Report of the Trustees and
Financial Statements for the Year Ended 31 March 2019
for
Ormlie Community Association Ltd.

S8AJV583
SCT 27/07/2019 #415
COMPANIES HOUSE

Reid & Fraser
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

Contents of the Financial Statements for the Year Ended 31 March 2019

	Page
Report of the Trustees	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 14
Detailed Statement of Financial Activities	15 to 10

Report of the Trustees for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The aim of Ormlie Community Association Ltd is to address social, economic and environmental issues with a view to improving the lives of people living in Caithness and North Sutherland.

Achievements and performance

During the year under review through various projects and activities Ormlie Community Association Ltd continued to provide a range of services to provide benefit to a wide spectrum of the community from babies and toddlers, children and teenagers, young families, unemployed and adults.

ACHIEVEMENT AND PERFORMANCE

Ormlie Community Association Ltd works in partnership with a range of organisations and agencies to deliver their services and activities.

Funding remains a concern in the current economic climate, however the value and benefit of the projects and services offered by the organisation continue to meet the aims of a range of funding sources.

We have continued with the following activities:

- The Young Mum's Group in Thurso and Wick.
- The Children & Young People's Groups.
- The Silver Citizens Project offering a range of activities for Older Adults including trips to local places of interest.
- Net Axs, the digital access project offered in CAB offices to meet the needs of those affected by welfare reform and lack of access to IT, in Wick and Thurso finished in December 2018 but continues in OCA in Thurso as "Get It".
- Services for the unemployed, including Employability Workshops, in conjunction with Highland Council Employment Support Framework finished in March 2019 when Highland Council Funding ceased.
- A range of classes and workshops, with an emphasis on employability and coping on a low income.

The Ormlie Centre continues to be used primarily by ourselves and another voluntary organisation but is available and used for occasional lets by a range of organisations. Ormlie Community Association Ltd has begun an investigation into the future ownership of the Ormlie Centre

The programme of refurbishment of the Ormlie Community Association Ltd office is complete and repairs to the Drystone Dykes and Shark Park were completed.

Ormlie Community Association Ltd has continued to progress the introduction of the Workplace Pension (NEST) Scheme. The organisation has sought clarification on the requirements of staff contracts.

The organisation continues to contribute to the Caithness Community Planning Initiative.

Preparations are in hand for the implementation of the General Data Protection Regulations (GDPR) on 25 May 2018.

Upgraded laptops have been installed in the OCA Centre and the staff trained in new IT requirements for "Get IT".

Report of the Trustees for the Year Ended 31 March 2019

FINANCIAL REVIEW

Financial position

There has been another excellent performance from the staff who have identified and successfully drawn on alternative funding sources in very competitive circumstances. Initiatives like the "Mums" Groups in Thurso and Wick have been relaunched supported by very substantial grants from Children in Need which are in place for the next three years.

Young Mums and FYI funding is in place for a further two years.

On the down side, funding for the Work Club and Framework was withdrawn resulting in its closure after many years but a more person specific initiative has replaced it and should provide one to one assistance for job seekers.

Reserves policy

The trustees have always aimed to have unrestricted funds held by the charity to meet between 3 and 6 months of the resources expended. As ever the trustees will ensure that adequate reserves are maintained.

FUTURE PLANS

The Directors plans for the financial year 2019/20 include:

- Appointment of an OCA Financial Controller.
- Review of OCA Policies & Procedures.
- Continue discussions with Highland Council regarding OCA obtaining a lease, or possibly ownership, of the Ormlie Centre to give further stability to the organisation.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

All the trustees fall due to retire at the Annual general meeting and, being eligible, offer themselves for re-election.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC221915 (Scotland)

Registered Charity number

SC028393

Registered office

108 Marr Terrace

Thurso

Caithness

KW147SW

Trustees

Mr Douglas Shanks

Mr Jim Kelly

Mr Neil Macdonald

Ms Naomi Begg

Mr Marcus Mennie

Mr James Worthington

Chairperson Vice Chairperson

- appointed 17.12.18

Company Secretary

Mrs Lynn Margaret Stewart

Report of the Trustees for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Independent examiner
Stuart Walker BAcc CA
Reid & Fraser
Chartered Accountants
15 Princes Street
Thurso
Caithness
KW14 7BQ

Bankers
Bank of Scotland
25 Olrig Street

Thurso

KW14 7HQ

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

Approved by order of the board of trustees on 11th July 2019 and signed on its behalf by:

Mrs Lynn Margaret Stewart - Secretary

Independent Examiner's Report to the Trustees of Ormlie Community Association Ltd.

I report on the accounts for the year ended 31 March 2019 set out on pages five to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees 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 (as amended). The charity's trustees 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 the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 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 to comply with Regulation 8 of the 2006 Accounts Regulations

have 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.

