

Edinburgh Young Carers Project

Report and Financial Statements For the Year Ended 31st March 2013

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Edinburgh Young Carers Project

Report and Financial Statements For the Year Ended 31 March 2013

Reference & Administrative Information

Board of Directors (Council of Management)

The "Council of Management" comprises the Directors of the company and any other persons co-opted by the Council in accordance with the Articles. Since all present members of the Council are also directors, they are referred to as "the Board of Directors" in this report and the financial statements.

The following served as directors and as trustees of the charity during the year:

Directors at the year-end:

| | | |
|----------------|----------------------|--------------------|
| Simon Shearer | (Chair) | |
| Sandra Blake | (Vice-Chair) | |
| Selina Clinch | (former Vice-Chair) | (resigned 20/8/13) |
| Robert Jahoda | (Treasurer) | |
| Sally Hall | | |
| Steven Smillie | | |
| James Waddell | (appointed 10/12/12) | |
| Kathy Fraser | (appointed 18/3/13) | |

Directors who resigned during the year:

| | | | |
|-------------------|--------------------|------------------|--------------------|
| Sebastian Fischer | (resigned 10/9/12) | Sally Chambers | (resigned 22/7/12) |
| Rosemary Nakawuka | (resigned 10/9/12) | Jennifer Jenkins | (resigned 25/7/12) |

Company Secretary

| | |
|-----------------|----------------------|
| Audrey Peacocke | (resigned 14/11/12) |
| Margaret Murphy | (appointed 14/11/12) |

Head of Service

Margaret Murphy

Independent Examiner

John G. Norman, C.A.
Norman, Downie & Kerr Ltd.

Accountants

Norman, Downie & Kerr Ltd.
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 2013

The Directors are pleased to present their report and the financial statements for the year ended 31 March 2013.

Structure, Governance and Management

Edinburgh Young Carers Project is a company limited by guarantee, with the liability of members limited to £1 (one pound) each. It is governed by the terms of its Memorandum & Articles of Association and is a registered Scottish charity.

The powers of the company are exercised by the "Council of Management", which comprises the Directors of the company and other persons co-opted by the Council in accordance with the Articles. Since all present members of the Council are also directors, they are referred to as "the Board of Directors" in this report and the financial statements. The directors are also trustees of the charity.

Directors are appointed through a formal application to the Board and an interview with Board members. All prospective members are required to meet criteria outlined in the Directors' role description and three satisfactory references and a satisfactory criminal records disclosure are also required. Final appointment is made at a meeting of the Board of Directors.

All Directors receive an induction to Edinburgh Young Carers Project to familiarise them with the role and organisation. New Directors are provided with relevant papers, reports and organisational policies. Access to ongoing training and development opportunities are provided on a needs-led basis.

Strategic decisions are taken by the Board of Directors and day to day management is delegated to the Head of Service. Where appropriate, detailed briefs are produced and presented to the Board by the Head of Service or other members of staff within their specific areas of expertise.

The names of those who served on the Board of Directors during the year and other general information are listed on page 2.

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.

Objectives & Activities

Objects and Aims of the Project

The principal objects of the charitable 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. The objects and powers are set out in more detail in the company's memorandum.

The mission of Edinburgh Young Carers Project is:

- To make a positive and demonstrable difference in the lives and futures of young carers and their families across Edinburgh;
- To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem;
- To work in cooperation with other agencies, such as education, social work and health for the benefit of young carers and their families.

Edinburgh Young Carers Project

Report of the Directors (continued)

Objectives & Activities (continued)

In furtherance of its objectives in the year 2012-13 the service set out the following priorities:

1. To enable greater identification of, and support to, young carers in Edinburgh through working directly with primary and secondary schools to develop awareness raising and whole school approaches in line with Getting it Right for Every Child (GIRFEC);
2. To provide key work support to 25 young carers who are caring for a parent with substance addiction issues;
3. Over 30 Young carers will be offered the opportunity to take part in a variety of residential trips;
4. Provide group work and individual support to over 100 young carers;
5. Undertake a restructuring of our project in order to improve service delivery;
6. Undertake further work on evaluation, monitoring and outcomes;
7. Restructure Young Carers Forum and run consultation sessions;
8. Increase involvement with the GIRFEC team to ensure best support for young carers;
9. Update our website and social networking sites on a regular basis and include information for young carers.

