COMPANIES HOUSE

COMPANY REGISTRATION NUMBER SC220293

DISABILITY RESOURCE CENTRE, CLYDESDALE

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 MARCH 2012

Charity Number SC024434

ALEXANDER MARSHALL
Chartered Accountants
84 Hamilton Road
Motherwell
ML1 3BY

DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

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DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Disability Resource Centre, Clydesdale
Charity number	SC024434
Company registration number	SC220293
Registered and principal office	32 Hamilton Street Carluke Lanarkshire ML8 4HA
Trustees	Mrs A Sneddon Mr A McDonald Mrs J McDonald Mr R Hutchison Mrs M Dick Mr R Green Mr J Gilchrist
Secretary	Mrs M Dick
Independent examiner	Mr D Marshall Alexander Marshall Chartered Accountants 84 Hamilton Road Motherwell ML1 3BY
Bankers	Bank of Scotland 3 Kirkton Street Carluke Lanarkshire ML8 4AB

DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2012

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2012.

REFERENCE AND ADMINISTRATIVE DETAILS
Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE TRUSTEES
The trustees who served the charity during the period were as follows:

Mrs A Sneddon
Mr A McDonald
Mrs J McDonald
Mr R Hutchison
Mrs M Dick
Mr R Green
Mr J Gilchrist

STRUCTURE, GOVERNANCE AND MANAGEMENT
The charity prepares a detailed annual report of which these financial statements form an integral part. Information on the activities, objectives, organisation and administration and control of the charity is included in that report.

GOVERNING DOCUMENT
The organisation is a charitable company limited by guarantee, incorporated on 15 June 2001, and is a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

ORGANISATIONAL STRUCTURE
The trustees meet each calendar month with the exception of the traditional summer and winter holiday periods. At each meeting they receive reports from the Chairman, the Secretary, who provides details of correspondence received since the last meeting, and the treasurer, who presents accounts for discussion and approval by the trustees.

Expenses claimed by the trustees are approved at these regular meetings.

FINANCIAL CONTROLS
The treasurer is responsible for the control of the Charity's finances and prepares accounts on a monthly basis which are presented to the trustees at their regular meetings for discussion and approval.

APPOINTMENT OF TRUSTEE

The directors of the company are also charity trustees for the purposes of charity law. Under the requirements of the Memorandum and Articles of Association the maximum number of directors shall be 7 and all directors are required to retire at each annual general meeting. The directors so retiring are immediately eligible for re-election. It is the policy of the company for all directors to retire at each annual general meeting and to offer themselves for re-election.

The directors are assisted in meeting the charities objectives by volunteers who offer their time and experience in the various disabilities and social groups that the charity was set up to assist. Most of the volunteers have been involved with the charity either directly or indirectly for a number of years and are therefore already familiar with the practical works carried out.

TRUSTEE INDUCTION & TRAINING

New trustees are required to act as committee members for a period of at least six months to gain an understanding of the activities of the charity and the duties and responsibilities of trustees before they can be appointed as a trustee. They are also encouraged to attend relevant training courses on matters relevant to the charity's clients.

RELATED PARTIES

The charity has no direct related parties but has informal links with other charitable organisations with similar objectives both locally and nationally. Some of the trustees are also trustees of other local charitable organisations. The charity subscribes to the Association of Local Voluntary Organisations and has regular contact with other organisations with similar aims in surrounding areas.

The charity works closely with South Lanarkshire Council Social Work Department.

RISK MANAGEMENT

At their regular meetings, the trustees review the major risks to which the company is exposed and review systems to ensure that these risks are mitigated.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to:

Relieve the needs of people living in the general area of Clydesdale and South Lanarkshire who suffer from any form of mental or physical disability.

Advance education, particularly in relation to the needs of people who suffer from any form of mental or physical disability, illness or impairment.

Promote and establish centres providing facilities for information and educational training activities for disabled persons resident within the operating area.

The strategies employed to meet these objectives include the following

providing transport by volunteer drivers to enable clients to attend medical and other appointments and to meet with friends and other social gatherings

provision of wheelchairs on short and long term loan to residents of the Clydesdale area, there is no charge for this service

provision of advice on benefits and other forms of assistance and services available to clients and assistance with the completion of application forms

ACHIEVEMENTS AND PERFORMANCE

This year the centre has been extremely busy due to the effects of Government cut backs and clamp down on benefits. Due to this the Centre has been inundated with enquiries from clients concerned about their benefits and the effect of possible changes. We have assisted clients to review their entitlement and to claim new and additional benefits and also to appeal decisions against them. The volume of clients seeking assistance confirms the value to the community of the services offered by the Centre.

The demand for assistance with benefit claims and advice in the past year has been such that we have not been able to arrange visits out with the local area.

The loan of wheelchairs and other mobility aids continues to be in demand and regularly more than 50% of wheelchairs are out at any one time. We have received donations of new equipment including, wheelchairs, walking aids and walking sticks and these donations have replaced older unserviceable ones.

