

**FINANCIAL FITNESS RESOURCE**

**TEAM**

**(A Company Limited by Guarantee)**

**Company Number SC260631**

**Charity Number SC029817**

**REPORT AND FINANCIAL STATEMENTS**

**FOR YEAR TO 31<sup>ST</sup> MARCH, 2015**

THURSDAY



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15/10/2015

#961

COMPANIES HOUSE

Murray and Henderson  
Chartered Accountants,  
13 William Street  
GREENOCK

**FINANCIAL FITNESS RESOURCE TEAM**

(A Company Limited by Guarantee)

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH, 2015**

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**SECTION 1: REFERENCE & ADMINISTRATIVE DETAILS**

Charity Name: Financial Fitness Resource Team

Scottish Charity: SC029817

Company No: 260631

Registered Office: 29 West Stewart Street, Greenock, PA15 1SH

Directors: Mary Sanderson Chairperson  
Wilson Dunlop Secretary  
Eleanor Robertson  
Elizabeth Robertson  
William Rice  
John Williams

Staff: Paul Findlay Manager  
Jennifer Duffy Office Manager  
Ross MacTaggart Admin Assistant  
Elizabeth McArthur Adviser  
Angela Hall Adviser  
Ashley Campbell Adviser  
Karen Burns Adviser  
Ian Gallacher Money Adviser  
Angela Barrilli Domestic Assistant

Bankers: Bank of Scotland, 64/66 West Blackhall Street, Greenock PA15 1XG

Accountant: Murray & Henderson, 13 William Street, Greenock PA15 1BT

Solicitor: Seamus Lamb, Maitlands Solicitors, 4 Brougham Street, Greenock PA16 8AA

**SECTION 2: STRUCTURE, GOVERNANCE & MANAGEMENT**

Financial Fitness Resource Team is registered as a company limited by guarantee and a recognised Scottish charity. The company began trading on 1 April 2004 in accordance with the Memorandum and Articles of Association, dated 11 December 2003. We are governed by a six-strong board of Directors, nominated and elected by members at the Annual General Meeting following the submission of an application for membership. Regulations dictate that there are a minimum of two Directors and no maximum number required. Overall responsibility for all aspects of the organisation lies with the Board of Directors. Board members have individual duties including chairing meetings, secretarial matters, line-management of the Manager and financial matters.

Day-to-day responsibility for managing the organisation lies with the Manager in liaison with the Board of Directors. The Manager is primarily responsible for over-seeing all aspects of service delivery, managing the staff team and exploring the financial sustainability of the Company. The Manager meets fortnightly with the Treasurer and monthly with the Board to monitor and discuss the organisation's progress.

The organisation employs a further eight staff members who are responsible for service delivery to Inverclyde residents. These staff are line-managed by the Manager and Board where appropriate.

**SECTION 3: OBJECTIVES & ACTIVITIES**

The primary objective of the organisation is

"To relieve the poverty of inhabitants of Inverclyde, regardless of age, disability, race, religion, sex, sexual orientation or other opinions, and in furtherance of the project will (a) disseminate information and provide advice and guidance relevant to individuals and communities suffering disadvantage through poverty; (b) establish communication channels and promote collaborative work with relevant organisations operating within the anti-poverty advice field; (c) facilitate and or participate in working groups on tasks associated with anti-poverty initiatives; (d) liaise with national organisations,

statutory agencies and others on order to influence policy, resourcing and promoting good practice". (Section 3, Memorandum of Association)

In practice the organisation provide the following services on an outreach basis:

- Advice on all welfare benefits
- Assistance with form filling
- Comprehensive benefit checks and back-to-work calculations
- Money advice
- Signposting clients to other agencies and services

#### **SECTION 4: ACHIEVEMENTS & PERFORMANCE IN 2014-15**

##### ***£4,854,993 SECURED IN UNCLAIMED BENEFITS***

2014/15 has been another successful year for the Company, who managed to successfully secure £4,854,993 in unclaimed benefits for the residents of Inverclyde. This is an indication of just how much benefit is going unclaimed in the area and highlights the continuing need for the service across the district.

By maximising the incomes of local residents in this way, clients were able to have greater choice and better options in terms of health, diet, social participation and budgeting. In addition to this, people are able to have greater control over their lives, as informed lifestyle choices can now be made based on need rather than affordability.