Achievements & Performance

Over the last year, EYCP has developed a 5 stage model of intervention which ensures that every young carer receives the specialist tailored support they require to help them cope with their caring responsibilities. We have worked closely with CEC partners and have informed relevant policy and practice relating to Young Carers and positioned ourselves as a Specialist Carer Organisation. We have welcomed the appointment of a Carer Champion and have worked closely with Cllr Norman Work over the year to raise the profile of young carers across the city.

We have also seen the growing success of our Schools awareness project with additional funding secured to enable the project to increase staffing and reach for the next two years. As part of the Carers Strategy for young adult carers, EYCP have developed a 'transitional' programme in line with this strategy to support our young carers onto adult services and we have effectively moved young carers into employment through the Employer Incentive. We are looking forward to continuing to build on these achievements and will continue to advocate for and on behalf of young carers.

For 2012-13 the company reports the following achievements against objectives:

1. 44 schools in Edinburgh directly involved with the Schools Awareness Raising Project (27 primary and 17 secondary):
 - o Young Carer Co-ordinators established in 33 schools (17 primary and 16 secondary);
 - o In-service training and CPD sessions delivered to teachers in 11 schools (8 primary and 3 secondary);
 - o Pupil workshops delivered to 27 classes in 6 schools (3 primary and 3 secondary);
 - o Approximately 700 pupils engaged directly with the project;
 - o 127 young carers have been identified through the project, and are now being supported at a young carer service, in school, or at another professional organisation, as appropriate;
 - o Feedback received from pupils who have been involved in workshops and teachers who have been involved in training has been very positive;

Edinburgh Young Carers Project

Report of the Directors (continued)

Achievements & performance (continued)

- Outcomes based information has been collected for young carers identified and now accessing services at EYCP, and provides good evidence of the benefit EYCP has had on these young carers' personal outcomes, including socialising with peers, feeling better supported in their caring roles, behavioural issues and educational achievement.
- 2. Provided 1:2:1 and group support to 29 young carers from substance misusing families with high to medium needs.
- 3. 51 young carers took part in residential breaks to Ardgour, Mull, YC Festival-West Linton and Abernethy.
- 4. A total of 138 young carers were supported through the project and 1:1 support was increased for those young carers requiring additional support.

Our project model has been restructured into a five stage 'model of intervention' which will improve assessment, support, outcomes and exit opportunities for our young carers.

- 5. Our project model, including systems and procedures were developed over the year to improve the assessment of young carer needs. Funding was secured to enable a project evaluation to be carried out to show the effectiveness of our intervention. This evaluation will take place in May 2013.
- 6. The Young Carers Forum was re-established in January 2013. A PR video, designing project posters, taking part in City of Edinburgh consultations and hosting a visit by Gillian Tee, Director of Children and Families for the City of Edinburgh, have all been part of the Forum activities.
- 7. We have established good relationships with the GIRFEC teams and all staff take part in GIRFEC update training as and when appropriate.
- 8. Our website is continually updated with relevant information about our project. We have made more effective use of Twitter and Facebook social networking sites.

Future Objectives

The aims of the Edinburgh Young Carers Project for 2013-14 will be to continue to play an effective part in helping to identify and support 'hidden' young carers through our increased work with schools in different areas of the city. We will continue to work effectively with our colleagues/partners in the 'carer' networks, implement our new model of intervention, and continue to provide specialist support and intervention to young carers across Edinburgh.

Financial Review

There were net outgoing resources of £29,701 during the year comprising a net decrease of £17,166 in unrestricted funds and a net decrease of £12,535 in restricted funds, as detailed in the Statement of Financial Activities (SOFA) on page 8. This compares to net outgoing resources of £109,348 in the previous year though £99,953 of that was a reduction in restricted funds.

