

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)
DIRECTORS ANNUAL REPORT AND ACCOUNTS
For the year ended 31 March 2016

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COMPANIES HOUSE

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

Legal and administrative information

Directors

Barbara McKenzie (Chair)

Mary Jordan (Treasurer)

Allen Jack

Ann Pike

Denise Arbeiter

Rachel Annand

Dr Elizabeth Lennon (appointed 8 April 2016, resigned 11 September 2016)

Alastair Colquhoun (appointed 8 July 2016)

Chief Executive

Mary-Denise McKernan

Registered Office

Sycamore House

Quarrywood Court

Livingston

EH54 6AX

Auditors

Chiene + Tait LLP

Chartered Accountants and Statutory Auditor

61 Dublin Street

Edinburgh

EH3 6NL

Bankers

Bank of Scotland

57 East Main Street

Broxburn

West Lothian

EH52 5EE

Santander

Bridle Road

Bootle

Merseyside

L30 4GB

Scottish Widows Bank

67 Morrison Street

Edinburgh

EH3 8YJ

Solicitors and Employment Advisers

Harper Macleod

The Ca'd'oro

45 Gordon St

Glasgow

G1 3PE

Charity number:

SC019628

Company number:

SC226434

DIRECTORS' REPORT

The Directors submit their report together with the financial statements for the year ended 31 March 2016.

Objectives and activities

As set out in the Memorandum and Articles of Association: "The Objects of the Company shall be to promote the benefit of carers of West Lothian and its environs without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance the education, further the health and relieve the poverty and distress of such carers."

These objectives fall within the scope of the protected characteristics of the Equality Act 2010 and the Scottish Government's Equality Evidence Strategy 2014 (age, disability, gender reassignment, race, religion and belief, sex, sexual orientation).

Carers of West Lothian aims to provide support and a voice for carers of all ages and backgrounds across West Lothian. We work towards these aims by:

- Providing services which are responsive to need
- Achieving consistently high standards of practice informed by clear evaluation
- Working in partnership with other agencies to enhance support and services to carers and to assist in policy and service development
- Equality of opportunity and the opposing of discrimination
- Respecting the skills and experience of its staff and volunteers and providing opportunities for continuous learning and improvement
- Being an open and accountable organisation that routinely consults with carers and other stakeholders

This is identified and monitored through our Strategic Plan which is set and reviewed regularly by the Board.

Funding is identified and sourced based on identified area of need. In this financial year the main source of funding is West Lothian Council and NHS Lothian. Outcomes, upon which funding has been given, are regularly reviewed and reported back.

Activities, Achievements and Performance

Carers of West Lothian provides information and support to adult carers of all ages and in all caring situations throughout West Lothian. The organisation also provides individual and group support to young carers between the ages of 8 to 18 years. Carers of West Lothian is the only organisation based in West Lothian providing this service solely to unpaid carers. Over recent years the organisation has seen a marked rise in demand for support for carers and in the complexity of the caring role. At the end of March 2016 Carers of West Lothian was in contact with **4,103** carers.

During this period **927** adult carers received support with carer support workers handling **2,293** enquiries relating to these carers. In addition, **103** young carers between the ages of 8 to 18 years old received individual and group support.

The main areas of support requested by carers in 2015/16 related to financial concerns, one-to-one emotional support and listening ear, general information and training for carers.

DIRECTORS' REPORT (CONTINUED)

Activities, Achievements and Performance (continued)

235 carers received support through core services. Over and above core activities Carers of West Lothian managed 5 significant projects.

- Health & Wellbeing (previously known as Supporting Older Carers) - The project will encourage and support carers from the very outset of their caring role to focus on their own asset strengths (i.e. help them to build on their own abilities and support networks) and to reconnect with the community networks around them. Carers will feel more in control of their caring situation. **182** carers benefitted from this service.
- Carer Support Service at St John's Hospital in Livingston - the service supports carers through the hospital discharge process, offering moral support and guidance to ensure that carers are involved as much as possible. **294** carers received help through the hospital service, most of whom received continuing support in the community through the carers centre.
- Dementia Project supports carers caring for someone with dementia. **216** carers received information and support through this project.
- Time Out Project provided funding to carers in crisis situations, and carers reaching crisis, to purchase their own short breaks. **40** grants were awarded in 15/16. The grants have been used for the following: to allow carers the opportunity to have a short break, a mindfulness retreat for carers, outings for young carers, support group activities and equipment to pursue a hobby (including a camera, a stereo and listening books and a tablet).
- The Young Carers Project supported **103** young carers between the ages of 8 to 18 years through individual and group work. This is in addition to the **927** adult carers who received a service.

