

**CKUK**  
**Annual Report of the Directors**  
**And**  
**Financial Statements**  
**For the Year Ended**  
**31 December 2014**

**Company Number**      **SC287310**

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**Hardie Caldwell LLP**

CHARTERED ACCOUNTANTS & BUSINESS ADVISERS

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## **Legal and Administrative Information**

### **For the Year Ended 31.12.2014**

<b>Directors</b>	Angus Dixon Alexandra Gemmell June Haggerty Annie Swan Barbara McTavish (Resigned 14 January 2015)
<b>Operations Director</b>	Marilyn Slavin
<b>Current Chairperson</b>	June Haggerty
<b>Secretary</b>	Angus Dixon (Appointed 11 March 2015) June Haggerty (Resigned 15 January 2015)
<b>Principal Office &amp; Registered Office</b>	Room 311/312 The White Studios Templeton on the Green 62 Templeton Street Glasgow, G40 1DA <a href="http://www.ckuk.org.uk">www.ckuk.org.uk</a> 0141 556 5301 <a href="mailto:info@ckglasgow.org.uk">info@ckglasgow.org.uk</a>
<b>Company Number</b>	SC287310
<b>Charity Number</b>	SC036733
<b>Auditors</b>	Hardie Caldwell LLP Statutory Auditors Chartered Accountants Citypoint 2 25 Tyndrum Street Glasgow, G4 OJY
<b>Bankers</b>	Lloyds TSB Paisley Business Centre PO Box 1000 BX1 1LT

## **Report of the Directors - For the Year Ended 31.12.2014**

The CKUK Directors present their report and financial statements for the year ended 31 December 2014. The legal and administrative information on page 3 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005).

### **Structure, Governance and Management**

CKUK is a company limited by guarantee not having a share capital and is a registered charity governed by its Memorandum and Articles of Association.

### **Organisation**

The board of Directors, who meet regularly, administer CKUK (Common Knowledge). The Operations Director develops the organisation and manages the day to day activities. The Development Manager develops the organisation profile, increases its networks and diversifies the funding profile of CKUK and manages day to day activities.

### **Related Organisations**

The charity's main funding in the year was from The Big Lottery, The Henry Smith Charity and Comic Relief as well as utilising previous funding from Esmee Fairbairn Foundation.

### **Directors and Trustees**

The Directors of CKUK (Common Knowledge) are its trustees for the purpose of charity law and throughout these financial statements are collectively referred to as the Directors.

Details of the Directors are on Page 3.

CKUK (Common Knowledge) being limited by guarantee does not have an issued share capital in which the Directors can hold an interest. No director has any interest in any contract with CKUK.

The appointment and removal of Directors are as set out in the Articles of Association. The minimum number of Directors as set out in the Articles of Association is three and the maximum is ten (subject to any amendment permitted by ordinary resolution).

New Directors are recruited based on the recommendations of current Directors taking into account their skills and knowledge of the charity.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **Financial Review and Reserves Policy**

2014 has been another busy year for (CKUK) Common Knowledge with the continuation of some major projects plus the start of some new projects.

The financial results are as set out in the attached financial statements.

Incoming resources totalled £153,780 (2013: £175,515). There is a deficit for the year of £27,507 (2013: £32,077) which is the result of the expected utilisation of the opening Restricted Funds.

At the year end the Restricted Funds to be utilised in the next accounting year are £4,658 with the financial statements also showing that £46,657 of income received has been deferred at the year-end to be utilised in the next accounting year.

At the year-end there remains a deficit in the General Fund of £1,600.

The General Fund represents accumulated surpluses and deficits on activities and the directors aim to hold sufficient General Funds to ensure the charitable company is on a sound financial footing.

The deficit in the General Fund has been carried forward since 2011 and is the result of unrecoverable costs on a previous ESF project in addition to loss of funding for rent at that time. From an original General Fund deficit of £21,688 in 2011 over the last three years the fund deficit has been reduced by £20,088 and the General Fund should return to surplus in the near future.

### **Risk Assessment**

The Directors have assessed the main risks which the charity faces and put in place plans to mitigate those risks.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **Statement of Directors' Responsibilities**

The Directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards) and applicable law.

Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the Directors are required to

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy 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. They are also responsible for safeguarding the assets of the charity and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKUK Objectives and Activities**

CKUK principal objects and activities are the education of people with learning difficulties.

Our main aim is "To work towards a society that fully includes people with learning difficulties and values diversity".

