

REGISTERED COMPANY NUMBER: SC247216 (Scotland) REGISTERED CHARITY NUMBER: SC034256

Report of the Trustees and

Financial Statements for the Year Ended 30 April 2020

for

Parkinson's Self Help Group (North Lanarkshire)

59H5Z60G SCT 14/11/2020 #83 COMPANIES HOUSE

> Brett Nicholls Associates 63 Ruthven Lane Glasgow G12 9BG



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Reference and Administrative Details for the Year Ended 30 April 2020

TRUSTEES

N Cameron Chairperson

I Eadle Vice Chairperson

H Orr Treasurer

M C Kyle Secretary (resigned 17.9.19) M Murray Secretary (appointed 3.10.19)

A P McManus (resigned 17.9.19)

J McCardle A McNeil M McNicol M Houston

L Guild (appointed 17.9.19)

A McTaggart

J Graham (appointed 17.9.19)

COMPANY SECRETARY

M Murray

REGISTERED OFFICE

Former Weavers Cottages

23/25 Wellwynd

Airdrie ML6 0BN

REGISTERED COMPANY NUMBER SC247216 (Scotland)

REGISTERED CHARITY NUMBER SC034256

INDEPENDENT EXAMINER

Brett Nicholls Associates

63 Ruthven Lane

Glasgow G12 9BG

BANKERS

Bank of Scotland PO Box 1000 BX2 1LB

Report of the Trustees for the Year Ended 30 April 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 April 2020. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Significant activities

The charitable purpose and aims of Parkinson's Self Help Group ("PSHG") as agreed by the management group are:

"To create a unique, happy and sustainable atmosphere for people with Parkinson's, their carers and their familles. Where they are safe, secure, supported and can be themselves. Exchange and share experiences and problems in a friendly "relaxing environment".

This aim is supported by the following more detailed objectives:

- 1. To provide a range of specific support services to Parkinson's sufferers and their carers, including a range of centre based and external activities for members; outreach services; and provision of a respite service to carers.
- 2. To develop all provision based on the operation of ongoing systems to record and respond to customer needs.
- 3. To ensure appropriate access to services for all potential user groups.
- 4. To promote wider community and public agency understanding of Parkinson's disease, and its implications for sufferers and carers.
- 5. To develop and continually support a user led Board of Directors, and to operate the highest standards of company governance.
- 6. To robustly record and monitor all aspects of company performance.

Report of the Trustees for the Year Ended 30 April 2020

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The two Activity Days, Respite Visits, Befriending, Therapy Services, Welfare and Health Advice, Outreach and information service, Hall Hire and Weaver's Kitchen are the main services the Charity offers.

Development and Funding

We continued onto our 2nd year of the two-year funding from R.S MacDonald towards the Centre Coordinator salary of £18,000 per annum, we successfully applied to The Robertson Trust for a further two-year continuation funding towards the Health and Development salary and Therapy service of £15,000 per annum, Corra Foundation successfully funded towards the Centre Coordinator salary for £4,000, we continued onto our 2nd year of the two-year Big Lottery funding towards Centre Coordinator salary and Health and Development salary and for core running costs of PSHG of £30,515 per annum.

We also received funding from North Lanarkshire Council through the Grant Awards Programme towards our Outreach services of £7,120 and Carer's Strategy towards our Carers' services of 18,557.

Personnel

We have 2 full time staff, 2 part time staff and 2 sessional workers. We continue to have our volunteers in the cafe and Group Activity days and we have had 3 new volunteers join us for these services (Kirsty Allen, Jim Graham, Billy Irving, Claire Findlay, Jim Rankine and Christine Fergie).

Activity Days

The Board and Staff agreed to 6 closure periods during the year, where all Staff and Volunteers would take their Annual leave. These would be notified well in advance to Members and Weavers Kitchen customers to avoid disruption.

In April 19 for Parkinson's Awareness Day we had 3 x outreach stations at Monklands Hospital in Airdrie and Coatbridge and Cumbernauld Health Centres and our Tulip Teas in the Centre. Also, Motherwell PSHG hosted our joint Awareness Games day.

Our Carers continued to enjoy their monthly Pamper Lunches, with therapy treatments, a 3 - course lunch and visiting Speakers on these days.

We enjoyed a days sailing on Loch Lomond and lunching in Balloch as a Group and this year the weather was perfect.

We had Volunteers from COOP to help ready our garden for our Annual Garden Fete in July, this was a tremendous success raising over £1,500 and again, the sun shone.

Our two Ladies Nights were sell outs and we held a Halloween party, a 30th Anniversary Raffle and therefore, our 30th Anniversary Party for PSHG on 7th November, which saw over 70 of our Members and Friends of PSHG attend.

We had two Group Christmas lunches in the Centre and with our Weavers Kitchen Xmas menu available the same week, had a very busy end to 2019.