The organisation continued to promote volunteer development with a team of 6 operational volunteers providing help on a regular basis in all areas of activity.

Carers of West Lothian continued to facilitate and support the West Lothian Carers Voice Group bringing together individual carers and representatives from carers' groups who are keen to influence the way that local services are delivered.

In the summer of 2015 all carers known to Carers of West Lothian were given the opportunity to take part in a survey covering the services provided and help identify any gaps. The survey provides a starting point against which to compare our performance going forward. 349 surveys returned representing 9% response rate, the results were analysed and actions taken. Some of the key findings of the survey are: over 90% of carers surveyed were fairly or very happy with the services and/or supports they received in the last 12 months; 98% of carers keep up to date with Carers of West Lothian news and information by reading our quarterly newsletter (one suggestion implemented was for a benefits advice column to be included in the newsletter); 44% of carers surveyed said they would be happy to receive a variety of communications by email (a Mailchimp account has been set up to enable us to send out publications electronically). We have a new website designed for easy access, to ensure the information is relevant, useful and up to date which will be officially launched later in the year.

As a follow on from Carers of West Lothian's Strategic Planning Review in January 2014 a follow up Away Day took place in January 2016 to further review and understand the changing dynamics impacting carers in West Lothian. The Away Day was attended by staff, volunteers, carers, board members and external parties including West Lothian Council and NHS Lothian.

It's been a full year in Sycamore House and as planned we have been able to continue providing existing services and adding new ones which would not have been possible in the previous premises. These include weekly coffee mornings, a walking group, Power of Attorney, legal clinic, benefits advice clinic, counselling, mindfulness sessions, massage therapist, training courses, support groups and young carer groups.

DIRECTORS' REPORT (CONTINUED)

Financial Review

2015/16 was a successful year for Carers of West Lothian with successful securing of additional income, for example The Robertson Trust, and our income has exceeded £500,000 for the first time. This means the accounts for Carers of West Lothian are being externally audited for the first time.

In May 2016 it was announced that we had been successful in securing funding from the Big Lottery fund. This funding will primarily support the recruitment of 3 additional members of staff. This will allow Carers of West Lothian to extend the services that we are able to provide to carers across West Lothian.

Total income for the year increased from £454,389 to £517,885. Total expenditure increased in line with the income from £452,238 to £501,338. The net income for the year was £16,547, compared to £2,151 in the prior year.

The net assets and total reserves of Carers of West Lothian as at 31 March 2016 amounted to £509,793.

The principal sources of unrestricted funding are West Lothian Council and NHS Lothian, who fund core activities on the basis of a Service Level Agreement. Restricted funding is received from a number of sources, including the Robertson Trust and is applied to specific time limited projects.

The policy of the charity is to plan to hold a General Reserve of at least £117,137 unrestricted funds to cover 9 months core running expenses in the event of core funding being withdrawn. As at 31 March 2016, unrestricted general reserves amounted to £118,138.

A Contingency Reserve of £40,000 unrestricted funds is held to cover unexpected financial needs.

A new fund of £17,415 is held to cover restricted fund contractual obligations such as contracts, staff redundancy costs and rent in the event of funding being withdrawn that is not covered by existing reserves and will be reviewed annually.

Restricted funds of £334,240 are held covering a range of projects and will be used in accordance with the timeframe of each project.

No funds are in deficit and surplus funds are on deposit with the Bank of Scotland, Santander Business Banking and Scottish Widows Bank.

A full review of risks facing Carers of West Lothian has been completed. The primary financial risks relate to the receipt of funding being restricted due to the current economic environment. To this end a full review of the reserves was undertaken, as directed by the Board, to ensure that liabilities were fully understood and mitigated through the accounts.

The Board agreed to a full review of current and potential future liabilities which would allow Carers of West Lothian to continue to operate for a period of 9 months should funding cease. The figure for 2015/16 has been held in accounting reserves and will be reviewed annually.

CARERS OF WEST LoTHIAN
(A Company Limited by Guarantee)

DIRECTORS' REPORT (CONTINUED)

Plans for Future Periods

Carers of West Lothian aims to continue providing support and a voice for carers and young carers in West Lothian.

As a consequence of receiving Big Lottery funding we have formulated a 3 year project to deliver comprehensive support to approximately 3,000 people with caring responsibilities in West Lothian. The main aims are to provide service and assistance to adults who have become a carer for the first time, who have experienced a change or an end to their caring role or who are caring for someone with a long term condition.

