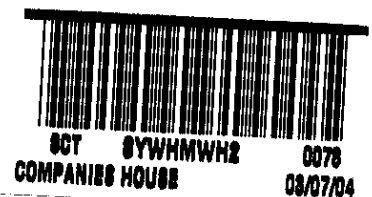


**COMPANY REGISTRATION NUMBER SC220293**

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2004**

**Charity Number SC024434**



**ALEXANDER MARSHALL**  
Chartered Accountants & Registered Auditors  
84 Hamilton Road  
Motherwell  
ML1 3BY

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees annual report	<b>1</b>
Independent auditors' report	<b>4</b>
Income and expenditure account	<b>6</b>
Balance sheet	<b>7</b>
Notes to the financial statements	<b>8</b>

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2004**

The trustees, who are also Directors for the purposes of the Companies Act, present their report and the financial statements of the charity for the year ended 31 March 2004.

**LEGAL AND ADMINISTRATIVE INFORMATION**

Disability Resource Centre, Clydesdale is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

The company is registered at Companies House under number SC220293.

The Inland Revenue have recognised that the company's objects are charitable and that relief is available under section 505(1) of the Income and Corporation Taxes Act 1988.

The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities.

**OBJECTIVES OF DISABILITY RESOURCE CENTRE, CLYDESDALE**

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 and a befriending service for disabled persons resident within the operating area.

**ORGANISATION**

*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 and the Secretary who provides details of correspondence received since the last meeting.*

The Charity subscribes to the Association of Local Voluntary Organisations and has regular contact with other organisations with similar aims in surrounding areas.

**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.

**INVESTMENT POLICY**

The trustees consider that where surplus fund are available, they should be held in a suitable high interest bearing bank account.

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2004**

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

The results for the year are set out in the Income and Expenditure Account and Statement of Financial Activities on page 5.

No major changes in the scope of activities are expected in the next financial year.

**RESERVE POLICY**

The company's reserves are maintained at a level deemed sufficient by the trustees to allow continual investment towards the company's charitable objectives. The company is limited by guarantee and has no shareholders, therefore no dividends are payable.

**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.

**THE TRUSTEES**

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

Mrs A Sneddon  
Mr A McDonald  
Mrs J McDonald  
Mrs I Weir  
Mr R Hutchison  
Mrs M Cowie  
Mrs M Dick  
Mr R Green

Mr R Green was appointed as a director on 11 June 2003.

Mrs M Cowie retired as a director on 11 June 2003.

**TRUSTEES' RESPONSIBILITIES**

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 charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**AUDITORS**

A resolution to re-appoint Alexander Marshall as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT *(continued)***

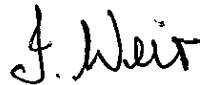
**YEAR ENDED 31 MARCH 2004**

**SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:  
32 Hamilton Street  
Carluke  
Lanarkshire  
ML8 4HA

Signed by order of the trustees



MRS I WEIR  
Company Secretary

Approved by the trustees on 30 June 2004

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
DISABILITY RESOURCE CENTRE, CLYDESDALE**

**YEAR ENDED 31 MARCH 2004**

We have audited the financial statements which comprise the Statement of Financial Activities, Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and on the basis of the accounting policies set out therein.

This report is made solely to the charity'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 charity's members those matters we are required to state to them in an auditors' 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS**

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 Trustees Annual Report is not consistent with the financial statements, if the charity 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 trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

**BASIS OF AUDIT 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
DISABILITY RESOURCE CENTRE, CLYDESDALE *(continued)***

**YEAR ENDED 31 MARCH 2004**

**OPINION**

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2004 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Alexander Marshall*

ALEXANDER MARSHALL  
Chartered Accountants  
& Registered Auditors

84 Hamilton Road  
Motherwell  
ML1 3BY

30 June 2004

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**INCOME AND EXPENDITURE ACCOUNT**

**YEAR ENDED 31 MARCH 2004**

	Note	Total Funds 2004 £	Total Funds 2003 £
<b>INCOMING RESOURCES</b>			
Donations	3	255	435
Grants receivable	4	6,000	6,000
Income from charitable trading activities:	5	4,244	4,697
Interest receivable	6	24	70
<b>TOTAL INCOMING RESOURCES</b>		<u>10,523</u>	<u>11,202</u>
<b>RESOURCES EXPENDED</b>			
Direct charitable expenditure	7	4,936	5,048
Management and administration	8	6,853	6,431
<b>TOTAL RESOURCES EXPENDED</b>	9	<u>11,789</u>	<u>11,479</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR</b>	10	(1,266)	(277)
Balances brought forward at 1 April 2003		<u>3,474</u>	<u>3,751</u>
Balances carried forward at 31 March 2004		<u>2,208</u>	<u>3,474</u>

All movements are in Unrestricted Funds

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The statement of financial activities is given in note 2.

The notes on pages 8 to 12 form part of these financial statements.



