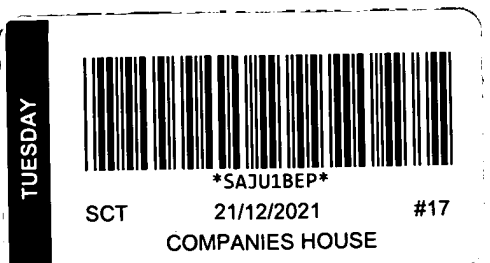


COMPANY REGISTRATION NUMBER: SC245052

CHARITY REGISTRATION NUMBER: SC009635

**Acredale House**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2021**

**BARRIE SCOTT & CO**  
Accountants & Tax Advisers  
30 Mid Street  
Bathgate  
West Lothian  
EH48 1PT



**Acredale House**  
**Company Limited by Guarantee**  
**Financial Statements**  
**Year ended 31 March 2021**

	<b>Pages</b>
Trustees' annual report (incorporating the director's report)	<b>1 to 7</b>
Independent examiner's report to the trustees	<b>8</b>
Statement of financial activities (including income and expenditure account)	<b>9</b>
Statement of financial position	<b>10</b>
Notes to the financial statements	<b>11 to 19</b>

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report)**  
**Year ended 31 March 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

**Reference and administrative details**

<b>Registered charity name</b>	Acredale House
<b>Charity registration number</b>	SC009635
<b>Company registration number</b>	SC245052
<b>Principal office and registered office</b>	9 Mid Street Bathgate West Lothian EH48 1PS

**The trustees**

E. Stewart	(Appointed 1 August 2020)
G. A. Hardacre	(Appointed 1 August 2020)
P.J. Slater	(Served from 1 August 2020 to 1 March 2021)
G.B. Cottrell	(Appointed 20 July 2020)
F.A. Aitken	(Appointed 26 August 2020)
A. W. Ritchie	(Appointed 27 August 2020)
J.H. Robertson	(Retired 1 August 2020)
A. Milne	
C.E. Wraight	(Retired 1 August 2020)
M.H. Ferguson	

<b>Centre manager</b>	Anne Armstrong Forrester
-----------------------	--------------------------

<b>Independent examiner</b>	Barrie Scott & Co 30 Mid Street Bathgate West Lothian EH48 1PT
-----------------------------	--

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 March 2021**

**Structure, governance and management**

**Governance**

Acredale House is registered with Companies House as a company limited by guarantee and is governed by the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, regulation 8 of the Charities Accounts (Scotland) Regulations 2006 and the provisions set out in its memorandum and articles of association.

**Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are also Members of the Management Committee. Under the requirements of the Memorandum and Articles of Association, the directors may at any time appoint any member of the Association to be a director either to fill a vacancy or as an additional director.

The Management Committee seeks to ensure that the needs of their service users who are frail, older people are appropriately reflected through the diversity of the trustee body. Members of the Committee have experience and skills in managing staff, development work with older people, the voluntary sector and finance. In the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Management Committee.

**Trustee Induction and Training**

All of the trustees are familiar with the practical work of the charity. New trustees would be encouraged to attend a series of induction visits to the Centre to familiarise themselves with the charity and the context within which it operates. These visits would cover:

- The obligations of the directors and trustees
- The main documents which set out the operational framework for the charity, including the Memorandum and Articles
- Resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 March 2021**

**Structure, governance and management *(continued)***

**Risk Management**

The directors have assessed the major risks to which the company is exposed, in particular those related to the finance, regulatory requirements and reputational risk. Relevant controls have been put in place to seek to mitigate risk and operational practices and procedures are reviewed on a regular basis. The directors are undertaking a substantial review of Corporate Risk Management during 2020/21 and have put in place robust measures to mitigate risk arising from the Covid-19 pandemic.

Food safety and hygiene standards are monitored regularly by the Environmental Health Services of West Lothian Council and the quality of the service to our clients is monitored by Social Care and Social Work Improvement Scotland (SCSWIS), with whom we have been registered from 30th August 2007. The service to clients is also subject to monitoring by West Lothian Health & Social Care Partnership.

Core funding to the Company is generated through its contract with West Lothian Health & Social Care Partnership. This contract replaces an earlier Service Level Agreement and is based on a fixed price per client per day allocated to Acredale House. This contract was introduced in February 2016 and, with revisions, will run through until September 2022. Should there be sufficient demand we have negotiated with West Lothian Health & Social Care Partnership a client capacity of 25 people per day.