January saw our Facility Manager Jim Rankine, decide to retire and our Valentines Lunch became Jim's Retirement Do, again with a great turnout at The Fourways including 9 new Members during the first two months of 2020.

Then of course, came March 2020 and Covid 19, with our Centre due to close on 20th March for Annual leave, we brought this forward for the safety of our Members and closed (temporarily) to them and the general public on Friday 13th March! The support PSHG received during the Lockdown period has been outstanding from Members, their families and local Organizations donations.

THANK YOU ALL SO MUCH.

Report of the Trustees for the Year Ended 30 April 2020

PSHG Income Generation - Weaver's Kitchen, Therapy service and Hall hires

The Weaver's Kitchen continues to be open on a Wednesday, Thursday (12pm) and Fridays, this continues to be enjoyed by Members and has many regular customers. Our Therapists Lorna & Alice continue to provide invaluable support to our Members through their services. We continue to have fortnightly hires from the Dystonia Society.

FINANCIAL REVIEW

Financial position

The charity generated a net surplus of £8,529 for the year ended 30 April 2020 (2019: deficit -£1,464).

At balance date, reserves stood at £30,698 (2019: £22,169), with £7,534 of these being unrestricted, free reserves (2019: £7,675).

Reserves policy

Parkinson's Self Help Group (North Lanarkshire) is currently dependent on Project funding to sustain its activities, earned income alone would not allow PSHG to continue operating. This means that if there were to be a gap in Project funding, it is likely that PSHG would have to reduce its main operations and staffing levels. To avoid closure, if funding difficulties were to happen, the PSHG Board has agreed to work towards a reserve target figure of £54,771 to ensure that main operations can continue for a period of 3 - 4 months.

When funding is below this level the Reserves Policy would be implemented.

At the end of the financial year the level of reserves was £30,698, which is below the target.

At this time the main concerns of the Board were to ensure:

- 1. That staff can continue working, primarily to secure funding
- 2. That members/Service Users are supported to move to other services (should it become necessary)/

The level of reserves is monitored every month by Staff & the PSHG Board of Directors.

The gap in Project funding required to be addressed to enable PSHG to increase its income generation over a 3 year period to achieve its target of Reserved Income.

This policy will be reviewed annually and whenever there are significant changes in funding or staffing levels.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document a memorandum and articles of association as a company limited by guarantee, as defined by the Companies Act 2006.

Key management remuneration

In the opinion of the director's there is one member of key management, the centre coordinator. The total employer cost paid to this post in 2019-20 was £28,379 (2019:£25,124).

Approved by order of the board of trustees on $\frac{29-10-2020}{2000}$ and signed on its behalf by:

N Cameron - Trustee

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

I report on the accounts for the year ended 30 April 2020 set out on pages six to sixteen.

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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

In 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 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Nicholls FCCA

Fellow, Association of Chartered Certified Accountants

Brett Nicholls Associates

63 Ruthven Lane

Glasgow

G12 9BG Navember 2020

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Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 30 April 2020

	Unrestricted funds	Restricted funds	2020 Total funds	2019 Total funds
Notes	£	£	£	3
2	33,602	93,426	127,028	110,360
3 4	33,673 3.000	-	33,673 3,000	37,699 3,000
·	70,275	93,426	163,701	151,059
5	9,661	3,761	13,422	11,111
6	00.755	00.005	444 750	
	60,755	80,995	141,/50	141,412
	70,416	84,756	155,172	152,523
	(141)	8,670	8,529	(1,464)
	7,675	14,494	22,169	23,633
	7,534	23,164	30,698	22,169
	2 3 4	Funds £ 2 33,602 3 33,673 4 3,000 70,275 5 9,661 6 60,755 70,416 (141) 7,675	Notes funds £ funds £ 2 33,602 93,426 3 33,673 - 4 3,000 - 70,275 93,426 5 9,661 3,761 6 60,755 80,995 70,416 84,756 (141) 8,670	Unrestricted funds Restricted funds Total funds Notes £ £ £ 2 33,602 93,426 127,028 3 33,673 - 33,673 4 3,000 - 3,000 70,275 93,426 163,701 5 9,661 3,761 13,422 6 60,755 80,995 141,750 70,416 84,756 155,172 (141) 8,670 8,529 7,675 14,494 22,169 - - -

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet 30 April 2020

OUDDELIT ACCEPTO	Notes	2020 £	2019 £
CURRENT ASSETS Debtors Cash at bank and in hand	12	11,815 19,953	5,580 17,659
		31,768	23,239
CREDITORS Amounts falling due within one year	13	(1,070)	(1,070)
NET CURRENT ASSETS		30,698	22,169
TOTAL ASSETS LESS CURRENT LIABILITIE	s	30,698	22,169
NET ASSETS		30,698	22,169
FUNDS Unrestricted funds:	15		
General fund Restricted funds		7,534 23,164	7,675 14,494
TOTAL FUNDS		30,698	22,169

