

Company Registration Number: SC271291

**The Cottage Family Centre
Financial Statements
for the year ended 31 March 2007**

Charity Number: SC014271



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PATERSON BOYD & Co.
Chartered Accountants

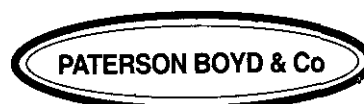
The Cottage Family Centre
Financial Statements
for the year ended 31 March 2007

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The Cottage Family Centre
Charity Information
for the year ended 31 March 2007

Company Number	SC271291
Registered Office	29 31 Cawdor Crescent Kirkcaldy Fife KY2 6LH
Chairperson	David Cameron
Treasurer	John Anderson
Vice Treasurer	Leanne Goddard (appointed 21/03/07)
Directors	Sheila Brewer Laura Williamson (resigned 14/08/06) Pauline Buchan Lisa Hitchcock Kamala Green Sarah Nicholson (appointed 14/08/06) (resigned 27/02/07) Andrea Grieve (appointed 14/08/06)
Secretary	Pauline Buchan
Bankers	Bank of Scotland Po Box 10 Kirkcaldy Fife KY1 3PA
Solicitors	Gibson & Spears, Dow & Son 9 East Fergus Place Kirkcaldy Fife KY1 1XU
Accountants	Paterson Boyd & Co Chartered Accountants 18 North Street Glenrothes Fife KY7 5NA



**The Cottage Family Centre
Directors' Report
for the year ended 31 March 2007**

Governing document

The Cottage Family Centre is a Scottish registered charity (Scottish charity number SC014271) with legal status as a company limited by guarantee with its registered office at 29 31 Cawdor Crescent, Kirkcaldy, Fife KY2 6LH

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up the members are required to contribute amount not exceeding £1

Objects

The Cottage Family Centre aims to promote & support families with pre school children living in the West Kirkcaldy area by providing a centre that provides group activities, kids activities and family support in the form of family respite and home visits

Organisational structure

A Board of Directors made up of parents using the service, volunteers from other walks of life and advisors from Health and Education are responsible for the overall welfare of the organisation. The Project Manager is responsible for the daily running of the centre and is supported by 2 full time family workers, 3 part time children's workers and 1 full time administration worker

Financial position

The statement of financial activities shows a net deficit for the year of £26,143 and the balance sheet at 31 March 2007 shows total funds of £751,731. The deficit in the statement of financial activities is mainly due to reduction of funding received and the increase in staff costs

The movement in fixed assets are set out in note 8 to the financial statements

Risk assessment

The directors are continuing to update systems to identify and mitigate the major risks to which the charity is exposed

Investments

The directors have considered the most appropriate policy for investing funds and have found that maintaining the majority of the funds in an investment account to be the most appropriate

**The Cottage Family Centre
Directors' Report
for the year ended 31 March 2007**

Development, activities and achievements

The new centre is now playing an increasing role in the community and is undoubtedly an asset to Templehall and the surrounding area

A programme of activities runs at the centre. Some of which are in partnership with Adam Smith College, Adult Basic Education and NHS Fife

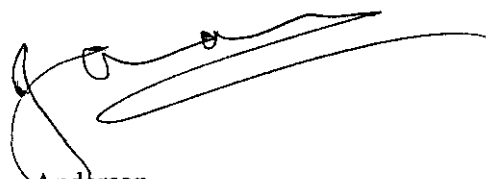
A bid to Awards For All resulted in the setting up of an IT suite and staff were also successful in attracting funding from the Challenge Fund. The suite is now being used by many of our parents, the local community and also external organisations

Referrals from professionals such as Health Visitors and self referrals have resulted in a steady stream of families attending the centre

The facilities in the new centre are now being booked by voluntary and statutory groups to hold meetings and training events. The Fife Council Centre also rents an office from us two days a week and use the centre on a Saturday for contact visits between families and children

Approval

This report was approved by the board of directors on 16/10/07 and signed on its behalf by



John Anderson
Director

The Cottage Family Centre
Independent Accountants Report to the members on the unaudited accounts of
The Cottage Family Centre
for the year ended 31 March 2007

We report on the accounts for the year ended 31 March 2007 set out on pages 4 to 14. The financial statements have been prepared under historic cost convention and the accounting policies set out on page 8.

