# THE LAURANDY CENTRE

# **DIRECTORS REPORT AND ACCOUNTS**

FOR THE YEAR ENDED

31 MARCH 2020

**CHARITY NUMBER SC000156** 

**COMPANY NUMBER SC371304** 



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# **Charity Information**

# **Charity Name**

The Laurandy Centre

# **Charity Number**

SC000156

# **Company Registration Number**

SC371304

# **Registered Office**

The Laurandy Centre Unit 33 Airport Industrial Estate Wick KW1 4QS

# **Directors**

W N Fernie L E Simpson P R C Macauslan M Ross

# **Independent Examiner**

James Cameron Chartered Accountant 7 Poles Road Dornoch IV25 3HP

# Bank

Royal Bank of Scotland 11 Olrig Street Thurso KW14 7BL

# Trustees' Annual Report for the year ended 31 March 2020

The Trustees present their Report and Accounts for the year ended 31 March 2020, which also comprises the Directors' Report required by the Companies Act 2006.

The charity is registered in Scotland with The Office of the Scottish Charity Regulator (OSCR).

# Structure, Governance and Management

The charity is constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The methods used to recruit and appoint new charity trustees are identified in the Memorandum and Articles of Association.

The company was registered as a charity on 5 July 1985 and became incorporated on 18 January 2010 as a company limited by guarantee. Trustees are also members of the management committee, the latter body being responsible for the day to day running of the company.

#### Reference and administrative details

The name of the charity is The Laurandy Centre. Its Charity Number is SC000156 and Company Number is SC371304.

The trustees who served as a trustee in the reporting period were as shown below:

W N Fernie L E Simpson P R C Macauslan M Ross

#### Objectives and activities of the Charity

The company has been formed to promote the relief of the elderly, the sick and the disabled within Wick and East Caithness in any manner which is now or hereafter deemed by law to be charitable but in particular by the provision of a day care centre.

# Trustees' Annual Report for the year ended 31 March 2020 (Cont.)

#### Achievements and Performance

#### Statistics for the 6 months ended 31 March 2020

Places: Available - 3120 Allocated - 2505 Occupied - 2106

Emergency Admissions - 9

Falls - 13

Left service - 11

New attendance - 6

The main reasons for non-occupancy are health and hospital admissions.

When Individuals leave the service this opens vacancies which are not filled immediately due to the time allocated for assessing referrals.

## Care Inspectorate

The Care Inspectorate inspection during March 2019 graded The Laurandy Centre at Grade 6 Excellent for Focus Area Care and Support and Grade 6 Excellent for Leadership and Management.

The Inspections are scheduled for every three years.

#### **Students**

The Laurandy Centre continues to offer placements to students attending UHI for caring and pre-nursing courses.

#### Training

Fire extinguisher use Sharps Awareness

Fire safety Awareness Social services and healthcare level 2

General Data Protection Regulations Stress in the Workplace

Hand Hygiene for care Caring for people with dementia module

Health and safety awareness

Legal Obligations as an employer

Manual Handling eLearning

Social services and healthcare level 4

Infection control Dementia Module
Legionella and Legionnaires awareness Working at Heights
Personal Protective Equipment Corona Virus Guidance

RIDDOR Covid 19

Risk Assessment Awareness

# **Holistic Support**

The Centre is flexible in the support on offer which can be varied and complex depending on the individual. This relates to matters at home as well as the centre and the support of families.

Day support also includes an activity programme designed for stimulation both physically and cognitively with the outcome of maintaining individual ability.

The group planning for the best outcomes continues each day to include a person centred approach. This involves accessing resources locally and also using local health support services within both statutory and third sector.

# Trustees' Annual Report for the year ended 31 March 2020 (Cont.)

## Achievements and Performance (Cont.)

#### Stakeholders

Health Care Staff support and work closely with the Centre Care Staff very successfully. The Centre is now a well-established community resource.

The recent survey presented to stakeholders has been positive and encouraging when comments were made about the professional and helpful support offered by the Centre staff.

District nurses, podiatry, GPs, Psychiatrists for Older Adults, mental health nurses, Sight and Hearing all attend the Centre as part of the care of individuals.

#### Networking

The Centre is a member of Scottish Care, Age Scotland, The Community Transport Association, The Third Sector Interface as well as local groups and is registered with the ICO under Data Protection. The Laurandy Centre has worked with many organisations for support and information for enhanced service delivery. Citation are now commissioned to provide Health and Safety as well as HR support to the Centre.

James Cameron CA, Cameron Consulting (Scotland) Ltd, is the Accountant for Laurandy Centre.