##### ***1,956 NEW CLIENTS ADVISED AND ASSISTED THIS YEAR***

We advised and assisted 1,956 new clients from across Inverclyde, ensuring local residents were able to access and claim a range of welfare benefits, thus maximising household incomes in the area. We were able to help these clients in a variety of ways, through form filling, better off in work calculations, benefit checks and general problem solving. The staff also provided ongoing assistance to many of the 30,000 existing clients who have received advice since 1999.

##### ***112 BENEFIT PRESENTATIONS MADE***

As always, the Company was actively involved in informing the Inverclyde community of their possible benefit entitlements and keeping the public updated on changes that affect them. To this end, the staff delivered a total of 112 talks and presentations to a wide cross-section of the community, incorporating elderly, family and disabled groups. These presentations were attended by over 1,000 people, all of whom were able to receive welfare benefits advice in their local environment.

#### **SECTION 5: FINANCIAL REVIEW**

The charity's financial year runs from 1 April 2014 to 31 March 2015. The Manager has day-to-day responsibility for managing the organisation's finances. He liaises regularly with the Treasurer and reports monthly to the Board of Directors who have ultimate control of the finances. At the end of the financial year the charity's accounts are independently audited and approved by the Board thereafter. Annual accounts are presented at the AGM for the corresponding financial year.

The Board of Directors have agreed a reserves policy which states that the organisation should attempt to build up a reserve equal to the average running costs for 6 months. These reserves would allow the charity to supplement shortfalls in restricted funding and maintain service delivery whilst planning effectively for the future. This policy is reviewed annually. On 31<sup>st</sup> March 2015 the General Reserves amounted to £147,139, which is roughly the required amount.

#### **Funding Received 2014-15**

The following funds were received in 2014-15:

Big Lottery Funding -	£73,572
(To provide a benefit and money advice service for Greenock Central/East residents)	
Inverclyde Council – Employability	£92,080
(To provide financial advice to unemployed Inverclyde residents)	
Inverclyde Housing Association Forum	£28,000
(To provide advice to RSL tenants)	
River Clyde Homes	£30,000
(To provide advice to RCH tenants)	
People and Communities Fund	£65,794
(To provide advice to unemployed Inverclyde residents)	
Inverclyde Carers Strategy	£25,000
(To provide advice to Inverclyde carers)	
Bank Of Scotland	£10,500
(To provide money advice to Inverclyde residents)	
Scottish Legal Aid Board	£13,825
(To provide emergency advice for Inverclyde residents)	
Support and Connect	£20,389
(To signpost Inverclyde residents to other services)	

#### **SECTION 6: FUTURE PLANS**

The Company have secured contracts with Inverclyde Community Development Trust to provide financial-based employability services until 31<sup>st</sup> March 2016.

The Company has also secured funding from the Scottish Government to help unemployed people back into work, until 31<sup>st</sup> March 2016.

The Company are currently examining various funding opportunities and are in negotiations with a range of organisations to secure Service Level Agreements which can allow the service to continue on a longer-term basis.

The Company will also continue to strive to increase Board membership by actively recruiting new members.

#### **SECTION 7: RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors of Financial Fitness Resource Team Ltd. For the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the 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 financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;

- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements 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 that disclose with reasonable at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

**INDEPENDENT EXAMINER**

EDWARD MURRAY CA  
MURRAY & HENDERSON

CHARTERED ACCOUNTANTS has been re-appointed as independent examiner for the ensuing year.

Registered Office  
29 West Stewart Street  
Greenock  
PA15 1SH

Signed by order of the trustees

A handwritten signature in black ink, appearing to read 'W. Dunlop', written over a horizontal line.

Wilson Dunlop  
Company Secretary

## COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND  
MEMBERS OF FINANCIAL FITNESS RESOURCE TEAM LIMITEDYEAR ENDED 31<sup>ST</sup> MARCH, 2015

I report on the accounts of the Charity for the year ended 31<sup>st</sup> March, 2015 set out on pages 7 to 15.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The Charity's Trustees (who are also the Directors of Financial Fitness Resource Team Limited for the purposes of Company Law) 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 INDEPENDENT EXAMINER'S STATEMENT**

My examination is 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 whether the accounts present a "true and fair view".

**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 Trustees have not met the requirements to ensure that:

- proper accounting records are kept in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations.
- accounts are prepared which agree with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations.