### **Your rights**

CKUK try to achieve our vision by sharing knowledge and demonstrating how to value diverse people. It supports people to understand and pursue their human rights. We design, deliver and develop high quality information and innovative learning using the following approaches:

### **Your learning**

CKUK provide engaging, accessible and interactive information and learning that can be understood by everyone. We make learning fun and successfully demonstrate that people with learning difficulties can use multimedia to communicate, learn and raise awareness about their issues.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKUK Objectives and Activities**

#### **Your ideas**

CKUK fully involve people with learning difficulties in everything we do. We listened when people said they wanted friends, opportunities to learn and to feel part of their communities.

#### **Your skills**

CKUK recognise the skills, talents and knowledge of the people we work with. We create opportunities for people to share their skills and knowledge with their peers. We have developed a peer education model to enable people with learning difficulties to teach their peers about subjects and issues that matter to them.

#### **Your friends**

CKUK provide opportunities for people with learning difficulties to make friends, tell their stories, and learn about life, their rights and share with others their skills, talents and interests. Our online friendship site, CKFriends and online magazine, CKClick encourage and support people with learning difficulties to contribute, communicate, inspire and engage with each other and the wider world.



## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **Future Objectives & Aims**

*CKUK's long-term objectives outlined in our business plan are:*

To design, develop and deliver high-quality learning opportunities for adults with learning difficulties

To make knowledge and information about life accessible to people with learning difficulties

To work with a range of other agencies and organisations to deliver the best possible learning and information for people with learning difficulties

To ensure that CKUK is equipped to manage the physical, operational and financial resources required to undertake its activities

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **Service User Profile**

CKUK works with people with learning difficulties to enrich their lives. CKUK is the only organisation in the UK that offers online learning, accessible information, peer education and social networking to people with learning difficulties.

People with learning difficulties experience huge barriers to online media due to the complex nature of the internet.

Digital inclusion is the social inclusion of knowledge and information society. Unfortunately this is not the reality for people with learning difficulties as the majority of information on the web is too complex and not accessible to them.

CKUK has worked to bridge all of these gaps by offering accessible online resources and safe social networking for people with learning difficulties who are still very much on the periphery of the digital revolution. Currently over 50 FE college campuses use our online resources to teach students with learning difficulties a range of subjects.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

**CKConnect** - Funding provided by - Big Lottery 'Investing in Communities' Duration: 5 years

CKConnect is a peer education project teaching young people with learning difficulties, between the ages of 16 and 30 years, about online friendships and internet safety working in partnership with colleges and schools.

### **CKConnect Achievements -**

Our CKConnect project has continued to go from strength to strength. CKConnect completed our third round of peer education training with 6 peer educators successfully finishing their training in June 14. 3 have worked towards their bronze youth achievement award. As part of their training they each had an opportunity to work with a class at 6 different college campuses.

Year 3 was probably our most ambitious in terms of the multimedia projects produced at 6 college campuses with 6 films and a radio show produced in partnership with CKConnect. A total of 61 students with learning difficulties were directly engaged in college projects within the themes of friendship and social networking.

In Year 4 (2014-15) we trained 9 more peer educators, 8 of whom are working towards bronze youth achievement awards and 2 who are moving on to become digital champions. So far we have worked in partnership with 8 colleges and have programmed various safe social networking workshops with schools, colleges and voluntary organisations until the end of the year 2014.

Working closely with the peer educator group and individually, the complexities of their lives can impact on their training, group dynamics and staff resources. This is an ongoing issue because of the nature of the topic, friendship and social networking, it can bring to the fore their sometimes complex and chaotic lives exacerbated by lack of support, mental health and low self-esteem.

It also highlights gaps in their knowledge about what makes good relationships and friendship. As most of the young people we work with are not assessed as needing a service they often have no one else to address their issues so this can be very staff intensive.

### **Further Developments**

Towards the end of the year we engaged an independent evaluator to examine our evaluation and monitoring methods and give guidance on improvements on collating and disseminating what we have learnt. Their report highlighted that we gather a high volume of good quality evidence and have significantly evidenced many value added outcomes but need to do more to analysis our learning. As a result of this we want to spend more time analysing our evidence and reevaluating our overall outcomes to really reflect on how much the project is benefiting the young people we work with.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKConnect Achievements -**

#### **Youth Achievement Awards**

CKConnect had a very productive year and we have learnt much from this year's activity and progress. Offering Youth Achievement Awards which was not central to the project initially has structured the project in an extremely positive way.

We gather evidence of the peer educators personal progress and growth through weekly reflection on their learning all during the peer education training which goes towards their Youth Achievement as they record their understanding of skills gained in training.

One of the highlights of the year was one of the digital champions completing their platinum youth achievement, a rare achievement for any young person but exceptional for a young person with learning difficulties.

