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

## Report of the Trustees and

Financial Statements for the Year Ended 30 April 2021

for

Parkinson's Self Help Group (North Lanarkshire)

Brett Nicholls Associates Herbert House 24 Herbert Street Glasgow G20 6NB

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## Reference and Administrative Details for the Year Ended 30 April 2021

**TRUSTEES** 

N Cameron Chairperson

I Eadie Vice Chairperson

H Orr Treasurer M Murray J McCardle A McNeil M McNicol M Houston L Guild

A McTaggart (resigned 29.10.20)

J Graham

**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** 

Herbert House 24 Herbert Street

Glasgow G20 6NB

**BANKERS** 

Bank of Scotland PO Box 1000 BX2 1LB

## Report of the Trustees for the Year Ended 30 April 2021

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 2021. 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 families. 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.

### **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**

PSHG continued into the last year of our Big Lottery award and began working on a new award to begin in early 2021. This was also the case with R.S MacDonald. We continued to receive funding from the NLC Grant Awards Programme, VANL Community Solutions and Robertson Trust. We also used the Job Retention Scheme for staff that were unable to work in the centre through the various lockdowns.

We were fortunate to hear back from R.S. MacDonald in January 2021 and the Big Lottery in May 2021 that we had been successful in receiving 3 year funding from both funders.

### **Personnel**

We have 2 full time staff, 1 part time staff and 2 sessional workers. We continue to have our volunteers in the café and Group Activity days. Our part-time chef Shannon McAuley left employment at PSHG in June 2021.

We continue to have our volunteers who have been very helpful throughout the lockdown periods.

Report of the Trustees for the Year Ended 30 April 2021

#### **ACHIEVEMENT AND PERFORMANCE**

Charitable activities

**Activity Days** 

PSHG remained closed with staff at home until August 2020. The Board decided that the staff could come back to the office then and following the guidance around social distancing and cleaning and ventilation we reopened our therapy service for clients.

This was going successfully with 4 clients allowed per day until November 2020 when we once again had to close our doors until April 2021.

However, we did enjoy zoom meetings with all the members and with the Board. We all spent a lot of time phoning each other and checking in to make sure we didn't go too stir crazy.

We unfortunately were not able to hold any of our party days or trips and events however this is something we look forward to this year.

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

PSHG Board of directors decided that for the year 2021 our services would remain for members only to safeguard them during the Coronavirus pandemic.

#### **FINANCIAL REVIEW**

### **Financial position**

The charity generated a net surplus of £8,866 for the year ended 30 April 2021 (2020: £8,529).

At the balance sheet date, reserves totalled £39,564 (2020: £30,698), which comprises unrestricted free reserves of £15,943 (2020: £7,534) and restricted funds of £23,621 (2020: £23,164).

### Reserves policy

Parkinson's Self Help Group (North Lanarkshire) is currently dependant 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.

At the end of the financial year the level of free reserves was £15,943, 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 2020-21 was £26,874 (2020: £28,379).

Report of the Trustees for the Year Ended 30 April 2021

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 2021 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** 

Herbert House

24 Herbert Street

Glasgow

G20 6NB
Date: 26 Oddse 2021

## Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 30 April 2021

		Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
NICOME AND ENDOMINENTS FROM	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM Donations and legacies	2	23,919	94,322	118,241	127,028
Other trading activities Other income	3 4	2,188 4,000	<u>-</u>	2,188 4,000	33,673 3,000
Total		30,107	94,322	124,429	163,701
EXPENDITURE ON					
Raising funds	5	7	209	216	13,422
Charitable activities	6				
Providing support to Parkinson's suffers and carers.		21,691	93,656	115,347	141,750
Total		21,698	93,865	115,563	155,172
				<del></del>	
NET INCOME		8,409	457	8,866	8,529
RECONCILIATION OF FUNDS					
Total funds brought forward		7,534	23,164	30,698	22,169
TOTAL FUNDS CARRIED FORWARD		15,943	23,621	39,564	30,698

### **CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

Balance Sheet 30 April 2021

CURRENT ASSETS	Notes	2021 £	2020 £
Debtors Cash at bank and in hand	12	2,142 38,522	11,815 19,953
		40,664	31,768
CREDITORS Amounts falling due within one year	13	(1,100)	(1,070)
NET CURRENT ASSETS		39,564	30,698
TOTAL ASSETS LESS CURRENT LIABILITIES		39,564	30,698
NET ASSETS		39,564	30,698
FUNDS Unrestricted funds:	16		
General fund Restricted funds		15,943 23,621	7,534 23,164
TOTAL FUNDS		39,564	30,698

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2021 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 19110 2021 and were signed on its behalf by:

H Orr - Trustee

## Notes to the Financial Statements for the Year Ended 30 April 2021

#### 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
Office & Other Equipment

- 20% on cost

- 20% on cost

## Taxation

Parkinson's Self Help Group is a charity within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

### **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.

Page 8 continued...

