

Clued Up Project

Company limited by guarantee

**Trustees' report and financial statements
for the year ended 31 March 2016**



Company number SC340206

Charity number SC035036

Clued Up Project
Company limited by guarantee

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Charity reference and administrative details

Trustees and directors	Nicholas St Aubyn - Chairman Patricia Plimer - Treasurer Judith Kerr - Secretary Rona Traill Gary Crawford Jackie Barbour
Secretary	Judith Kerr
Company number	SC340206
Registered charity number	SC035036
Registered office	The Bunker 441 High Street Kirkcaldy Fife, KY1 2SN
Independent examiner	John Lynch LLB CA John Lynch & Co. Chartered accountants Torridon House Torridon Lane Rosyth Fife, KY11 2EU
Business address	The Bunker 441 High Street Kirkcaldy Fife, KY1 2SN
Bankers	Bank of Scotland PO Box 10 Kirkcaldy Fife, KY1 3PA

**Clued Up Project
Company limited by guarantee**

**Trustees' and directors' report
for the year ended 31 March 2016**

The trustees present their report and the financial statements for the year ended 31 March 2016.

Objectives and activities

The charity is constituted as a company limited by guarantee and is governed by a Memorandum and Articles of Association. The charity's object and its principal activity is that of providing help and advice to young people with regard to substance misuse, group work programmes and drop-in facilities.

The directors of the company are trustees for the purposes of charity law. New trustees are appointed to the Board on the basis that they meet certain conditions and criteria including the expertise that they may bring and any personal recommendation from other trustees. Policies and procedures are in place for the induction and training of trustees.

The charity's trustees meet regularly and are responsible for the strategic direction and policy of the charity.

Development, activities and achievements

Development

This has been another year that has seen Clued Up going from strength to strength. It is now three years since we relocated from the old premises at Coal Wynd to the High Street, Kirkcaldy. The move has proved necessary as, with its current commitments, it would not have been able to function in the old building.

Developments this year include:

The Social Enterprise is progressing well and has started to provide additional income to further the aims of Clued Up.

The new data collection system is now fully operational but as with all new systems, gaps have been and continue to be identified. These are being resolved as and when they arise. Links to other registered local organisations are also available with this system and all staff have been trained in its use.

There have been significant changes to some of the services provided by Clued Up. Our target of providing the resources of Clued Up across the whole of Fife has now been achieved, with both the Outreach and Employability services providing support and information to young people under 25 years old. This has involved co-ordinating grants from individual funders and has required the employment of six new members of staff. The increase in employees has necessitated a restructuring of the staff organisation and the Service Manager now has two Team Leaders (one for the Outreach Service and the other in the Employability Service) to assist her in the management of the expanded team.

This was our first year running the Young Person's Outreach Service across the whole of Fife, as we have been commissioned by Fife ADP to include Glenrothes and North East Fife. Staff have worked hard to build relationships in the area and our links with schools, young people and other professionals are going from strength to strength. The Outreach teams working in Dunfermline and West Fife as well as Kirkcaldy and Levenmouth continue to strengthen the relationships and links with young people, agencies and professionals in their respective areas.

Our Employability Service has had an unsettled year due to uncertainty over funding and it is with pleasure we can announce that Clued Up's grant application to Lloyds TSB Partnership Drugs Initiative was successful. The funding is for three years to expand and develop this service. It has already seen the provision of a drop-in in Levenmouth with another soon to be established in the Benarty area.

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for the year ended 31 March 2016

Development, activities and achievements (contd.)

Expanding the Employability Service has also allowed Clued Up to continue to support those young people who make the transition from the outreach service. It has also enabled us to provide that very much needed support for 16 - 25 year olds, who are faced with a variety of barriers but who will not access adult provision. We also continue to work with our Fife Education and Training Consortium (Fife ETC) partners, which is proving beneficial to young people who require this support.

We have also employed another trainee through Community Jobs Scotland and he has assisted staff in the drop-ins, etc. however he has fitted in so well that we are looking at ways to employ him at the beginning of next year.

Activities

Activities this year included;

Outreach Service

One to one support - 367 young people were registered with this service (including 210 new referrals) and 1798 support sessions were arranged. Most of the referrals were made by schools with others coming from agencies such as, MAIT (Mobile Alcohol Intervention Team), Social Work, Youth Offenders Management Group, Fife Council's Community Learning and Development, NHS Fife, Residential Care Providers, parent/family member and self-referrals.