The driver service continues to be in demand but it was not possible to agree an increase mileage rates with South Lanarkshire Council and due to this service was not provided to the Council. The service continued to be available to private clients but, due to illness with some drivers, the availability of runs was kept to a minimum.

As always the Centre is supported by local groups, clients and their families, volunteers, Councillors and MSP's and we would like to express gratitude for their continued support and donations.

FINANCIAL REVIEW

The year under review was extremely difficult and to maintain services it was necessary to use reserves brought forward. Income reduced in total by 40% compared to 2011 largely due to the driver service not being provided to South Lanarkshire Council and the reduced services to private clients, as a result of driver illness. The reduction in driver services resulted in lower driver costs but the decrease in costs was not as much as the decrease in income resulting in a deficit in unrestricted revenue of £1355.

Efforts are being made to increase revenue in the coming year and it is expected that the driver service will increase from the low level in the past year.

The results for the year are set out in the Statement of Financial Activities on page 9.

No major changes in the scope of activities of the centre are planned for the next financial year.

INVESTMENT POLICY

The charity does not have surplus funds for long term investment and as all funds are likely to be required in the short term, the management committee has decided that any surplus funds should be deposited in an interest bearing bank account.

RESERVES POLICY

The management committee has examined the charity's requirements for reserves in light of the main risks to the organisation. The management committee believes that the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be the minimum of about 3 to 4 months expenditure. At 31 March 2012 the value of unrestricted reserves held as net current assets was £3870. These reserves are needed to meet the working capital requirements of the charity and the trustees believe that, at this level, they would be able to continue the current activities of the charity in the event of a significant drop in funding for a period of time to try to find alternative funding sources.

PLANS FOR FUTURE PERIODS

There are no plans to introduce new services in the coming year and the Centre will concentrate on the provision of advice and assistance to clients to help them to obtain their full entitlement to benefits and allowances during these difficult economic times.

Our website is a valuable source of information about us and our services and we expect the demand for our services to grow as a result of this.

We continue to work closely with the local Job Centre Plus and South Lanarkshire Council.

RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Disability Resource Centre, Clydesdale for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 charitable company will continue in operation.

RESPONSIBILITIES OF THE TRUSTEES *(continued)*

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Alexander Marshall Chartered Accountants has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
32 Hamilton Street
Carluke
Lanarkshire
ML8 4HA

Signed by order of the trustees

MRS M DICK
Charity Secretary

11 June 2012

DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF DISABILITY RESOURCE CENTRE, CLYDESDALE

YEAR ENDED 31 MARCH 2012

I report on the accounts of the charity for the year ended 31 March 2012 set out on pages 8 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of Disability Resource Centre, Clydesdale for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination as required under section 44(1) (c) of the Act, 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 seeking explanations from you as 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 whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006); and

- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Marshall

Mr D Marshall
Alexander Marshall Chartered Accountants
Independent examiner

84 Hamilton Road
Motherwell
ML1 3BY

12 June 2012

DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	**10,069**	–	**10,069**	9,640
Investment income	3	2	–	2	9
Incoming resources from charitable activities	4	**1,415**	–	**1,415**	9,683
TOTAL INCOMING RESOURCES		**11,486**	–	**11,486**	19,332
RESOURCES EXPENDED					
Charitable activities	5/6	**(9,203)**	**(1,167)**	**(10,370)**	(19,031)
Governance costs	7	**(3,638)**	**(24)**	**(3,662)**	(3,877)
TOTAL RESOURCES EXPENDED		**(12,841)**	**(1,191)**	**(14,032)**	(22,908)
NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR	8	**(1,355)**	**(1,191)**	**(2,546)**	(3,576)
RECONCILIATION OF FUNDS					
Total funds brought forward		**6,382**	**8,369**	**14,751**	18,327
TOTAL FUNDS CARRIED FORWARD		**5,027**	**7,178**	**12,205**	14,751

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on page 8 form part of these financial statements.

DISABILITY RESOURCE CENTRE, CLYDESDALE
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2012

	Note	2012 £	£	2011 £
FIXED ASSETS				
Tangible assets	12		7,414	9,117
CURRENT ASSETS				
Debtors	13	969		1,974
Cash at bank and in hand		5,117		4,906
		6,086		6,880
CREDITORS: Amounts falling due within one year	14	(1,295)		(1,246)
NET CURRENT ASSETS			4,791	5,634
TOTAL ASSETS LESS CURRENT LIABILITIES			12,205	14,751
NET ASSETS			12,205	14,751
FUNDS				
Restricted income funds	16		7,178	8,369
Unrestricted income funds	17		5,027	6,382
TOTAL FUNDS			12,205	14,751

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act.

The trustees acknowledge their responsibilities for:

(i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and

(ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

These financial statements were approved by the members of the committee on the 11 June 2012 and are signed on their behalf by:

MRS A SNEDDON
Director A. Sneddon.

Company Registration Number: SC220293

The notes on page 9 form part of these financial statements.