Details of the movements on each fund and explanation of its purpose are shown in note 7 on page 14. Total funds carried forward amount to £124,250, of which £26,825 is restricted and £70,996 is designated with the remaining balance of £26,429 in the general fund. Restricted fund balances carried forward include £1,845 for residential, £13,461 for the schools project and £11,519 for the Drugs & Alcohol project.

Details of grants receivable and other voluntary income are shown in note 2 on page 11. The total received from trust funds and similar grants in the year, with the assistance of a fund-raising consultant, was £112,168 (previous year - £98,230). The fund-raising consultant's fees were £22,782 (previous year - £22,481).

Edinburgh Young Carers Project

Report of the Directors (continued)

Financial Review (continued)

Expenditure in the SOFA has been classified according to the cost of each charitable activity and an alternative breakdown by type of expenditure is given in note 3 on page 12. There has been a decrease of 22% in staff costs and some reduction in activity costs with an overall decrease of 17% in expenditure.

Reserves Policy

The policy of the Board is to maintain reserves at a level of at least 3 months' expenditure. The present free reserves are represented by the total of the designated contingency reserve fund and the general fund, which together stand at a level of £96,429. This is equivalent to between 3 and 4 months' annual expenditure at present levels.

Future Funding

Core funding from City of Edinburgh Council and NHS Lothian continues at a similar level for a further year until March 2014. Funding for the Drugs & Alcohol project is on a year by year basis and is continuing for a further year. BBC Children in Need funding for a young carer development worker and ancillary costs continues for a 3-year period to November 2015. Additional funding for the Schools project has been secured from the Big Lottery Early Intervention Fund. Target income of £79,000 for new trust fund donations has been set for 2013-14 and an application to the Big Lottery is in process.

Small Company Provisions

This report of the directors has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

Signed on behalf of the Board of Directors



Date: 09/09/13

Name: Simon Peter Maxman

Director

**Report of the Independent Examiner
To the Directors of the Edinburgh Young Carers Project**

I report on the accounts of the Edinburgh Young Carers Project for the year ended 31 March 2013, which are set out on pages 8 to 15.

Respective responsibilities of directors (trustees) and examiner

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

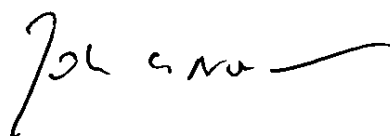
Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the 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 the course of 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, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulationshave 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.



John G Norman CA

Date: 9 Sept. 2013

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

Edinburgh Young Carers Project

Statement of Financial Activities (Including Income & Expenditure Account)

For the Year ended 31 March 2013

| | | Unrestricted | Restricted | Total | Total |
|---|------|----------------------|----------------------|-----------------------|-----------------------|
| Incoming resources: | Note | Funds | Funds | 2013 | 2012 |
| | | £ | £ | £ | £ |
| <i>Incoming resources from generated funds:</i> | | | | | |
| Grants & donations | 2 | 152,658 | 119,599 | 272,257 | 256,983 |
| Fees & expenses | | 780 | - | 780 | 200 |
| Bank interest | | 3,497 | - | 3,497 | 3,367 |
| Total incoming resources | | <u>156,935</u> | <u>119,599</u> | <u>276,534</u> | <u>260,550</u> |
| Resources expended: | | | | | |
| <i>Costs of generating funds</i> | | 30,782 | - | 30,782 | 30,481 |
| <i>Charitable activities:</i> | | | | | |
| Group work | | 109,684 | 11,399 | 121,083 | 115,734 |
| Individual support | | 26,528 | 19,000 | 45,528 | 73,814 |
| Residential | | - | 47,822 | 47,822 | 68,006 |
| Drugs & Alcohol project | | - | 27,243 | 27,243 | 20,255 |
| Mentoring project | | - | 4,798 | 4,798 | 27,785 |
| Schools project | | - | 21,872 | 21,872 | 26,653 |
| <i>Governance costs</i> | | <u>7,107</u> | <u>-</u> | <u>7,107</u> | <u>7,170</u> |
| Total resources expended | 3 | <u>174,101</u> | <u>132,134</u> | <u>306,235</u> | <u>369,898</u> |
| Net (Outgoing) Resources | | | | | |
| - Net (expenditure) | | <u>(17,166)</u> | <u>(12,535)</u> | <u>(29,701)</u> | <u>(109,348)</u> |
| Net movement in funds | | <u>(17,166)</u> | <u>(12,535)</u> | <u>(29,701)</u> | <u>(109,348)</u> |
| Funds brought forward | | <u>114,591</u> | <u>39,360</u> | <u>153,951</u> | <u>263,299</u> |
| Funds carried forward | | <u><u>97,425</u></u> | <u><u>26,825</u></u> | <u><u>124,250</u></u> | <u><u>153,951</u></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 15 form part of these financial statements.