Group work - 58 young people participated in 8 pieces of group work (23 young people who were already receiving one to one support and 35 new young people who participated in group work only). These were Icecream Architecture; Glenwood Boys' Group; Summer Girls' Group 2015; Dunfermline Boys' Group; Dunfermline Graffiti Girls' Group; Boozebuster- Kirkcaldy High School (Clued Up trained peer educators and they went on to deliver the initiative to all 2nd year pupils at the school); Easter Programme 2016 (2 groups).

The Mobile Alcohol Intervention Unit (MAIT) provided 57 sessions on Friday nights in Kirkcaldy, Levenmouth, Dunfermline/West Fife as well as initial sessions in Glenrothes/North East Fife. A total of 25 Alcohol Brief Interventions were provided to young people who were found to be under the influence of or in possession of alcohol out on the streets. There were 34 follow up sessions provided for those young people who had received an ABI. Also an additional 2067 contacts were made with young people who did not receive an ABI through MAIT sessions. This type of informal engagement on the streets is particularly useful in raising awareness as well as enabling general discussion around any issues that may be affecting the young people. It also allows workers to gradually build up relationships with young people, which is helpful because if a young person feels the need for more support, he/she is more likely to engage with an agency they are familiar with.

Employability Service (CU Excel)

With continued funding through Opportunities Fife and the European Social Investment Fund, Clued Up has been able to sustain its Employability Service and support young people to work towards and achieve their personal and career goals.

Drop-ins - A total of 156 drop-in sessions were provided and there were 608 attendances recorded by 54 young people. In addition 316 one to one support sessions were arranged for 55 young people. Those visiting the drop-ins received support with CVs, Job Search, benefits queries, housing, issues relating to substance use, etc., as well as access to the internet and use of laptops.

Our Adult Basic Education sessions held weekly continue to provide a much needed first step for young people who wish to work towards SQA qualifications. The sessions have continued to prove popular with our young people and the tutor now has a core of 5 young people accessing sessions.

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Development, activities and achievements (contd.)

Group work - specific programmes focusing on cooking, personal development and other bespoke programmes, were delivered in conjunction with our partners.

Volunteering and student placement opportunities continue to be offered by Clued Up.

Achievements

Outreach Team

Young people engaged in 89% of support sessions, which is a 13% increase on last year.

Clued Up's performance in the Kirkcaldy/Levenmouth, (funded by Fife Council's Education and Children's Services) and Dunfermline/West Fife, Glenrothes/North East Fife (Funded by Fife ADP) was subject to annual monitoring in December 2016. This was undertaken by Fife's Education and Children's Services and all but one component was fully achieved that was the number of Alcohol Brief Interventions delivered during MAIT sessions in the Dunfermline/South West Fife area.

Outcome scores from 1 to 5 (with 5 being good) are used to measure the distance travelled by young people during their time with Clued Up. Baseline scores chosen by the young person are recorded at the beginning of their support and these are reviewed at three-monthly intervals. This allows the young person and staff to determine if there has been any progress made.

The new data collection system has provided analysis on final outcomes for young people and we are pleased to report that according to scores recorded there has been improvement in the average baseline scores in all but two of the outcomes chosen by young people (accommodation status and barriers to work showed no change). There were no relapses recorded during this period.

100% of young people who engaged with at least one support session received information that would help to increase their knowledge and understanding of the effects of their own or someone else's substance use.

Employability Service

CU Excel is our employability service, which supports young people aged 16 - 25 years across Fife to find their own path into education, employment or training. This service offers young people a range of opportunities such as one to one support, drop-in and community learning options.

Progression made by young people involved with our Employability Service includes:

- 15 young people entered formal accredited education and training
- 11 young people completed CVs
- 4 young people have sought volunteering opportunities including Project Scotland
- 3 young completed short courses
- 1 young person has sustained employment
- 1 young person is involved in Voluntary work

At the invitation of The Scottish Drugs Forum, Clued Up delivered a presentation on 'Vulnerable Young People' at its conference in Glasgow in April 2015.

On 29th September 2015, Clued Up delivered a presentation on 'NPS - Local Perspective' at a seminar (NPS, PIEDs and CHEMSEX -The Road Ahead), which was run by Fife's Multi-Agency Blood-Borne Virus Managed Care Network and Fife ADP.

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for the year ended 31 March 2016**

Clued Up also gained a Food Hygiene Certificate following inspection by Fife's Environmental Health, with all relevant policies and procedures found to be in place.