# Notes to the Financial Statements - continued for the Year Ended 30 April 2021

## 2. DONATIONS AND LEGACIES

2.	DONATIONS AND LEGACIES		
		2021	2020
		£	£
	Donations	11,468	19,314
	Gift aid	· -	1,832
	Grants	94,322	93,431
	Donated services and facilities	12,451	12,451
	Donated Golffoco and Idonated	<del></del>	
		118,241	127,028
		====	====
	Grants received, included in the above, are as follows:		
	,		
		2021	2020
		£	£
	North Lanarkshire Council Carers Strategy	-	18,557
	North Lanarkshire Council Gap Funding	4,224	6,859
	Big Lottery	15,258	30,515
	Corra Foundation	2,000	4,000
	Robertson Trust	15,000	15,000
	R.S MacDonald	11,000	18,000
	Other trusts and foundations	,	500
	North Lanarkshire Council Business Grant	10,000	-
	N.L.C Community Grant	775	_
	V.A.N.L Carers	5,722	_
	Coronavirus Job Retention Scheme Grant	30,343	_
	Coronavirus Job Retention Scheme Grant	<del></del>	
		94,322	93,431
		===	==
3.	OTHER TRADING ACTIVITIES		
		2021	2020
		£	£
	Fundraising	1,428	11,090
	Hall Lets	-	360
	Membership Fees	760	895
	Drop In Income		5,490
	Weavers Cafe	•	15,838
	Violatoro Gard		<del></del>
		2,188	33,673
			=======================================
4.	OTHER INCOME	0004	0000
	•	2021	2020
		£	£
	Employment Allowance	4,000	3,000
			===

# Notes to the Financial Statements - continued for the Year Ended 30 April 2021

## 5. RAISING FUNDS

	2021 £	2020 £
Fundraising	216	1,122
Outings & Outreach	-	5,045
Weavers Cafe Expenses	-	7,255
	216	13,422
	<del></del>	====

## 6. CHARITABLE ACTIVITIES COSTS

Descriptions are not to District and		iote 7) £
Providing support to Parkinson's suffers and carers.	1	15,347

## 7. DIRECT COSTS OF CHARITABLE ACTIVITIES

DIRECT GOOD OF GIJANTABLE ACTIVITIES		
	2021 £	2020 £
Staff costs	<del></del>	
	74,940	80,412
insurance	1,938	1,178
Light and heat	1,942	2,173
Telephone and Internet	1,155	720
Volunteer Expenses	1,149	1,875
Rent and Rates	13,651	13,651
Computer Updates/Repairs	-	45
Donations	-	7
Advertising, printing and stationery	3,369	3,307
Repairs and Maintenance	755	1,507
Therapies	2,928	13,180
Accountancy IE Fee	1,140	1,110
Equipment	90	189
Transport	•	75
Sessional Staff	9,941	20,906
Subscriptions	, 195	13
Sundry Expenses	708	339
Activities/ Yoga	•	250
Accounting Fees	500	
Staff Expenses	465	188
Bank Charges	114	235
Gas Service	367	325
Gratuities	-	65
	115,347	141,750
	=====	=====

Direct Costs (see

### Notes to the Financial Statements - continued for the Year Ended 30 April 2021

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2021 nor for the year ended 30 April 2020.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2021 nor for the year ended 30 April 2020.

#### **STAFF COSTS** 9.

	2021 £	2020 £
Wages and salaries	65,987	72,085
Social security costs	4,703	5,343
Other pension costs	4,250	2,984
	74,940	80,412
	<del></del>	<del></del>
The average monthly number of employees during the year was as follows:		
	2021	2020
Core project staff (FTE)	3	3
		-

No employees received emoluments in excess of £60,000.

## 10.

COMPARATIVES FOR THE STATEMENT OF FINANCIAL	ACTIVITIES		
	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	33,602	93,426	127,028
Other trading activities Other income	33,673 3,000	-	33,673 3,000
Total	70,275	93,426	163,701
EXPENDITURE ON Raising funds	9,661	3,761	13,422
Charitable activities Providing support to Parkinson's suffers and carers.	60,755	80,995	141,750
Total	70,416	84,756	155,172
NET INCOME/(EXPENDITURE)	(141)	8,670	8,529
RECONCILIATION OF FUNDS			
Total funds brought forward	7,675	14,494	22,169

