

**Company Registration Number: SC271291**

**The Cottage Family Centre**

**Financial Statements**

**for the year ended 31 March 2008**

**Charity Number: SC014271**

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**PATERSON BOYD & Co.**  
Chartered Accountants

**The Cottage Family Centre**  
**Financial Statements**  
**for the year ended 31 March 2008**

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**The Cottage Family Centre**  
**Charity Information**  
**for the year ended 31 March 2008**

<b>Company Number</b>	SC271291
<b>Registered Office</b>	29 31 Cawdor Crescent Kirkcaldy Fife KY2 6LH
<b>Chairperson</b>	David Cameron
<b>Treasurer</b>	John Anderson
<b>Vice Treasurer</b>	Leanne Goddard
<b>Directors</b>	<div> <div>Sheila Brewer</div> <div>(resigned 14/08/08)</div> </div> <div> <div>Pauline Buchan</div> <div></div> </div> <div> <div>Lisa Hitchcock</div> <div></div> </div> <div> <div>Kamala Green</div> <div>(resigned 03/12/07)</div> </div> <div> <div>Andrea Grieve</div> <div>(resigned 06/11/07)</div> </div> <div> <div>Angela Greig</div> <div>(appointed 19/03/08)</div> </div> <div> <div>Karen Lindsay</div> <div>(appointed 19/03/08)</div> </div> <div> <div>Josie Williamson</div> <div>(appointed 09/07/08)</div> </div>
<b>Secretary</b>	Pauline Buchan
<b>Bankers</b>	Bank of Scotland Po Box 10 Kirkcaldy Fife KY1 3PA
<b>Solicitors</b>	Gibson & Spears, Dow & Son 9 East Fergus Place Kirkcaldy Fife KY1 1XU
<b>Accountants</b>	Paterson Boyd & Co Chartered Accountants 18 North Street Glenrothes Fife KY7 5NA

**The Cottage Family Centre  
Directors' Report  
for the year ended 31 March 2008**

**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 an amount not exceeding £1.

**Objects**

The Cottage Family Centre aims to promote and 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 1 full time administrator, 2 part time family workers, 2 part time children's workers, 1 part time children's development worker, 1 domestic and 1 caretaker

**Financial position**

The statement of financial activities shows a net deficit for the year of £40,970 and the balance sheet at 31 March 2008 shows total funds of £710,761. The deficit in the statement of financial activities is mainly due to further reductions in funding received although costs have been lower than in previous years

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 2008**

**Development, activities and achievements**

The centre plays an important role in the community and is undoubtedly an asset to Templehall and the surrounding area

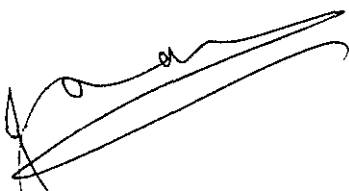
A varied programme of activities runs at the centre for parents and children both separately and together. Some of which are in partnership with Adult Basic Education, the Opportunity Centre, the Argos Centre and NHS Fife

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

The Fife Council Centre continues to rent an office from us two days a week and use the centre on a Saturday for contact visits between families and children. This has been a very successful arrangement and we hope that it will continue for the foreseeable future

**Approval**

This report was approved by the board of directors on 29 September 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 2008**

We report on the accounts for the year ended 31 March 2008 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 29 September 2008