The next round of peer education training started with 9 recruits in Sept 14, our largest intake of peer educator recruits to our peer education programme. They will work with an additional 2 campuses in 2015 at Glasgow Clyde College.

#### **College Multimedia Projects Placement**

The peer educators go into colleges to shadow a development worker for the multimedia project work. The placement also gives them a chance to engage in further training in sharing their learning from the training programme with students. No-one has yet failed the assessment - rather than a pass or fail approach we use it more as a tool for development workers to assess what stage each peer educator is at and what additional support may be needed in colleges and beyond. It also helps better match overall class abilities with peer educator abilities. The development worker and peer educator work with each college class for around 6 -8 weeks on a multimedia project that aims to deliver an internet safety / safe social networking message.

The peer educators also get practical experience of working with various forms of multimedia and demonstrating to their peers at their college placements. As part of training they get practical experience of using multimedia as well as how to be interviewed, filmed, voice recorded and photographed. You can see their work via this link [College Projects](#)

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKConnect Achievements -**

#### **Connecting Safely with CKUK Workshop**

CKConnect have delivered 'Connecting safely' workshops in schools and colleges to 199 students with learning difficulties and continue to create more resources and films. See 'Tagged' on our Vimeo channel.

8 digital champions are confidently delivering CKConnect workshops to students, staff and parents at schools and colleges and have represented CKUK at SPEN national conference, become involved in Youth Parliament and contributed to the Smith Commission.

61 pupils attended 'Connecting safely' workshops. Schools are still hesitant to introduce a safer form of social networking even though many of their students use mainstream networks. This is likely to be more about staff time to notify and get permission from parents.

Averages of 82% of participants have said they feel more confident about using the internet to keep in touch with friends when asked the question. All the students said they feel more confident after working with us or seeing our workshop.

All peer educators have said they feel more confident about teaching others digital technology in particular after completing their placements at college. They get to explore social networking out with the safety of the group training through the use of multimedia and were seen as role models.

CKUK actively encourages people with learning difficulties to keep in touch with friends and not to lose good friends in their life transitions. We aim to raise awareness of the benefits of the internet whilst being aware of the dangers. The workshop demonstrates our own social networking CKFriends to give young people the option to sign up if they choose. In Year 4 we have encouraged 199 students at college to use and sign up to CKFriends.

#### **Future developments - CKConnect Peer educators**

We are now at the stage of recruiting for year 5 peer educators (year 2015-16). Many of the applicants are students from colleges we have worked in partnership with. They have either been involved with our multimedia project work or have been in the audience at one of our connecting safely with CKUK workshops. These young people are enthused by what we do and what we can offer and see the peer educators as role models. We aim to commence the training programme in September / October 2015.

## Report of the Directors (continued) - For the Year Ended 31.12.2014

### CKConnect Achievements -

#### CKConnect Learner Awards

Our college project work is one of the ways CKUK's reputation is growing in colleges.

We have surpassed our own expectations year on year and are being more adventurous and producing higher quality work...

All multimedia projects were showcased at CKUK's annual learner awards in June where all the college groups attended. A total of 130 people with learning difficulties attended where peer educators were presented with peer education certificates and youth achievement awards.

Every class was recognised for their contribution to the CKConnect project and this instilled a sense of pride in their achievements. The event was a huge success as not only did colleges and their students get recognised for their work but many students and peer educators who have attended different schools or colleges over the years got to reconnect with old faces and friends. Have a look at our winners below

*Feedback on Learner awards*

*'Amazing, really enjoyed today'*

*'Very, very exciting, super awesome'*

*'Really enjoyed it and saw an old college friend'*

*'A special event for the guys from Reid Kerr College.*

*Thank you.*

*Winning the last award was the icing on the cake but the whole event was such a good experience for us all. Quite life-changing for several of the students.' A Munro*

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKConnect Achievements -**

#### **Digital Champions**

In Year 3 our digital champion group, with a current membership of 8, are more established and completed an intensive summer programme including a visit to the Scottish parliament and becoming involved in the youth parliament . This culminated with a residential programme at Ardentinn outdoor centre in Sept 2014 developing their leadership skills.

The digital champions are confidently delivering CKConnect workshops to students, staff and parents at schools and colleges and have represented CKUK at SPEN national conference, become involved in Youth Parliament and contributed to the Smith Commission

CKConnect took the Youth Achievement challenge to organise an event, they decided to take charge of organising the Annual CKUK Halloween party. The group was given a budget, they had to organise food/drinks and entertainment.

This was a huge task and most had never been 'in charge' of anything before. They all rose to the occasion and managed to fundraise for the digital champions group and pay CKUK back all party costs. Here are some of the great costumes

#### **Future developments - CKConnect Digital Champions**

The digital champion group is developing the story for a film about accessible information. After the success of the Outdoor weekend they will be opening it up to other CKUK groups to take part. The digital champions are also planning to do more fundraising for CKUK.