Financial Review

The generation of the surplus for the year is wholly earmarked for future funding to allow us to retain the Community Jobs Scotland trainee as a Clued Up employee on a part-time basis. We have also taken into account that funding is constantly being reviewed by grant-making authorities and along with other organisations that receive grants from Fife's Education and Children's Services we can expect a cut of 1% for 2016 - 2017. In addition, Fife Alcohol and Drug Partnership (Fife ADP) has received notification from the Scottish Government that there will be a reduction in its budget for 2016 - 2017. The Fife ADP Committee has advised that it has agreed to continue to fund services at the current level for first quarter of next year. It also hopes to be in a better position to clarify the budget situation in the near future however some savings may be required across the Partnership but the extent of these are as yet still unknown.

In the past Clued Up has been faced with and overcome financial barriers and this coming year will be no exception. The issue of Clued Up's funding, in the present economic climate, is a challenging one. Clued Up's Treasurer continues to produce financial reports on a quarterly basis and as always, with careful planning and accounting the Trustees and staff will continue to develop and deliver the best possible service we can with the assets we have.

Our new pension scheme has now been set up and is operating well with continuing consultation and advice from Cairn Independent Limited, Kirkcaldy, which they have very kindly provided free of charge this year.

Future Plans

In its continuing effort to be innovative and responsive to need, Clued Up's plans for next year include:

- Creating strong links between the Fife Outreach Team and our Employability Service, to provide continuity of support to meet the needs of young people
- Building on the success of being part of the Fife ETC
- Developing the Social Enterprise
- Continuing to identify appropriate funding strands

Trustees and directors

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees who served during the year are as stated below:

Nicholas St Aubyn
Patricia Plimer
Judith Kerr
Rona Traill
Gary Crawford
Jackie Barbour

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Trustees' and directors' report
for the year ended 31 March 2016

Risk management and reserves

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of budgeted financial commitments, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and have established systems to enable regular reports to be produced so that active steps can be taken to mitigate these risks as and when they are identified.

Reserves

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the free reserves) held by the charity should be at least six months of the resources expended. This is partly explained within our Financial review whereby the services of a trainee are noted. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding but it would obviously be necessary to consider how the funding would be replaced. At present the free reserves total £73,007 whereas six months resources expended total £84,545 and therefore do not reach this target level. The surplus generated within the year has helped to close the funding gap and the trustees continue to strive to improve the financial position.

Trustees' report responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and was approved by the Board on 27 October 2016 and signed on its behalf by:-



Nicholas St Aubyn
Trustee

Clued Up Project
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**Independent examiner's report to the trustees on the
unaudited financial statements of Clued Up Project**

In accordance with the engagement letter dated 29 August 2016 I have compiled the financial statements of the charity which comprise the income and expenditure account, the balance sheet and the related notes from the accounting records and information and explanations you have given to me.

This report is made to the charity's trustees, as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might compile the financial statements that I have been engaged to compile, report to the charity's trustees that I have done so and state those matters that I have agreed to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees, as a body, for my work or for this report.

I have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants of Scotland and have compiled with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

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 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 independent examiner's report

My examination is 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 seeks explanations from the 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

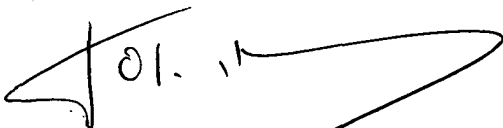
In the course of my examination, no matter has come to my attention other than those disclosed in Note 9 and 10.

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 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.



John Lynch LLB CA
John Lynch & Co.
Torrison House
Torrison Lane
Rosyth
Fife, KY11 2EU

Date: 27 October 2016

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Combined statement of financial activities and income and expenditure
for the year ended 31 March 2016

		Year ended 31/03/16 Unrestricted funds	Year ended 31/03/16 Restricted funds	Year ended 31/03/16 Total funds	Year ended 31/03/15 Total funds
	Notes	£	£	£	£
Income from:					
<i>Donations and legacies</i>					
Donations	2	50	-	50	1,000
<i>Other trading activities</i>					
Sale of resources		50,416	-	50,416	37,798
Room Hire		693	-	693	2,767
Fund Raising		-	-	-	-
		<u>51,159</u>	<u>-</u>	<u>51,159</u>	<u>41,565</u>
Income from charitable activities					
Grants	3	141,170	211,561	352,731	269,404
		<u>141,170</u>	<u>211,561</u>	<u>352,731</u>	<u>269,404</u>
Total income		<u>192,329</u>	<u>211,561</u>	<u>403,890</u>	<u>310,969</u>
Expenditure on:					
Charitable activities	4	169,091	211,348	380,439	308,715
Governance and other support costs	5	1,969	213	2,182	1,949
Total expenditure		<u>171,060</u>	<u>211,561</u>	<u>382,621</u>	<u>310,664</u>
Net movement in funds		21,269	-	21,269	305
Reconciliation of funds					
Total funds brought forward		<u>51,738</u>	<u>-</u>	<u>51,738</u>	<u>51,433</u>
Total funds carried forward		<u>73,007</u>	<u>-</u>	<u>73,007</u>	<u>51,738</u>

The notes on pages 11 to 16 form an integral part of these financial statements.