**The Cottage Family Centre**  
**Statement of Financial Activities**  
**for the year ended 31 March 2008**

	Notes	Unrestricted Funds		Restricted Funds	Total 2008	Total 2007
		General £	Designated £	£	£	£
<b>Incoming Resources</b>						
Incoming resources from generated funds.						
Donations		10			10	686
Fundraising income		12,502			12,502	11,716
Investment income		1,286			1,286	1,197
Incoming resources from charitable activities	3	119,989		8,800	128,789	153,700
Other incoming resources		1,398			1,398	
		<u>135,185</u>	<u></u>	<u>8,800</u>	<u>143,985</u>	<u>167,299</u>
<b>Resources Expended</b>						
Costs of generating funds						
Fundraising costs						171
Charitable activities	4	112,791		37,580	150,371	174,376
Governance costs	5	27,623		6,961	34,584	18,895
		<u>140,414</u>	<u></u>	<u>44,541</u>	<u>184,955</u>	<u>193,442</u>
Net Incoming/(Outgoing) Resources		(5,229)		(35,741)	(40,970)	(26,143)
Funds brought forward at 1 April 2007		1,326	9,445	740,960	751,731	777,874
Funds carried forward at 31 March 2008		<u>(3,903)</u>	<u>9,445</u>	<u>705,219</u>	<u>710,761</u>	<u>751,731</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 2008**

	<b>Notes</b>	<b>2008</b> £	<b>2007</b> £
<b>Income</b>			
Income		142,699	166,102
Bank deposit interest		1,286	1,197
		<hr/>	<hr/>
	3	<u>143,985</u>	<u>167,299</u>
 <b>Charitable Expenditure</b>			
Fundraising costs			171
Charitable activities	4	150,371	174,376
Governance	5	34,584	18,895
		<hr/>	<hr/>
		<u>184,955</u>	<u>193,442</u>
 <b>Net (outgoing)/incoming resources for the year</b>		<u>(40,970)</u>	<u>(26,143)</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 2008**

	Notes	2008		2007	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		706,621		731,617
<b>Current Assets</b>					
Debtors	9	2,871		410	
Cash at bank and in hand		13,925		23,060	
		<u>16,796</u>		<u>23,470</u>	
<b>Creditors: amounts falling due within one year</b>	10	(12,656)		(3,356)	
<b>Net Current Assets</b>			<u>4,140</u>		<u>20,114</u>
<b>Total Assets Less Current Liabilities</b>			<u>710,761</u>		<u>751,731</u>
<b>Net Assets</b>			<u>710,761</u>		<u>751,731</u>
<b>Represented by:</b>					
<b>Unrestricted funds</b>					
Designated Funds	11	9,445		9,445	
General Funds	11	(3,903)		1,326	
		<u>5,542</u>		<u>10,771</u>	
<b>Restricted Funds</b>			<u>705,219</u>		<u>740,960</u>
<b>Total funds</b>	11		<u>710,761</u>		<u>751,731</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 2008**

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 2008 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 29 September 2008 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 2008**

## **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 2008**

**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 2008**

**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**

	<b>Unrestricted Funds</b>		<b>Restricted Funds</b>	<b>Total 2008</b>	<b>Total 2007</b>
	<b>General</b>	<b>Designated</b>			
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Grants Received</b>					
Fife Council	119,989			119,989	132,607
Big Lottery					14,015
ERDF					5,578
Awards For All			8,800	8,800	1,500
	<u>119,989</u>	<u></u>	<u>8,800</u>	<u>128,789</u>	<u>153,700</u>

**The Cottage Family Centre**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2008**

**4 Charitable activities**

	<b>Basis of Allocation</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2008</b>	<b>Total 2007</b>
		<b>General</b>	<b>Designated</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages and salaries	Direct	79,269		79,269	95,923
Social security	Direct	6,393		6,393	8,239
Pension costs	Direct	1,807		1,807	2,655
Staff training	Direct	447		447	4,421
Recruitment costs	Direct	1,063		1,063	
Rates	Direct	1,893		1,893	1,080
Insurances	Direct	3,764		3,764	3,353
Heat and light	Direct	5,440		5,440	5,740
Cleaning	Direct	1,021		1,021	1,057
Repairs & renewals	Direct	3,780		3,780	4,090
Coach hire	Direct	505		505	700
Travel expenses	Direct	611		611	1,938
Provisions	Direct	1,034		1,034	1,248
Children's outings	Direct	180		180	98
Office equipment lease	Direct	466		466	466
Creche expenses	Direct	538		538	
Printing, postage & stationary	Direct	2,530		2,530	2,472
Telephone	Direct	1,470		1,470	2,308
Advertising	Direct	105		105	
Depreciation	Direct	475	37,580	38,055	38,588
		<u>112,791</u>	<u>37,580</u>	<u>150,371</u>	<u>174,376</u>