The Laurandy Centre provide statistics to NHS on aspects of service delivery to include:

- Spread sheet highlighting quarterly care charges for their future invoicing.
- Register of attendance by name and the days of attendance.
- Attendance report including reasons for non-attendance. Performed every four weeks.

#### **Improvements**

- a) Repairs to all external railings. Full replacements.
- b) The continuation of new windows. Another four installed.
- c) The new rest room has started with work being put on hold due to the current situation.
- d) The main office has decoration pending.
- e) The instalment of a container at the back of the building for storage has proved to have freed up the space needed for pending changes.

To maintain the flexibility around the activity planning and associated care needs the new car is proving to be beneficial in offering that alternative support away from the day centre. This is funded through the charity aspect of the business.

Those who have been able to access trips out have really enjoyed the opportunity. They have visited the archive at the Nucleus where they had access to very old John O Groat Journals and were made very welcome by the staff there. They have been able to identify familiar places and hold reminiscence discussions.

# Trustees' Annual Report for the year ended 31 March 2020 (Cont.)

#### Planning considerations

The need for social workers or mental health staff to be aware that one to one must be a request when referring individuals. This puts a noticeable strain on staffing resources as well as causing distress and confusion to individuals.

The Laurandy manager and senior team are considering ways forward with this and how the day centre can be flexible in accommodating additional needs and the costs involved.

The centre is a busy environment meeting a range of needs of the very frail who attend each day. Finite planning is essential to ensure that service delivery is a success. We must have appropriate information when accepting individuals for care.

## Future planning

The manager in training is continuing her study through Inverness College and showing enthusiasm and commitment to her new post.

The existing manager will reduce hours as required and will continue as an adviser when the time is appropriate but in the near future.

#### **Funding**

The community continue to support Laurandy Centre with various donations.

Many families forward funeral donations to us on a regular basis which is a very kind gesture at a particularly sad time.

Clubs and associations have also shown kindness in their support such as the Edinburgh Caithness Association.

Tesco continues to offer a place in their Wick store which has proven to be a very good fundraiser.

Fundraising by other organisations as planned sponsored activities are an excellent source of funding for the centre. The Lomond Platform as part of BP oil is planning a sponsored cycle in the near future.

#### **Activities**

Activities are robust and varied at the Centre. The planning involved is intense and staff record detailed feedback from those in attendance. This can be passed to families during the review process.

#### Financial Review & Reserves Policy

The financial position at the end of the year is total income of £334,766 (2019-£310,057) and total expenditure of £336,288 (2019 - £308,546) resulting in a deficit of £1,522 (2019 - surplus £,1,511) in the year.

Our Reserves Policy is to ensure we hold enough funds to cover at least 6 months unrestricted net expenditure. At the end of the year we had £119,212 (2019 - £121,287) in unrestricted reserves which comfortably complies with this policy.

The trustees therefore do not have any uncertainties about the charity's ability to continue as a going concern.

### Trustees' Annual Report for the year ended 31 March 2020 (Cont.)

# Statement of the Directors' and Trustees' Responsibilities

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and The Charities Accounts (Scotland) Regulations 2006 (as amended).

In particular, the Companies Act 2006 and charity law require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).
- select suitable accounting policies and 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 charity will continue in business;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The law requires that the trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for the

The Trustees are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the statutory responsibility of the Independent Examiner in relation to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no material inconsistencies with the figures disclosed in the financial statements.

# **Small company provisions**

The financial statements have been prepared implementing the FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015, (as amended by the Bulletin issued in February 2016), (The SORP), and in accordance with the Financial Reporting Standard 102, (effective 1st January 2016). 184 September 2020

This report was approved by the board of trustees on

William Fernie Chairperson

# Independent Examiner's Report To The Trustees of The Laurandy Centre

I report on the accounts for the year ended 31 March 2020 which are set out on pages 8 to 16. These financial statements have been prepared in accordance with the Financial Reporting Standards FRS102 (effective January 2016), under the historical cost convention and the accounting policies set out therein.

### Respective responsibilities of directors and independent examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms 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)(d) 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 statement

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 of the accounts for the year ended 31 March 2020 no matter has come to my attention

- 1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44 (1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations and,
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 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.