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

EDWARD MURRAY, C.A.,  
MURRAY AND HENDERSON  
CHARTERED ACCOUNTANTS  
Independent Examiner

13 William Street  
Greenock

.....13/10/15.....

**STATEMENT OF FINANCIAL ACTIVITIES**

Statement of Financial Activities for the year ended 31st March, 2015

	Total Funds 2014	Restricted Funds	Unrestricted Funds	Total Funds 2015
	£	£	£	£
<b>Incoming Resources</b>				
Grants	326,954	203,382	118,468	321,850
Investment Income	-	-	-	-
Other Incoming Resources	70	-	50	50
<b>Total Incoming Resources</b>	<b>327,024</b>	<b>203,382</b>	<b>118,518</b>	<b>321,900</b>
<b>Outgoing Resources</b>				
Direct Charitable Expenditure	277,999	202,640	54,107	256,747
Governance Costs	5,023	467	5,414	5,881
<b>Total Outgoing Resources</b>	<b>283,022</b>	<b>203,107</b>	<b>59,521</b>	<b>262,628</b>
<b>Net Incoming/(Outgoing) Resources Before Transfer</b>	<b>44,002</b>	<b>275</b>	<b>58,997</b>	<b>59,272</b>
Transfers	-	8,472	(8,472)	-
<b>Net Movement in Funds for Year</b>	<b>44,002</b>	<b>8,747</b>	<b>50,525</b>	<b>59,272</b>
Total Funds at 1 <sup>st</sup> April, 2014	46,538	2,398	88,142	90,540
<b>Total Funds at 31st March, 2015</b>	<b>90,540</b>	<b>11,145</b>	<b>138,667</b>	<b>149,812</b>



**FINANCIAL FITNESS RESOURCE TEAM****INCOME AND EXPENDITURE ACCOUNT****FOR YEAR TO 31<sup>ST</sup> MARCH, 2015**

	<u>2015</u>	<u>2014</u>
	£	£
<b><u>Income</u></b>		
<b><u>Grants Received</u></b>		
NHS – Greater Glasgow & Clyde	25,000	15,000
Inverclyde Council- Employability	83,329	91,278
Support and Connect	12,296	-
Benefit Advice	12,672	-
Inverclyde CHCP	-	29,997
The Scottish Government	46,481	60,578
	<hr/>	<hr/>
<b><u>Total Government Funding</u></b>	179,778	196,853
Oak Tree Housing Association	28,000	28,000
River Clyde Homes	30,000	27,500
Big Lottery Fund - Greenock Central/East Advice Service	73,572	71,431
Bank of Scotland Foundation	10,500	3,170
	<hr/>	<hr/>
<b><u>Total Grant Funding</u></b>	321,850	326,954
<b><u>Other Income</u></b>		
Bank Interest Received	-	-
Training Course Income	-	-
Sundry Income	-	70
Donations	50	-
	<hr/>	<hr/>
	50	70
	<hr/>	<hr/>
<b><u>Total Income for Year</u></b>	321,900	327,024
	<hr/>	<hr/>

**FINANCIAL FITNESS RESOURCE TEAM**INCOME AND EXPENDITURE ACCOUNT  
FOR YEAR TO 31<sup>ST</sup> MARCH, 2015

	<u>2015</u>	<u>2014</u>
	£	£
EXPENDITURE		
<b>Employee Costs:</b>		
Salaries and Pension Costs	209,788	220,552
Travel	1,398	1,203
	<hr/>	<hr/>
	211,186	221,755
<b>Property Costs:</b>		
Rent and Service Charges	20,902	27,091
<b>Administration Costs:</b>		
Stationery	1,799	1,261
Telephone and IT Costs	4,440	6,681
Postage	1,884	547
Equipment Leasing and Maintenance	-	99
	<hr/>	<hr/>
	8,123	8,588
<b>Other Costs:</b>		
Professional Fees	-	840
Accountancy Fees	5,881	5,023
Insurance	3,121	2,714
Hospitality	-	-
Training Costs	8,657	7,864
Bank Charges	36	45
Publications, Handbooks and Printing	-	395
Advertising and Promotion	2,422	2,674
Equipment	-	-
Petty Cash and Sundry Expenses	2,300	6,033
	<hr/>	<hr/>
	22,417	25,588
<b>TOTAL EXPENDITURE</b>	<hr/>	<hr/>
	262,628	283,022
<b>UNDER/(OVER) SPEND FOR YEAR</b>	<hr/>	<hr/>
	59,272	44,002