**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2004**

	Note	2004 £	£	2003 £
<b>CURRENT ASSETS</b>				
Debtors	11	1,053		883
Cash at bank and in hand		<u>2,266</u>		<u>3,062</u>
		3,319		3,945
<b>CREDITORS: Amounts falling due within one year</b>	12	<u>(1,110)</u>		<u>(471)</u>
<b>NET CURRENT ASSETS</b>			<b>2,209</b>	<b>3,474</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>2,209</b></u>	<u><b>3,474</b></u>
<b>NET ASSETS</b>			<u><b>2,209</b></u>	<u><b>3,474</b></u>
<b>FUNDS</b>				
Unrestricted	14		<u><b>2,209</b></u>	<u><b>3,474</b></u>
<b>TOTAL FUNDS</b>			<u><b>2,209</b></u>	<u><b>3,474</b></u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the 30 June 2004 and are signed on their behalf by:

MRS A SNEDDON  
Director *A. Sneddon.*

The notes on pages 8 to 12 form part of these financial statements.

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985.

**Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis.

**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.

**Donations and grants**

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.

**Netting off of income and expenditure**

Incoming resources have been recorded in the financial statements at their gross amounts, without the deduction of any expenditure.

**Fund accounting**

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

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

**1. ACCOUNTING POLICIES** *(continued)*

**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. STATEMENT OF FINANCIAL ACTIVITIES**

		<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
<b>INCOMING RESOURCES</b>			
Donations	<b>3</b>	<b>255</b>	435
<b>Income from charitable trading activities:</b>			
Grants receivable	<b>4</b>	<b>6,000</b>	6,000
Charitable trading income	<b>5</b>	<b>4,244</b>	4,697
Interest receivable	<b>6</b>	<b>24</b>	70
<b>TOTAL INCOMING RESOURCES</b>		<u><b>10,523</b></u>	<u>11,202</u>
<b>RESOURCES EXPENDED</b>			
<b>Charitable expenditure:</b>			
Costs in furtherance of charitable objects	<b>7</b>	<b>4,936</b>	5,048
Management and administration	<b>8</b>	<b>6,853</b>	6,431
<b>TOTAL RESOURCES EXPENDED</b>	<b>9</b>	<u><b>11,789</b></u>	<u>11,479</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR</b>	<b>10</b>	<b>(1,266)</b>	<b>(277)</b>
Balances brought forward		<u><b>3,474</b></u>	<u>3,751</u>
Balances carried forward		<u><b>2,208</b></u>	<u>3,474</u>

**3. DONATIONS**

	<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
Donations received	<u><b>255</b></u>	<u>435</u>

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

**4. GRANTS RECEIVABLE**

	<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
Local authority grants	<u>6,000</u>	<u>6,000</u>

**5. CHARITABLE TRADING INCOME**

	<b>2004 £</b>	<b>2003 £</b>
Transport hire	<u>4,244</u>	<u>4,697</u>
Income from charitable trading		

**6. INTEREST RECEIVABLE**

	<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
Bank interest receivable	<u>24</u>	<u>70</u>

**7. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS**

	<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
<b>Provision of charitable services:</b>		
Provision of transport	<u>4,936</u>	<u>5,048</u>

**Analysis of provision of charitable services:**

	<b>Other costs £</b>	<b>Total 2003 £</b>
Provision of transport	<u>4,936</u>	<u>5,048</u>

**8. MANAGEMENT AND ADMINISTRATION**

	<b>Total Funds 2004 £</b>	<b>Total Funds 2003 £</b>
Office costs	6,136	5,453
Audit fees	470	505
Costs of trustees' meetings	195	263
Other	52	210
	<u>6,853</u>	<u>6,431</u>

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

**9. TOTAL RESOURCES EXPENDED**

	Other costs	Total Funds 2003
	£	£
Direct charitable expenditure	4,936	5,048
Management and administration	6,853	6,431
	<u>11,789</u>	<u>11,479</u>

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

	2004	2003
	£	£
<b>Other costs:</b>		
Premises	2,420	1,824
Legal and professional	470	505
Other	8,899	9,150
	<u>11,789</u>	<u>11,479</u>

**10. OPERATING LOSS**

Operating loss is stated after charging:

	2004	2003
	£	£
Auditors' fees	470	505
Operating lease costs:		
Land and buildings	<u>2,750</u>	<u>2,521</u>

**11. DEBTORS**

	2004	2003
	£	£
Trade debtors	349	511
Prepayments	704	372
	<u>1,053</u>	<u>883</u>

**12. CREDITORS: Amounts falling due within one year**

	2004	2003
	£	£
Other creditors	<u>1,110</u>	<u>471</u>

**DISABILITY RESOURCE CENTRE, CLYDESDALE  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2004**

**13. COMMITMENTS UNDER OPERATING LEASES**

At 31 March 2004 the charity had annual commitments under non-cancellable operating leases as set out below.

	<b>Land and buildings</b>	
	<b>2004</b>	<b>2003</b>
	<b>£</b>	<b>£</b>
<b>Operating leases which expire:</b>		
Within 1 year	<b><u>458</u></b>	<b><u>458</u></b>

**14. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS**

	<b>Other net assets</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
Unrestricted funds	<b><u>2,208</u></b>	<b><u>2,209</u></b>

**15. 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.