Edinburgh Young Carers Project

Balance Sheet at 31 March 2013

| | Note | 2013 £ | 2012 £ |
|-------------------------------------|------|----------------|----------------|
| Fixed Assets | | | |
| Tangible assets | 4 | <u>996</u> | <u>1,310</u> |
| Current Assets | | | |
| Debtors | 5 | <u>20,379</u> | <u>10,918</u> |
| Cash at bank & in hand | | <u>139,366</u> | <u>173,733</u> |
| | | <u>159,745</u> | <u>184,651</u> |
| Creditors | | | |
| Amounts falling due within one year | 6 | <u>36,491</u> | <u>32,010</u> |
| Net Current Assets | | <u>123,254</u> | <u>152,641</u> |
| Net Assets | | <u>124,250</u> | <u>153,951</u> |
| Funds | | | |
| General fund | 7 | <u>26,429</u> | <u>43,281</u> |
| Designated funds | 7 | <u>70,996</u> | <u>71,310</u> |
| Total unrestricted funds | | <u>97,425</u> | <u>114,591</u> |
| Restricted funds | 7 | <u>26,825</u> | <u>39,360</u> |
| Total Funds | | <u>124,250</u> | <u>153,951</u> |

For the year ended 31 March 2013 the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 ("the Act") relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board of Directors and authorised for issue on 9 Sept 2013

Signed:



Date:

09/09/13

Name:

SIMON PETER ALEXANDER SHERRIN

Director

The notes on pages 10 to 15 form part of these financial statements.

Edinburgh Young Carers Project

Notes to the Financial Statements For the Year ended 31 March 2013

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared on the historical cost basis and in accordance with the Companies Act 2006, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Statement of Recommended Practice, Accounting and Reporting by Charities, issued in March 2005 (SORP 2005).

The accounts are prepared on the going concern basis which assumes the charity will continue in operational existence for the foreseeable future. The charity's ability to continue in operational existence depends on continuing and sufficient funding support.

Core funding has been received from the City of Edinburgh Council, NHS Lothian and from other bodies. On the basis of these income streams, the charity's current reserves and cash position, the Board believes there are sufficient resources to enable it to meet operational expenditure over the next 12 months. Applications for additional funding sources have been submitted and the charity will continue to seek funding for the following 12 months. The going concern basis of preparation is therefore considered to be appropriate.

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.

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.

Governance costs are those associated with the general running of the charitable company rather than the charitable activity; they include the cost of preparing and independently examining the annual accounts and a proportion of staff costs and overheads associated with meetings of the trustees.

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 directors

Designated funds are funds set aside by the directors 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.

