

REGISTERED COMPANY NUMBER: SC273066 (Scotland)
REGISTERED CHARITY NUMBER: SC014753

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED
31ST MARCH 2016**

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**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

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FOR THE YEAR ENDED 31ST MARCH 2016**

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LANGHOLM AND DISTRICT DAY CENTRE FOR OLDER PEOPLE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

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 31st March 2016. 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 for Smaller Entities (the FRSSE) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and activities

The Day Centre was established to promote the welfare of older people by (i) offering opportunities for social integration, shared activities, maintaining and renewing friendships, re-establishing confidence where confidence may have been lost; (ii) providing assistance in maintaining independence (iii) making information available for older people, their carers and their families.

The Charitable Company's main area of charitable activity is the operation of the Langholm Day Centre which provides a supportive environment for older people to socialise. The Charitable company provides a minibus to transport frail older people to the Day Centre and also provides low cost lunches. A number of organised activities are provided.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The charity continued to operate the day centre for the benefit of elderly people in the district. There were approximately 127 members registered with the day centre during the financial year and well over 6,000 lunches were provided over the year. More than 1,000 meals on wheels were provided.

Activities provided included Christmas dinner, Burns Lunch, concerts, trips to Peebles and to the Hub at Eskdalemuir, bowling, pilates and tai chi classes, tapestry and crafts, hand and nail treatments, citizens advice sessions, dance steps, and a Common Riding buffet.

In addition to the day centre staff and the trustees the charity receives support from volunteers who provided over 1,400 hours of service during the year.

FINANCIAL REVIEW

Financial position

The Charitable Company received core funding (£55,332) from Dumfries & Galloway Council. The Charitable Company also generates funds from the provision of lunches to members and from the provision of Meals on Wheels in Langholm and Canonbie, in partnership with WRVS. Net incoming resources for the year relating to unrestricted funds were £243, of which £1,265 related to designated funds. Included in creditors is £30,794 held on behalf of the Friends of the Day Centre, an independent association that raises funds for the charitable company. The funds were held temporarily by the charitable company pending the opening of a new bank account by the Friends of the Day Centre.

Investment policy and objectives

Aside from retaining a prudent amount in reserves each year it is anticipated that most of the Charitable Company's funds are to be spent in the short term and so there are few funds available for long term investment.

Reserves policy

The Trustees have established a policy whereby the unrestricted funds not committed for investment in tangible fixed assets should be approximately equal to three months expenditure. Budgeted expenditure for 2016/17 is £110,000 and therefore the target is £27,500 in general funds. The reserves are needed to meet the working capital requirements of the Charitable Company in the event of a significant drop in funding.

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016**

FINANCIAL REVIEW

The directors expect that a small surplus will be achieved in 2017 and The Friends of the Day Centre will make funds available to cover any shortfall.

FUTURE PLANS

The Charitable Company plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Langholm and District Day Centre for Older People is a Company Limited by Guarantee and does not have a Share Capital. It is governed by its Memorandum and Articles of Association.

Organisational structure

The Day Centre is organised through regular meetings of Trustees and administered by the Company Secretary and Company Accountant. In the event of the Company being wound up members are required to contribute an amount not exceeding £1.

Induction and training of new trustees

The current Trustees are already familiar with the practical work of the Charitable Company. New Trustees will undergo an induction process which will include guidance from experienced Trustees and an information pack including the Guidance for Charity Trustees produced by OSCR.

The appointment of new trustees can be proposed by members or existing directors at annual general meetings. In addition, the company may by ordinary resolution appoint a director to fill a vacancy or as an additional director.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC273066 (Scotland)

Registered Charity number

SC014753

Registered office

Charles Street
Langholm
Dumfriesshire
DG13 0AA

Trustees

J Hammond, MBE
J Scott
P Irving Stuart

Under the requirements of the Articles of Association one third of the Directors are subject to retirement by rotation at each Annual General Meeting.

Mr. Scott retires by rotation at the next Annual General Meeting and, being eligible, offers himself for re-election.

