

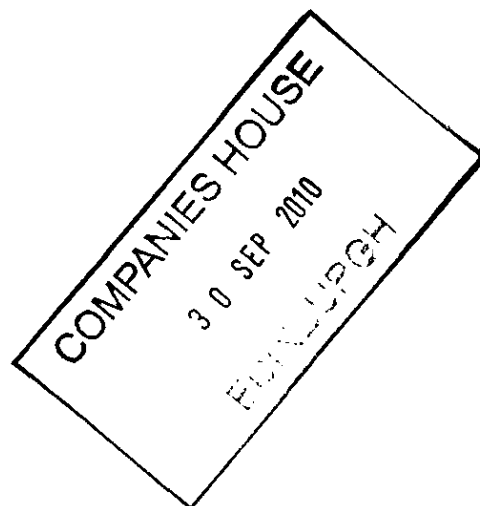
Edinburgh Young Carers Project

(Limited by Guarantee)

Report & Financial Statements

For the Year Ended

31 March 2010



Company Number: SC 212971

Charity Number: SC 026270

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Edinburgh Young Carers Project

Report and Financial Statements For the Year Ended 31st March 2010

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Edinburgh Young Carers Project

Report and Financial Statements For the Year Ended 31 March 2010

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 during the year:

Directors at the year-end:

Simon Shearer	(Chairperson)
Ian McInnes	(Vice-Chairperson)
Kevin McGeever	(Treasurer)
Sebastian Fischer	
Sarah McNaught	
Tracey Reilly	
Rosemary Nakawuka	(appointed 7.9.2009)

Directors who resigned during the year:

Gerald Barlow	(resigned 7.9.2009)
Laura Strathdee	(resigned 1.2.2010)

Company Secretary

Audrey Peacocke

Head of Service

Audrey Peacocke

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 2010

The Directors are pleased to present their report and the financial statements for the year ended 31 March 2010.

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.

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 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.

In furtherance of its objectives in the year 2009-10 the service set out the following priorities:

- Continue to support 27 young carers affected by drug & alcohol issues
- 55 young carers will be offered the opportunity to take part in residential trips
- Recruit new volunteers and continue to run our Peer mentoring Project for young carers

Edinburgh Young Carers Project

Report of the Directors (continued)

Objectives & Activities (continued)

- Our presentation to professionals/pupils using the 'Stepping Stones' pack to raise awareness of young carers within schools will continue
- Recruit more young carers onto our Young Carers Forum
- Build on our past achievements and continue to increase the numbers of young carers receiving support in groups and individual intensive support
- Undertake an evaluation of our Residential project
- Recruit a new member of staff to support young carers
- Work towards closer involvement with BME communities
- Become more actively involved in the GIRFEC programme

Achievements & Performance

For 2009-10 the company reports the following achievements against objectives:

- 33 young carers affected by drug & alcohol issues have been supported within the project.
- 60 young carers took part in a variety of residential trips.
- Recruited 13 Peer Mentors who supported 19 young carers during the year.
- We continued to deliver The 'Stepping Stones' pack and CD presentation to professionals within schools in Edinburgh.
- 10 young carers have now been recruited into the New Young Carers Forum
- 8 teenage girls now attend the girls group and take part in exercise and health sessions
- Dissemination of the final year evaluation on the Comic Relief Residential funding took place
- Recruited a new member of staff to support young carers and work on our web pages
- Increased the number of young carers receiving support in groups and 1:1 support
- Engaged a Consultant to research and compile a new strategic plan for 2010-13
- We have now registered with GIRFEC and staff have undertaken training courses on the implementation of this initiative.

Future Objectives

The aims of the Edinburgh Young Carers Project for 2010-11 will include identifying new peer mentor volunteers, recruiting a new member of staff to co-ordinate support within schools, providing access to direct support for an increased number of young carers, undertaking an annual review of our service delivery, improving our website and improving our evaluation process.

Detailed objectives can be found in the organisation's Annual Review.

Edinburgh Young Carers Project

Report of the Directors (continued)

Achievements & Performance (Continued)

Financial Review

There were net outgoing resources of £47,481 during the year comprising a net decrease of £76,948 in unrestricted funds and a net increase of £29,467 in restricted funds, as detailed in the Statement of Financial Activities (SOFA) on page 8. Details of the movements on each fund and explanation of its purpose are shown in note 6 on page 13. Total funds carried forward amount to £319,808, of which £114,680 is restricted and £189,823 is designated with the remaining balance of £15,305 in the general fund.