Meet the peer educators via the CKUK Website click on the photo or use this link [CKConnect](#)

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKNet - Funding provided by - Esmee Fairbairn Foundation    Duration: 3 years**

CKUK have been creating a new fun social network and learning experience for people with learning difficulties over 16 of age from all over the UK to replace all our existing websites. The upgraded CKUK website uses all the latest technology available. We are promoting it all over the UK and its being used as a IT teaching tool by FE Colleges throughout the UK and Ireland.

The new CKFriends gives people with learning difficulties access to the latest technology and design, but the difference will be that the whole site will be accessible and easier to understand unlike other more mainstream social networks. It will also have added security features that will make CKFriends the safest network available online. Members will learn to use CKFriends in a safe and responsible way to learn about information technology, video and digital photography and create opportunities to share their interests, develop their learning and promote positive images of people with learning difficulties.

### **CKNet Achievements -**

By autumn 2014 we built a pilot CKFriends site for people to try out and signed up about 60 members to the new site. As expected there were bugs and issues we needed to sort out. By this time we had developed some of the features people wanted for example my favourites section which allowed each member to choose what they liked or were interested in and then share that with other CKFriends, their interests including music, tv, film, sport, travel, animals, animation, hobbies, technology, places and other things people were interested in. We added over 1,800 interests from the old site but with updated web links and a new image and increased it by adding an additional 1200 new interests.

We also created the new 'my friends' section for people to add and message other CKFriends members. With our increased security added to the registration process we created the 'report this page' button. This allows members to report anything they see on a page that upsets or scares them. When they press the button it emails the page details to CKUK staff who will then check the page. If it is breaking any of the CKFriends membership rules, the membership will be revoked; staff will then inform the person who reported the page the outcome.



## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKNet Achievements -**

We improved security features in order to keep our members safe, we developed a registration system that people were asked to fill in their personal details and a method for communicating with them, We also retained our added security measure that we contact each new applicant by phone in order to check their identification against the information they had written. All of this enables us to say that we are one of the safest social networks available exclusively to people with learning difficulties.

We carried out a survey asking a sample of 100 CK Friends' users their views on the usability of the new website using questionnaires. The questionnaire was friendly formatted and given to 5 groups of 20 CKFriends who used both the 'old' CK Friends and the 'new' CK Friends.

We supported each group to understand each question and asked them to be really honest with us. We emphasized that this would help us make CKFriends better in future.

We split the questionnaire into 2 parts. One part for everyone and one part for people who said they did not like something, we then tried to narrow it down to what they didn't like and why they did not like it.

### **Future Developments - CKNet**

Look for new and additional funding to continue to expand our membership. We now have a group trained volunteer peer educators who can support their peers to sign up to CKFriends. We want to expand our CKFriends groups out with FE colleges in order to provide learning opportunities to people with learning difficulties who are not in formal education.

This group has enlarged greatly since the focus for FE colleges has changed to people with learning difficulties 25 and under who may go on to employment and day centre provision now caters for people with complex needs and impairments.

For lots of people with learning difficulties it has opened up a huge gap in their learning and a massive decrease in opportunities for people who want to learn new skills particularly in using computers and internet use.

We feel we are well placed to deliver this learning and can fill that gap with additional funding. We have the technology and skills to teach but also with CKFriends and CKLearn we have accessible, engaging, fun and informative learning specifically created for people with learning difficulties. Whereas other computer classes focus more on hardware and accessible equipment, we focus on content to give people with learning difficulties what they want to see, hear and learn about.

## Report of the Directors (continued) - For the Year Ended 31.12.2014

**CKPose** - Funding provided by – Comic Relief    Duration: 2 years

CKPose is CKUK's theatre group and modelling agency. There are 2 strands to CKPose

The first strand is an agitprop theatre group; it's mission is to produce dynamic, relevant drama which is issue-based – which is brave and consistent about exploring, educating and challenging the audience's knowledge and experiences of the issues which are faced by people with learning difficulties.