Respective responsibilities of directors and reporting accountants

As described on page 7, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was carried out in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985,
- (b) having regard to only, and on the basis of, the information contained in those accounting records
- (i) the accounts have been drawn up in a manner consistent with accounting requirements specified in section 249C (6) of the Act, and
- (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A (4) of the Act as modified by section 249A (5) and did not at any time within the year, fall within any one of the categories of companies not entitled to the exemption specified in section 249B (1)



Paterson Boyd & Co
Chartered Accountants
18 North Street
Glenrothes
Fife
KY7 5NA

Date

16/10 / 2007



The Cottage Family Centre
Statement of Financial Activities
for the year ended 31 March 2007

	Notes	Unrestricted Funds General	Designated	Restricted Funds	Total 2007	Total 2006
		£	£	£	£	£
Incoming Resources						
Incoming resources from generated funds						
Donations		686			686	1,019
Fundraising income		11,716			11,716	1,319
Investment income		1,197			1,197	3,410
Incoming resources from charitable activities	3	134,107		19,593	153,700	632,593
Other incoming resources						596
		<u>147,706</u>	<u> </u>	<u>19,593</u>	<u>167,299</u>	<u>638,937</u>
Resources Expended						
Costs of generating funds						
Fundraising costs		171			171	1,482
Charitable activities	4	127,483		3,525	131,008	100,385
Governance costs	5	24,168		38,095	62,263	64,706
		<u>151,822</u>	<u> </u>	<u>41,620</u>	<u>193,442</u>	<u>166,573</u>
Net Incoming/(Outgoing) Resources		(4,116)		(22,027)	(26,143)	472,364
Funds brought forward at 1 April 2006		5,442	9,445	762,987	777,874	305,510
Funds carried forward at 31 March 2007		<u>1,326</u>	<u>9,445</u>	<u>740,960</u>	<u>751,731</u>	<u>777,874</u>

The Charity has neither acquired or commenced any new activities during the period nor discontinued any operations and has no recognised gains or losses other than the results as shown above

The Cottage Family Centre
Income and Expenditure Account
for the year ended 31 March 2007

	Notes	2007 £	2006 £
Income			
Income		166,102	635,527
Bank deposit interest		1,197	3,410
		<hr/>	<hr/>
	3	<u>167,299</u>	<u>638,937</u>
 Charitable Expenditure			
Fundraising costs		171	1,482
Charitable activities	4	131,008	100,385
Governance	5	62,263	64,706
		<hr/>	<hr/>
		<u>193,442</u>	<u>166,573</u>
 Net (outgoing)/incoming resources for the year		<u>(26,143)</u>	<u>472,364</u>

The income and expenditure account is derived from the statement of financial activities on page 4 which, together with the notes to the accounts on pages 8 to 14 provide full information on the movements during the year on all funds of the charity

The Cottage Family Centre
Balance Sheet
as at 31 March 2007

	Notes	2007		2006	
		£	£	£	£
Fixed Assets					
Tangible assets	8		731,617		750,283
Current Assets					
Debtors	9	410		3,353	
Cash at bank and in hand		23,060		26,411	
		<u>23,470</u>		<u>29,764</u>	
Creditors amounts falling due within one year	10	(3,356)		(2,173)	
Net Current Assets/(Liabilities)			<u>20,114</u>		<u>27,591</u>
Total Assets Less Current Liabilities			<u>751,731</u>		<u>777,874</u>
Net Assets			<u>751,731</u>		<u>777,874</u>
Represented by.					
Unrestricted funds					
Designated Funds	11	9,445		9,445	
General Funds	11	1,326		5,442	
			<u>10,771</u>		<u>14,887</u>
Restricted Funds			740,960		762,987
Total funds	11		<u>751,731</u>		<u>777,874</u>