Notes to the Financial Statements - continued for the Year Ended 30 April 2021

10.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL	ACTIVITIES - c Unrestricted funds £		Total funds £
	TOTAL FUNDS CARRIED FORWARD	7,534	23,164	30,698
11.	TANGIBLE FIXED ASSETS	Computer Equipment £	Office & Other Equipment £	Totals £
	COST At 1 May 2020 and 30 April 2021	5,701	7,796	13,497
	DEPRECIATION At 1 May 2020 and 30 April 2021	5,701	7,796	13,497
	NET BOOK VALUE At 30 April 2021	· -	-	-
	At 30 April 2020	<del>-</del>	-	
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	1		
	Prepayments Accrued Income		2021 £ 310 1,832 2,142	2020 £ 705 11,110 11,815
13.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEA	AR		
	Accrued expenses		<b>2021</b> £ 1,100	2020 £ 1,070
14.	LEASING AGREEMENTS			
	Minimum lease payments under non-cancellable operating le	ases fall due as	follows:	
	Within one year Between one and five years		2021 £ 2,341 4,097 6,438	2020 £ 2,341 6,438 8,779
			===	===

16.

**TOTAL FUNDS** 

## Notes to the Financial Statements - continued for the Year Ended 30 April 2021

### 15.

<b>ANALYSIS OF NET ASSETS BETWEI</b>	EN FUNDS			
Current assets	Unrestricted funds £ 15,943	Restricted funds £ 24,721	2021 Total funds £ 40,664	2020 Total funds £ 31,768
Current liabilities		(1,100)	(1,100)	(1,070)
	15,943	23,621	39,564 	30,698
Comparatives for analysis of net ass	ets between funds			
Current assets	Unrestricted funds £ 8,604	Restricted funds £ 23,164	2020 Total funds £ 31,768	2019 Total funds £ 23,239
Current liabilities	(1,070)	-	(1,070)	(1,070)
	7,534	23,164	30,698	22,169
MOVEMENT IN FUNDS				
		At 1/5/20 £	Net movement in funds £	At 30/4/21 £
Unrestricted funds General fund		7,534	8,409	15,943
Restricted funds N.L.C Gap Big Lottery		1,168 10,174	(1,168) (10,174)	
R.S McDonald		7,231	(3,211)	4,020
Robertson Trust N.L.C Business Grant		4,591	4,919 10,000	9,510 10,000
		_		
N.L.C Community Grant		-	91	91

30,698

39,564

8,866

# Notes to the Financial Statements - continued for the Year Ended 30 April 2021

## 16. 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	30,107	(21,698)	8,409
Restricted funds			
N.L.C Gap	4,224	(5,392)	(1,168)
Big Lottery	15,258	(25,432)	(10,174)
R.S McDonald	11,000	(14,211)	(3,211)
Robertson Trust	15,000	(10,081)	4,919
Corra Foundation	2,000	(2,000)	<u>-</u>
N.L.C Business Grant	10,000	<b>-</b> ·	10,000
N.L.C Community Grant	775	(684)	91
V.A.N.L Carers	5,722	(5,722)	-
Coronavirus Job Retention Scheme	00.040	(00.040)	
Grant	30,343	(30,343)	<del>-</del>
	94,322	(93,865)	457
TOTAL FUNDS	124,429	(115,563)	8,866
			<del></del>

## Comparatives for 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	1,536	(368)	1,168
Big Lottery	5,934	4,240	10,174
R.S McDonald	4,521	2,710	7,231
Robertson Trust	2,503	2,088	4,591
	14,494	8,670	23,164
TOTAL FUNDS	22,169	8,529	30,698
	===	<del>==</del>	====

## Notes to the Financial Statements - continued for the Year Ended 30 April 2021

### 16. 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	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

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 April 2021.

### 18. 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.

### 19. PURPOSES OF RESTRICTED FUNDS

Big Lottery Fund- Funding for three years Staff salaries, office rent and Therapies.

Coronavirus Job Retention Scheme Grant - Cost burden of employees furloughed during the COVID-19 pandemic.

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

North Lanarkshire Council Business Grant - Top up income generated for services that have been closed because of the pandemic.

North Lanarkshire Council Community Grant - Small award to help with 'stay at home' events for members.

North Lanarkshire Council Carers - Annual funding to cover respite support workers' salaries and expenses, carers' respite activities and transport costs.

North Lanarkshire Council Gap Funding- Annual funding to cover outreach workers salary and expenses in North Lanarkshire.

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.

Notes to the Financial Statements - continued for the Year Ended 30 April 2021

### 19. PURPOSES OF RESTRICTED FUNDS - continued

Voluntary Action North Lanarkshire Carers - Annual funding to cover respite support workers' salaries and expenses, carers' respite activities and transport costs.