The second strand is as acting modelling agency. Members of CKPose model, act and provide voice overs for CKUK's Friendly format service. They are an integral part of the CKUK income generation and members get paid when CKUK is commissioned to provide a friendly formatted document. They also help CKUK create eLearning materials, films and photo stories

### CKPose Achievements –

Recruited 3 new members for CKPose. We had 20 applications and held an audition day led by our CKPose peer support worker. CKPose membership is now at 14

Started rehearsals for the theatrical version of Colin's computer. A comedy drama about a young man's internet woes. This will be performed as both a radio play and performed in a mainstream theatre venue

CKPose members acted in a video about internet safety with the CKConnect peer educators about internet safety and safe social networking. To see the videos use this link to [CKUK Vimeo Channel](#)

Performed 'The Scottish Christmas Fairy' at the CKUK Xmas Party. This traditional poem allows the actors to tell a story through words, movement and mime. These were new techniques for the group to learn and they will be using the same techniques in their new show. It went down well even if it was a bit 'cheeky' at the end

### What parents have said about CKPose?

S 's mum said "joining CKPose is the best thing my son has done, he loves it, he practices his lines at night, talks about his CKPose friends and never misses the group. Over the last year he has matured and grown in confidence. Before CKPose he wouldn't leave my side where ever we went. Now he travels by bus by himself, he meets his CKPose friends and hangs out till group starts. Having Aspergers has meant S finds it difficult to speak up and he won't put himself out there. Now there's no stopping him, he told me last week that he put himself up to audition for the lead in their new play".

J's Dad 'CKPose has given him opportunities to do things he never would have done before. I never imagined him to be making films, being a model and being on stage'.

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **CKPose - Friendly Format employment**

#### *Friendly Format for GCIL*

*CKPosers at GCIL launch of their information on Self Directed Support. Congrats to Wesley, Lesley and Robert for their work in the Friendly Format guides to Self Directed Support. Have a look at [Guides](#).*

#### *Friendly Format for NHS Glasgow & Clyde*

*CKPose members were employed to devise a friendly format version of the new Relationships Sexual Wellbeing policy. This information about sensitive topics is very much needed. CKPose approached it in a very mature and understanding way. All the actors were very keen to make this document 'real' and show people with learning difficulties that their relationships are important.*

*Printed and distributed throughout Greater Glasgow and online via the CKUK website.*

### **Future development - CKPose**

Performing Colin's computer in a mainstream audience in autumn 2015

We will be hold new auditions to recruit new members in October 2015

We aim to continue to promote friendly format service and our new mobile app development using our website and network of contacts to gain new commissions.

### **Future commissioned Friendly Format Work for CKPose Members 2015**

Developing a "What's on" App for Glasgow for people with learning difficulties

Developing a Mobile App about Sexual health and wellbeing aimed at young people with Autism and Aspergers

Friendly format a series of posters on self-directed support for Take Ctrl East Dumbarton and South Lanarkshire.

## Report of the Directors (continued) - For the Year Ended 31.12.2014

**CKGrows2 – Funders** - Henry Smith Charity, Baily Thomas Charitable Fund. **Duration:** 3 years

**CKUK** continue to work closely in partnership with Woodlands Community Garden where the CKGrows2 group train in gardening skills. 'We have really enjoyed and appreciate having the group use the garden and participate in activities and events. It is of benefit for ourselves and for the CKUK group and we hope to continue this relationship over the next period of time.' Woodlands Community Garden, Oct 2014

CKGrows2 secured funding from Central Scotland Green Network Orchard Grant Scheme to plant an orchard in Jan 2014 see CKGrows2 Orchard. The year 1 group peer educated for the last time together at West Scotland College in Feb and March 14 demonstrating our e-learning on gardening and quizzes plus practical gardening skills such as bulb planting and making recycled paper pots. 2 of the trained peer educators progressed onto working as peer mentors for the new peer educators' recruits.

7 new peer educators started their training in April 2014 and are currently peer educating other groups. As part of their training they got to visit a variety of gardens including Edinburgh Botanical Gardens and the RSPB Lochwinnoch. They garden on a monthly basis from Sept 14 with Glasgow Kelvin College which will involve showing students how to create a bug hotel, bulb planting, building living willow archways. The group have also have a group at Fortune Works, a day resource centre for people with learning difficulties and will return their monthly to demonstrate gardening skills. CKGrows2 peer educators have completed workshops to a total of 142 participants in college, community gardens and in a resource centre.

## Report of the Directors (continued) - For the Year Ended 31.12.2014

### CKGrows2 Achievements -

CKGrows2 entered the Gardening Scotland Pallet garden competition for a second time in June 14 and won a silver medal for their pallet themed 'Dig for Victory' commemorating the role people with learning difficulties played in growing food during World Wars 1 and 2.

All the peer educators have developed new skills in teaching and have improved their skills in gardening. They have also developed a range of soft skills such as interacting with each other as well as others, understanding friendships and developing the ability to work as a team while gaining confidence and pride in themselves. They have become role models for their peers.

4 Year 1 peer educators completed their yearlong training and achieved their Royal Caledonian Horticultural Awards in spring 2014 and were presented with their awards at the CKUK Learner Awards by the RCHS.