Details of grants receivable and other voluntary income are shown in note 1 on page 10. New sources of funding during the year included the Robertson Trust for the young carer worker's post and the Volant Trust for the residentials. Total trust funds of £94,605 were also received in relation to £15,366 expended on the services of the fund-raising consultant.

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 2 on page 11. The main variations in expenditure are a 16% increase in staff costs, a 50% increase young carers' travel and activity costs and £15,428 expended on evaluation fees.

Reserves Policy

The policy of the Board is to build up reserves to a level equivalent to 6 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 £100,305. This is equivalent to between 3 and 4 months' expenditure at present levels.

Future Funding

Core funding from City of Edinburgh Council continues under the existing service level agreement which runs until March 2012. A new agreement has been signed with NHS Lothian to cover the cost of employing a schools project worker; this is for £49,510 and runs for 18 months from September 2010. Funding for the Drugs & Alcohol project is on a year by year basis and continues for a further year. BBC Children in Need funding continues for a further year, and the mentoring project, which is funded from various sources, also continues for a further year.

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 (Council of Management)



Date: 13/02/10

Name:

Simon Peter Alexander Smeaton

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 2010, which are set out on pages 7 to 14.

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: 28 Sept. 2010

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

Edinburgh Young Carers Project

Accounting Policies For the Year Ended 31 March 2010

Basis of Accounting

The financial statements have been prepared on the historical cost basis and in accordance with 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).

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.

Income from legacies is recognised in the accounting period when a payment or interim payment is notified as receivable, provided any conditions for receipt have been fulfilled.

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 running of the charitable company.

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.

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 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Incoming resources:					
<i>Incoming resources from generated funds:</i>					
<i>Voluntary income:</i>					
Grants & donations	1	146,363	152,046	298,409	311,931
Legacy		-	-	-	22,361
<i>Investment income:</i>					
Bank interest		1,863	-	1,863	9,634
Total incoming resources		<u>148,226</u>	<u>152,046</u>	<u>300,272</u>	<u>343,926</u>
Resources expended:					
<i>Costs of generating voluntary income</i>		26,576	-	26,576	22,522
<i>Charitable activities:</i>					
Young carer rights, consultation & service planning		59,403	-	59,403	29,674
Group work		95,304	-	95,304	82,800
Individual support		38,763	838	39,601	29,372
Group & individual - young carer worker		-	41,631	41,631	27,209
Group & individual work with 16+		-	9,341	9,341	2,013
Residentials		-	21,084	21,084	21,323
Drugs & Alcohol project		-	24,211	24,211	26,622
Mentoring project		-	23,783	23,783	28,452
Young carers' drama project		-	-	-	3,559
<i>Governance costs</i>		<u>6,263</u>	<u>556</u>	<u>6,819</u>	<u>6,658</u>
Total resources expended	2	<u>226,309</u>	<u>121,444</u>	<u>347,753</u>	<u>280,204</u>
Net (Outgoing) / Incoming Resources					
- Net (expenditure) / income		(78,083)	30,602	(47,481)	63,722
Transfers		<u>1,135</u>	<u>(1,135)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>(76,948)</u>	<u>29,467</u>	<u>(47,481)</u>	<u>63,722</u>
Funds brought forward		<u>282,076</u>	<u>85,213</u>	<u>367,289</u>	<u>303,567</u>
Funds carried forward		<u>205,128</u>	<u>114,680</u>	<u>319,808</u>	<u>367,289</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 14 and the accounting policies on page 7 form part of these financial statements.

Edinburgh Young Carers Project

Balance Sheet at 31 March 2010

	Note	2010 £	2009 £
Fixed Assets			
Tangible assets	3	<u>4,823</u>	<u>5,344</u>
Current Assets			
Debtors	4	9,834	27,427
Cash at bank & in hand		<u>318,259</u>	<u>346,878</u>
		<u>328,093</u>	<u>374,305</u>
Creditors			
Amounts falling due within one year	5	<u>13,108</u>	<u>12,360</u>
Net Current Assets		<u>314,985</u>	<u>361,945</u>
Net Assets		<u>319,808</u>	<u>367,289</u>
Funds			
General fund	6	15,305	41,732
Designated funds	6	<u>189,823</u>	<u>240,344</u>
Total unrestricted funds		205,128	282,076
Restricted funds	6	<u>114,680</u>	<u>85,213</u>
Total Funds		<u>319,808</u>	<u>367,289</u>


For the year ended 31 March 2010 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 (Council of Management) and authorised for issue on

Signed: 

Signed: 

Name: Simon Peter Alexander
Shearer

Name: Kevin McQueen

Director

Director

Date:  13/09/10

The notes on pages 10 to 14 and the accounting policies on page 7 form part of these financial statements.