James Cameron

-Chartered Accountant

7 Poles Road

Dornoch

**IV25 3HP** 

Date: 30/9/2020

The Laurandy Centre
Statement of Financial Activities for the year ended 31 March 2020

	Unrestricted Funds		Restricted Funds	Total 2020	Total 2019	
	Note	£	£	£	£	
Income and endowments from:						
Donations and legacies	1	12,901	934	13,835	13,132	
Charitable activities for generating funds	2	1,378	44,529	45,907	44,810	
Charitable activities - grants	3	-,576	273,791	273,791	254,284	
Other trading activities	4	1,048	-	1,048	600	
Investment income	5	185	-	185	143	
Total income	_	15,512	319,254	334,766	312,969	
Expenditure on:						
Raising funds Charitable activities	6		331,137	221 127	204 272	
Other - support activities	7	-	5,151	331,137 5,151	304,373 4,173	
Other - support activities	,	-	3,131	3,131	4,173	
Total expenditure	_		336,288	336,288	308,546	
Net income/(expenditure) before gains a	ınd					
losses on investments		15,512	(17,034)	(1,522)	4,423	
Net gains/losses on investments		-	-	-	-	
Net income/(expenditure)	_	15,512	(17,034)	(1,522)	4,423	
Transfer between funds	13	(17,587)	17,587	-	-	
Net movement in funds		(2,075)	553	(1,522)	4,423	
Reconciliation of funds: Total funds brought forward	_	121,287	5,438	126,725	126,123	
Total Funds carried forward	_	119,212	5,991	125,203	130,546	

#### Balance Sheet as at 31 March 2020

	Note	2020	2019
	Note	2020 £	2019 £
Fixed Assets	9	æ.	T.
Freehold property		8,637	15,835
Fixtures & Fittings		10,207	6,338
		18,844	22,173
Current Assets			
Stock in hand	10	-	-
Debtors	11	5,809	1,107
Cash at bank		106,888	107,483
		112,697	108,590
Current Liabilities			
Trade creditors & accruals	12	6,338	4,038
Net Assets		125,203	126,725
Funds	13		
Restricted funds		5,991	5,438
Unrestricted funds		119,212	121,287
Total charity funds		125,203	126,725

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the Independent Examiner is on page 7.

The financial statements have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006, applicable to companies subject to the small companies regime.

Wh few William Fernie

Chairperson

Date: 18 09 20

# Notes forming part of the financial statements for the year ended 31 March 2020

#### **Accounting Policies**

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below. The charity is a public benefit entity.

#### **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 Standards applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities accounts (Scotland) Regulations 2006 (as amended). The financial statements have been prepared under the historical cost convention.

Assets and liabilities are initially recognised at historical cost or transaction valued unless otherwise stated.

#### Fund accounting

Funds are classified as either restricted, designated or unrestricted funds, defined as follows:

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Designated funds are a portion of the unrestricted funds which have been set aside for a particular purpose by the trustees.

Unrestricted funds are expendable at the discretion of the trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the trustees' discretion to apply the fund.

## **Incoming resources**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

All grants, donations and gifts are included within incoming resources under either unrestricted or restricted funds according to the terms under which the donation is made and when the amount can be quantified with reasonable certainty. Donations and gifts in kind are brought into the accounts at their market value to the charity.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Income from investments is included in the year in which it is receivable.

## Notes forming part of the financial statements for the year ended 31 March 2020

# **Accounting Policies (continued)**

#### Resources expended

Expenditure is recognised on an accruals basis as the liability is incurred.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life as follows:

Leasehold property

10% straight line

Fixtures & Fittings

25% reducing balance

#### **Government Grants**

Government grants in respect of capital expenditure are credited to a defined income account and are released to the statement of financial activities over the expected useful life of the relevant assets.

Grants of a revenue nature are credited to income so as to match them with the expenditure to which they relate.

The Laurandy Centre

Notes forming part of the financial statements for the year ended 31 March 2020

	<del></del>			
	Unrestricted	Restricted	Total	Total
	Funds	Funds	2020	2019
	£	£	£	£
1 - Donations and legacies				
General donations	12,901	934	13,835	13,132
	12,901	934	13,835	13,132
2 - Charitable activities for gener	ating funds			
Daily and care charges	-	41,617	41,617	37,608
Fuel Duty Rebate	-	2,884	2,884	5,768
Gift Aid	1,378	28	1,406	1,434
	1,378	44,529	45,907	44,810
3 - Charitable activities - grants				
NHS Contract	-	273,791	273,791	254,284
		273,791	273,791	254,284
4 - Income from other trading ac	tivities			
Income from fundraising events	1,048	-	1,048	600
	1,048		1,048	600
5 - Investment income				
Bank and deposit interest	185	-	185	143
	185		185	143