In late 2018 West Lothian Health & Social Care Partnership introduced a higher set of criteria for people to qualify for Day Care support and also introduced a means tested scale of charges for that service. This had an immediate result in a reduction of numbers of clients being referred to Acredale. Although we are guaranteed a certain level of payment, regardless of numbers, there is a high level of risk as to how long this can be maintained. Since March 2019 Acredale House no longer collects charges from clients. The payment we receive for each client from West Lothian Health & Social Care Partnership has been increased to reflect that change. This substantially reduces cash handling, recording and banking.

West Lothian Health & Social Care Partnership has continued the agreement to meet the costs of a hired adapted vehicle and its associated running costs, though having the use of only one vehicle creates points of stress in the service to clients requiring transport.

Our membership of the West Lothian Federation of Voluntary Sector Day Care Providers (Optima) is seen as a positive step in strengthening the collective voice of Day Care Providers in West Lothian, sharing resources and best practice. The Federation has also provided a beneficial route for developing joint funding applications to other Trusts and Charities and in 2020 we were provided with business support consultancy through the Scottish Government's Just Enterprise programme.

New Directors were appointed to the Company in 2020 and we are particularly encouraged by the range of additional skills and interests brought to the Board and the new connections it has developed with NHS Lothian.

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 March 2021**

**Structure, governance and management *(continued)***

**Organisational Structure**

The company is controlled by the directors who meet on a regular basis to determine the management of the company. The employees, volunteers, sessional workers, project workers and users report to the Centre Manager who, in turn, reports to the directors.

Acredale House has a Management Committee who meet about every 6 weeks and are responsible for the strategic direction, policy and oversight of the company and charity. At present the Committee has 7 members from a variety of professional backgrounds relevant to the work of the charity.

Day to day operational responsibility for the provision of the services rests with the Centre Manager, who is also responsible for ensuring that the charity delivers the services specified and purchased by West Lothian Health & Social Care Partnership. The Manager ensures individual supervision of the staff team and also ensures that the team continue to develop their skills and working practices in line with recognised best practice.

**Related Parties**

There are no related parties other than the directors and trustees of the charity.

**Objectives and activities**

The objectives of the company are:

(1) To advance education and to provide, or assist in the provision of, facilities for recreation or other leisure-time occupation, where such provision or assistance:

(a) is in the interests of the relief of poverty; and

(b) is made with the object of improving the conditions of life of the members of the community aged 50 years or more in the area of benefit:

and for those purposes to associate with voluntary organisations, statutory bodies and inhabitants in the area of benefit.

(2) To maintain and manage Acredale House in so far as it is established, maintained and managed for the attainment of object (1) of the Association.

The main activities for the year continued to focus upon promoting independence and choice for those older people who are referred to the centre. The strategies employed to assist the company to meet these objectives include the following:

- providing a range of services which are reflective of relevant quality standards and address the potential problems related to those physical and mental problems of old age

- providing support and information to carers of service users, particularly of those with Dementia

- applying national standards of service

- working in partnership with other agencies to secure the widest range of services available that best matches the needs of its client population.

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 March 2021**

**Achievements and performance**

This has been an exceptional year for Acredale where we faced many challenges and uncertainties arising from the Covid pandemic. We were required to close the Centre to client access on the 25th of March. Because of the nature of our clients we were however considered an essential service but had to develop new ways of supporting our clients and their carers or relatives at home. This demanded a flexibility from our staff and the development of new skills and techniques. We invested heavily in new portable I.T equipment that we could take to people's houses, activity packs that we could leave with clients, arrange shopping where needed, regularly phoned round all our clients and delivered meals and prescriptions. There was a considerable workload in preparing and updating Risk Registers, Care Plans, trying to keep up to date with all the guidance and regulations that were coming to us from Scottish Government, the NHS and the Care Inspectorate. Though we had no clients in the building we were even busier in some ways than before.

We had no certainty as to if or when we might reopen but had to plan on the basis that if we did it would be a different environment. We learned the new language of Social Distancing, Social Bubbles and Infection Control Measures. Over the summer months we took the opportunity to put plans in place for a reopening with clients meeting in Social Bubbles, changed how we used the space and rooms available to us, purchased new furniture, upgraded our heating system and had a grand clear out of old furniture and fittings, repainted and carried out some much needed maintenance - all to make a safe environment for our clients to return to.