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**Balance sheet
as at 31 March 2016**

		2016		2015
	Notes	£	£	£
Current assets				
Debtors	8	4,562		5,758
Cash at bank and in hand		409,536		246,064
		<u>414,098</u>		<u>251,822</u>
Creditors: amounts falling due within one year	9	<u>(309,370)</u>		<u>(168,363)</u>
Net current assets			<u>104,728</u>	<u>83,459</u>
Total assets less current liabilities			<u>104,728</u>	<u>83,459</u>
Provisions for liabilities and charges	10		<u>(31,721)</u>	<u>(31,721)</u>
Net assets			<u><u>73,007</u></u>	<u><u>51,738</u></u>
The funds of the charity:				
Total reserve funds	11		<u><u>73,007</u></u>	<u><u>51,738</u></u>

The trustees' statements required by Sections 475(2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 11 to 16 form an integral part of these financial statements.

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Balance sheet (continued)

**Directors' statements required by Sections 475(2) and (3)
for the year ended 31 March 2016**

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

(a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2016 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 386, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board on 27 October 2016 and signed on its behalf by



Nicholas St Aubyn
Trustee

The notes on pages 11 to 16 form an integral part of these financial statements.

Clued Up Project

Notes to the financial statements for the year ended 31 March 2016

1. Accounting policies

1.1. Basis of preparation

The financial statements have been prepared in accordance with 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 (FRSSE) published on 16th July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to the accounts.

1.2. Pensions

The regular cost of providing pensions and related benefits is charged to the income and expenditure account over the employees' service lives on the basis of a constant percentage of earnings.

1.3. Incoming recognition

Income consists of grants, donations, client charges, placement fees and income from investments and related income tax recoverable and is credited in the year in which it is receivable except when received in advance, when it is credited in the year in which it falls due. Investment income relates wholly to interest received on bank deposits.

1.4. Expenditure recognition

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which is an irrecoverable cost for the charity.

Expenditure which is directly attributable to specific activities has been included in those cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a basis consistent with the use of those resources.

Charitable activities includes expenditure directly relating to the objects of the charity, including such support costs identifiable as an integral part of the carrying out of those charitable activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements compliance.

2. Income from donations and legacies

	2016 £	2015 £
Other donations	50	1,000
	<u>50</u>	<u>1,000</u>

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Notes to the financial statements for the year ended 31 March 2016

..... continued

3. Grants received	2016	2015
	£	£
Unrestricted funds		
Fife Council	135,961	133,952
Group Work - Fife Council, Consumer Focus, Fife Health Board	5,145	12,872
Group Work -Self Supporting	64	51
	<u>141,170</u>	<u>146,875</u>
Restricted funds		
Barnardo's Dunfermline & SWFife /ADP Funding	-	73,619
The Robertson Trust, Kinetic Video & FAPP (D/Line & S/ West Fife)	13,804	7,038
West Fife Villages	-	6,752
CVS Fife (Employability)	46,091	29,985
Lloyds/ PDI Grant	7,147	-
NHS(Fife) - Triage Assessment	577	-
NHS Fife (Alcohol Brief Intervention Training)	-	120
SCVO (Community Jobs Scotland)	3,406	-
NHS Fife-Benarty/Cowdenbeath Alcohol Initiative	-	1,753
NHS Fife-ADP Funding	139,078	-
Fife Council Health Inequality Fund	-	1,923
Fife Council- On the Door Step initiative	1,458	1,339
	<u>211,561</u>	<u>122,529</u>
Total grants received	<u><u>352,731</u></u>	<u><u>269,404</u></u>

4. Charitable activities	Unrestricted funds	Restricted funds	2016	2015
	£	£	£	£
Direct costs				
Staff costs	120,665	200,980	321,645	248,248
Rent and rates	18,956	4,558	23,514	19,402
Buildings insurance	385	-	385	364
Heat and light	4,244	-	4,244	4,129
Group work-Funded	5,145	-	5,145	12,871
Group work-Non-funded and Self Supporting	64	-	64	143
Leaflets and videos	3,315	-	3,315	2,543
Volunteer expenses	225	-	225	144
	<u>152,999</u>	<u>205,538</u>	<u>358,537</u>	<u>287,844</u>