One peer educator has gone on to develop his role as a peer mentor and has demonstrated that despite verbal communication difficulties this can be overcome by his natural gardening talent, commitment, excellent ability to demonstrate and help others. He won the CKUK Learners award for his contribution to CKGrows2

To complete his Royal Horticultural Caledonian Award he completed over 240 hours in the garden, 3 times as much as was needed to gain his award.

*'It was inspirational and I have been telling all the projects I visit about you!' Margaret Teale, RCHS who presented at the Awards*

The CKGrows2 website provides free accessible learning about gardening. So far 4,620 unique users have visited our CKGrows2's e-learning materials developed in Year 2 of the project. CKGrows2 resources are available under our CKLearn section of our website [CKGrows gardening eLearning](#)

Overarching all of CKGrows2 achievements is that true friendships have been made within the group and reconnections with old friends have happened through peer educating other groups. We cannot stress enough that friendship continues to be of great importance to all the peer educators and being brought together for a common interest develops real lasting friendships. We have learned from our work with workability projects and colleges that key soft social skills in employability are difficult to acquire such as interactions with work colleagues, developing friendships and dealing with conflict. Within our peer education training these situations can arise and have to be dealt with honestly and not be ignored just because someone has a learning difficulty. This is where some of the real learning occurs.

To see updates on CKGrows2 many photos can be viewed on our [CKUK Facebook page](#)

## **Report of the Directors (continued) - For the Year Ended 31.12.2014**

### **Statement as to Disclosure of Information to Auditors**

So far as the Directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

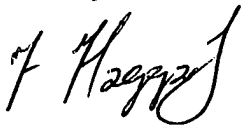
### **Auditors**

The auditors, Hardie Caldwell LLP, have expressed their willingness to continue in office and a resolution proposing their re-appointment will be put to the Annual General Meeting.

### **Small Company Exemptions**

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 the CKUK Board on 23<sup>rd</sup> September 2015 and signed on its behalf by**



**June Haggerty**

**Chairperson**

## **Independent Auditors Report To the Directors and Members of CKUK**

We have audited the financial statements of CKUK for the year ended 31 December 2014 which comprise the Income and Expenditure account, the Statement of Financial Activities, the Balance Sheet and the related notes numbered 1 to 12.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's directors, as a body, in accordance with section 44 (1c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our Audit work has been undertaken so that we might state to the charitable company's directors and members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.

### **Respective responsibilities of Directors and auditor**

As explained more fully in the Statement of Directors' Responsibilities, the directors (who are also the trustees of the charitable company for the purpose of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44 (1c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

## **Independent Auditors Report (continued)**

### **To the Directors and Members of CKUK**

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- proper and adequate accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.



**Marion Hopper**  
**Senior Statutory Auditor**

For and on behalf of Hardie Caldwell LLP  
Chartered Accountants and Statutory Auditors, Citypoint 2, 25 Tyndrum Street, Glasgow G4 0JY

**Date:** 23<sup>rd</sup> September 2015

**Hardie Caldwell LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.**



## Income and Expenditure Account For the Year Ended 31 December 2014

	Notes	Total Funds 2014 £	Total Funds 2013 £
<b>Incoming resources</b>			
<b>Incoming resources from charitable activities:</b>			
Funding	3	148,524	165,976
Sale of materials and other income		5,069	9,520
Donations		187	19
<b>Total incoming resources</b>		<u>153,780</u>	<u>175,515</u>
 <b>Resources expended</b>			
Charitable expenditure	4	178,887	205,192
Governance costs	4	2,400	2,400
<b>Total resources expended</b>	4	<u>181,287</u>	<u>207,592</u>
 <b>Deficit for year</b>		<u>(27,507)</u>	<u>(32,077)</u>

Movement in the Funds of the charitable company are shown on the Statement of Financial Activities on page 26.

All activities are classed as continuing.

None of the charitable activities changed during the year.