Stuart Walker BAcc CA Reid & Fraser Chartered Accountants 15 Princes Street Thurso Caithness KW14 7BQ

Date: 24.7.19

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2019

		Unrestricted	Restricted	2019 Total	2018 Total
	14	fund	fund	funds	funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	-	686	686	841
Charitable activities	5				
Charitable Activities		-	100,341	100,341	166,888
Other trading activities	3	-	1,342	1,342	2,179
Investment income	4	-	15	15	6
Other income	6	-	120	120	124
Total		-	102,504	102,504	170,038
EXPENDITURE ON					
Charitable activities	7				
Charitable Activities		-	142,746	142,746	159,159
NET INCOME/(EXPENDITURE)		-	(40,242)	(40,242)	10,879
RECONCILIATION OF FUNDS					
Total funds brought forward		8,901	145,319	154,220	143,341
TOTAL FUNDS CARRIED FORWARD		8,901	105,077	113,978	154,220
TOTAL FUNDS CARRIED FOR WARD		======	=====	=======================================	=======================================

Balance Sheet At 31 March 2019

	Notes	Unrestricted fund £	Restricted fund £	2019 Total funds £	2018 Total funds £
FIXED ASSETS Tangible assets	13	-	8,489	8,489	8,930
CURRENT ASSETS Debtors Cash at bank	14	8,901 	6,790 91,812	6,790 100,713	10,092 137,198
		8,901	98,602	107,503	147,290
CREDITORS Amounts falling due within one year	15	-	(2,014)	(2,014)	(2,000)
NET CURRENT ASSETS		8,901	96,588	105,489	145,290
TOTAL ASSETS LESS CURRENT LIABII	LITIES	8,901	105,077	113,978	154,220
NET ASSETS	,	8,901 ====	105,077	113,978	154,220
FUNDS Unrestricted funds Restricted funds	16			8,901 105,077	8,901 145,319
TOTAL FUNDS				113,978	154,220

Balance Sheet - continued At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 11th July 2019 and were signed on its behalf by:

Mr Iim Kelly -Trustee

Notes to the Financial Statements for the Year Ended 31 March 2019

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company; which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Play Area	- 10% straight line
Home Zone	- 10% straight line
Macauley View	- 10% straight line
Fixtures, fittings & equipment	- 15% straight line

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2019	2018
	£	£
Donations	686	841
		

2010

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

3. OTHER TRADING ACTIVITIES

		2019	2018
		£	£
	Fundraising	655	700
	Income - Office Rental	472	374
	Income - Silver Activities	215	1,105
		1,342	2,179
		===	===
4.	INVESTMENT INCOME		
		2019	2018
		£ 2019	£
	Deposit account interest	15	~ 6
	Deposit account interest	===	==
5.	INCOME FROM CHARITABLE ACTIVITIES		
		2019	2018
		Charitable	2010
		Activities	Total activities
		£	£
	Grants	100,341	166,888
	Grants received, included in the above, are as follows:		
		2019	2018
		£	£
	Highland Council	1,069	23,537
	Children In Need	34,650	30,292
	Tesco	F 100	2,000
	Moray Firth Radio	5,128	- 55.460
	Big Lottery Fund	37,494	55,450 5,377
	Scottish Council for Voluntary Organisations	•	11,000
	Bank of Scotland Development Trusts Association Scotland	12,000	12,368
	Scottish & Southern Electricity	12,000	12,000
	Charles Hayward Foundation		3,000
	Spirit of Caithness	-	7,364
	Henry Duncan Awards	-	4,500
	The Corra Foundation	4,000	· •
	Awards For All	5,000	<u>.</u> ·
	WG Edwards	1,000	
		100,341	166,888
6.	OTHER INCOME		
		2019	2018
		£	£
	Other Income	120	124
		====	======

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

7. CHARITABLE ACTIVITIES COSTS

		Direct costs (See note 8)	Support costs	Totals
		£	£	£
	Charitable Activities	140,822	1,924	142,746
		===	===	====
8.	DIRECT COSTS OF CHARITABLE ACTIVITIES			
			2019	2018
			£	£
	Staff costs		109,408	112,477
	Staff training		119	181
	Rent, rates & insurance		8,434	13,266
	Light & heat		2,606	2,491
	Repairs & maintenance		748	1,651
	Printing, postage & stationery		2,501	2,198
	Activities		4,070	6,037
	Travelling & subsistence		2,055	2,342
	· Professional fees		992	1,422
	Telephone		2,726	2,450
	General expenses		3,519	2,624
	Depreciation		3,644	7,474
	Loss on sale of assets		-	2,626
			140,822	157,239
9.	NET INCOME/(EXPENDITURE)			====
	Net income/(expenditure) is stated after charging/(crediting):			
			2019	2018
			£	£
	Depreciation - owned assets		3,644	7,474
	Deficit on disposal of fixed asset		-	2,626
			====	

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

11. STAFF COSTS

The average monthly number of employees during the year was as follows:

