

Company Registration Number: SC404466

Scottish Charity Number: SC042554

THE LARDER WEST LOTHIAN

(a company limited by guarantee)

TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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THE LARDER WEST LOTHIAN

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THE LARDER WEST LOTHIAN

CHARITY INFORMATION FOR THE YEAR ENDED 31 MARCH 2015

DIRECTORS:

Neil Gorman
Joyce Archibald
Margot Ferguson
Claire Grieve (resigned 6 August 2014)
Eileen McGuire (appointed 20 January 2015)
Joseph MacFarlane (resigned 20 January 2015)

REGISTERED OFFICE:

Unit 6 B2 Brewster Square
Brucefield Industrial Estate
Livingston
West Lothian
EH54 9BJ

MANAGER:

Angela Moohan

CHARITY NUMBER:

SC042554

COMPANY NUMBER:

SC404466

BANKERS:

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

INDEPENDENT EXAMINER:

Sarah Hollis, CA
Hollis Accounting Limited
3 Melville Crescent
Edinburgh
EH3 7HW

THE LARDER WEST LOTHIAN

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2015

The Trustees present their report and accounts for the year ended 31 March 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 memorandum and articles, the Companies Act 2006 and Statement of Recommended Practice, "Accounting and Reporting by Charities", (SORP 2005).

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee incorporated on 1 August 2011.

The company was established under a Memorandum of Association, which 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.

Recruitment and Appointment of Trustees

The Directors of the Company are also charity trustees for the purposes of charity law and are selected from those people with an interest in the activities of the company who have the appropriate skills and abilities.

The Trustees during the period under review are listed on the previous page and all served for the full period.

Organisational Structure

The Larder West Lothian has a Board of Trustees. The Trustees meet approximately once a quarter to consider relevant matters and the financial reports. The day to day operational management of the charity has been delegated to the Manager.

Trustee Induction and Training

New Trustees will be given information relating to the work of the company. In addition they will be advised to study various websites including those of the Charity Commission and the Office of the Scottish Charity Regulator to familiarise themselves with the role of a charity Trustee. A copy of the Memorandum and Articles of the Company are given to all new Trustees.

Risk Management

The Trustees continually assess the major risks to which the charity is exposed and review the systems to mitigate them.

OBJECTIVES AND ACTIVITIES

The charitable purposes of the Company are:

- to further the education and skills development of young people in West Lothian in an attempt to increase their chances of sustainable employment.
- to educate and raise awareness of the 'field to fork' approach to sustainable food system.
- to advance health and to advance the protection and improvement of the environment.
- to relieve poverty particularly among the residents of West Lothian.

THE LARDER WEST LOTHIAN

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015

ACHIEVEMENTS AND PERFORMANCE

The Larder continued to see successful growth in 2014/15 with income from sales growing by 123% from 2013/14 and income from funding rising substantially. The commitment from funders assures the directors that The Larder has strong governance, high evidence of need for services being delivered and a vision for realistic and balanced business growth.

The key achievement in 2014/15 was the move to our own premises for the first time along with the installation of our own bespoke cook school. This has enabled business growth from leisure cookery classes and contracts awarded by West Lothian Council to deliver employability services with great potential to secure more in the future.

The organisation has also performed well in both service delivery to meet out social aims and in leisure classes. Service delivery contracts continuously see young people who have disengaged from school securing 100% attendance record at The Larder and moving closer to the job market.

This year also seen the Larder developing partnerships with the following funders to support the development of the training employability services:

- The Robertson Trust
- The Jessica Trust
- Young Start
- West Lothian Council
- Arise West Lothian

The partnership with SCOTMID goes from strength to strength with continued support for a further 2 years being secured (15/16 and 16/17).

The Larder was also delighted to work in partnership with SCVO to deliver the Scottish Government's Community jobs Scotland project which provides employment opportunities for young people. In addition we welcomed the support of Napier University whilst we provided a placement for an undergraduate marketing student.

All of these partnerships and the financial support has allowed The Larder to flourish further and to see the fruits of our labour coming to fruition.

Training and employability development has been very successful with increased numbers of young people being referred through a number of avenues i.e. activity agreements and pilot programme. This work will continue next year through the introduction of a two year pilot programme funded by Young Start. Repeatedly The Larder works with young people that are excluded from school or have themselves disengaged from formal education and have negative experiences of formal education. The Larder has a positive impact on the young people that it works with as they turn their disengagement from education into a very high attendance record if not 100% with outcomes relating to personal developments, skills attainment and understanding employers' expectations. This success is as a result of effective and caring staff team along with an environment that allows for a more flexible form of learning.

PLANS FOR THE FUTURE

The Larder directors are clear that the future growth must come through securing service delivery contracts and increasing income from leisure cookery activities. The introduction of a private dining space will enable a range of new cooking and dining experiences to be developed and promoted to a wider range of customers.

The Larder will work with Queen Margaret College to complete a feasibility study on product development that will see the highest financial return to support our social aims and move closer to being a sustainable and self-sufficient social enterprise.

THE LARDER WEST LOTHIAN

TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2015

The key priorities for the coming year are to establish the cook school, and the private dining space as key tourist attractions in West Lothian. In addition we aim to extend the number of training programmes available through building partnerships with local employers and securing Employability Fund contracts.

The Board of Directors has been expanded to strengthen the organisation with the skills to move forward. As well as new directors advisors have been recruited to bring expertise in strategic development and hospitality.

