

# User and Carer Involvement

(A company limited by guarantee)

Registered in Scotland

Company No SC 234241

Charity No SC 031853

Report and Financial Statements

Year Ended 31st July 2006



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**Legal and administrative information**

**Trustees**

Irene Mungall  
Gordon Hiscoe  
Wilma Fenton  
Alison Robertson

**Company Secretary**

Jan Hiddleston

**Registered Office**

1 Gordon Street  
Dumfries  
Dumfries & Galloway  
DG1 1DL

**Reporting Accountants**

Farries, Kirk and McVean  
Chartered Accountants  
30 Castle Street  
Dumfries  
DG1 1EN

**Bankers**

Lloyds TSB Bank plc  
Queensberry Square  
Dumfries  
DG1 1BL

## **Report of the Trustees for the year ended 31st July, 2006**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit the annual report and the financial statements for the year ended 31st July, 2006. The board have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

The Scheme is recognised as a charity in Scotland by the Inland Revenue, number SC031853.

### **Objectives**

In accordance with the Constitution of UCI, the objects are to relieve the needs of carers and users of care services in Dumfries and Galloway. To this end, UCI will help users and carers of people with dementia or mental health problems to have a voice and as a result see positive changes in service provision at strategic level, local service level and individual level.

### **Review of activities and future developments**

The Statement of Financial Activities for the year is set out on page 5 of the financial statements.

### **Reserves**

The present level of funding is adequate to support the continuation of the charitable activities to the same levels and the trustees consider the financial position of the charity to be satisfactory.

### **Directors and Trustees**

All the trustees of the charity are also Directors of the company, and there are no other Directors. The trustees listed on page one served throughout the year under review. The Management Committee has the power to appoint additional trustees as it considers fit to do so.

### **Risk Management**

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

### **Trustee's Responsibilities**

Company and charity 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 and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to

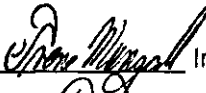
- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.


The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial or otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

**Reporting Accountants**

A resolution proposing that Messrs Farries, Kirk and McVean, Chartered Accountants, be re appointed as reporting accountants of the charity will be put to the Annual General Meeting

This report was approved by the Management Committee on

 Irene Mungall, Chair  
5 Dec 06 Date

 Gordon Hiscoe, Treasurer  
5 12 06 Date

**Accountants Report**

**To the members of User and Carer Involvement**

We have examined, without carrying out an audit the financial statements on pages 5 to 9 which have been prepared on the basis of the accounting policies set out on page 7

**Respective responsibilities of trustees and reporting accountant**

As described on page 2, the board are responsible for the preparation of the financial statements in accordance with United Kingdom law and accounting standards and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

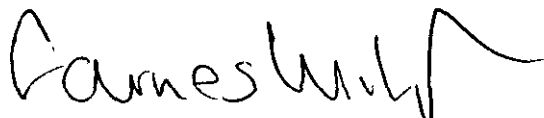
**Basis of opinion**

We conducted our examination in accordance with Statements of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the company, and making such limited enquiries as we consider necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion,

- (a) The Financial statements are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985,
- (b) Having regard only to, and on the basis of, the information contained in those accounting records
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the act, and
  - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year ended 31st July 2004 specified in section 249A(4) of the Act, as modified by section 249A(5), and did not at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1)



**Farries, Kirk and McVean**

Chartered Accountants

Registered Auditors

30 Castle Street

Dumfries

DG1 1EN

29th September 2006

**Statement of Financial Activities for the year ended 31st July 2006**

	Notes	2006 £	2005 £
<b>Incoming resources</b>			
Activities in furtherance of the charity's objects			
Grants	2	42,972	29,483
Training Income		254	
Activities for generating funds			
Investment income	3	478	384
<b>Total incoming resources</b>		<b>43,704</b> =====	<b>29,867</b> =====
<b>Resources expended</b>			
<b>Charitable expenditure .</b>			
Costs of activities in furtherance of the charity's objects,			
Support Costs	4	432	225
Management and Administration	5	45,110	39,390
			--
<b>Total resources expended</b>		<b>45,542</b>	<b>39,615</b>
<b>Net movement in funds</b>		<b>1,838</b>	<b>9,748</b>
Fund balances brought forward at 1st August		21,082	30,830
Fund balances carried forward at 31st July		<b>£19,244</b> =====	<b>£21,082</b> =====