Carers of West Lothian currently receives funding from a range of statutory agencies. This represents the core function of the organisation, as agreed by the Board, seeking to increase resources to meet a growing demand for services.

Structure, Governance and Management

Carers of West Lothian is a Company Limited by Guarantee and not having a share capital. The governing document is the Memorandum and Articles of Association. It is governed by a Board of Directors (Trustees) appointed by the Members at the AGM.

Policies, procedures and committee remits are fully documented and made available to anyone who asks for access to them. Day to day operations are managed by the Management Team of Carers of West Lothian, but all decisions impacting legal, policy, finance, membership and governance matters are made by the Board.

Carers of West Lothian is a member of the Coalition of Carers in Scotland (COCIS).

New Directors are identified using a variety of techniques, ranging from use of Social Media to knowledge from existing Board members. Initially potential Directors are invited to meet with the Chair and CEO to ascertain their interest and suitability. Following on from that, potential Board members will be invited to attend 3 Board meetings as observers, before deciding whether they will be invited to be full members of the Board. New members to the Board will be provided with a copy of the Board Members Handbook, which details amongst other things responsibilities and legal aspects of the role and Board meeting protocol. Training is also available annually through Companies House specifically for first time Directors.

The key management personnel of the charity are considered to be the Directors, the Chief Executive, the Senior Administrator, the Senior Development Worker (Young Carers Service), and Senior Development Worker (Adult Service). The remuneration of "Key Management Personnel" is aligned to the Scottish Joint Council (SJC) salary scales with specific sign off by the Board of where senior personnel sit within these scales.

Reference and Administrative Details

Information about the charity is set out on page 1.

Statement of Directors' Responsibilities

The Directors (who are also trustees of Carers of West Lothian for the purposes of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)**

DIRECTORS' REPORT (CONTINUED)

Statement of Directors' Responsibilities (continued)

Company law requires the Directors 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 Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- 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.

The Directors are responsible for keeping adequate 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 Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They 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.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Barbara McKenzie
Director, Chair of the Board

11 November 2016

We have audited the financial statements of Carers of West Lothian for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cashflows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Generally Accepted Accounting Practice.

This report is made exclusively to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the charity's trustees those matters we are required to state to them in an auditor's 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, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Directors' Responsibilities Statement set out on pages 5 and 6, the directors (who are also the trustees of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the FRC's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF
CARERS OF WEST LOTHIAN
(continued)**



Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the Directors' Report.

Jeremy Chittleburgh BSc CA (Senior Statutory Auditor)
For and on behalf of
CHIENE + TAIT LLP
Chartered Accountants and Statutory Auditor
61 Dublin Street
Edinburgh, EH3 6NL

28 / 11 / 2016

Chiene + Tait is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

STATEMENT of FINANCIAL ACTIVITIES
(including Income and Expenditure Account)

For the year ended 31 March 2016

	Notes	Un- Restricted Funds £	Restricted Funds £	Total 2016 £	Un- Restricted Funds £	Restricted Funds £	Total 2015 £
Income from:							
Donations and general grants		1,221	15,605	16,826	1,722	5,470	7,192
Charitable activities	3	151,000	348,312	499,312	150,130	295,100	445,230
Investment Income		1,747	-	1,747	1,967	-	1,967
Total income		153,968	363,917	517,885	153,819	300,570	454,389
Expenditure on:							
Charitable activities	4	153,194	348,144	501,338	169,693	282,545	452,238
Total expenditure		153,194	348,144	501,338	169,693	282,545	452,238
Net income/(expenditure)		774	15,773	16,547	(15,874)	18,025	2,151
Transfers between funds	10	-	-	-	(1,722)	1,722	-
Net movement in Funds		774	15,773	16,547	(17,596)	19,747	2,151
Reconciliation of funds							
Fund balances brought forward at 1 April	10,11	174,779	318,467	493,246	192,375	298,720	491,095
Fund balances carried forward at 31 March	10,11	175,553	334,240	509,793	174,779	318,467	493,246

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 12 to 18 form part of these financial statements.