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

2. Grants & donations

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

| | Unrestricted Funds £ | Restricted Funds £ | Total 2013 £ | Total 2012 £ |
|--|----------------------------|--------------------------|--------------------|--------------------|
| <i>Core grants:</i> | | | | |
| City of Edinburgh Council | 75,752 | - | 75,752 | 75,753 |
| NHS Lothian | 11,208 | - | 11,208 | 4,670 |
| City of Edinburgh Council - <i>Action on Drugs & Alcohol</i> | - | 24,500 | 24,500 | 24,500 |
| NHS Lothian - Carer Information Strategy Funding | | | | |
| - <i>for Schools awareness raising project</i> | - | 20,000 | 20,000 | 35,506 |
| BBC Children in Need - <i>Young Carer Worker</i> | - | 7,399 | 7,399 | 4,815 |
| NHS Lothian - <i>for individual support</i> | - | - | - | 5,000 |
| Vodafone - <i>for drama group</i> | - | - | - | 2,750 |
| Shared Care Scotland - Short Breaks Fund | | | | |
| - <i>for residential</i> | - | 8,500 | 8,500 | 14,300 |
| Awards for All - <i>for work with 8-12 year-olds</i> | 8,700 | - | 8,700 | - |
| Kelly Family Charitable Trust | | | | |
| - <i>for drugs & alcohol pilot project</i> | - | 7,000 | 7,000 | - |
| Trust funds - <i>Group work</i> | - | 2,000 | 2,000 | 5,350 |
| The Joseph Rank Trust <i>for individual support</i> | - | 10,000 | 10,000 | 10,000 |
| St James's Place Foundation <i>for individual support</i> | - | - | - | 10,000 |
| Other trust funds <i>for individual support</i> | - | 9,000 | 9,000 | 19,050 |
| Volant Trust <i>for residential</i> | - | 15,000 | 15,000 | - |
| The February Foundation - <i>for residential</i> | - | 5,000 | 5,000 | - |
| Other trust funds <i>for residential</i> | - | 9,200 | 9,200 | 13,100 |
| <i>For general purposes:</i> | | | | |
| The Castansa Trust | 10,000 | - | 10,000 | 10,000 |
| Robert Barr Charitable Trust | 5,000 | - | 5,000 | - |
| Aberdeen Asset Management Charitable Foundation | 5,000 | - | 5,000 | - |
| The Christina Mary Hendrie Trust | 5,000 | - | 5,000 | - |
| Other trust funds <i>for general purposes</i> | 22,238 | - | 22,238 | 10,430 |
| Trust funds - <i>16+ worker</i> | - | - | - | 6,000 |
| Other grants & donations | 9,760 | 2,000 | 11,760 | 5,759 |
| | <u>152,658</u> | <u>119,599</u> | <u>272,257</u> | <u>256,983</u> |

Deferred income:

The following grants received in each year have been deferred:

| | 2013 £ | 2012 £ |
|--|---------------|---------------|
| NHS Lothian - <i>residential</i> for 2013/14 | 5,000 | - |
| BBC Children in Need - <i>for 2013/14</i> | 4,810 | - |
| Trust fund donations - <i>for 2013/14</i> | 10,800 | - |
| NHS Lothian - Carer Information Strategy Funding | - | 20,000 |
| Other income deferred | 250 | - |
| | <u>20,860</u> | <u>20,000</u> |

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

| 3. Resources Expended | Staff costs £ | Direct costs £ | Indirect costs £ | Total 2013 £ | Total 2012 £ |
|--------------------------------------|------------------|-------------------|---------------------|-----------------|-----------------|
| Costs of generating voluntary income | 8,000 | 22,782 | - | 30,782 | 30,481 |
| Group work | 58,873 | 43,862 | 18,348 | 121,083 | 115,734 |
| Individual support | 35,408 | 2,474 | 7,646 | 45,528 | 73,814 |
| Residentials | 33,023 | 10,212 | 4,587 | 47,822 | 68,006 |
| Drugs & Alcohol project | 27,138 | 105 | - | 27,243 | 20,255 |
| Mentoring project | 4,753 | 45 | - | 4,798 | 27,785 |
| Schools project | 17,892 | 3,980 | - | 21,872 | 26,653 |
| Governance costs | 3,430 | - | 3,677 | 7,107 | 7,170 |
| Total resources expended | 188,517 | 83,460 | 34,258 | 306,235 | 369,898 |