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Notes to the financial statements for the year ended 31 March 2016

..... continued

4. Charitable activities (contd.)	Unrestricted funds £	Restricted funds £	2016 £	2015 £
Support costs				
Payroll administration	606	-	606	600
Membership fees	101		101	198
Advertising	198	950	1,148	923
Bank charges	32	-	32	258
Equipment costs	1,837	2,352	4,189	5,465
Hire of equipment	3,876	-	3,876	3,792
Insurance	2,218	-	2,218	2,063
Cleaning	2,051	-	2,051	1,855
Postage and stationery	1,400	19	1,419	1,080
Telephone	3,116	2,100	5,216	2,934
Repair and maintenance	396	-	396	307
Activities	-	389	389	1,154
Volunteer expenses	-	-	-	-
Sundry expenses	261	-	261	242
	<u>16,092</u>	<u>5,810</u>	<u>21,902</u>	<u>20,871</u>
Total costs	<u>169,091</u>	<u>211,348</u>	<u>380,439</u>	<u>308,715</u>

5. Governance and other support costs

	Unrestricted funds £	Restricted funds £	2016 £	2015 £
Legal fees	49	213	262	59
Accountancy fees	1,920	-	1,920	1,890
	<u>1,969</u>	<u>213</u>	<u>2,182</u>	<u>1,949</u>

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Notes to the financial statements for the year ended 31 March 2016

..... continued

6. Employees	2016	2015
Staff costs during the year were as follows:	£	£
Wages and salaries	229,668	171,973
Staff/Administration fee	45,288	34,193
Social security costs	13,187	11,527
Pension costs	23,193	23,858
Staff travel expenses	8,954	4,703
Staff training	1,070	1,786
Staff welfare	285	208
	<u>321,645</u>	<u>248,248</u>

No employee received remuneration of more than £60,000

Number of employees	2016	2015
The average number of employees analysed by function was:-		
Direct charitable services	9	6
Management and Administration	3	3
	<u>12</u>	<u>9</u>

Trustees

No remuneration or expenses were paid to any of the trustees during the year.

7. Pension costs

The charity contributes to a defined contribution scheme on behalf of certain employees. The assets of the scheme are held separately from those of the charity in an independently administered pooled fund. The pension cost charge represents the contribution payable by the charity to the fund and amounted to £23,193 (2015 - £23,858).

8. Debtors	2016	2015
	£	£
Trade debtors	1,404	2,749
Prepayments and accrued income	3,158	3,009
	<u>4,562</u>	<u>5,758</u>

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Notes to the financial statements for the year ended 31 March 2016

..... continued

9. Creditors: amounts falling due within one year

	2016 £	2015 £
Trade creditors	2,375	5,948
Other creditors	14,971	10,560
Accruals	4,270	3,845
Deferred income	287,754	148,010
	<u>309,370</u>	<u>168,363</u>

	2016 £	2015 £
Deferred income		
A financial summary of the overall grants		
Opening balance b/f	148,010	174,376
Funds received in year	492,475	243,038
	<u>640,485</u>	<u>417,414</u>
Funds released in year	352,731	269,404
Closing balance c/f	<u>287,754</u>	<u>148,010</u>

Revenue grants are received in advance in respect of designated expenditure, primarily staff salaries and charitable overhead costs. These grants are restricted to specific costs that take place in a future accounting period and therefore they are recognised as a liability until the accounting period in which the recipient charity has determined the cost appropriate.

10. Provisions for liabilities and charges

	Redundancy provision £	Total £
At 31 March 2015	31,721	31,721
At 31 March 2016	<u>31,721</u>	<u>31,721</u>

In view of the general uncertainty affecting the funding of charities from one year to the next, a provision has been made for the redundancy entitlements of staff in the event that the charity has to scale back or cease its activities in the future due to a lack of funding. While the making of this provision is a breach of Financial Reporting Standard 12, which prohibits the making of any provision in respect of a contingent liability, the trustees consider it to be a prudent measure. As a consequence of this breach of FRS12, the overall reserves of the charity are understated by £31,721.

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Notes to the financial statements for the year ended 31 March 2016

..... continued

11. Reserve funds	Unrestricted funds £	Total funds £
At 31 March 2015	51,738	51,738
Retained surplus for the year	21,269	21,269
At 31 March 2016	<u>73,007</u>	<u>73,007</u>

All reserve funds held by the charity are unrestricted.

12. Members' guarantee

The members of the company guarantee to contribute £1 each to the assets of the company in the event of it being wound up.