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

BALANCE SHEET

As at 31 March 2016


	Notes	£	2016 £	£	2015 £
Current assets					
Debtors and prepayments	8	3,733		-	
Cash at bank and in hand		524,342		505,982	
		<u>528,075</u>		<u>505,982</u>	
Liabilities: amounts due within one year	9	18,282		12,736	
Net current assets			509,793		493,246
Total assets less current liabilities			509,793		493,246
Net assets			<u>509,793</u>		<u>493,246</u>
Funds					
Unrestricted funds - general	10	118,138		134,779	
Unrestricted funds – designated	10	57,415		40,000	
		<u>175,553</u>		<u>174,779</u>	
Restricted funds	11	334,240		318,467	
		<u>509,793</u>		<u>493,246</u>	

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual financial statements required by the Companies Act 2006 and are for circulation to members of the company.

The financial statements were approved by the Directors on 11 November 2016 and are signed on their behalf by:



Mary Jordan
Director & Treasurer



Barbara McKenzie
Director & Chair

Company No. SC226434

The notes on pages 12 to 18 form part of these financial statements.

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

STATEMENT OF CASHFLOWS

For the year ended 31 March 2016

	Notes	2016 £	2015 £
Cash provided by/(used in) operating activities	15	16,613	(12,080)
		-----	-----
Cash flows from investing activities			
Bank interest income		1,747	1,967
		-----	-----
Cash provided by investing activities		1,747	1,967
		-----	-----
Increase/(decrease) in cash and cash equivalents in the year		18,360	(10,113)
Cash and cash equivalents at the beginning of the year		505,982	516,095
		-----	-----
Cash and cash equivalents at the end of the year		524,342	505,982
		=====	=====
 Analysis of cash and cash equivalents			
Cash at bank – current accounts		330,247	313,490
Cash at bank – term deposits		194,095	192,492
		-----	-----
		524,342	505,982
		=====	=====

The notes on pages 12 to 18 form part of these financial statements.

NOTES to the FINANCIAL STATEMENTS

For the year ended 31 March 2016

1. Company information

Carers of West Lothian is a company limited by guarantee incorporated and domiciled in Scotland with registered company number SC226434. The registered office is Sycamore House, Quarrywood Court, Livingston, EH54 6AX. The financial statements have been presented in Pounds Sterling as this is the functional and presentational currency of the company.

2. Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Carers of West Lothian meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Transition from and Reconciliation with previous Generally Accepted Accounting Practice

The date of transition is 1 April 2014, with the financial statements for the year ended 31 March 2015 being the last prepared under the old UK GAAP.

In preparing the financial statements, the Directors have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

In carrying out the transition to FRS102, the company has not applied any of the optional exemptions as permitted by Section 35 "Transition to this FRS".

Going Concern

The financial statements have been prepared on a going concern basis. The Directors have assessed the charitable company's ability to continue as a going concern and have reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements, and are satisfied that no material uncertainty exists as to the charity's going concern status.

Significant judgements and estimation uncertainty

In the application of the company's accounting policies, the Directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. As the estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, actual results may differ from these estimates. Any such estimates and underlying assumptions are reviewed on an ongoing basis.

The Directors do not consider that any estimates or assumptions have been made in these financial statements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

Taxation

Carers of West Lothian's charitable activities fall within the exemptions afforded by part 11 of the Corporation Tax Act 2010. Accordingly, there is no Corporation Tax charge in these financial statements.

Donations, legacies and similar income

Donations, legacies and similar income are included in the year in which they are receivable, which is when the charity becomes entitled to the income, it is probable that it will be received and the amount can be measured reliably.

Grants receivable

Grants received, including capital grants, are reflected in the Statement of Financial Activities when relevant conditions for entitlement have been met, it is probable they will be received, and the amounts can be quantified with sufficient reliability. Where donors specify that grants are for particular purposes, this income is included in incoming resources within restricted funds when receivable. Where grants are specifically made for the performance of charitable activities in a period subsequent to the year-end they are deferred and excluded from the Statement of Financial Activities.

Investment income

Income from cash held in deposit bank accounts is included in the year to which it relates.

Expenditure

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities, with the exception of support costs which have been allocated to activities on the basis of the estimated usage and application of the relevant cost. Costs of charitable activities consist of those applied by the charity in meeting its charitable objectives. Within support costs are governance costs, which include the costs of general governance of the charity as opposed to direct management inherent in meeting charitable objectives, and are those associated with strategic, constitutional and statutory requirements.

Operating leases

Rentals payable under operating leases are charged on a straight-line basis over the term of the lease.

Tangible fixed assets

It is the company's policy to write off the entire cost of fixed assets acquired in the year of acquisition. The company's fixed assets are listed in a register of fixed assets and may only be disposed of and removed from the register on the decision of the Directors.