Management Support	• •	2019 1 11	2018 1 12
		<u>12</u>	<u>13</u>

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM	_		
Donations and legacies	-	841	. 841
Charitable activities			
Charitable Activities	-	166,888	166,888
Other trading activities	-	2,179 [.]	2,179
Investment income	•	6 .	6
Other income	•	124	124
Total	•	170,038	170,038
EXPENDITURE ON Charitable activities Charitable Activities	-	159,159	159,159
Total	•	159,159	159,159
NET INCOME/(EXPENDITURE) RECONCILIATION OF FUNDS		10,879	10,879
Total funds brought forward	8,901	134,440	143,341
TOTAL FUNDS CARRIED FORWARD	8,901 =====	145,319	154,220

13. TANGIBLE FIXED ASSETS

	Play Area £	Home Zone £	Fittings & Equipment	Macauley View £	Total £
COST At 1 April 2018	208,071	284,743	25,724	43,133	561,671
Additions	-	•	3,203	-	3,203
Disposals	•	-	-	-	-

14.

15.

16.

Restricted funds

Restricted Funds

TOTAL FUNDS

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

13. TANGIBLE FIXED ASSETS - continued

At 31 March 2019	208,071	284,743	28,927	43,133	564,874
DEPRECIATION	 _				
At 1 April 2018	207,268	284,743	17,597	43,133	552,741
Charge for the year	202		3,442	-	3,644
Eliminated on disposal	•	-	· -		· -
At 31 March 2019	207,470	284,743	21,039	43,133	556,385
NET BOOK VALUE					
At 31 March 2019	601		7,888		8,489
At 31 March 2018	803	-	8,127	-	8,930
DEBTORS: AMOUNTS FALLING DU	E WITHIN ONE	YEAR		2010	2019
				2019 £	2018 £
Other debtors				6,650	10,092
Prepayments and accrued income				140	-
					
				6,790 ———	10,092
CREDITORS: AMOUNTS FALLING I	DUE WITHIN ON	E YEAR			
·				2019	2018
				£	£
Other creditors				14	2,000
Accruals and deferred income				2,000	2,000
				2,014	2,000 ——
MOVEMENT IN FUNDS					
			Nat	movement	
			At 1.4.18	in funds	At 31.3.19
•			£	£	£
Unrestricted funds General fund		,	8,901	-	8,901

145,319

154,220

105,077

113,978

(40,242)

(40,242)

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds
Restricted funds Restricted Funds	102,504	(142,746)	(40,242)
TOTAL FUNDS	102,504	(142,746) ———	(40,242)
Comparatives for movement in funds		Net movement	
	At 1.4.17 £	in funds £	At 31.3.18 £
Unrestricted Funds General fund	8,901	-	8,901
Restricted Funds Restricted Funds	134,440	10,879	145,319
TOTAL FUNDS	143,341	10,879	154,220
Comparative net movement in funds, included in the above are as follows:			
	Incoming resources	Resources expended £	Movement in funds
Restricted funds Restricted Funds	170,038	(159,159)	10,879
TOTAL FUNDS	170,038	(159,159)	10,879
A current year 12 months and prior year 12 months combined position is a	s follows:		
	At 1.4.17	Net movement in funds £	At 31.3.19
Unrestricted funds General fund	8,901	-	8,901
Restricted funds Restricted Funds	134,440	(29,363)	105,077
TOTAL FUNDS	143,341	(29,363)	113,978

Notes to the Financial Statements - continued for the Year Ended 31 March 2019

16. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended £	Movement in funds
Restricted funds			
Restricted Funds	272,542	(301,905)	(29,363)
TOTAL FUNDS	272,542	(301,905)	(29,363)

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies Donations	686	841
Other trading activities		
Other trading activities Fundraising	655	700
Income - Office Rental	472	374
Income - Silver Activities	215	1,105
	1,342	2,179
Investment income		
Deposit account interest	15	6
Charitable activities		
Grants	100,341	166,888
Other income		
Other Income	120	124
Total incoming resources	102,504	170,038
EXPENDITURE		
Charitable activities		110.055
Wages	105,860	110,255
Social security	1,834 1,714	1,448 774
Pensions Staff training	119	181
Rent, rates & insurance	8,434	13,266
Light & heat	2,606	2,491
Repairs & maintenance	748	1,651
Printing, postage & stationery	2,501	2,198
Activities	4,070	6,037
Travelling & subsistence	2,055	2,342
Professional fees	992	1,422
Telephone	2,726	2,450
General expenses	3,519	2,624
Depreciation & impairment	3,644	7,474
Loss on sale of tangible fixed assets	-	2,626
	140,822	157,239

Support costs

Detailed Statement of Financial Activities for the Year Ended 31 March 2019

, ·	2019 £	2018 £
Governance costs Independent Examiner's fees	1,924	1,920
Total resources expended	142,746	159,159
Net (expenditure)/income	(40,242)	10,879