

Parkinson's Self Help Group

(North Lanarkshire)

Financial Statements

For Year Ending 30th April 2014



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COMPANIES HOUSE

Scottish Charity No: SCO 34256

Company Registration No: SC 247216

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT) FOR THE YEAR ENDING 30th APRIL 2014

				<u>2014</u>	<u>2013</u>
	Note	Unrestricted Funds £	Restricted Funds £	Total Funds £	Total Funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary Income					
Grants	2		148,451	148,451	167,899
Donations	3	5,338		5,338	5,245
Activities for generating funds					
Fundraising events	3	8,001		8,001	18,199
Incoming resources from charitable activities					
North Lanarkshire Council Single Source			10,450	10,450	6,861
North Lanarkshire Council Carers Strategy			15,626	15,626	25,596
North Lanarkshire Councillors Fund			480	480	
Income from activities	3	59,124		59,124	30,787
		<u>72,463</u>	<u>175,007</u>	<u>247,470</u>	<u>254,587</u>
 <u>Total incoming resources</u>					
		<u>72,463</u>	<u>175,007</u>	<u>247,470</u>	
 RESOURCES EXPENDED					
Costs of Charitable Activities					
	4	59,488	188,773	248,261	231,680
Governance costs					
Accountancy fees	6	875		875	1,100
		<u>60,363</u>	<u>188,773</u>	<u>249,136</u>	<u>232,780</u>
 <u>Total resources expended</u>					
		<u>60,363</u>	<u>188,773</u>	<u>249,136</u>	<u>232,780</u>

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME & EXPENDITURE ACCOUNT) FOR THE YEAR ENDING 30th APRIL 2014

NET INCOMING/(OUTGOING) RESOURCES		12,100 -	13,766 -	1,666	21,807
TOTAL FUNDS BROUGHT FORWARD	7	8,659	23,027	31,686	9,879
TOTAL FUNDS CARRIED FORWARD	7	<u>20,759</u>	<u>9,261</u>	<u>30,020</u>	<u>31,686</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources derive from continuing activities.

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

BALANCE SHEET AS AT 30th APRIL 2014

	Note	<u>2014</u> £	<u>2013</u> £
Current Assets			
Cash at bank		28,933	31,206
Cash in hand		1,087	480
		<u>30,020</u>	<u>31,686</u>
Net Current Assets		30,020	31,686
Net Assets	8	<u>30,020</u>	<u>31,686</u>
Funds			
<u>Restricted:</u> NLC Single Source	7	806	6,696
Carers Strategy	7	-1840	3,335
Shared Care	7	2237	2,561
Big Lottery Fund	7	5470	4,510
Robertson Trust	7		5,925
Awards for All	7	2588	
		<u>9261</u>	<u>23,027</u>
<u>Unrestricted:</u> General Fund		20759	8,659
		<u>30020</u>	<u>31,686</u>

For the year ending 30/04/14 the company 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 accounts 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 preparation of accounts.

These accounts have been prepared in accordance with the provisions applied to companies subject to the small companies' regime.

Approved by the trustees

on7-8-2014..... (date)

.....Alice McManus..... Alice McManus Chairperson

.....Frances McMahon..... Frances McMahon Treasurer

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

2 Voluntary income - grants (all restricted)

	<u>2014</u>	<u>2013</u>
	£	£
Robertson Trust	8,000	8,000
N L C Single Source	10,450	6,861
N L C Carers Strategy	15,626	25,596
N.L.C. Councillors Fund	480	666
Percy Bilton	0	4,000
Big Lottery Fund	130,641	134,913
Awards for All	9,810	
Shared Care		8,320
Cloth Workers Foundation	0	12,000
	<u>175,007</u>	<u>200,356</u>

3 Income from activities

	<u>2,014</u>	<u>2013</u>
	£	£
Membership fees	700	765
Drop In income	8,823	7,087
Donations	5,338	5,245
Income from outings	5,558	-2,500
Respite Lounge	6,932	3,050
Hall lets	25,050	25,255
Other income	5,200	1,717
Outreach	6,862	
Fundraising	8,001	8,612
	<u>72,463</u>	<u>54,231</u>

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

4 Costs of charitable activities	2014	2013
Unrestricted funds	£	£
<u>Direct costs</u>		
Staff costs	3,497	3,660
Volunteers expenses	612	477
Events and activities	1,872	2,609
Training	852	
General running costs	3,486	3,711
<u>Support costs</u>		
Premises rent	28	878
Computer Updates/Repairs	766	
Drop In	4,428	2,274
Fundraising	1,028	1,611
Outings	7,029	5,471
Rates	108	176
Gas and electricity	3,959	3,818
Insurance		1,255
Telephone and internet	883	552
Advertising printing, stationery and postage	5,877	2,143
Repairs and maintenance	3,723	510
Respite Lounge	5,428	1,873
Therapies	8,364	9,225
Bus Fuel Road Tax	447	903
Bus Insurance	1,076	1,066
Bus M O T/Repairs	403	864
Membership fees	39	28
Refurbishment		984
Cook	2,579	
Accountancy fees	875	1,100
Disclosures	236	
Equipment	2,155	691
Transport	614	1,066
	60,363	46,944