*The notes form part of these financial statements.*

**Statement of Financial Activities  
For the Year Ended 31 December 2014**

	Notes	Unrestricted Funds	Restricted Funds					Total Funds	Total Funds
		General £	Big Lottery CKConnect £	Esmée Fairbairn CKNet £	Comic Relief £	The Henry Smith Charity £	Other Projects £	2014 £	2013 £
<b>Incoming resources</b>									
<b>Incoming resources from charitable activities:</b>									
Funding received	3	1,313	98,954	-	10,000	28,400	9,100	147,767	213,390
Deferred income movement		-	5,019	-	(3,764)	(498)	-	757	(47,414)
Sale of materials and other income		5,069	-	-	-	-	-	5,069	9,520
Donations		187	-	-	-	-	-	187	19
<b>Total incoming resources</b>		<b>6,569</b>	<b>103,973</b>	<b>-</b>	<b>6,236</b>	<b>27,902</b>	<b>9,100</b>	<b>153,780</b>	<b>175,515</b>
<b>Resources expended</b>									
Charitable expenditure	4	-	102,292	25,174	6,236	27,318	17,867	178,887	205,192
Governance costs	4	-	1,681	466	-	253	-	2,400	2,400
<b>Total resources expended</b>		<b>-</b>	<b>103,973</b>	<b>25,640</b>	<b>6,236</b>	<b>27,571</b>	<b>17,867</b>	<b>181,287</b>	<b>207,592</b>
<b>Net incoming / (outgoing) resources</b>		<b>6,569</b>	<b>-</b>	<b>(25,640)</b>	<b>-</b>	<b>331</b>	<b>(8,767)</b>	<b>(27,507)</b>	<b>(32,077)</b>
<b>Fund balance b/fwd. as at 1 January 2014</b>		<b>(8,169)</b>	<b>-</b>	<b>25,640</b>	<b>-</b>	<b>(331)</b>	<b>13,425</b>	<b>30,565</b>	<b>62,642</b>
<b>Fund balance c/fwd. as at 31 December 2014</b>		<b>(1,600)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,658</b>	<b>3,058</b>	<b>30,565</b>

The Statement of Financial Activities amplifies the Income and Expenditure Account and provides the information regarding all movements in the funds of the charitable company.

All activities are classed as continuing.

None of the charitable activities changed during the year.

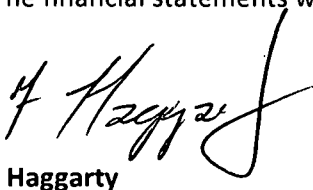
The notes form part of these financial statements.

**Balance Sheet**  
**As at 31 December 2014**

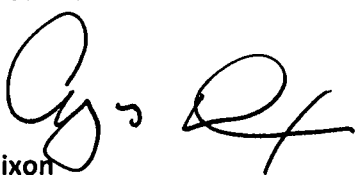
	Note	2014 £	2014 £	2013 £
<b>Current assets</b>				
Debtors	8	100		10,254
Cash in bank		53,165		72,096
		<u>53,265</u>		<u>82,350</u>
<b>Creditors: amounts falling due within one year</b>	9	<u>(50,207)</u>		<u>(51,785)</u>
<b>Net current assets</b>			3,058	30,565
<b>Total assets less current liabilities</b>			3,058	30,565
			<u>3,058</u>	<u>30,565</u>
<b>Funds</b>				
General Fund	11		(1,600)	(8,169)
Restricted Funds	11		4,658	38,734
			<u>3,058</u>	<u>30,565</u>

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

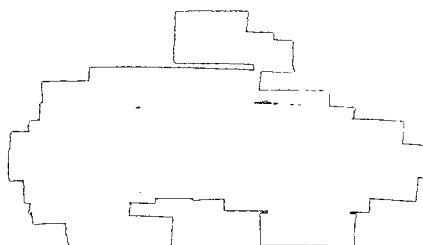
The financial statements were approved by the CKUK Board on 23<sup>rd</sup> September 2015 and signed on its behalf by

  
J Haggarty

CKUK Board Chair

  
A Dixon

Company Secretary



Registered number: SC287310

*The notes form part of these financial statements.*

## Notes to the Financial Statements

### For the Year Ended 31 December 2014

#### 1) Accounting policies

##### Accounting convention

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the provisions of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005). Accordingly the Income and Expenditure Account is an adaptation of the formats laid down in the Companies Act 2006 to recognise the special nature of the charitable company's activities and in order to give information in a manner beneficial to the members as provided for in the Companies Act.

##### Going concern

The financial statements have been prepared on the going concern basis.

The directors have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Future funding has been secured for several of the charity's projects. The directors recognise that the charity's unrestricted General Fund is in deficit however the deficit, which arose due to unrecoverable costs on a previous ESF project in addition to loss of funding for rent at that time, has been continually decreasing over the last three years and the unrestricted General Fund should return to surplus in the near future.

The principal accounting policies adopted in the preparation of the financial statements are as follows:

##### Incoming resources

Incoming resources from charitable activities are included in the Statement of Financial Activities when received unless they relate to a specific period in which case they are recorded in that period via deferred income.

##### Resources expended

Resources expended are accounted for on an accruals basis and are recognised where there is a legal or constructive obligation to pay for expenditure. Expenditure is inclusive of any VAT which cannot be recovered.