It is to the credit of all our Staff and Volunteers that they adapted willingly to the changes in the work practice demanded, dealt with the anxieties that they also felt about the risk of infection to themselves or their families. Sometimes it was what appeared to be small things that made big differences. We gave all our Staff new uniforms and on the first day they went out to visit people at home we could see the pride and confidence that the uniforms seemed to give. Our new Directors, recruited earlier in the year brought with an expertise from their NHS and Ambulance Service backgrounds that was drawn on heavily as we planned for the future.

As the weeks wore on we could see the significant changes in the wellbeing of many of our clients - the isolation, loneliness and anxieties were taking their toll. Being ready to open for autumn became our priority. In October we were fully open but were working with reduced numbers due to some being afraid to leave their homes and a lack of new referrals. During the year we continued to operate with reduced numbers and this may have lasting financial implication for Acredale. We are exceptionally grateful to West Lothian Council for maintaining our contract at pre Covid levels though we are clear in our need to develop new business activities. We also benefited substantially from grants available from the Scottish Government Business Support Fund, their Third Sector Hardship Fund, West Lothian Council's Food Fund and Hardship Funds and Bathgate Rotary. We were also delighted, but not surprised with the generosity of local businesses. Without that support we could not have developed new services and undertaken what was now essential works within Acredale.

During the course of the year we had significant staff changes. John Tripney, our Depute Manager, retired in November after what seemed like some 30 years of service to Acredale - a man who could always be depended to go the extra mile when needed. Tessa Lanni left us early 2021 to take up a new post and Ruth Hardwick joined us in November 2020. Ruth is our youngest member of Staff and is the "goto" person when it comes to Social Media, tricky mobile phones and Tablets.

Anne Forrester who joined us as Temporary Manager in 2020 remains with us as a Centre Manager and expertly guided us through that challenging year.

Acredale House is seen by West Lothian College as an excellent learning environment for those students undertaking Social Care qualifications but we had to give this up owing to our closure but will be seeking to re-establish that partnership.

**Acredale House**  
**Company Limited by Guarantee**  
**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***  
**Year ended 31 March 2021**

**Achievements and performance *(continued)***

**Investment Policy**

All of the charity's funds are spent in the short term so there are no funds for long-term investment. The organisation operates two current accounts, historically this was one to meet day to day operational income and expenses and the other being related to fundraising activities and awards.

**Financial review**

For the year ended 31 March 2021, the Statement of Financial Activities shows a surplus of £64,265 (2020: £25,253) on unrestricted funds. The amount of unrestricted funds held at 31 March 2021 was £252,673 (2020: £188,408) as shown in note 22.

The restricted funds for the year to 31 March 2021 show a deficit of £5,834 (2020: deficit £5,830). The amount of restricted funds held at 31 March 2021 was £161,842 (2020: £167,676) as shown in note 22.

The overall surplus for the year to 31 March 2021 was £58,431 (2020: £19,423)

The trustees are satisfied with the progress the charity has made during the year, though do recognise that it was an exceptional year and new income streams need to be developed.

**Reserves Policy**

All monies raised by, or on behalf of, the company shall be applied to further the objects of the company and for no other purpose. Where monies are donated towards a specific project of the company, these shall be classed as Restricted funds and shall only be applied to the specific project for which they were awarded. All other monies raised or received will be classed as Unrestricted and used for the objectives as detailed above.

The Board of Management strives to have 3 months operating costs in reserve. The strategy is to continue to build reserves through operating surpluses. The trustees have met this objective.

**Going Concern**

The current care provision contract with West Lothian Council runs until the 30th September 2022. The trustees expect to be in negotiation with West Lothian Health & Social Care Partnership early 2022 to negotiate a new contract effective October 2022. The trustees are confident that there will be a satisfactory outcome to these discussions and that Acredale will continue to provide a valued, cost effective and caring service.

**Plans for future periods**

There is a real threat to the financial situation of Acredale if client numbers and referrals do not increase. New business opportunity and marketing of that opportunity needs to be developed. A new staffing structure is being put in place to best prepare us for those challenges. A new website should be operational from 4th January 2022 which will support us in marketing our services and raising our profile.