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2016**

REFERENCE AND ADMINISTRATIVE DETAILS

Company Secretary

A Graham

Independent examiner

Kevin D. Crowford

Chartered Accountant

JRW

Chartered Accountants

19 Buccleuch Street

Hawick

Roxburghshire

TD9 0HL

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 17th August 2016 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'J Hammond', with a stylized flourish at the end.

J Hammond, MBE - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

I report on the accounts for the year ended 31st March 2016 set out on pages five to thirteen.

Respective responsibilities of trustees and examiner

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.

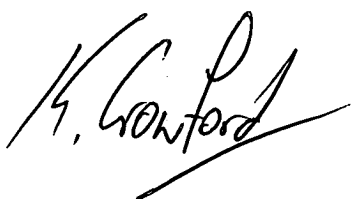
Independent examiner's statement

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.



Kevin D. Crowford
Chartered Accountant
JRW
Chartered Accountants
19 Buccleuch Street
Hawick
Roxburghshire
TD9 0HL

Date: September 2016

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2016**

		Unrestricted funds £	Restricted funds £	Total 2016 funds £	Total 2015 funds £
	Not es				
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	59,814	-	59,814	61,851
Charitable activities					
Day Centre		<u>31,857</u>	<u>-</u>	<u>31,857</u>	<u>31,782</u>
Total		91,671	-	91,671	93,633
 EXPENDITURE ON					
Charitable activities	3				
Day Centre		<u>91,428</u>	<u>70</u>	<u>91,498</u>	<u>99,937</u>
NET INCOME/(EXPENDITURE)		243	(70)	173	(6,304)
 RECONCILIATION OF FUNDS					
Total funds brought forward		27,146	2,285	29,431	35,735
 TOTAL FUNDS CARRIED FORWARD		<u>27,389</u>	<u>2,215</u>	<u>29,604</u>	<u>29,431</u>

The notes form part of these financial statements

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**BALANCE SHEET
AT 31ST MARCH 2016**

	Notes	2016 £	2015 £
CURRENT ASSETS			
Prepayments and accrued income		4,084	2,242
Cash at bank		<u>87,618</u>	<u>87,638</u>
		91,702	89,880
CREDITORS			
Amounts falling due within one year	10	(62,098)	(60,449)
		<u>29,604</u>	<u>29,431</u>
NET CURRENT ASSETS			
		<u>29,604</u>	<u>29,431</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>29,604</u>	<u>29,431</u>
NET ASSETS		<u>29,604</u>	<u>29,431</u>
FUNDS	12		
Unrestricted funds		27,389	27,146
Restricted funds		<u>2,215</u>	<u>2,285</u>
TOTAL FUNDS		<u>29,604</u>	<u>29,431</u>

The notes form part of these financial statements

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**BALANCE SHEET - CONTINUED
AT 31ST MARCH 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2016 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 special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 17th August 2016 and were signed on its behalf by:



J Hammond, MBE -Trustee



J Scott -Trustee

The notes form part of these financial statements

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2016.**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRSSE) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE) (effective 1 January 2015)', the Financial Reporting Standard for Smaller Entities (effective January 2015) 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.

Motor vehicles	- 20% on cost
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Taxation

The charity 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.

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

2. DONATIONS AND LEGACIES

	2016	2015
	£	£
Donations	3,817	5,904
Grants	55,332	55,332
Membership income	<u>665</u>	<u>615</u>
	<u>59,814</u>	<u>61,851</u>

Grants received, included in the above, are as follows:

	2016	2015
	£	£
Dumfries and Galloway Council	<u>55,332</u>	<u>55,332</u>

3. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 4)	Totals
	£	£	£
Day Centre	<u>82,555</u>	<u>8,943</u>	<u>91,498</u>

4. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Day Centre	<u>7,983</u>	<u>960</u>	<u>8,943</u>

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016	2015
	£	£
Depreciation - owned assets	<u>-</u>	<u>8,510</u>

**LANGHOLM AND DISTRICT DAY CENTRE FOR
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2016 nor for the year ended 31st March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2016 nor for the year ended 31st March 2015.