Analysis of above expenditure:

| | | | | | |
|---------------------------------------|----------------|---------------|---------------|----------------|----------------|
| Staff costs | 188,517 | - | - | 188,517 | 242,956 |
| Direct operating costs: | | | | | |
| Young carers' travel costs | - | 34,630 | - | 34,630 | 31,111 |
| Other young carers' activity costs | - | 20,742 | - | 20,742 | 31,510 |
| Staff travel & subsistence | - | 801 | - | 801 | 2,373 |
| Information & training | - | 4,505 | - | 4,505 | 4,632 |
| Fund-raising consultant | - | 22,782 | - | 22,782 | 22,481 |
| Administrative support costs: | | | | | |
| Rent & property costs | - | - | 17,514 | 17,514 | 17,350 |
| Office running costs | - | - | 10,596 | 10,596 | 11,889 |
| Accountancy & independent examination | - | - | 1,860 | 1,860 | 1,800 |
| Management & committee expenses | - | - | 267 | 267 | 442 |
| Depreciation | - | - | 1,116 | 1,116 | 1,087 |
| Other expenditure | - | - | 2,905 | 2,905 | 2,267 |
| Total resources expended | 188,517 | 83,460 | 34,258 | 306,235 | 369,898 |

| Analysis of Staff costs | 2013 £ | 2012 £ |
|--------------------------------|----------------|----------------|
| Salaries | 164,105 | 217,391 |
| Social Security costs | 14,637 | 19,757 |
| Pension costs | 1,648 | 3,375 |
| Agency staff | 4,874 | - |
| Recruitment | 3,253 | 2,433 |
| | 188,517 | 242,956 |

The average full-time equivalent numbers of staff employed during the year were as follows:

| | 2013 No. | 2012 No. |
|---------------------------------------|-------------|-------------|
| Project workers (including sessional) | 6 | 8 |
| Management & admin | 2 | 2 |
| Total | 8 | 10 |

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

3. Resources Expended (cont.)

Analysis of Staff costs (contd.)

No employee earned more than £60,000 per annum during the year.

No remuneration was paid to trustees during the year.

No expenses were reimbursed to trustees during the year.

| <i>Independent Examiners' remuneration:</i> | 2013 | 2012 |
|--|--------------|--------------|
| | £ | £ |
| for independent examination & accountancy services | <u>1,860</u> | <u>1,800</u> |

4. Tangible Fixed Assets

| | <i>Office Equipment & furniture</i> | <i>Project Equipment</i> | <i>Total</i> |
|-------------------------|---|------------------------------|----------------|
| | £ | £ | £ |
| Cost: | | | |
| At 1 April 2012 | 9,373 | 6,693 | 16,066 |
| Additions | 802 | - | 802 |
| Disposals | <u>-</u> | <u>(1,242)</u> | <u>(1,242)</u> |
| At 31 March 2013 | <u>10,175</u> | <u>5,451</u> | <u>15,626</u> |
| Depreciation: | | | |
| At 1 April 2012 | 8,063 | 6,693 | 14,756 |
| Charge for year | 1,116 | - | 1,116 |
| Eliminated on Disposals | <u>-</u> | <u>(1,242)</u> | <u>(1,242)</u> |
| At 31 March 2013 | <u>9,179</u> | <u>5,451</u> | <u>14,630</u> |
| Net Book Value: | | | |
| At 31 March 2013 | <u>996</u> | <u>-</u> | <u>996</u> |
| At 31 March 2012 | <u>1,310</u> | <u>-</u> | <u>1,310</u> |

5. Debtors

| | 2013 | 2012 |
|----------------|---------------|---------------|
| | £ | £ |
| Accrued income | 15,836 | 5,891 |
| Prepayments | <u>4,543</u> | <u>5,027</u> |
| | <u>20,379</u> | <u>10,918</u> |

6. Creditors

| | £ | £ |
|---|---------------|---------------|
| <i>Amounts falling due within one year:</i> | | |
| Deferred income (see note 2) | 20,860 | 20,000 |
| Tax and social security | 3,636 | 4,185 |
| Accruals and other creditors | <u>11,995</u> | <u>7,825</u> |
| | <u>36,491</u> | <u>32,010</u> |

