

Charity Registration No. SC043560

Company Registration No. SC348752 (Scotland)

**ABERDEEN SEAFARERS CENTRE
LIMITED**

**TRUSTEES' REPORT AND
UNAUDITED ACCOUNTS**

FOR THE YEAR ENDED 30 SEPTEMBER 2015



ABERDEEN SEAFARERS CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr David Kenwright
Mr John Reynolds
Mr Frederick Dalgarno
Ms Jeanette Forbes
Mr John Green
Mr Colin Taylor
Mr Ian Robbie

Secretary

Mr David Kenwright

Charity number

SC043560

Company number

SC348752

Registered office

Ardene House
56 Bon Accord Street
Aberdeen
AB11 6EL

Independent examiner

Johnston Carmichael LLP
Bishop's Court
29 Albyn Place
ABERDEEN
AB10 1YL

ABERDEEN SEAFARERS CENTRE LIMITED

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ABERDEEN SEAFARERS CENTRE LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 SEPTEMBER 2015

The trustees present their report and accounts for the year ended 30 September 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charitable company is governed by its Memorandum and Articles of Association. The organisation is a charitable company limited by guarantee, was incorporated on 18th January 2008, and became a registered charity on 15th November 2012. The Memorandum of Association established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.00

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr David Kenwright

Mr Robin Davies

(Resigned 25 November 2015)

Mr John Reynolds

Mr Frederick Dalgarno

Ms Jeanette Forbes

Mr John Green

Mr Colin Taylor

(Appointed 25 November 2015)

Mr Ian Robbie

(Appointed 25 November 2015)

The charity has a Board of Directors (Trustees) who meet approximately five times a year and are responsible for the strategic direction and overall governance of the charity, and the planning of future initiatives.

The Trustees, are also directors for the purpose of company law. The number of directors of the charitable company is not less than three and is not subject to a maximum number. Under the requirements of the Memorandum and Articles of Association, one third of the members of the Board must retire each year through voluntary retirement on a rotational basis. Those retiring by rotation can be re-appointed as a director if he/she consents to such re-appointment and such appointment has the unanimous approval of the remaining directors. New directors can be appointed on the recommendation of existing directors. The Board comprises individuals who have particular relevant skills and expertise.

All Trustees give their time voluntarily and received no benefits from the charity.

Robin Davies resigned on 25th November 2015, and on that date Colin Taylor and Ian Robbie were appointed as Trustees. Both had attended Trustees meetings before being appointed as Trustees and company directors. On 25 November 2015 Fred Dalgarno was appointed Chair of the Trustees, replacing David Kenwright who had been Chair for a number of years. His fellow Trustees would like to extend their warm thanks and appreciation to David for his hard work and dedication during his period as Chair and are pleased he is continuing as a Trustee.

Discussions were progressed with the Sailors' Society, but as yet they have not nominated a potential Trustee, although they always have a representative attend the Trustees' meetings. However, the Sailors' Society remains committed to giving a financial grant of £10,000 per annum in support of Aberdeen Seafarers Centre.

The day to day running of the charitable company is managed by Pastor Howard Drysdale, the Centre Superintendent, and a steering committee of volunteers under the chairmanship of Jeanette Forbes, one of the Trustees.

ABERDEEN SEAFARERS CENTRE LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and independent book keepers, without financial authority to make or receive payments, record all financial transactions.

The accounting records are maintained by David Kenwright. During the course of the year Colin Cusiter provided voluntary book-keeping services and soon after the year end, Ian Robbie, a qualified accountant, who had attended a number of Trustees meetings as an observer was appointed a Trustee and company director. Management accounts are prepared and are considered at Board meetings.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, and visitors to the centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

For some years prior to the formation of the Aberdeen Seafarers Centre, in his capacity of Port Chaplain, Pastor Howard Drysdale had operated a bank account in his name to cover incidental expenses associated with his role as port chaplain, and enabled him to purchase phone cards for distribution to foreign seafarers, and to fund other related welfare activities with commission received from the phone company, along with other voluntary donations in support of his ministry.

During 2014, It was determined that an Aberdeen Seafarers Centre Superintendent's petty cash bank account should be opened in its place. Unfortunately, it took many months to achieve this goal, but it has subsequently been opened, and all funds transferred to it from the Chaplain's account. The supervision and administration of the new account will be undertaken by two Trustees and Colin Cusiter. As a result, the 2014/15 accounts reflect transactions undertaken through the Chaplain's account for prior years.

At the year-end, a new business plan for the coming three years (2016-2019) was being developed, along with our Strategic Plan, SWOT & PESTLE analysis, along with the remaining governance documentation.

Objectives and activities

The main objectives of the charity continue to be the provision of recreational facilities and support services to seafarers, in a comfortable and friendly environment, where volunteers, and clergy can give both secular and spiritual help and advice.