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

4 Costs of charitable activities	<u>2014</u>	<u>2013</u>
Restricted funds	£	£
<u>North Lanarkshire Council Single Source grant</u>		
Cook's wages	0	2397
Staff travel	472	
Salary	5,422	
Outreach	6,994	
Volunteers' expenses	202	144
Telephone	555	
Stationery/Equipment	2,695	165
	<u>16,340</u>	<u>2706</u>

Costs of charitable activities

Restricted funds

	<u>2014</u>	<u>2013</u>
<u>North Lanarkshire Council Carers Strategy</u>		
Bus Fuel	1,000	781
Transport	1,522	1568
Activities and outings	2,833	3093
Respite support worker salary & N.I.	14,665	16009
Training		
Respite Transport	780	810
	<u>20,801</u>	<u>22,261</u>

Robertson Trust

Therapies/equipment	8455	2075
	<u>8,455</u>	<u>2,075</u>

N.L.C. Councillors Fund

Outings	480	666
	<u>480</u>	<u>666</u>

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

	<u>2014</u>	<u>2013</u>
<u>Big Lottery Fund</u>		
Salaries & N.I.	94,908	95768
Pensions	6,404	5858
Lawyer		1070
Advert		1824
Open Day		655
Therapies	6,000	6000
Office	2,874	6018
Staff Travel	1,378	1318
Gas /Electric		3113
Accounts		
Rent/Insurance/Rates	21,351	14745
	<u>132,914</u>	<u>136369</u>
 5		
<u>Percy Bilton Charity</u>	0	4,000
	<u>0</u>	<u>4,000</u>
 <u>Cloth Workers Foundation</u>	0	12,000
	<u>0</u>	<u>12,000</u>
 <u>Awards for All</u>		
<u>Cook</u>	5,812	
Advertising/training	471	
Equipment	750	
Transport	190	
	<u>7,222</u>	
 <u>Shared Care</u>	<u>2561</u>	<u>5,759</u>
 Restricted costs of charitable activities total	<u>188,773</u>	<u>185,836</u>

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

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Staff Costs

	<u>2014</u>	<u>2013</u>
	£	£
Wages & salaries	124896	120032
Sessional staff	5812	3660
	<u>130708</u>	<u>123,692</u>
<u>Other staff costs</u>		
Staff travel	2630	1,318
Staff training and recruitment	620	
	<u>3250</u>	<u>1,318</u>
Number of staff (full & part-time)	<u>10</u>	<u>9</u>

No employee earned over £60,000 per annum.

Committee remuneration and expenses

No remuneration was paid or payable in year to any member of the management committee nor to any person connected with them

No expenses were reimbursed to any member of the management committee in the year

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PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

7 Movements in restricted funds

<u>Funding source</u>	Balance b/fwd at 30/04/13 £	Grants received in year £	Project expenditure in year £	Balance c/fwd at 30/04/14 £
N. L. C. Single Source	6,696	10,450	16,340	806
N.L.C Carers Strategy	3,335	15,626	20,801	1,840
Big Lottery Fund	4,510	130,641	132,914	2,237
N.L.C. Councillors Fund		480	480	-
Awards for All		9,810	7,222	2,588
Shared Care	2,561		2,561	-
Robertson Trust	5,925	8,000	8,455	5,470
<u>Total restricted funds</u>	23,027.00	175,007.00	188,773.00	9,261.00

PARKINSON'S SELF HELP GROUP (NORTH LANARKSHIRE)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th APRIL 2014

8 Purpose of restricted funds

North Lanarkshire Council Single Source

Annual funding to cover outreach workers salary and expenses in North Lanarkshire

North Lanarkshire Council Carers Strategy

Annual funding to cover respite support workers' salaries and expenses, carers' respite activities and transport costs.

Robertson Trust

Funding to setup second therapy room and for Bowen therapies.

Big Lottery Fund

Funding for five years Staff salaries, Office, Rent and Therapies.

N.L.C. Councillors Fund

Grant for outings and activities.

Shared Care Fund

Funds to allow our Carers Therapies.

Cloth Workers Foundation

To help pay for refurbishment of new premises

Percy Bilton Charity

To help pay for refurbishment of new premises

Awards for All

One years funding to expand and promote Respite Lounge

Independent Examiner's Report to the Trustees of Parkinson's Self Help Group (North Lanarkshire)

I report on the accounts of the charity for the year to 30th April 2014 which were set out on pages 1 to 10

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiners statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland)Regulation 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and , consequently, I do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In the course of my examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that, in any material respect, the requirements To keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations ,and To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations Have not been met: or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: James Bryce

Relevant Professional qualification/professional body: Chartered Accountant

Address: 172 Dunbeth Road, Coatbridge ML5 3JW

Date: 7/8/14

Signed: James Bryce

1. The first step in the process is to identify the problem or issue that needs to be addressed.

2. The second step is to gather information and data related to the problem.

3. The third step is to analyze the information and data to identify the root cause of the problem.

4. The fourth step is to develop a plan of action to address the problem.

5. The fifth step is to implement the plan of action and monitor the results.

6. The sixth step is to evaluate the results and make adjustments as needed.

7. The seventh step is to document the process and results for future reference.

8. The eighth step is to communicate the results to the relevant stakeholders.

9. The ninth step is to review the process and make improvements as needed.

10. The tenth step is to ensure that the problem is resolved and the process is completed.