**Continuing operations**

None of the charity's activities were acquired or discontinued during the current or previous years

**Total recognised gains and losses**

The charity has no recognised gains or losses other than those included above

# User and Carer Involvement

## Balance Sheet as at 31st July 2006

	Notes	2006 £	2005 £
<b>Fixed Assets</b>			
Fixtures and Fittings	6	200	195
Computer Equipment		1,330	880
		1,530	1,075
<b>Current Assets</b>			
Prepayments		875	759
Cash in Hand		9	9
Cash at Bank	7	90,462	19,733
		91,346	20,501
<b>Creditors: amounts falling due within one year</b>	8	73,632	494
			-
<b>Net current assets</b>		17,714	20,007
<b>Net assets</b>		£19,244 =====	£21,082 =====
<b>Funds.</b>			
Unrestricted funds	9	£19,244 =====	£21,082 =====

For the period ended 31st July 2006 the company was entitled to exemption under section 249a(2) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249b(2).

The Directors acknowledge their responsibility for

- (i) Ensuring the company keeps accounting records which comply with Section 221, and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its financial year, and of its profit for the financial year in accordance with Section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The financial statements on pages 5 to 9 were approved by the board on 29th September 2006 and signed on their behalf by



Irene Mungall

5/12/06

Date



Gordon Hiscoe

5/12/06

Date



## Notes forming part of the financial statements for the year ended 31st July 2006

**1 Accounting Policies****Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000, SORP Update Bulletin 1 issued in December 2003, applicable accounting standards and the Companies Act 1985

**Company Status**

The charity is a company limited by guarantee. The members of the company are the directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

**Fund accounting**

All of the funds of the charity are general funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

**Incoming resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources Expended**

Resources Expended are included in the SOFA on an accruals basis inclusive of any VAT which cannot be recovered.

**Tangible fixed assets and depreciation**

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a reducing balance basis over their expected useful economic lives as follows:

Fixtures and Fittings	15% per annum
Computer Equipment	15% per annum

<b>2 Grants</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
D & G Council	42,972	26983
Lloyds TSB Foundation		2500
	-----	-----
	42,972	29483
	=====	=====
<b>3 Investment Income</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Bank Interest Received	478	384
	=====	=====

# User and Carer Involvement

<b>4 Total Resources Expended</b>	<b>Staff Costs</b>	<b>Other Costs</b>	<b>Total</b>	<b>2004</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Support Costs	432		432	225
Management and Administration	30,470	14,640	45,110	39,390
	30,902	14,640	45,542	39,615
	=====	=====	=====	=====

<b>5 Staff Costs</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Wages and Salaries	30,470	27,496
	30,470	27,496
	=====	=====

The average number of employees analysed by function was

	<b>2006</b>	<b>2005</b>
Administrative Office	3	2
	3	2
	=====	=====

<b>6 Tangible fixed assets</b>	<b>Fixtures and Fittings</b>	<b>Computer Equipment</b>	<b>Total</b>
<b>Cost</b>			<b>£</b>
At 1st August 2005	281	1,217	1,498
Additions	41	688	41
		—	
<b>At 31st July 2006</b>	322	1,905	1,539
	=====	=====	=====
<b>Depreciation</b>			
At 1st August 2005	86	337	423
Charge for year	36	238	274
	-----	-----	-----
<b>At 31st July 2006</b>	122	575	697
	=====	=====	=====
<b>Net book value</b>			
At 31st July 2006	200	1,330	1,530
	=====	=====	=====
At 31st July 2005	195	880	1,075
	=====	=====	=====

# User and Carer Involvement

<b>7 Cash at Bank</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
30 Day Notice Account	67,159	12,680
Treasurers Account	23,306	7,053
	---	
	90,465	19,733
	=====	=====

<b>8 Creditors. Amounts falling due within one year</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
Accrued Expenses	494	470
Deferred Grant Income	73,080	
	73,574	470
	=====	=====

<b>9 Funds</b>	<b>2006</b>	<b>2005</b>
	<b>£</b>	<b>£</b>
General fund	19,244	21,082
	=====	=====