# **Acredale House**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Plans for future periods *(continued)***

#### **Statement of trustees' responsibilities**

The trustees are responsible for preparing the Trustees' Annual Report and accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts 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 accounts, the trustees are required to: 1) select suitable accounting policies and then apply them consistently; 2) observe the methods and principles in the Charities SORP; 3) make judgements and estimates that are reasonable and prudent; 4) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts and 5) prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the accounts of the charitable company and which enable them to ensure that the accounts comply with the Companies Act 2006. 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.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 16 December 2021 and signed on behalf of the board of trustees by:



M.H. Ferguson  
Trustee

**Acredale House**  
**Company Limited by Guarantee**  
**Independent Examiner's Report to the Trustees of Acredale House**  
**Year ended 31 March 2021**

I report to the trustees on my examination of the financial statements of Acredale House ('the charity') for the year ended 31 March 2021.

**Responsibilities and basis of report**

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Independent examiner's statement**

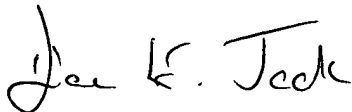
Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS which is one of the listed bodies.

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.



Diane Elizabeth Jack  
Member of the Institute of Chartered Accountants of Scotland

Independent Examiner

30 Mid Street  
Bathgate  
West Lothian  
EH48 1PT

17/12/2021

**Acredale House**  
**Company Limited by Guarantee**  
**Statement of Financial Activities**  
**(including income and expenditure account)**  
**Year ended 31 March 2021**

		2021			2020
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	40,679	8,259	<b>48,938</b>	2,875
Charitable activities	6	218,393	—	<b>218,393</b>	218,051
Other trading activities	7	627	—	<b>627</b>	10,651
Other income	8	—	—	—	380
<b>Total income</b>		<u>259,699</u>	<u>8,259</u>	<u><b>267,958</b></u>	<u>231,957</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and legacies	9	1,830	—	<b>1,830</b>	2,724
Costs of other trading activities	10	22,684	4,975	<b>27,659</b>	35,172
Expenditure on charitable activities	11,12	170,389	9,649	<b>180,038</b>	174,638
<b>Total expenditure</b>		<u>194,903</u>	<u>14,624</u>	<u><b>209,527</b></u>	<u>212,534</u>
<b>Net income</b>		<u>64,796</u>	<u>(6,365)</u>	<u><b>58,431</b></u>	<u>19,423</u>
Transfers between funds		(531)	531	—	—
<b>Net movement in funds</b>		<u>64,265</u>	<u>(5,834)</u>	<u><b>58,431</b></u>	<u>19,423</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		188,408	167,676	<b>356,084</b>	336,661
<b>Total funds carried forward</b>		<u>252,673</u>	<u>161,842</u>	<u><b>414,515</b></u>	<u>356,084</u>

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 11 to 19 form part of these financial statements.

**Acredale House**  
**Company Limited by Guarantee**  
**Statement of Financial Position**  
**31 March 2021**

	Note	2021 £	£	2020 £
<b>Fixed assets</b>				
Tangible fixed assets	18		161,842	167,676
<b>Current assets</b>				
Debtors	19	9,613		9,936
Cash at bank and in hand		248,650		187,107
		258,263		197,043
<b>Creditors: amounts falling due within one year</b>	20	5,590		8,635
<b>Net current assets</b>			252,673	188,408
<b>Total assets less current liabilities</b>			414,515	356,084
<b>Net assets</b>			414,515	356,084
<b>Funds of the charity</b>				
Restricted funds			161,842	167,676
Unrestricted funds			252,673	188,408
<b>Total charity funds</b>	22		414,515	356,084

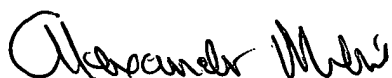
For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 16 December 2021, and are signed on behalf of the board by:



A. Milne  
Trustee

Company Registration Number: SC245052

The notes on pages 11 to 19 form part of these financial statements.

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements**  
**Year ended 31 March 2021**

**1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 9 Mid Street, Bathgate, West Lothian, EH48 1PS.

**2. Statement of compliance**

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

**3. Accounting policies**

**Basis of preparation**

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

**Going concern**

The current care provision contract with West Lothian Council runs until the 30th September 2022. The trustees expect to be in negotiation with West Lothian Health & Social Care Partnership early 2022 to negotiate a new contract effective October 2022. The trustees are confident that there will be a satisfactory outcome to these discussions and that Acredale will continue to provide a valued, cost effective and caring service.

**Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no material uncertainties concerning the judgements that management has made in the process of applying the entity's accounting policies that have a significant effect on the amounts recognised in the financial statements.

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome.