The Laurandy Centre

Notes forming part of the financial statements for the year ended 31 March 2020

	Unrestricted Funds	Restricted Funds	Total 2020 £	Total 2019 £
6 - Expenditure and Charitable ac		_	_	
Employee costs	-	247,064	247,064	235,274
NHS payments	-	20,060	20,060	-
Transport	-	8,377	8,377	3,036
Minibus lease	-	8,632	8,632	8,632
Rates & water charges	-	1,011	1,011	1,225
Insurance	-	610	610	2,551
Light & heat	-	6,553	6,553	7,795
Telephone, internet & IT	-	804	804	1,833
Postage & stationery	-	1,205	1,205	613
Advertising	-	1,876	1,876	251
Sundries	-	592	592	1,397
Day-care food and meals	-	1,870	1,870	1,733
Day-care healthcare	-	1,434	1,434	943
Cleaning	-	2,811	2,811	2,327
Social outings & activities	-	1,448	1,448	934
Staff training	-	3,381	3,381	2,801
Fees and subscriptions	-	2,785	2,785	2,217
Senior Citizens treat	-	409	409	449
Centre expenses	-	1,047	1,047	2,389
Repairs & renewals	-	7,939	7,939	18,077
Bank charges	-	628	628	585
Depreciation	-	10,601	10,601	9,311
	-	331,137	331,137	304,373
7 - Expenditure for other costs - St	upport costs			
Independent examination	-	1,140	1,140	1,210
Legal & professional fees	-	3,171	3,171	2,963
Accounting services		840	840	
	-	5,151	5,151	4,173
8 - Employees Employment costs:				
Wages & salaries	-	232,648	232,648	222,229
Social security costs	-	11,414	11,414	10,911
Employer's pension contribution	-	3,002	3,002	2,134
	-	247,064	247,064	235,274
Average number of staff employed			20	19

# Notes forming part of the financial statements for the year ended 31 March 2020

# 8 - Employees (Cont.)

No trustees or persons connected with them received any remuneration from the charity.

The key management personnel of the company include the directors and the Centre Manager. The total employee benefit of the key management personnel are £35,051 (2019: £37,000)

# 9 - Tangible Fixed Assets

	Leasehold Property	Fixtures & fittings	Total
	£	£	£
Cost			
As at 1 April 2019	71,980	49,790	121,770
Additions	-	7,272	7,272
Disposals	-	-	-
As at 31 March 2020	71,980	57,062	129,042
Depreciation			
As at 1 April 2019	56,145	43,452	99,597
Charge for year	7,198	3,403	10,601
On disposals	-	-	-
As at 31 March 2020	63,343	46,855	110,198
NBV at 31 March 2020	8,637	10,207	18,844
NBV at 31 March 2019	15,835	6,338	22,173

# 10 - Stocks

The accounting policy adopted in measuring the value of stocks was the lower of cost or net realisable value. The carrying value of stocks was £nil (2019 - £nil).

	2020	2019
	£	£
11 - Debtors		
Prepayments & accrued income	5,809	1,107
	5,809	1,107
12 - Creditors		
Trade creditors	222	-
Accruals & deferred income	6,116	1,140
Social security	-	2,898
	6,338	4,038

The Laurandy Centre

Notes forming part of the financial statements for the year ended 31 March 2020

13 - Movement in Funds	As at 1 April 19	Incoming Resources	Outgoing Resources	Transfers ]	As at 31 March 20
Unrestricted funds	£	£	£	£	£
General funds	121,287	15,512	-	(17,587)	119,212
	121,287	15,512		(17,587)	119,212
Restricted funds					
Day Care Activities	-	318,292	(335,879)	17,587	-
Senior Citizens Treat	5,438	962	(409)	-	5,991
	5,438	319,254	(336,288)	17,587	5,991
Total funds	126,725	334,766	(336,288)	<u>-</u>	125,203

# Purposes of Restricted Funds

Day Care Activities Fund is for the provision of daily activities for our users.

Senior Citizens Treat Fund is to provide an annual event for senior citizens in the area.

# Notes forming part of the financial statements for the year ended 31 March 2020

14 - Analysis of net assets between funds	Unrestricted Funds	Restricted Funds	Total
	£	£	£
Fixed assets	18,844	-	18,844
Current assets	100,368	12,329	112,697
Current liabilities	-	(6,338)	(6,338)
	119,212	5,991	125,203

# 15 Company limited by guarantee

The Laurandy Centre is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required, not exceeding £1, to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

#### 16 Directors' expenses

No directors were reimbursed for expenses incurred during the year (2019 - £nil).

# 17 Volunteers

The Laurandy Centre is fortunate in having a number of enthusiastic and hard working volunteers. The Trustees would like to record their thanks to all volunteers who dedicate a significant amount of time for no remuneration to the charity.

# **18 Related Party Transactions**

There were no related party transactions during the year or the prior year.

#### 19 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 2010. Accordingly, there is no taxation charge in these accounts.

#### 20 Control

The company is controlled by the Trustees.