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

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

The financial statements were approved by the Board of Trustees and authorised for issue on 29-10-2020, and were signed on its behalf by:

H Orr - Trustee

Notes to the Financial Statements for the Year Ended 30 April 2020

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

income

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

Expenditure

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

Tangible fixed assets

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

Computer Equipment

- 20% on cost

Office & Other Equipment

- 20% on cost

Taxation

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

Fund accounting

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

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

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

Pension costs and other post-retirement benefits

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

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

Employment Allowance

2.	DONATIONS AND LEGACIES	2020	2019
		£	£
	Donations	19,314	11,288
	Gift aid	1,832	4,943
	Grants	93,431	81,678
	Donated services and facilities	12,451	12,451
		127,028	110,360
	Grants received, included in the above, are as follows:		
		2020	2019
		£	£
	North Lanarkshire Council Carers Strategy	18,557	13,918
	North Lanarkshire Council Single Source	-	11,502
	North Lanarkshire Council Gap Funding	6,859	-
	Big Lottery	30,515	15,258
	Corra Foundation	4,000	4,000
	Robertson Trust	15,000	15,000
	R.S MacDonald	18,000	18,000
	Carers Rights	500	4,000
	Other trusts and foundations		
		93,431	81,678
3.	OTHER TRADING ACTIVITIES		
		2020	2019
		£	3
	Fundraising	11,090	8,356
	Hall Lets	360 895	1,833 1,030
	Membership Fees	5.490	5,859
	Drop in Income Income from outings	5,490	1,630
	Weavers Cafe	15,838	18,991
		20.070	27 600
		33,673	37,699
4.	OTHER INCOME		
		2020	2019
		£	£

3,000

3,000

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

5. RAISING FUNDS

J.	MAISING I DINDS		
	Other trading activities		
	Other trading activities	2020	2019
		£	£
	Fundraising	1,122	1,149
	Outings & Outreach	5,045	3,410
	Weavers Cafe Expenses	7,255	6,552
	Trouvoid Gaid Exposition		
		13.422	11,111
			======
6.	CHARITABLE ACTIVITIES COSTS		
			Direct
			Costs (see
			note 7)
			£
	Providing support to Parkinson's suffers		
	and carers.		141,750
			=======================================
7.	DIRECT COSTS OF CHARITABLE ACTIVITIES		
		2020	2019
		£	3
	Staff costs	80,412	79,194
	Insurance	1,178	1,467
	Light and heat	2,173	2,412
	Telephone and Internet	720	1,430
	Volunteer Expenses	1,875	1,229
	Training		167
	Rent and Rates	13,651	13,650
	Computer Updates/Repairs	45	•
	Donations	7	
	Advertising, printing and stationery	3,307	6,805
	Repairs and Maintenance	1,507	2,507
	Therapies	13,180	15,716
	Accountancy IE Fee	1,110	1,070
	Equipment	189	284
	Transport	75	49
	Sessional Staff	20,906	12,285 852
	Refreshments	13	13
	Subscriptions	339	383
	Sundry Expenses	250	150
	Activities/ Yoga	•	413
	Accounting Fees Staff Expenses	188	204
	Starr Expenses Bank Charges	235	262
	Gas Service	325	288
	Gas Service Gratuities	65	582
	Gi aturies		
	•	141,750	141,412

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2020 nor for the year ended 30 April 2019.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2020 nor for the year ended 30 April 2019.

9. STAFF COSTS

		2020 £	2019 £
Wages and salaries		72,085	70,871
Social security costs		5,343	5,455
Other pension costs		2,984 ———	2,868
		80,412	79,194
		====	
The average monthly number of employees during the year was as	follows:		
		2020	2019
Core project staff (FTE)		<u>3</u>	3
No employees received emoluments in excess of £60,000.			
COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIV	/ITIES		
	Unrestricted	Restricted	Total
	funds £	funds £	funds £
INCOME AND ENDOWMENTS FROM	£.	L	~
HIVOME AND CHOOMMENTO LITOM	_		

10.