The director's statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet

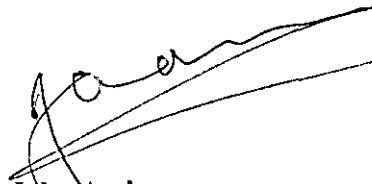
The Cottage Family Centre
Balance Sheet (continued)
Directors' statements required by Section 249B(4)
for the year ended 31 March 2007

In approving these financial statements as directors of the company we hereby confirm

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985,
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31 March 2007 and
- (c) that we acknowledge our responsibilities for
 - (1) ensuring that the company keeps accounting records which comply with Section 221, and
 - (2) preparing financial statements which give 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 year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities (effective January 2005) relating to small companies

The financial statements were approved by the Board on 16/10/2007 and signed on its behalf by


John Anderson
Director

The notes on pages 8 to 14 form an integral part of these financial statements



The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

1 Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in March 2005

The charity has taken advantage of the exemption from preparing a cash flow statement on the grounds that it qualifies as a small charity

Donations and grants

Income from donations and grants, including capital grants is included in incoming resources when these are receivable, except when donors specify that the donations or grants must be used in future accounting periods, or conditions are imposed, which have to be fulfilled before the charity is entitled to use such income

Interest receivable

Interest receivable is included when receivable by the charity

Expenditure

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered, as the charity is not VAT registered

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows

Buildings	straight line over the life of the lease (25 years)
Computer equipment	straight line over 3 years
Fixtures and fittings	20% reducing balance

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

1 Accounting Policies (continued)

Operating Leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease

Pensions

The charity participates in a defined contribution scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme

Funds

Details of funds are provided in note 11 to the accounts

Funds accounting

Restricted Funds – These are funds that 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

Designated Funds – These are funds set aside by the board of directors out of unrestricted charitable funds for specific future purposes or projects

Unrestricted Funds – These are other charitable funds that can be used in accordance with the charitable objects of the charity at the discretion of the board of directors

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

2 Directors and Employees

No employees earned in excess of £60,000 per annum. The directors received no remuneration in the year.

In the year under review the insurance policy premium paid includes insurance to indemnify the voluntary directors against the consequences of any neglect or default on their part.

3 Incoming resources from charitable activities

	Unrestricted Funds		Restricted Funds	Total 2007	Total 2006
	General	Designated			
	£	£	£	£	£
Grants Received					
Fife Council	132,607			132,607	259,733
Big Lottery			14,015	14,015	177,458
ERDF			5,578	5,578	181,034
Futurebuilders					2,000
Awards For All	1,500			1,500	5,000
Early Years Sub Group					6,356
Scottish Community Foundation					580
NHS Fife					432
	<u>134,107</u>	<u> </u>	<u>19,593</u>	<u>153,700</u>	<u>632,593</u>

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

4 Charitable activities

	Basis of Allocation	Unrestricted Funds General	Designated	Restricted Funds	Total 2007	Total 2006
		£	£	£	£	£
Wages and salaries	Direct	95,923			95,923	72,556
Social security	Direct	8,239			8,239	5,926
Pension costs	Direct	2,655			2,655	2,026
Staff training	Direct	3,006		1,415	4,421	2,195
Recruitment costs	Direct					442
Rates	Direct	1,080			1,080	1,147
Insurances	Direct	3,353			3,353	1,457
Heat and light	Direct	5,740			5,740	3,924
Cleaning	Direct	1,057			1,057	2,153
Repairs & renewals	Direct	1,980		2,110	4,090	6,043
Coach hire	Direct	700			700	58
Travel expenses	Direct	1,938			1,938	1,430
Provisions	Direct	1,248			1,248	946
Children's outings	Direct	98			98	82
Office equipment lease	Direct	466			466	
		<u>127,483</u>	<u> </u>	<u>3,525</u>	<u>131,008</u>	<u>100,385</u>