There are no material uncertainties concerning the accounting estimates and assumptions made that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**3. Accounting policies** *(continued)*

**Incoming resources**

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

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

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

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

**Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

**Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

**Depreciation**

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

Freehold property	-	straight line over 50 years
Fixtures, fittings and equipment	-	15% reducing balance

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**3. Accounting policies** *(continued)*

**Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

**Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

**Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

**4. Limited by guarantee**

Acredale House is a company limited by guarantee and accordingly does not have any share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £5 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

**5. Donations and legacies**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	553	397	950

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**5. Donations and legacies** *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Grants</b>			
Transport Scotland	1,964	–	<b>1,964</b>
Covid wellbeing and support funds	32,054	7,862	<b>39,916</b>
CJRS grants	6,108	–	<b>6,108</b>
	<u>40,679</u>	<u>8,259</u>	<u><b>48,938</b></u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	549	361	910
<b>Grants</b>			
Transport Scotland	1,965	–	1,965
Covid wellbeing and support funds	–	–	–
CJRS grants	–	–	–
	<u>2,514</u>	<u>361</u>	<u>2,875</u>

**6. Charitable activities**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Service contract - Day Care	175,889	<b>175,889</b>	175,199	175,199
Service contract - Minibus Support	42,504	<b>42,504</b>	42,852	42,852
	<u>218,393</u>	<u><b>218,393</b></u>	<u>218,051</u>	<u>218,051</u>

**7. Other trading activities**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Hall letting	–	–	1,245	1,245
General fundraising	–	–	9,406	9,406
Private fees	627	<b>627</b>	–	–
	<u>627</u>	<u><b>627</b></u>	<u>10,651</u>	<u>10,651</u>

**8. Other income**

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Insurance claim	–	–	380	380
	<u>–</u>	<u>–</u>	<u>380</u>	<u>380</u>



**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**9. Costs of raising donations and legacies**

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Support costs	<u>1,830</u>	<u>1,830</u>	<u>2,724</u>	<u>2,724</u>

**10. Costs of other trading activities**

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Charitable activities	<u>22,684</u>	<u>4,975</u>	<u>27,659</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Charitable activities	<u>34,811</u>	<u>361</u>	<u>35,172</u>

**11. Expenditure on charitable activities by fund type**

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Charitable activities	87,890	50	87,940
Support costs	<u>82,499</u>	<u>9,599</u>	<u>92,098</u>
	<u>170,389</u>	<u>9,649</u>	<u>180,038</u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Charitable activities	83,927	–	83,927
Support costs	<u>84,881</u>	<u>5,830</u>	<u>90,711</u>
	<u>168,808</u>	<u>5,830</u>	<u>174,638</u>

**12. Expenditure on charitable activities by activity type**

	Activities undertaken directly	Support costs	Total funds 2021	Total fund 2020
	£	£	£	£
Charitable activities	87,940	86,002	173,942	167,208
Governance costs	–	6,096	<u>6,096</u>	<u>7,430</u>
	<u>87,940</u>	<u>92,098</u>	<u>180,038</u>	<u>174,638</u>

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**13. Analysis of support costs**

	Charitable activities £	Total 2021 £	Total 2020 £
Staff costs	24,023	<b>24,023</b>	35,932
Premises	34,126	<b>34,126</b>	16,568
Communications and IT	1,445	<b>1,445</b>	1,340
Staff training	890	<b>890</b>	183
Printing, postage and stationery	140	<b>140</b>	2,351
General expenses	656	<b>656</b>	865
Minibus expenses	18,696	<b>18,696</b>	19,845
Bank charges	192	<b>192</b>	366
Legal and professional fees	1,711	<b>1,711</b>	1,711
Accountancy and secretarial fees	4,385	<b>4,385</b>	5,720
Depreciation	5,834	<b>5,834</b>	5,830
	<u>92,098</u>	<u><b>92,098</b></u>	<u>90,711</u>

**14. Net income**

Net income is stated after charging/(crediting):

	2021 £	2020 £
Depreciation of tangible fixed assets	<u><b>5,834</b></u>	<u>5,830</u>

**15. Independent examination fees**

	2021 £	2020 £
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<b>2,280</b>	2,700
Other financial services	<b>970</b>	706
	<u><b>3,250</b></u>	<u>3,406</u>

**16. Staff costs**

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	<b>121,974</b>	128,896
Social security costs	<b>2,009</b>	4,264
Employer contributions to pension plans	<b>1,552</b>	1,592
	<u><b>125,535</b></u>	<u>134,752</u>

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**16. Staff costs** *(continued)*

The average head count of employees during the year was 9 (2020: 9). The average number of full-time equivalent employees during the year is analysed as follows:

	2021 No.	2020 No.
Number of management staff	2	2
Number of charitable activities staff	7	7
	<u>9</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

**Key Management Personnel**

The key management personnel of the charity comprise the trustees, the manager and the deputy manager. The amount of employee remuneration received by key management personnel totals £28,581 (2020: £43,243).