As well as the services and facilities provided at the Centre, the Superintendent, Apostleship of the Sea Port Chaplain and ship visitors undertake daily ship visits. Aberdeen saw the arrival of 7,428 vessels during 2015 and over the year "the ASC team" visited over 2,200 vessels – almost a third of all vessels visiting the port, and an average of 42 vessels a week.

Home and hospital visits are undertaken as required and, in 2015, our chaplains and trained visitors conducted 128 hospital visits and 237 home visits. These are times of significant uncertainty in all aspects of maritime activity, and we cannot underestimate the value of their ministry to a lonely seafarer.

ABERDEEN SEAFARERS CENTRE LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

Achievements and performance

In addition to the ship and hospital visiting activity which takes a lot of time, the Seafarers Centre has been redecorated, and a quiet room where seafarers can meet with the Superintendent and Apostleship of the Sea Port Chaplain has been provided. This has been particularly useful over the last twelve months at a time of downturn in the North Sea oil and gas exploration and development activity, when a large number of seafarers have been facing redundancy when their vessels were laid-up.

The recreational facilities have been improved with the addition of a further pool table, and table tennis equipment, and there has been a sustained 25% increase in visitor numbers over a two year period, despite the number of ship visits to the port reducing.

All the initiatives introduced over the period of operation have been maintained throughout the year, and the Centre now has a very large library of books that are distributed to around two hundred vessels using the port of Aberdeen. The Seafarers Centre is also used for Merchant Navy Welfare Board training courses, and is frequently used by the Fishermen's Mission when they need a larger venue for meetings.

A stock of warm clothing and "woolly hats" knitted by local volunteers and church groups are constantly available, and once again over three and a half thousand hats have been distributed in the parcels given to Seafarers who visit the port during the Christmas period.

The levels of voluntary support given by Church groups and the local community, and financial support from the maritime and oil and gas business community has continued despite the difficult economic conditions in the North East of Scotland. Support in all its forms is greatly appreciated by the Trustees.

Financial review

Income of £79,110 was received during the year (2014 : £258,908), and, after expenditure of £95,403 (2014: £106,050), a deficit of £16,293 (2014: surplus of £152,858) was recorded at year end.

There has been a substantial decrease in donations this year, however there was a sum of £20,000 donated by the Aberdeen Harbour Board.

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be at least 12 months of ongoing expenditure which for 2015/16 is £65,000. The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding. The present level of reserves available to the charity of £71,100 therefore achieves this target level.

The principal funding sources for the charity are currently by way of donations from the maritime business community, local businesses, Church groups, and individuals, and the sale of phone cards to seafarers.

Aside from retaining a prudent amount in the current account most of the charity's funds are to be held accessible in the event that they are required to meet any unexpected eventuality. Having considered the options available, the Board has decided to place surplus funds on deposit. The Board consider the return on deposits is acceptable given the access it provides to funds if required.

ABERDEEN SEAFARERS CENTRE LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

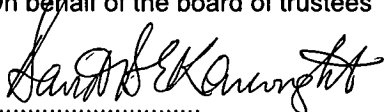
Plans for the future

The Sailors' Society is undertaking a review of the performance of their charity shops, with a view to consolidating on the success primarily in the South and South East of England. Although The Sailors' Society has extended the lease on its Aberdeen shop, it is unlikely that Aberdeen Seafarers Centre will be able to take over the shop as had previously been envisaged, at least in the short term. This situation may change once the review has been completed, and the Seafarers Centre are still interested in pursuing an opportunity to operate a charity shop in a suitable location within Aberdeen.

The Trustees are investigating the possibility of organising various fund raising activities during 2017/18, with the objective of raising the profile of the charity amongst a wider sector of the professional and business community.

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

On behalf of the board of trustees



.....
Mr David Kenwright

Trustee

Dated: *28th June 2016*

ABERDEEN SEAFARERS CENTRE LIMITED

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF ABERDEEN SEAFARERS CENTRE LIMITED

I report on the accounts of the charity for the year ended 30 September 2015, which are set out on pages 6 to 14.

This report is made to the charity's board of trustees, as a body, in accordance with the terms of engagement. My work has been undertaken to enable me to undertake an independent examination of the charity's accounts on behalf of the charity's board of trustees 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 board of trustees as a body, for my work or for this report.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) 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 (as amended). 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.