**5 Governance costs**

	<b>Basis of Allocation</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2008</b>	<b>Total 2007</b>
		<b>General</b>	<b>Designated</b>		
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Wages & salaries	Direct	15,828		15,828	14,862
Social security	Direct	1,358		1,358	1,272
Pension costs	Direct	237		237	302
Board expenses	Direct	1,577		1,577	
Computer costs	Direct	1,049	1,904	2,953	141
Legal & professional fees	Direct	6,021	5,057	11,078	202
Accountancy fees	Direct	1,292		1,292	1,880
General expenses	Direct	261		261	236
		<u>27,623</u>	<u>6,961</u>	<u>34,584</u>	<u>18,895</u>

**The Cottage Family Centre**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2008**

**6 Staff and Related Costs**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Salaries	95,097	110,786
Social security costs	7,751	9,511
Pension Costs	2,044	2,957
	<hr/>	<hr/>
	<u><b>104,892</b></u>	<u><b>123,254</b></u>

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

Support	5	9
Administration	1	1
	<hr/>	<hr/>
	<u><b>6</b></u>	<u><b>10</b></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 £2,044 (2007: £2,957).

**The Cottage Family Centre**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2008**

**8. Tangible fixed assets**

	<b>Computer Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Buildings £</b>	<b>Totals £</b>
<b>Costs</b>				
At 1 April 2007	7,675	33,095	768,400	809,170
Additions			13,059	13,059
	<u>7,675</u>	<u>33,095</u>	<u>781,459</u>	<u>822,229</u>
<b>Depreciation</b>				
At 1 April 2007	4,943	11,916	60,694	77,553
Charge for the year	2,560	4,237	31,258	38,055
	<u>7,503</u>	<u>16,153</u>	<u>91,952</u>	<u>115,608</u>
<b>Net book values</b>				
At 31 March 2008	<u>172</u>	<u>16,942</u>	<u>689,507</u>	<u>706,621</u>
At 1 April 2007	<u>2,732</u>	<u>21,179</u>	<u>707,706</u>	<u>731,617</u>

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

<b>9 Debtors</b>	<b>2008 £</b>	<b>2007 £</b>
Trade debtors	2,539	
Prepayments and accrued income	332	410
	<u>2,871</u>	<u>410</u>

**The Cottage Family Centre**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2008**

**10 Creditors: amounts falling due within one year**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	2,209	3,338
Other taxes and social security costs		18
Other creditors	10,447	
	<u>12,656</u>	<u>3,356</u>

**11 Funds**

	<b>Unrestricted Funds</b>		<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>General</b>	<b>Designated</b>	<b>Funds</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Balance at 1 April 2007	1,326	9,445	740,960	751,731	777,874
Net movement in funds in year	(5,229)		(35,741)	(40,970)	(26,143)
	<u>(3,903)</u>	<u>9,445</u>	<u>705,219</u>	<u>710,761</u>	<u>751,731</u>
Balance at 31 March 2008	<u>(3,903)</u>	<u>9,445</u>	<u>705,219</u>	<u>710,761</u>	<u>751,731</u>
<b>Represented by:</b>					
Tangible fixed assets	462		706,159	706,621	731,935
Net current assets	(4,365)	9,445	(940)	4,140	19,796
	<u>(3,903)</u>	<u>9,445</u>	<u>705,219</u>	<u>710,761</u>	<u>751,731</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 £568 (2007 £709) were paid to directors

**The Cottage Family Centre**  
**Notes to the Financial Statements**  
**for the year ended 31 March 2008**

**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 2008 the company had annual commitments under non cancellable operating leases as follows

	2008 £	2007 £
Land & buildings expiry date: Greater than five years	<u>          </u>	<u>2,500</u>
Other expiry date: Between 1 and 5 years	<u>842</u>	<u>842</u>