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

| 7. Movement on Funds | | At 1.4.12 | Movement in year | | Net | At 31.3.13 |
|----------------------------|-----|----------------|------------------|------------------|----------------|----------------|
| | | £ | Incoming £ | Outgoing £ | Transfers £ | £ |
| Restricted Funds: | | | | | | |
| Drugs & Alcohol project | (1) | 7,262 | 31,500 | (27,243) | - | 11,519 |
| Peer Mentoring project | (2) | 3,431 | - | (4,798) | 1,367 | - |
| Residentials | (3) | 11,967 | 37,700 | (47,822) | - | 1,845 |
| Individual support | (4) | - | 19,000 | (19,000) | - | - |
| Schools project | (5) | 16,700 | 20,000 | (21,872) | (1,367) | 13,461 |
| Children in Need | (6) | - | 7,399 | (7,399) | - | - |
| Group work | (7) | - | 4,000 | (4,000) | - | - |
| Total restricted | | 39,360 | 119,599 | (132,134) | - | 26,825 |
| Unrestricted Funds: | | | | | | |
| Designated funds: | | | | | | |
| Contingency Reserve | (8) | 70,000 | - | - | - | 70,000 |
| Fixed Asset Fund | (9) | 1,310 | - | (1,116) | 802 | 996 |
| Total designated | | 71,310 | - | (1,116) | 802 | 70,996 |
| General fund | | 43,281 | 156,935 | (172,985) | (802) | 26,429 |
| Total unrestricted | | 114,591 | 156,935 | (174,101) | - | 97,425 |
| Total Funds | | 153,951 | 276,534 | (306,235) | - | 124,250 |

Notes on Funds:

- (1) The *Action on Drugs & Alcohol* Team has continued to provide funding on a yearly basis, at present until the end of March 2014. The restricted fund also includes a grant of £7,000 from Kelly Family Charitable Trust for a pilot project to work holistically and intensely with families affected by drug or alcohol addiction. This was fully expended during the year.
- (2) The *Peer Mentoring Project* ran from October 2007 to April 2012 and was funded from a variety of sources, including Lloyds TSB, Lankelly Chase and small trust funds. It has now been amalgamated with the schools project.
- (3) Income for *residential*s includes £8,500 from Shared Care Scotland (Short Breaks Fund), £15,000 from the Volant Trust and £9,200 from other trust funds.
- (4) *Individual support* has been funded by £10,000 from the Joseph Rank Trust and £9,000 from other trust funds.
- (5) The *Schools Awareness Raising Project* was originally funded by NHS Lothian over 18 months to March 2012 and funding has been extended by a further grant of £20,000 in 2012/13. There is a carry forward of £13,461 which will enable the project to continue while alternative sources of funding are explored.
- (6) BBC Children in Need have provided grants over 3 years from December 2012 to fund the costs of a young carer development worker, travel and a contribution to office costs.
- (7) The Groupwork fund arises from donations given specifically for this purpose.
- (8) The *Contingency Reserve* fund has been set aside in accordance with the charity's reserves policy which is set out in the annual report on page 5.
- (9) The Fixed Asset Fund corresponds to the net book value of the fixed assets. Annual depreciation is charged to the fund and the cost of fixed assets purchased is transferred in.

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

8. Analysis of Net Assets Between Funds

| | Restricted Funds | Designated Funds | General Fund | Total Funds |
|------------------------------------|-----------------------------|-----------------------------|-------------------------|------------------------|
| | £ | £ | £ | £ |
| Tangible fixed assets | - | 996 | - | 996 |
| Debtors | 10,000 | - | 10,379 | 20,379 |
| Cash at bank and in hand | 37,685 | 70,000 | 31,681 | 139,366 |
| Creditors | <u>(20,860)</u> | <u>-</u> | <u>(15,631)</u> | <u>(36,491)</u> |
| Net assets at 31 March 2013 | <u>26,825</u> | <u>70,996</u> | <u>26,429</u> | <u>124,250</u> |

9. Lease commitment

Land & buildings:

Office rent may be terminated at one month's notice at current charge of £1,327 per month.