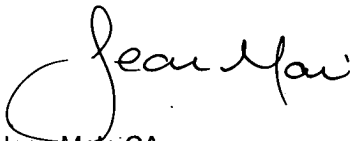
Basis of independent examiner's report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jean Main CA
For and on behalf of

Johnston Carmichael LLP
Bishop's Court
29 Albyn Place
ABERDEEN
AB10 1YL

Dated: 28 June 2016

ABERDEEN SEAFARERS CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30 SEPTEMBER 2015

		Unrestricted funds	Designated funds	Restricted funds	Total 2015	Total 2014 as restated
	Notes	£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Donations and legacies	2	57,675	-	-	57,675	211,720
Activities for generating funds	3	21,365	-	-	21,365	44,017
Investment income	4	70	-	-	70	879
		<u>79,110</u>	<u>-</u>	<u>-</u>	<u>79,110</u>	<u>256,616</u>
Other incoming resources	5	-	-	-	-	2,292
Total incoming resources		<u>79,110</u>	<u>-</u>	<u>-</u>	<u>79,110</u>	<u>258,908</u>
Resources expended						
Costs of generating funds						
Fundraising trading: costs of goods sold	3	15,111	-	-	15,111	23,896
		<u>15,111</u>	<u>-</u>	<u>-</u>	<u>15,111</u>	<u>23,896</u>
Net incoming resources available for charitable application		<u>63,999</u>	<u>-</u>	<u>-</u>	<u>63,999</u>	<u>235,012</u>
Charitable activities						
Charitable activities		72,321	-	4,371	76,692	79,454
		<u>72,321</u>	<u>-</u>	<u>4,371</u>	<u>76,692</u>	<u>79,454</u>
Governance costs		3,600	-	-	3,600	2,700
		<u>3,600</u>	<u>-</u>	<u>-</u>	<u>3,600</u>	<u>2,700</u>
Total resources expended		<u>91,032</u>	<u>-</u>	<u>4,371</u>	<u>95,403</u>	<u>106,050</u>
Net (expenditure)/income for the year/ Net movement in funds		<u>(11,922)</u>	<u>-</u>	<u>(4,371)</u>	<u>(16,293)</u>	<u>152,858</u>
Fund balances at 1 October 2014						
As originally reported		90,249	100,000	10,722	200,971	50,903
Prior year adjustment		2,790	-	-	2,790	-
As restated		<u>93,039</u>	<u>100,000</u>	<u>10,722</u>	<u>203,761</u>	<u>50,903</u>
Fund balances at 30 September 2015		<u>81,117</u>	<u>100,000</u>	<u>6,351</u>	<u>187,468</u>	<u>203,761</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ABERDEEN SEAFARERS CENTRE LIMITED

BALANCE SHEET

AS AT 30 SEPTEMBER 2015

		2015		2014 as restated	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	12		16,368		24,436
Current assets					
Debtors	13	-		731	
Cash at bank and in hand		174,695		184,253	
		<u>174,695</u>		<u>184,984</u>	
Creditors: amounts falling due within one year	14	(3,595)		(5,659)	
Net current assets			171,100		179,325
Total assets less current liabilities			<u>187,468</u>		<u>203,761</u>
Income funds					
Restricted funds:	16				
Other restricted funds		6,351		10,722	
		<u>6,351</u>		<u>10,722</u>	
Unrestricted funds:					
Designated funds	17		100,000		100,000
Other charitable funds			81,117		93,039
			<u>187,468</u>		<u>203,761</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 September 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The director acknowledges his responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

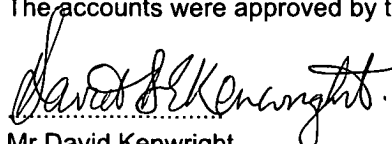
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

ABERDEEN SEAFARERS CENTRE LIMITED

BALANCE SHEET (CONTINUED)

AS AT 30 SEPTEMBER 2015

The accounts were approved by the Board on 28th June 2016



Mr David Kenwright
Trustee

Company Registration No. SC348752

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2015

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005, the Financial Reporting Standard for Smaller Entities (FRSSE) effective April 2008 and the Companies Act 2006.

The charity has availed itself of s396 of the Companies Act 2006, as permitted in paragraph 4(1) of Schedule 1 of SI 2008 No 409, and adapted the Companies Act formats to reflect the special nature of the charity's activities.

1.2 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.

Income represents donations from individuals and groups, related gift aid and bank interest.

1.3 Resources expended

Resources expended are included on an accruals basis, inclusive of any VAT which cannot be recovered.

Costs of generating voluntary income include those costs relating to the fund raising task.

Charitable activities include all costs relating to activities where the primary aim is part of the objectives of the company.

Governance costs are the costs relating to the governance arrangements of the company.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33% on cost
Fixtures, fittings & equipment	20% on cost
Motor vehicles	25% on cost

1.5 Taxation

The charity is exempt from corporation tax on its charitable activities.

1.6 Fund accounting

Unrestricted funds can be used in accordance with the charitable activities 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.