5 Governance costs

	Basis of Allocation	Unrestricted Funds General	Designated	Restricted Funds	Total 2007	Total 2006
		£	£	£	£	£
Wages & salaries	Direct	14,862			14,862	16,116
Social security	Direct	1,272			1,272	1,437
Pension costs	Direct	302			302	474
Printing, postage & stationery	Direct	2,472			2,472	1,362
Telephone	Direct	2,308			2,308	2,020
Computer costs	Direct	141			141	1,267
Legal & professional fees	Direct	202			202	1,174
Accountancy fees	Direct	1,880			1,880	
Audit fees	Direct					1,762
General expenses	Direct	236			236	129
Depreciation	Direct	493		38,095	38,588	38,965
		<u>24,168</u>	<u> </u>	<u>38,095</u>	<u>62,263</u>	<u>64,706</u>

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

6 Staff and Related Costs

	2007 £	2006 £
Salaries	110,786	88,672
Social security costs	9,511	7,363
Pension Costs	2,957	2,500
	<u>123,254</u>	<u>98,535</u>

The total number of whole time equivalent employees, by function was

Support	9	6
Administration	1	1
	<u>10</u>	<u>7</u>

7 Pension Costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and amounted to £2,957 (2006 £2,500).

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

8 Tangible fixed assets

	Computer Equipment £	Fixtures & Fittings £	Buildings £	Totals £
Costs				
At 1 April 2006	7,156	33,095	748,997	789,248
Additions	519		19,403	19,922
Disposals				
	<u>7,675</u>	<u>33,095</u>	<u>768,400</u>	<u>809,170</u>
Depreciation				
At 1 April 2006	2,385	6,621	29,959	38,965
Charge for the year	2,558	5,295	30,735	38,558
	<u>4,943</u>	<u>11,916</u>	<u>60,694</u>	<u>77,553</u>
Net book values				
At 31 March 2007	<u>2,732</u>	<u>21,179</u>	<u>707,706</u>	<u>731,617</u>
At 1 April 2006	<u>4,771</u>	<u>26,474</u>	<u>719,038</u>	<u>750,283</u>

A standard security over the building is held by The National Lotteries Charities Board, 1 Plough Lane, London EC4A 1DE

9 Debtors

	2007 £	2006 £
Accrued income and prepayments	410	3,353
	<u>410</u>	<u>3,353</u>

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

10 Creditors' amounts falling due within one year

	2007	2006
	£	£
Accruals and deferred income	3,338	2,173
Other taxes and social security costs	18	
	<u>3,356</u>	<u>2,173</u>

11 Funds

	Unrestricted Funds		Restricted Funds	Total	Total
	General	Designated	Funds	2007	2006
	£	£	£	£	£
Balance at 1 April 2006	5,442	9,445	762,987	777,874	305,510
Net movement in funds in year	(4,116)		(22,027)	(26,143)	472,364
Balance at 31 March 2007	<u>1,326</u>	<u>9,445</u>	<u>740,960</u>	<u>751,731</u>	<u>777,874</u>
Represented by:					
Tangible fixed assets	937		730,998	731,935	750,283
Net current assets	389	9,445	9,962	19,796	27,591
	<u>1,326</u>	<u>9,445</u>	<u>740,960</u>	<u>751,731</u>	<u>777,874</u>

12 Related party transactions

For the whole of the financial period the charity was under the control of its directors, who are detailed on page 1 of these financial statements

During the year under review expenses totalling £709 (2006 £612) were paid to directors

The Cottage Family Centre
Notes to the Financial Statements
for the year ended 31 March 2007

13 Company limited by guarantee

The company was formed as a company limited guarantee without share capital. It remains a company limited by guarantee and continues without share capital. Each member of the company has undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the company being placed in liquidation. At the balance sheet date there were 9 members.

14 Leasing Commitments

At 31 March 2007 the company had annual commitments under non cancellable operating leases as follows

	2007 £	2006 £
Land & buildings expiry date Greater than five years	<u>2,500</u>	<u>2,500</u>
Other expiry date Between 1 and 5 years	<u>842</u>	<u>842</u>