Charitable expenditure costs comprise expenditure incurred on the defined charitable purposes of the charity.

Governance costs comprise expenditure connected to compliance with statutory requirements.

All costs are directly attributable to their classification category.

##### Taxation

The company is a recognised charity under number SC036733 and is accordingly exempt from taxation on income which is applied for charitable purposes.

## Notes to the Financial Statements (continued)

### For the Year Ended 31 December 2014

#### 1) Accounting policies (continued)

##### Funds

##### General Fund

This Fund comprises accumulated surpluses and deficits on activities and is available for use at the discretion of the directors in furtherance of the general charitable objectives.

##### Restricted Funds

These are Funds given to the charity which are provided for a specific purpose / project directed by the donor.

#### 2) Legal Status of the Charity

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.

#### 3) Incoming resources from charitable activities

	2014	2013
	£	£
<b>Funding</b>		
Big Lottery Scotland net of deferred income	103,973	77,792
The Henry Smith Charity net of deferred income	27,902	27,400
Comic Relief net of deferred income	6,236	-
Awards for All	7,100	-
Baillie Gifford Award	2,000	-
Access to Work	1,313	740
Esmee Fairbairn	-	32,378
Foundation Scotland	-	1,810
Lloyds TSB Foundation for Scotland	-	5,000
Bank of Scotland Foundation	-	13,882
The Moffat Charitable Trust	-	5,600
Forth Environment Link	-	374
Social Care Ideas	-	1,000
	<u>148,524</u>	<u>165,976</u>

**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 December 2014**

**4) Resources Expended**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Charitable expenditure</b>		
Salary costs – see note 6	136,458	151,301
ITC, web development and graphic design costs	8,384	13,682
Premises costs	15,085	11,270
Participants costs	3,303	3,274
Staff travel & subsistence costs	3,740	3,140
Insurance costs	1,988	2,112
Equipment leasing costs	2,415	5,002
Consumables costs	4,669	4,806
Sundry costs	340	392
Photography costs	-	1,475
Consultancy costs	1,522	6,514
Events costs	983	2,224
	<u>178,887</u>	<u>205,192</u>

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Governance costs</b>		
Audit	2,400	2,400
	<u>2,400</u>	<u>2,400</u>

**5) Movement in Funds**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
This is stated after charging:		
Auditors' remuneration – audit	<u>2,400</u>	<u>2,400</u>

**Notes to the Financial Statements (continued)**  
**For the Year Ended 31 December 2014**

**6) Staff Costs**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Salary costs	129,748	141,407
Social security costs	6,710	9,894
	<u>136,458</u>	<u>151,301</u>

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

	<b>2014</b>	<b>2013</b>
Administrative	<u>9</u>	<u>9</u>

**Directors' remuneration**

No director received any remuneration or any payments in respect of reimbursement of expenses.

**7) Related parties**

During the year ended 31 December 2014 the charity had no transactions with related parties.

**8) Debtors: amounts falling due within one year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>100</u>	<u>10,254</u>

**9) Creditors: amounts falling due within one year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accrued charges	3,550	4,371
Deferred income – see analysis below	46,657	47,414
	<u>50,207</u>	<u>51,785</u>

**Deferred income analysis**

The deferred income all relates to the charitable activities Funding

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Opening creditor	47,414	-
Utilised in year	(47,414)	-
	<u>-</u>	<u>-</u>
Funding received in year for future accounting periods	46,657	47,414
Closing creditor	<u>46,657</u>	<u>47,414</u>

## Notes to the Financial Statements For the Year Ended 31 December 2014 (continued)

### 10) Guarantees and other financial commitments

As at 31 December 2014 the charity had annual commitments under non-cancellable operating leases as set out below.

	2014 Land & Buildings £	2013 Land & Buildings £
Expiring within 1-5 years	10,435	8,843
	<u>10,435</u>	<u>8,843</u>

### 11) Funds

	At 1 Jan 2014 £	Surplus / (Deficit) for year £	At 31 Dec 2014 £
General Fund	(8,169)	6,569	(1,600)
Restricted Funds	38,734	(34,076)	4,658
	<u>30,565</u>	<u>(27,507)</u>	<u>3,058</u>

In regard to the General Fund deficit please refer to the Financial Review and Funds Policy on page 4.

### 12) Analysis of Net Assets Between Funds

	Current Assets £	Current Liabilities £	Total £
General Fund	830	(2,430)	(1,600)
Restricted Funds	52,435	(47,777)	4,658
	<u>53,265</u>	<u>(50,207)</u>	<u>3,058</u>

In regard to the General Fund deficit please refer to the Financial Review and Funds Policy on page 4.