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

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

When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

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

Incoming resources from charitable trading activity are accounted for when earned.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Donations of new wheelchairs are included at the estimated cost price, donations of second hand wheelchairs are included where the estimated useful life is considered to be two years or more.

Fund accounting

Unrestricted funds held by the charity are general funds. These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted funds held by the charity are for situations where the donor requires that the funds are used for a specific purpose.

1. ACCOUNTING POLICIES *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Apportionment of costs

Costs incurred solely in respect of activities are allocated to that activity. Other costs incurred are apportioned by the trustees to activities on the basis of their estimate of the usage by each activity of that cost.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Mobility equipment	-	20% straight line
Office furn and equip	-	15% straight line
Tenants improvements	-	10% straight line

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations			
Donations	1,405	1,405	990
Grants receivable			
South Lanarkshire Council Grants	8,664	8,664	8,650
	10,069	10,069	9,640

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	2	2	9

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Provision of transport	1,415	1,415	9,683

5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Provision of transport	1,217	–	1,217	9,306
Provision of advice	3,902	–	3,902	4,235
Support costs	4,084	1,167	5,251	5,490
	9,203	1,167	10,370	19,031

6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Direct Charitable Activity £	Support costs £	Total Funds 2012 £	Total Funds 2011 £
Provision of transport	1,217	4,238	5,455	13,745
Provision of advice	3,902	1,013	4,915	5,286
	5,119	5,251	10,370	19,031

7. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Premises costs	1,638	–	1,638	1,848
Accountancy fees	745	–	745	676
Trustees' meetings and expenses	778	–	778	880
Depreciation	39	24	63	74
Telephone	322	–	322	286
Office costs	102	–	102	93
Other costs	14	–	14	20
	3,638	24	3,662	3,877

8. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2012	2011
	£	£
Depreciation	1,704	1,749

9. STAFF COSTS AND EMOLUMENTS

No salaries or wages have been paid to employees, including the members of the committee, during the year.

10. TRUSTEES' REMUNERATION

No members of the management committee received any remuneration during the year. Travel costs and expenses amounting to £1,451 (2011: £1,525) were reimbursed to 7 (2011: 7) members of the management committee.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

11. TAXATION

As a charity, Disability Resource Centre is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

12. TANGIBLE FIXED ASSETS

	Mobility equipment	Fixtures & Fittings	Tenants improvements	Total
	£	£	£	£
COST				
At 1 April 2011 and 31 March 2012	2,791	2,128	10,721	15,640
DEPRECIATION				
At 1 April 2011	1,750	1,260	3,513	6,523
Charge for the year	358	273	1,072	1,703
At 31 March 2012	2,108	1,533	4,585	8,226
NET BOOK VALUE				
At 31 March 2012	683	595	6,136	7,414
At 31 March 2011	1,041	868	7,208	9,117

During the year the Charity did not receive any donations of wheelchairs. The total number of wheelchairs held is 54. Any donated items are regarded as fixed assets but have not been included in the balance sheet as the cost is not known.

13. DEBTORS

	2012 £	2011 £
Trade debtors	–	1,137
Prepayments	969	837
	969	1,974

14. CREDITORS: Amounts falling due within one year

	2012 £	2011 £
Other creditors	1,295	1,246

15. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2012 the charity had annual commitments under non-cancellable operating leases as set out below.

	Land and buildings	
	2012 £	2011 £
Operating leases which expire:		
Within 1 year	3,450	3,450

16. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2011 £	Outgoing resources £	Balance at 31 Mar 2012 £
Lloyds TSB	106	(97)	9
Storage facility	506	(63)	443
The Big Lottery	6,907	(1,031)	5,876
Voluntary Action Fund Community Chest	850	–	850
	8,369	(1,191)	7,178

16. RESTRICTED INCOME FUNDS *(continued)*

Purpose of Restricted Funds

The charity has four restricted funds, The Lloyds TSB fund, the Storage facility fund, the Big Lottery fund and the Voluntary Action Community Chest Fund.

The Lloyds TSB fund was received for the purchase of computer equipment which is currently in use in the Centre.

The Big Lottery fund was received to meet the cost of constructing the storage unit for wheelchairs. This unit has now been completed.

The Storage Facility fund consists of donations and other funds raised to meet any build and ancillary costs relating to the storage facility in excess of the grant funding obtained. Now that the storage facility has been completed the balance of this fund has been transferred to unrestricted funds.

The Voluntary Action Community Chest fund was received for the purchase of development of a website and advertising brochures.

17. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2011	Incoming resources	Outgoing resources	Balance at 31 Mar 2012
	£	£	£	£
General Funds	6,382	11,486	(12,841)	5,027

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted Income Funds:			
Lloyds TSB	–	9	9
Storage facility	443	–	443
The Big Lottery	5,814	62	5,876
Voluntary Action Fund Community Chest	–	850	850
	6,257	921	7,178
Unrestricted Income Funds	1,157	3,870	5,027
Total Funds	7,414	4,791	12,205

19. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have any shareholders. The company is under the control of the trustees who are listed in the Trustees Annual Report.