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 SEPTEMBER 2015

2 Donations and legacies

	2015 £	2014 £
Donations and gifts	<u>57,675</u>	<u>211,720</u>

3 Activities for generating funds

	2015 £	2014 £
Activities for generating funds	21,365	44,017
Fundraising trading: costs of goods sold	(15,111)	(23,896)
Net Activities for generating funds	<u>6,254</u>	<u>20,121</u>

4 Investment income

	2015 £	2014 £
Interest receivable	<u>70</u>	<u>879</u>

5 Other incoming resources

	Total 2015 £	Total 2014 £
Net gain on disposal of fixed assets	<u>-</u>	<u>2,292</u>

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

6 Total resources expended

	Staff costs	Depreciation	Other costs	Total 2015	Total 2014 as restated
	£	£	£	£	£
Costs of generating funds					
Fundraising trading: costs of goods sold	-	-	15,111	15,111	23,896
Charitable activities					
<u>Charitable activities</u>					
Activities undertaken directly	41,077	8,068	27,547	76,692	79,454
Governance costs	-	-	3,600	3,600	2,700
	<u>41,077</u>	<u>8,068</u>	<u>46,258</u>	<u>95,403</u>	<u>106,050</u>

7 Activities undertaken directly

	2015	2014 as restated
	£	£
Other costs relating to Charitable activities comprise:		
Rates and Water	7,469	1,857
Insurance	731	778
Telephone	2,263	860
Sundries	2,261	8,983
Motor expenses	1,448	3,058
Volunteer costs	580	-
Legal and professional fees	1,366	234
Bank charges	277	220
Repairs and maintenance	5,319	1,831
Donations	382	6,201
Centre and canteen expenses	4,766	7,554
Training courses	685	-
	<u>27,547</u>	<u>31,576</u>

8 Governance costs

	2015	2014
	£	£
Other governance costs comprise:		
Accountancy and independent examiner's fee	3,600	2,700
	<u>3,600</u>	<u>2,700</u>

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

9 Trustees

There were no trustees' expenses paid for the year ended 30 September 2015 nor for the year ended 30 September 2014.

There were no trustees' remuneration or other benefits for the year ended 30 September 2015 nor for the year ended 30 September 2014.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2015 Number	2014 Number
Pastor	1	1
Employment costs	2015 £	2014 £
Wages and salaries	39,000	38,847
Social security costs	2,077	2,852
	41,077	41,699

11 Prior period adjustment

The prior year adjustments related to the omission of a bank account which had not previously been treated as belonging to the charity. The Trustees have agreed that the account should be accounted for as part of the charity therefore a prior period adjustment of £2,790 has been processed to reflect the correct position in reserves. It has had the effect of increasing income by £44,999, expenditure by £42,209, fixed assets by £630 and bank by £2,160.

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

12 Tangible fixed assets

	Computer equipment £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost				
At 1 October 2014 (as restated) and at 30 September 2015	5,044	11,114	17,483	33,641
Depreciation				
At 1 October 2014	1,208	4,719	3,278	9,205
Charge for the year	1,599	2,098	4,371	8,068
At 30 September 2015	2,807	6,817	7,649	17,273
Net book value				
At 30 September 2015	2,237	4,297	9,834	16,368
At 30 September 2014 (as restated)	3,836	6,395	14,205	24,436

13 Debtors

	2015 £	2014 £
Prepayments and accrued income	-	731

14 Creditors: amounts falling due within one year

	2015 £	2014 £
Taxes and social security costs	895	739
Other creditors	-	3,120
Accruals	2,700	1,800
	3,595	5,659

15 Share capital

As the charitable company is limited by guarantee of the members, the charitable company has no issued share capital. Each member has undertaken to contribute an amount not exceeding £1 towards any deficit in the event of the charitable company being wound up.

ABERDEEN SEAFARERS CENTRE LIMITED

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 SEPTEMBER 2015

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 October 2014 £	Movement in funds Incoming Expenditure resources		Balance at 30 September 2015 £
	£	£	£	£
Car fund	10,722	-	(4,371)	6,351
	<u>10,722</u>	<u>-</u>	<u>(4,371)</u>	<u>6,351</u>

The restricted funds relate to income received for purchasing a car.

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 October 2014 £	Movement in funds Incoming Expenditure resources		Balance at 30 September 2015 £
	£	£	£	£
Property fund	100,000	-	-	100,000
	<u>100,000</u>	<u>-</u>	<u>-</u>	<u>100,000</u>

The designated Property fund has been established by the trustees in anticipation of an acquisition of premises for the charity.

18 Analysis of net assets between funds

	General Fund £	Designated £	Restricted £	Total £
Fund balances at 30 September 2015 are represented by:				
Tangible fixed assets	10,017	-	6,351	16,368
Current assets	74,695	100,000	-	174,695
Creditors: amounts falling due within one year	(3,595)	-	-	(3,595)
	<u>81,117</u>	<u>100,000</u>	<u>6,351</u>	<u>187,468</u>