**BALANCE SHEET**  
AS AT 31<sup>ST</sup> MARCH, 2015

	<u>2015</u>	<u>2014</u>
	£	£
<u>CURRENT ASSETS</u>		
Cash at Bank	134,102	76,229
Cash on Hand	400	200
Debtors and Prepaid Expenses	28,507	42,720
	<hr/>	<hr/>
	163,009	119,149
<u>CURRENT LIABILITIES</u>		
Accrued Charges	13,197	28,609
	<hr/>	<hr/>
NET CURRENT ASSETS	149,812	90,540
	<hr/>	<hr/>

Represented By:

Unrestricted Funds

GENERAL FUND

Balance Brought Forward	88,142	46,224
(Over)/Underspend in Year	58,997	41,918
Transferred to General Fund	(8,472)	-
	<hr/>	<hr/>
Total Unrestricted Funds	138,667	88,142
	-----	-----

Restricted Funds

BIG LOTTERY FUND 1 – OVER 50'S

Balance Brought Forward	10,056	10,056
(Over)/Underspend in Year	-	-
Transferred to General Fund	(10,056)	-
	<hr/>	<hr/>
	-	10,056

BIG LOTTERY FUND 2 – GREENOCK CENTRAL/EAST

Balance Brought Forward	(4,205)	(1,383)
(Over)/Underspend in Year	(1,693)	(2,822)
Transferred to General Fund	5,898	-
	<hr/>	<hr/>
	-	(4,205)

PEOPLE AND COMMUNITIES FUND

Balance Brought Forward	2,135	-
(Over)/Underspend in Year	39	2,135
	<hr/>	<hr/>
	2,174	2,135

BANK OF SCOTLAND FOUNDATION FUND/

	<u>2015</u>		<u>2014</u>
	£		£
<u>BANK OF SCOTLAND FOUNDATION FUND</u>			
Balance Brought Forward	169		(2,243)
(Over)/Underspend in Year	-		2,412
Transferred to General Fund	(169)		-
	—	-	—
			169
<u>CHANGE FUND</u>			
Balance Brought Forward	(1,834)		(1,834)
(Over)/Underspend in Year	-		-
Transferred to General Fund	1,834		-
	—	-	—
			(1,834)
<u>INVERCLYDE COUNCIL FUND – EMPLOYABILITY</u>			
Balance Brought Forward	7,042		6,683
(Over)/Underspend in Year	1,929		359
Transfers	-		-
	—	8,971	—
			7,042
<u>SCOTTISH GOVERNMENT – ADVICE 4 ALL</u>			
Balance Brought Forward	(10,965)		(10,965)
(Over)/Underspend in Year	-		-
Transferred to General Fund	10,965		-
	—	-	—
			(10,965)
Total Restricted Funds	11,145		2,398
TOTAL FUNDS	149,812		90,540

The/

The Trustees are satisfied that the Company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477 (2), and that no member of members have requested an audit pursuant to section 476 (1) of the Act.

The Trustees acknowledge their responsibilities for:

- (i) ensuring that the Company keeps proper accounting records which comply with Section 386 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the Company

These financial statements were approved by the Members of the Committee on 3rd August, 2015 and signed on their behalf by:



Mary Sanderson,  
Chairperson.

Company Registration Number: SC260631

## NOTES TO THE ACCOUNTS

## FUND MOVEMENTS

FOR YEAR TO 31<sup>ST</sup> MARCH, 2015

	<u>2015</u>	<u>2014</u>
	£	£
<b><u>Unrestricted Funds</u></b>		
<b><u>General Fund</u></b>		
Grant Income	118,468	100,497
Sundry Income	-	70
Bank Interest	-	-
Training Course Income	-	-
Donation	50	-
	<hr/>	<hr/>
	118,518	100,567
Expenditure	59,521	58,649
	<hr/>	<hr/>
(Over)/Underspend For Year	58,997	41,918
	<hr/>	<hr/>
<b><u>Restricted Funds</u></b>		
<b><u>Big Lottery Fund 2 – Greenock Central/East Advice Service</u></b>		
Grants Received	73,572	71,431
Expenditure	75,265	74,253
	<hr/>	<hr/>
(Over)/Underspend in Year	(1,693)	(2,822)
	<hr/>	<hr/>
<b><u>People and Communities Fund</u></b>		
Grants Received	46,481	60,578
Expenditure	46,442	58,443
	<hr/>	<hr/>
(Over)/Underspend for Year	39	2,135
	<hr/>	<hr/>
<b><u>Bank of Scotland Foundation Fund</u></b>		
Grant Received	-	3,170
Expenditure	-	758
	<hr/>	<hr/>
(Over)/Underspend for Year	-	2,412
	<hr/>	<hr/>