Edinburgh Young Carers Project

Notes to the Financial Statements For the Year ended 31 March 2010

1. Grants & donations

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

	2010	2009
	£	£
<i>Core grants:</i>		
City of Edinburgh Council	75,752	75,752
NHS Lothian	11,208	11,208
City of Edinburgh Council - <i>Action on Drugs & Alcohol</i>	24,500	25,625
Lankelly Chase for <i>Mentoring project</i>	19,000	26,000
Lloyds TSB Foundation for <i>Mentoring project</i>	8,000	8,000
Volant Trust for <i>residential</i> s	15,000	-
Trust funds for <i>Mentoring project</i>	7,000	5,400
BBC Children in Need - <i>Young Carer worker post</i>	4,275	17,277
BBC Children in Need - 16+ worker	9,341	-
Henry Smith Charity - <i>to part fund Young Carer worker post</i>	25,000	25,000
Robertson Trust - <i>to part fund Young Carer worker post</i>	9,000	-
Trust funds - <i>Group work</i>	1,500	4,500
Trust funds - <i>Girls group</i>	4,405	-
Trust funds - <i>Individual work</i>	1,000	7,500
Trust funds - <i>Tall ships project</i>	-	3,000
Scottish Arts Council - <i>Royal Lyceum Drama project</i>	-	2,227
Princess Royal Trust for Carers (Comic Relief funds)		
- <i>for residential</i> s	15,625	20,833
Trust funds for <i>residential</i> s	8,400	10,550
Trust funds for <i>general purposes</i>	57,300	65,660
Other grants & donations for <i>general purposes</i>	2,103	3,399
Total Grants & donations	298,409	311,931

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

2. Resources Expended	Staff costs	Direct costs	Indirect costs	Total 2010	Total 2009
	£	£	£	£	£
Costs of generating voluntary income	11,210	15,366	-	26,576	22,522
Young carer rights, consultation & service planning	29,692	20,908	8,803	59,403	29,674
Group work	49,487	31,146	14,671	95,304	82,800
Individual support	19,795	13,938	5,868	39,601	29,372
Group & individual - young carer worker	28,894	10,687	2,050	41,631	27,209
Group & individual work with 16+	9,341	-	-	9,341	2,013
Residential	13,804	7,280	-	21,084	21,323
Young carers' drama project	-	-	-	-	3,559
Drugs & Alcohol project	18,573	4,394	1,244	24,211	26,622
Mentoring project	19,618	4,001	164	23,783	28,452
Girls Group	-	-	-	-	-
Governance costs	2,965	-	3,854	6,819	6,658
Total resources expended	203,379	107,720	36,654	347,753	280,204
Analysis of above expenditure:					
Staff costs	203,379	-	-	203,379	174,784
Direct operating costs:					
Young carers' travel costs	-	35,223	-	35,223	21,944
Other young carers' activity costs	-	37,060	-	37,060	25,211
Staff travel & subsistence	-	1,723	-	1,723	1,005
Information & training	-	2,920	-	2,920	5,348
Fund-raising consultants	-	15,366	-	15,366	18,191
Evaluation fees	-	15,428	-	15,428	-
Allocation of indirect costs:					
Rent & property costs	-	-	16,173	16,173	16,078
Office running costs	-	-	13,594	13,594	12,035
Accountancy & independent examination	-	-	1,645	1,645	1,840
Management & committee expenses	-	-	665	665	464
Depreciation	-	-	3,258	3,258	2,629
Other expenditure	-	-	1,319	1,319	675
Total resources expended	203,379	107,720	36,654	347,753	280,204
Analysis of Staff costs				2010	2009
				£	£
Salaries				182,711	156,411
Social Security costs				16,512	13,908
Pension costs				3,075	2,826
Recruitment				1,081	1,639
				203,379	174,784
The average full-time equivalent numbers of staff employed during the year were as follows:				2010	2009
				No.	No.
Project workers (including sessional)				6	5
Management & admin				2	2
Total				8	7

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

2. Resources Expended (cont.)

Analysis of Staff costs (contd.)

No employee earned more than £60,000 per annum during the year and no Trustees received any remuneration during the year. Trustees' expenses reimbursed totalled £79 for the year.