7. STAFF COSTS

	2016 £	2015 £
Wages and salaries	60,456	59,131
Social security costs	<u>251</u>	<u>606</u>
	<u>60,707</u>	<u>59,737</u>

The average monthly number of employees during the year was as follows:

	2016	2015
Day Centre	<u>7</u>	<u>7</u>

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

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	61,851	-	61,851
Charitable activities			
Day Centre	<u>31,782</u>	<u>-</u>	<u>31,782</u>
Total	93,633	-	93,633
 EXPENDITURE ON			
Charitable activities			
Day Centre	<u>90,957</u>	<u>8,980</u>	<u>99,937</u>
Total	90,957	8,980	99,937

**LANGHOLM AND DISTRICT DAY CENTRE FOR
OLDER PEOPLE**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
NET INCOME/(EXPENDITURE)	2,676	(8,980)	(6,304)
RECONCILIATION OF FUNDS			
Total funds brought forward	24,470	11,265	35,735
TOTAL FUNDS CARRIED FORWARD	<u>27,146</u>	<u>2,285</u>	<u>29,431</u>

9. TANGIBLE FIXED ASSETS

	Motor vehicles £
COST	
At 1st April 2015 and 31st March 2016	<u>42,550</u>
DEPRECIATION	
At 1st April 2015 and 31st March 2016	<u>42,550</u>
NET BOOK VALUE	
At 31st March 2016	<u>-</u>
At 31st March 2015	<u>-</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Other creditors and accruals	3,638	1,989
Due to Friends of the Day Centre	30,794	30,794
Grants received in advance	<u>27,666</u>	<u>27,666</u>
	<u>62,098</u>	<u>60,449</u>

Grants received in advance consists of a grant received in March 2016 from Dumfries & Galloway Council that is subject to a service level agreement for the provision of day services including lunches and social activities, for the period 1st April 2016 until 30th September 2016.

**LANGHOLM AND DISTRICT DAY CENTRE FOR
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted funds £	Total 2016 funds £	Total 2015 funds £
Current assets	89,487	2,215	91,702	89,880
Current liabilities	<u>(62,098)</u>	<u>-</u>	<u>(62,098)</u>	<u>(60,449)</u>
	<u>27,389</u>	<u>2,215</u>	<u>29,604</u>	<u>29,431</u>

12. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	At 31.3.16 £
Unrestricted funds			
General fund	26,207	(1,022)	25,185
Designated equipment fund	<u>939</u>	<u>1,265</u>	<u>2,204</u>
	27,146	243	27,389
Restricted funds			
Training & support fund	1,139	(70)	1,069
IT equipment fund	<u>1,146</u>	<u>-</u>	<u>1,146</u>
	2,285	(70)	2,215
TOTAL FUNDS	<u>29,431</u>	<u>173</u>	<u>29,604</u>

**LANGHOLM AND DISTRICT DAY CENTRE FOR
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2016**

12. 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	89,071	(90,093)	(1,022)
Designated equipment fund	<u>2,600</u>	<u>(1,335)</u>	<u>1,265</u>
	91,671	(91,428)	243
Restricted funds			
Training & support fund	-	(70)	(70)
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>91,671</u>	<u>(91,498)</u>	<u>173</u>

General fund - comprises of the general funds of the Charitable Company which the trustees are free to use in accordance with the charitable objects of the society.

Designated equipment fund - comprises of funds allocated by the trustees for the purpose of buying equipment for the Day Centre.

Minibus fund - comprises of the minibus which was purchased using funds donated specifically for that purpose.

Training & support fund - comprises a grant from Dumfries & Galloway Council restricted to expenditure on staff training.

IT equipment fund - comprises a grant from Dumfries & Galloway Council restricted to expenditure on the upgrade of the charity's IT equipment.

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2016.

14. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.