

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 2014**

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

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FOR THE YEAR ENDED 31ST MARCH 2014**

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

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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

**Company Secretary**

K Turk

**Independent examiner**

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

**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.

**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.

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

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**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.

**Risk management**

As stated above, the Trustees exercise control of the Charitable Company through regular meetings and with the support of the Secretary and Accountant. Regular reports on activities and finances enable the Trustees to mitigate exposure to the major risks.

**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.

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

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.

The Charitable Company received core funding (£54,247) 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 outgoing resources for the year relating to unrestricted funds were £1,114. 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.

**FINANCIAL REVIEW**

**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 2014/15 is £91,000 and therefore the target is £22,750 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.

**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.

The directors expect that a break-even position will be achieved in 2015 and The Friends of the Day Centre will make funds available to cover any shortfall.

**FUTURE DEVELOPMENTS**

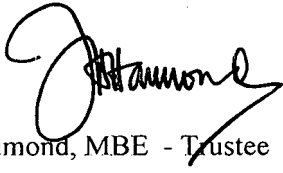
The Charitable Company plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

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

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

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

**ON BEHALF OF THE BOARD:**

A handwritten signature in black ink, appearing to read 'J Hammond', with a large, stylized initial 'J'.

J Hammond, MBE - Trustee

20th August 2014

**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 2014 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: 8th October 2014

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

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2014**

	Notes	Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	57,809	-	57,809	61,064
Investment income	3	-	-	-	1
<b>Incoming resources from charitable activities</b>					
Day Centre		33,031	-	33,031	35,341
<b>Total incoming resources</b>		<u>90,840</u>	<u>-</u>	<u>90,840</u>	<u>96,406</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Day Centre	4	91,318	8,967	100,285	95,820
Governance costs	6	636	-	636	980
<b>Total resources expended</b>		<u>91,954</u>	<u>8,967</u>	<u>100,921</u>	<u>96,800</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<u>(1,114)</u>	<u>(8,967)</u>	<u>(10,081)</u>	<u>(394)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>25,584</u>	<u>20,232</u>	<u>45,816</u>	<u>46,210</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>24,470</u></u>	<u><u>11,265</u></u>	<u><u>35,735</u></u>	<u><u>45,816</u></u>

The notes form part of these financial statements

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

**BALANCE SHEET  
AT 31ST MARCH 2014**

	Notes	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	10	8,510	17,020
<b>CURRENT ASSETS</b>			
Prepayments and accrued income		2,746	1,560
Cash at bank		84,594	33,139
		<u>87,340</u>	<u>34,699</u>
<b>CREDITORS</b>			
Amounts falling due within one year	11	(60,115)	(5,903)
<b>NET CURRENT ASSETS</b>		<u>27,225</u>	<u>28,796</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		35,735	45,816
<b>NET ASSETS</b>		<u>35,735</u>	<u>45,816</u>
<b>FUNDS</b>	13		
Unrestricted funds		24,470	25,584
Restricted funds		11,265	20,232
<b>TOTAL FUNDS</b>		<u>35,735</u>	<u>45,816</u>

The notes form part of these financial statements



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

**BALANCE SHEET - CONTINUED  
AT 31ST MARCH 2014**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2014.

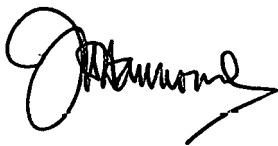
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2014 in accordance with Section 476 of the Companies Act 2006.

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 April 2008).

The financial statements were approved by the Board of Trustees on 20th August 2014 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 2014**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable.
- The value of services provided by volunteers has not been included in these accounts.
- Grants are recognised in the Statement of Financial Activities when the Charitable Company is entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

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. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

- Charitable Activities Costs includes staff costs relating to the running of the Day Centre and the cost of providing lunches and transport to members.
- Governance Costs include those costs incurred in meeting the Constitutional and Statutory requirements of the Charitable Company.

**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 2014**

**2. VOLUNTARY INCOME**

	2014	2013
	£	£
Donations	3,027	1,350
Grants	54,247	59,239
Membership income	535	475
	<u>57,809</u>	<u>61,064</u>

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

	2014	2013
	£	£
Dumfries and Galloway Council	<u>54,247</u>	<u>59,239</u>

**3. INVESTMENT INCOME**

	2014	2013
	£	£
Deposit account interest	<u>-</u>	<u>1</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 5)	Totals
	£	£	£
Day Centre	<u>94,769</u>	<u>5,516</u>	<u>100,285</u>

**5. SUPPORT COSTS**

	Day centre
	£
Day Centre	<u>5,516</u>

**6. GOVERNANCE COSTS**

	2014	2013
	£	£
Independent examiners fees	<u>636</u>	<u>980</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**7. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Depreciation - owned assets	8,510	8,510
	<u>8,510</u>	<u>8,510</u>

**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2014 nor for the year ended 31st March 2013.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2014 nor for the year ended 31st March 2013.

**9. STAFF COSTS**

	2014	2013
	£	£
Wages and salaries	56,272	54,737
Social security costs	2,484	2,379
	<u>58,756</u>	<u>57,116</u>

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

	2014	2013
Day Centre	6	6
	<u>6</u>	<u>6</u>

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

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**10. TANGIBLE FIXED ASSETS**

	Motor vehicles £
<b>COST</b>	
At 1st April 2013 and 31st March 2014	42,550
<b>DEPRECIATION</b>	
At 1st April 2013	25,530
Charge for year	8,510
At 31st March 2014	34,040
<b>NET BOOK VALUE</b>	
At 31st March 2014	8,510
At 31st March 2013	17,020

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2014 £	2013 £
Other creditors and accruals	1,655	5,903
Due to Friends of the Day Cent re	30,794	-
Grants received in advance	27,666	-
	<u>60,115</u>	<u>5,903</u>

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted fund £	Restricted funds £	2014 Total funds £	2013 Total funds £
Fixed assets	-	8,510	8,510	17,020
Current assets	84,585	2,755	87,340	34,699
Current liabilities	(60,115)	-	(60,115)	(5,903)
	<u>24,470</u>	<u>11,265</u>	<u>35,735</u>	<u>45,816</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**13. MOVEMENT IN FUNDS**

	At 1.4.13 £	Net movement in funds £	At 31.3.14 £
<b>Unrestricted funds</b>			
General fund	25,584	(1,114)	24,470
<b>Restricted funds</b>			
Minibus fund	17,020	(8,510)	8,510
Training & support fund	1,729	(120)	1,609
IT equipment fund	1,483	(337)	1,146
	<u>20,232</u>	<u>(8,967)</u>	<u>11,265</u>
<b>TOTAL FUNDS</b>	<u><u>45,816</u></u>	<u><u>(10,081)</u></u>	<u><u>35,735</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	90,840	(91,954)	(1,114)
<b>Restricted funds</b>			
Training & support fund	-	(120)	(120)
IT equipment fund	-	(337)	(337)
Minibus fund	-	(8,510)	(8,510)
	<u>-</u>	<u>(8,967)</u>	<u>(8,967)</u>
<b>TOTAL FUNDS</b>	<u><u>90,840</u></u>	<u><u>(100,921)</u></u>	<u><u>(10,081)</u></u>

Unrestricted 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.

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.

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

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**

**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.