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	28,682	81,678	110,360
Other trading activities Other income	37,699 3,000	<u>.</u> -	37,699 3,000
Total	69,381	81,678	151,059
EXPENDITURE ON Raising funds	10,219	892	11,111
Charitable activities Providing support to Parkinson's suffers and carers.	56,610	84,802	141,412
Total	66,829	85,694	152,523
NET INCOME/(EXPENDITURE)	2,552	(4,016)	(1,464)

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

10.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACT	FIVITIES - continu Unrestricted funds £	ed Restricted funds £	Total funds £
	RECONCILIATION OF FUNDS			
	Total funds brought forward	5,123	18,510	23,633
	TOTAL FUNDS CARRIED FORWARD	7,675	14,494	22,169
11.	TANGIBLE FIXED ASSETS	Computer Equipment £	Office & Other Equipment £	Totals £
	COST At 1 May 2019 and 30 April 2020	5,701	7,796	13,497
	DEPRECIATION At 1 May 2019 and 30 April 2020	5,701	7,796	13,497
	NET BOOK VALUE At 30 April 2020		-	
	At 30 April 2019	-	-	
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2020 £	2019 £
	Prepayments Accrued Income		705 11,110	1,194 4,386
			11,815	5,580

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

13.	CREDITORS: AMOUNTS FALLING DU	E WITHIN ONE YEAR		2020	2019
•	Accrued expenses			£ 1,070 ———	£ 1,070 ———
14.	ANALYSIS OF NET ASSETS BETWEE	N FUNDS			
		Unrestricted funds £	Restricted funds	2020 Total funds £	2019 Total funds £
	Current assets Current liabilities	8,604 (1,070)	23,164 	31,768 (1,070)	23,239 (1,070)
		7,534	23,164	30,698	22,169
	Comparatives for analysis of net asse	ts between funds			
	Current assets	Unrestricted funds £ 8,745	Restricted funds £ 14,494	2019 Total funds £ 23,239	2018 Total funds £ 24,925
	Current liabilities	(1,070) 7,675	14,494	(1,070)	(1,292)
15.	MOVEMENT IN FUNDS				
			At 1/5/19	Net movement in funds £	At 30/4/20 £
	Unrestricted funds General fund		7,675	(141)	7,534
	Restricted funds N.L.C Gap Big Lottery R.S McDonald Robertson Trust		1,536 5,934 4,521 2,503	(368) 4,240 2,710 2,088	1,168 10,174 7,231 4,591
			14,494	8,670	23,164
	TOTAL FUNDS		22,169	8,529 	30,698

Big Lottery R.S McDonald

Robertson Trust

TOTAL FUNDS

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

15. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	70,275	(70,416)	(141)
Restricted funds			
N.L.C Gap	6,859	(7,227)	(368)
N.L.C Carers	19,052	(19,052)	-
Big Lottery	30,515	(26,275)	4,240
R.S McDonald	18,000	(15,290)	2,710
Robertson Trust	15,000	(12,912)	2,088
Corra Foundation	4,000	(4,000)	-
	93,426	(84,756)	8,670
TOTAL FUNDS	163,701	(155,172)	8,529
Comparatives for movement in funds			
		Net	•
	At 1/5/18 £	movement in funds £	At 30/4/19 £
Unrestricted funds	_	-	_
General fund	5,123	2,552	7,675
Restricted funds			
N.L.C Gap	1,320	216	1,536
N.L.C Carers	3,884	(3,884)	-,,,,,,
	48.000	(7,070)	E 00.4

13,306

18,510

23,633

(7,372)

4,521

2,503

(4,016)

(1,464)

5,934

4,521

2,503

14,494

22,169

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources ' £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	69,381	(66,829)	2,552
Restricted funds			
N.L.C Gap	11,502	(11,286)	216
N.L.C Carers	13,918	(17,802)	(3,884)
Big Lottery	15,258	(22,630)	(7,372)
R.S McDonald	18,000	(13,479)	4,521
Robertson Trust	15,000	(12,497)	2,503
Corra Foundation	4,000	(4,000)	-
Implementation of Carers Rights	4,000	(4,000)	
	81,678	(85,694)	(4,016)
TOTAL FUNDS	151,059	(152,523)	(1,464)

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2020.

17. PURPOSES OF UNRESTRICTED FUNDS

General - the unrestricted, 'free reserves' of the charity.

Designated fixed assets - represents the net book value of the charity's tangible fixed assets. Depreciation is charged to this fund and additions transferred to it.

18. PURPOSES OF RESTRICTED FUNDS

North Lanarkshire Council Gap Funding- 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.

North Lanarkshire Council Councillors Fund- Grant for outings and activities.

Big Lottery Fund- Funding for five years Staff salarles, office rent and Therapies.

Henry Duncan Trust- Sessional worker to help run respite lounge.

Implementation of Carers Rights- Funding from North Lanarkshire Council Carer's for the implementation of the Carer's Rights Act.

Corra Foundation- Funding towards Centre Coordinator salary to provide PSHG services.

Notes to the Financial Statements - continued for the Year Ended 30 April 2020

18. PURPOSES OF RESTRICTED FUNDS - continued

Robertson Trust- Funding for salary costs for the Health and Development worker and funding towards the therapy service for members.

R.S MacDonald- Funding towards salary costs for the Centre Coordinator to provide PSHG services.