## NOTES TO THE ACCOUNTS

FUND MOVEMENTS (CONT'D)  
FOR YEAR TO 31<sup>ST</sup> MARCH, 2015

	<u>2015</u>	<u>2014</u>
	£	£
<b><u>Change Fund</u></b>		
Grant Received	-	-
Expenditure	-	-
	<u>          </u>	<u>          </u>
(Over)/Underspend for Year	-	-
	<u>          </u>	<u>          </u>
<b><u>Inverclyde Council Fund – Employability</u></b>		
Grant Received	83,329	91,278
Expenditure	81,400	90,919
	<u>          </u>	<u>          </u>
(Over)/Underspend for Year	1,929	359
	<u>          </u>	<u>          </u>
<b><u>Scottish Government – Advice 4 All</u></b>		
Grant Received	-	-
Expenditure	-	-
	<u>          </u>	<u>          </u>
(Over)/Underspend for Year	-	-
	<u>          </u>	<u>          </u>
Restricted Funds – (Over)/Underspend for Year	275	2,084
	<u>          </u>	<u>          </u>
<b><u>Total (Over)/Underspend for Year</u></b>	59,272	44,002
	<u>          </u>	<u>          </u>

## NOTES TO THE ACCOUNTS

31<sup>ST</sup> MARCH, 2015**1/ ACCOUNTING POLICIES****Convention**

These financial statements have been prepared under the Historical Cost Convention and in accordance with applicable United Kingdom Accounting Standards. The Statement of Recommended Practice "Accounting and Reporting by charities" issued in March, 2005 (SORP 2005) and the Companies Act 2006.

**Turnover**

Turnover is the amount derived from the receipt of Grants and Sundry Income falling within the Company's ordinary activity.

**Cash Flow Statement**

The Trustees have taken advantage of the exemption in financial Reporting Standard No. 1 (revised) from including a cash flow statement in the financial statements on the grounds that the Company is small.

**2/ SHARE CAPITAL**

The Company is limited by Guarantee. It has no Share Capital.

**3/ DEBTORS**

All debtors are receivable within 12 months.

**4/ ACCRUED CHARGES**

	<b><u>2015</u></b>	<b><u>2014</u></b>
	<b>£</b>	<b>£</b>
Grants in Advance	5,270	-
Employment Costs	4,862	6,024
Accountancy Fee	2,500	2,000
Sundry Creditors	296	585
Property Cost	269	20,000
	<hr/>	<hr/>
	13,197	28,609
	<hr/>	<hr/>



## NOTES TO THE ACCOUNTS (CONT'D)

**5/ FUNDS ANALYSIS**
**RESTRICTED FUNDS**

	<b>Balance at 1/4/14</b>	<b>Income In Period</b>	<b>Transfers</b>	<b>Expenditure in Period</b>	<b>Balance at 31/3/15</b>
	£	£	£	£	£
Big Lottery Fund1 – Over 50's	10,056	-	(10,056)	-	-
Big Lottery Fund 2 – Greenock Central/East	(4,205)	73,572	5,898	(75,265)	-
People and Communities Fund	2,135	46,481	-	(46,442)	2,174
Bank of Scotland Foundation Fund	169	-	(169)	-	-
Change Fund	(1,834)	-	1,834	-	-
Inverclyde Council Fund – Employability	7,042	83,329	-	(81,400)	8,971
Scottish Government – Advice 4 All	(10,965)	-	10,965	-	-
	<u>2,398</u>	<u>203,382</u>	<u>8,472</u>	<u>(203,107)</u>	<u>11,145</u>

**UNRESTRICTED FUNDS**

General Fund	<u>88,142</u>	<u>118,518</u>	<u>(8,472)</u>	<u>(59,521)</u>	<u>138,667</u>
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