Independent Examiners' remuneration:

	2010 £	2009 £
for independent examination & accountancy services /(audit in 2009)	<u>1,645</u>	<u>1,840</u>

3. Tangible Fixed Assets

	Office Equipment & furniture £	Project Equipment £	Total £
Cost:			
At 1 April 2009	27,073	2,542	29,615
Additions	2,737	-	2,737
Disposals	-	-	-
At 31 March 2010	<u>29,810</u>	<u>2,542</u>	<u>32,352</u>
Depreciation:			
At 1 April 2009	21,729	2,542	24,271
Charge for year	3,258	-	3,258
Eliminated on Disposals	-	-	-
At 31 March 2010	<u>24,987</u>	<u>2,542</u>	<u>27,529</u>
Net Book Value:			
At 31 March 2010	<u>4,823</u>	<u>-</u>	<u>4,823</u>
At 31 March 2009	<u>5,344</u>	<u>-</u>	<u>5,344</u>

4. Debtors

	2010 £	2009 £
Accrued income	5,918	23,647
Prepayments	<u>3,916</u>	<u>3,780</u>
	<u>9,834</u>	<u>27,427</u>

5. Creditors

	£	£
<i>Amounts falling due within one year:</i>		
Tax and social security	5,222	5,615
Accruals	<u>7,886</u>	<u>6,745</u>
	<u>13,108</u>	<u>12,360</u>

Edinburgh Young Carers Project

Notes to the Financial Statements (continued)

6. Movement on Funds		At 1.4.09 £	Movement in year		Net Transfers £	At 31.3.10 £
			Incoming £	Outgoing £		
Restricted Funds:						
Drugs & Alcohol project	(1)	2,208	24,500	(24,211)	-	2,497
Mentoring project	(2)	43,889	34,000	(23,783)	-	54,106
Young carer worker's post	(3)	15,068	38,275	(38,487)	-	14,856
Group work (trust funds)		-	1,500	(1,500)	-	-
16+ worker		-	9,341	(9,341)	-	-
Residentials	(4)	22,563	39,025	(21,084)	-	40,504
Girls Group		-	4,405	(2,200)	-	2,205
Other funds		1,485	1,000	(838)	(1,135)	512
Total restricted		<u>85,213</u>	<u>152,046</u>	<u>(121,444)</u>	<u>(1,135)</u>	<u>114,680</u>
Unrestricted Funds:						
Designated funds:						
Contingency Reserve	(5)	85,000	-	-	-	85,000
Project Fund	(6)	150,000	-	-	(50,000)	100,000
Fixed Asset Fund	(7)	5,344	-	(3,258)	2,737	4,823
Total designated		<u>240,344</u>	<u>-</u>	<u>(3,258)</u>	<u>(47,263)</u>	<u>189,823</u>
General fund		<u>41,732</u>	<u>148,226</u>	<u>(223,051)</u>	<u>48,398</u>	<u>15,305</u>
Total unrestricted		<u>282,076</u>	<u>148,226</u>	<u>(226,309)</u>	<u>1,135</u>	<u>205,128</u>
Total Funds		<u><u>367,289</u></u>	<u><u>300,272</u></u>	<u><u>(347,753)</u></u>	<u><u>-</u></u>	<u><u>319,808</u></u>

Notes:

- (1) The Action on Drugs & Alcohol Team has continued to provide funding on a yearly basis, at present until the end of March 2011.
- (2) The Peer Mentoring Project started in October 2007 and is funded from a variety of sources, which include Lloyds TSB, Lankelly Chase and small trust funds. This funding is used to run a Peer mentoring project which offers 1:1 support to young people.
- (3) The Young Carer worker's post is funded by BBC Children in Need over 3 years and grants from the Henry Smith Charity and the Robertson Trust.
- (4) Income for residentials includes £15,625 from The Princess Royal Trust for Carers (Comic Relief Funds), £15,000 from The Volant Trust and 8,400 from trust funds.
- (5) The 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.
- (6) An amount of £150,000 from the legacy was allocated to the project fund in 2008 to underwrite two existing posts for 3 years at a cost of £50,000 per year.
- (7) 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)

7. Analysis of Net Assets Between Funds

	Restricted Funds £	Designated Funds £	General Fund £	Total Funds £
Tangible fixed assets	-	4,823	-	4,823
Debtors	5,827	-	4,007	9,834
Cash at bank and in hand	108,853	185,000	24,406	318,259
Creditors	-	-	(13,108)	(13,108)
Net assets at 31 March 2010	<u>114,680</u>	<u>189,823</u>	<u>15,305</u>	<u>319,808</u>