**17. Trustee remuneration and expenses**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

A director and the manager have made payments on behalf of Acredale House totalling £6,774 (2020: £792) which were reimbursed.

**18. Tangible fixed assets**

	Land and buildings £	Fixtures and fittings £	Total £
<b>Cost</b>			
<b>At 1 April 2020 and 31 March 2021</b>	<u>277,723</u>	<u>26,062</u>	<u>303,785</u>
<b>Depreciation</b>			
At 1 April 2020	111,609	24,500	136,109
Charge for the year	5,554	280	5,834
<b>At 31 March 2021</b>	<u>117,163</u>	<u>24,780</u>	<u>141,943</u>
<b>Carrying amount</b>			
<b>At 31 March 2021</b>	<u>160,560</u>	<u>1,282</u>	<u>161,842</u>
At 31 March 2020	<u>166,114</u>	<u>1,562</u>	<u>167,676</u>

**19. Debtors**

	2021 £	2020 £
Trade debtors	8,409	8,642
Prepayments and accrued income	1,204	1,294
	<u>9,613</u>	<u>9,936</u>

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**20. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	<b><u>5,590</u></b>	<b><u>8,635</u></b>

**21. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,552 (2020: £1,592).

**22. Analysis of charitable funds**

**Unrestricted funds**

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
General funds	173,408	259,699	(194,903)	(531)	<b>237,673</b>
Building maintenance	10,000	–	–	–	<b>10,000</b>
Staffing development	5,000	–	–	–	<b>5,000</b>
	<u>188,408</u>	<u>259,699</u>	<u>(194,903)</u>	<u>(531)</u>	<b><u>252,673</u></b>

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
General funds	148,155	231,596	(206,343)	–	173,408
Building maintenance	10,000	–	–	–	10,000
Staffing development	5,000	–	–	–	5,000
	<u>163,155</u>	<u>231,596</u>	<u>(206,343)</u>	<u>–</u>	<b><u>188,408</u></b>

The building maintenance reserve relates to funds required for the maintenance of the building. The staffing development reserve relates to costs which will be incurred in advancing the development of the organisations staff.

**Acredale House**  
**Company Limited by Guarantee**  
**Notes to the Financial Statements** *(continued)*  
**Year ended 31 March 2021**

**22. Analysis of charitable funds** *(continued)*

**Restricted funds**

	At 1 April 2020	Income	Expenditure	Transfers	At 31 March 2021
	£	£	£	£	£
Fixed assets	167,676	–	(5,834)	–	<b>161,842</b>
Christmas lunches	–	397	(397)	–	–
Covid-19 funding	–	7,862	(8,393)	531	–
	<u>167,676</u>	<u>8,259</u>	<u>(14,624)</u>	<u>531</u>	<u><b>161,842</b></u>

	At 1 April 2019	Income	Expenditure	Transfers	At 31 March 2020
	£	£	£	£	£
Fixed assets	173,506	–	(5,830)	–	167,676
Christmas lunches	–	361	(361)	–	–
Covid-19 funding	–	–	–	–	–
	<u>173,506</u>	<u>361</u>	<u>(6,191)</u>	<u>–</u>	<u>167,676</u>

Funding was provided by West Lothian Council to reimburse the cost of Christmas lunches.

**23. Analysis of net assets between funds**

	Unrestricted Funds	Restricted Funds	Total Funds 2021
	£	£	£
Tangible fixed assets	–	161,842	<b>161,842</b>
Current assets	258,263	–	<b>258,263</b>
Creditors less than 1 year	(5,590)	–	<b>(5,590)</b>
<b>Net assets</b>	<u>252,673</u>	<u>161,842</u>	<u><b>414,515</b></u>

	Unrestricted Funds	Restricted Funds	Total Funds 2020
	£	£	£
Tangible fixed assets	–	167,676	167,676
Current assets	197,043	–	197,043
Creditors less than 1 year	(8,635)	–	(8,635)
<b>Net assets</b>	<u>188,408</u>	<u>167,676</u>	<u><b>356,084</b></u>

**24. Related parties**

There were no related party transactions during the year.