The total value of fixed assets acquired and written off during the period was £nil (2015: £nil).

Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors

Creditors are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

CARERS OF WEST LoTHIAN
(A Company Limited by Guarantee)

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

Funds

Unrestricted general funds are the funds which can be used in accordance with the charitable objects at the discretion of the Directors. Restricted funds are the funds that 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.

3. Charitable activities - income	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
	£	£	£	£
Support for young carers	-	119,058	119,058	90,099
Support for general carers	151,000	206,499	357,499	328,064
Carer funding for distribution by COWL	-	22,755	22,755	27,067
	-----	-----	-----	-----
	151,000	348,312	499,312	445,230
	=====	=====	=====	=====

4. Charitable activities - expenditure	Direct Costs	Support Costs	Total 2016	Total 2015
	£	£	£	£
Restricted				
Support for young carers	98,538	23,799	122,337	96,151
Support for general carers	155,057	46,927	201,984	160,385
Carer funding distributed by COWL	23,823	-	23,823	26,009
	-----	-----	-----	-----
	277,418	70,726	348,144	282,545
	=====	=====	=====	=====

Included within Support for general carers are bursaries and grants as per note 11.

	Direct Costs	Support Costs	Total 2016	Total 2015
	£	£	£	£
Unrestricted				
Support for general carers	53,361	99,833	153,194	169,693
	-----	-----	-----	-----
	53,361	99,833	153,194	169,693
	=====	=====	=====	=====

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

5. Support Costs	Unrestricted Costs £	Restricted Costs £	Total 2016 £	Total 2015 £
Staff Costs	57,259	-	57,259	38,925
Property Costs	20,454	30,589	51,043	66,427
Equipment Costs	6,287	9,349	15,636	9,009
Printing and Stationery	4,834	8,912	13,746	11,387
Postage and Telephone	4,969	8,026	12,995	10,199
Publicity	-	108	108	-
Other supplies and services	242	290	532	2,563
Subscriptions	509	939	1,448	1,080
Volunteer Expenses	2,679	8,672	11,351	6,075
Fees and Consultancy	820	481	1,301	300
Bank Charges and Interest	40	-	40	39
	98,093	67,366	165,459	146,004
Governance costs				
Audit fees	1,740	3,360	5,100	-
Independent examiner's fee	-	-	-	500
	99,833	70,726	170,559	146,504

6. Net income	2016 £	2015 £
This is stated after charging:		
Rentals payable in respect of operating leases – land and buildings	31,200	27,353

7. Analysis of staff costs and numbers, director remuneration and expenses, and the cost of key management personnel

	2016 £	2015 £
Wages and salaries	299,954	261,101
Social security costs	24,807	18,575
Pension costs – annual employer contributions	11,675	11,755
	336,436	291,431

No individual employees earned £60,000 or more, excluding employer pension contributions, during the year (2015: £Nil). Out of pocket expenses totalling £Nil (2015: £Nil) were reimbursed during the year in respect of directors.

The key management personnel of the charitable company comprise the Directors, the Chief Executive, Senior Administrator and the Senior Development workers (Young Carers and Adult Services). None of the directors were remunerated for their duties as directors during the year. The total employee benefits of the key management personnel of the charitable company during the year were £120,110 (2015: £103,775).

The average number of employees during the period was 13 (2015: 10).

CARERS OF WEST LoTHIAN
(A Company Limited by Guarantee)

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

8. Debtors and prepayments	2016	2015
	£	£
Prepayments	3,733	-
	-----	-----
	3,733	-
	=====	=====
9. Creditors: amounts falling due within one year	2016	2015
	£	£
Other creditors and accruals	12,086	6,528
Other taxes and social security costs	6,196	6,208
	-----	-----
	18,282	12,736
	=====	=====

10. Unrestricted Funds	Brought Forward	Income	Expenditure	Transfer	Carried Forward
	£	£	£	£	£
General reserve unrestricted funds	134,779	153,968	(153,194)	(17,415)	118,138
Designated funds - Contingency Reserve	40,000	-	-	-	40,000
- Project contingency	-	-	-	17,415	17,415
	-----	-----	-----	-----	-----
	174,779	153,968	(153,194)	-	175,553
	=====	=====	=====	=====	=====

General reserve unrestricted funds will be used at the discretion of the Directors for the general support of all charitable activities.

The **Contingency Fund** comprises unrestricted funds which the Directors have set aside as a reserve to mitigate unforeseen financial problems. At 31 March 2016 the balance of this fund remained unchanged at £40,000.

The **Project contingency fund** represents amounts set aside for potential winding up costs of selected restricted funds not covered by existing funding, and an amount was transferred in the year following an assessment by the directors.

11. Restricted funds	Brought Forward	Income	Expenditure	Transfer of funds	Carried Forward
	£	£	£	£	£
Young Carers Project Fund	74,204	118,492	(117,561)	-	75,135
Health and Wellbeing	106,857	74,000	(63,627)	-	117,230
VOCAL	-	2,956	(2,956)	-	-
Bursaries & Grants	4	8,010	(7,918)	-	96
Time Out Project	6,670	16,500	(17,568)	-	5,602
Health & Wellbeing	1,842	2,500	(140)	-	4,202
Carer Support St John's	97,216	75,081	(79,808)	-	92,489
Dementia Project	20,440	40,000	(40,955)	-	19,485
Signpost	-	6,255	(6,255)	-	-
Counselling	4,365	14,276	(6,580)	-	12,061
See Me	-	3,952	-	-	3,952
Cash for Kids	4,539	-	(1,380)	-	3,159
Siblings Development Fund	2,330	1,895	(3,396)	-	829
	-----	-----	-----	-----	-----
	318,467	363,917	(348,144)	-	334,240
	=====	=====	=====	=====	=====

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

11. Restricted funds (Contd.)

The use of the funds held in each of the restricted funds identified above is limited to the purposes for which the projects were established and for which funding was made available.

Details of the nature of each fund are noted below:

Young Carers Project Fund: Funds provided specifically for the Young Carers Project including £6,609 NHS Lothian core funding, £45,554 NHS Lothian Carer Information Strategy funding, £30,000 Changing Children's Services funding, £35,000 Drug & Alcohol funding and £1,329 donations.

Health & Wellbeing: (Previously known as Older People Service) Funds provided by West Lothian Council Integrated Care Fund.

VOCAL: Funds provided by VOCAL Carers Centre through NHS Lothian Carer Information Strategy funding to provide NHS staff training.

Bursaries & Grants: Funds, provided as bursaries & grants for specific carers, which are administered by Carers of West Lothian.

Time Out Project: Short Breaks Funding administered through the National Carer Organisations to provide breaks from caring for adult and young carers.

Health & Wellbeing: Funds provided for the provision of health & wellbeing activities to carers.

Carer Support St John's: Funds provided by NHS Lothian Carer Information Strategy to identify and support unpaid carers prior to the discharge from St John's Hospital of a relative or family member.

Dementia Project: Funds provided by West Lothian Council Integrated Care Fund to provide support to carers caring for someone with dementia.

Signpost: Funds provided by NHS Lothian Carer Information Strategy to provide advocacy / carer information and support to parent carers caring for a child with additional support needs.

Counselling: Funds provided by NHS Lothian Carer Information Strategy (£5,000) and The Robertson Trust (£8,000).

See Me: Funding to provide 6 workshops and a drama production to help remove the stigma of mental health.

Cash for Kids: Funding for young carers activities and residential from Radio Forth charity, includes award from Time Out Project for young carer activities.

Siblings Development Fund: Funding received from West Lothian Council, Children and Families team to develop group work and residential activities for siblings.

CARERS OF WEST LOTHIAN
(A Company Limited by Guarantee)

NOTES to the FINANCIAL STATEMENTS (Contd.)

For the year ended 31 March 2016

	Net Current Assets £	Total £
12. Analysis of net assets between funds		
Unrestricted funds	175,553	175,553
Restricted funds	334,240	334,240
	-----	-----
	509,793	509,793
	=====	=====

13. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2016 £	2015 £
Within one year	34,523	31,884
Between two and five years	71,857	95,824
	-----	-----
	106,380	127,708
	=====	=====

14. Related party transactions

During the year, the charity purchased database design services from KGM Design amounting to £4,775. Kris McKernan, the proprietor of KGM Design, is the son of Mary-Denise McKernan, the Chief Executive. The Directors are satisfied that all transactions were made at normal commercial business rates. There are no other related party transactions as defined by the Financial Reporting Standard 102.

15. Reconciliation of net movement in funds to net cash flow from operating activities

	2016 £	2015 £
Net movement in funds	16,547	2,151
Deduct interest income shown in investing activities	(1,747)	(1,967)
Decrease/(increase) in debtors	(3,733)	70
(Decrease)/increase in creditors	5,546	(12,334)
	-----	-----
Net cash provided by/(used in) operating activities	16,613	(12,080)
	=====	=====