The Larder is well placed to grow and build the leading social enterprise in West Lothian.

FINANCIAL REVIEW

The Financial Statements have been prepared in accordance with current statutory requirements. The results for the year and financial position of the company are as shown in the annexed accounts.

The unrestricted surplus for the year was £14,518 and closing unrestricted reserves was a balance of £14,981.

The Larder continues to work with SCVO to provide work opportunities through the community Jobs Scotland project.

The Larder has secured funds from West Lothian Council Voluntary Sector Development fund and First Port. These funds have enabled The Larder to develop the organisation including; governance, kids cookery classes and training and employability links across the county. The funding also supported the move to new premises and ongoing development.

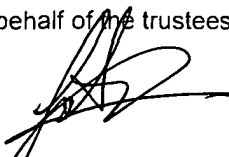
Through the running of cooking classes we raise funds to contribute towards the activities of the charity.

Reserves

The unrestricted fund represents the free reserves available to the charity to fulfil its primary objectives.

The Trustees are satisfied that the Charity is able to meet its liabilities as they fall due. The Trustees are actively promoting the Charity so as to hopefully continue to raise funds thus in the future the Charity can maintain at least 3 months worth of expenditure in free reserves.

On behalf of the trustees



Joyce Archibald
Trustee

Date: 17-12-15

THE LARDER WEST LOTHIAN

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2015

Company law requires the Trustees to prepare for each financial year financial statements which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of income over expenditure.

In preparing those financial statements, the Trustees should follow best practice and

- 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 Company will continue on that basis

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 have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the Company and to prevent fraud and other irregularities.

THE LARDER WEST LOTHIAN

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds £	Restricted Funds £	2015 Total £	2014 Total £
<u>Incoming resources</u>	3				
Incoming resources from generated funds					
Donations		-	-	-	-
Incoming resources from charitable activities					
Courses		8,931	-	8,931	3,755
Grants		30,000	48,206	78,206	31,851
Other incoming resources					
Interest received		23	-	23	-
Total income		38,954	48,206	87,160	35,606
<u>Resources expended</u>					
Charitable activities	4	22,485	42,846	65,331	27,327
Governance costs	5	778	-	778	790
Total resources expended		23,263	42,846	66,109	28,117
Net (outgoing)/incoming resources before transfers		15,691	5,360	21,051	7,489
Gross transfer between funds	6	(1,173)	1,173	-	-
Surplus /(deficit) for year		14,518	6,533	21,051	7,489
Fund balances brought forward		463	16,026	16,489	9,000
Fund balance carried forward		14,981	22,559	37,540	16,489

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

All activities of the Company relate to continuing operations.

The notes on pages 8 to 12 form part of these financial statements

THE LARDER WEST LOTHIAN**UNAUDITED BALANCE SHEET
AS AT 31 MARCH 2015**


	Notes	2015		2014	
		£	£	£	£
Fixed assets	8		25,373		-
Current assets					
Debtors	9		-		312
Cash at bank and in hand		35,502		20,506	
		<u>35,502</u>		<u>20,818</u>	
Creditors: Amounts falling due within one year	10	8,146		4,329	
Net current assets			27,356		16,489
Loan due after 1 year	11	15,189		-	
Net assets			<u>37,540</u>		<u>16,489</u>
Unrestricted Funds					
General Funds			14,981		463
Restricted Funds	12		22,559		16,026
			<u>37,540</u>		<u>16,489</u>

For the year ended 31 March 2015 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies and its members have not required the company to obtain an audit of its financial statements for the year in question in accordance with Section 476.

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

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

The financial statements on pages 6 to 12 were approved by the board of directors and authorised for issue on 17.02.15 and are signed on its behalf by:



 Joyce Archibald
 Trustee



 Neil Gorman
 Trustee

The notes on pages 8 to 12 form part of these financial statements

THE LARDER WEST LOTHIAN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, in accordance with applicable Accounting Standards, the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

Going Concern

The accounts have been prepared on a going concern basis. The Trustees have assessed the Charity's ability to continue as a going concern and have reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. There are funds currently available to meet all liabilities when they become due and if there are any changes in position the Trustees will make the necessary adjustments to service provision and staffing. Thus they continue to adopt the going concern basis of accounting in preparing these accounts.

Incoming resources

Income consists principally of grants and primary purpose trading and is included in the income and expenditure account as soon as it becomes due. For donations and other voluntary income, this will be when it is received.

In kind support

In kind support is recognised within these accounts on the basis of the invoiced cost of providing these services.

Resources expended

Resources expended are included in the Income and Expenditure Account and Statement of Financial Activities on an accruals basis.

Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets over their estimated useful lives. The following rates apply:

Equipment	20% straight line
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Funds

Funds held by the charity are either:

Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Restricted funds - these are funds which can only be used for particular restricted purposes within objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds have been set aside to be used for specific purposes as identified by the Trustees.

VAT

The Charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

2 TAXATION

The organisation is recognised as a charity by HM Revenue and Customs. Accordingly, no provision is made for taxation liabilities.

THE LARDER WEST LoTHIAN

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 MARCH 2015

3 INCOME

	2015			2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Donations	-	-	-	-
Courses: Kids in the kitchen	6,672	-	6,672	3,755
Adult courses	330	-	330	-
Birthday parties	925	-	925	-
Other	1,004	-	1,004	-
Grants from Community Job Scotland	-	3,776	3,776	1,851
Grants from First Port	-	10,000	10,000	10,000
Grants from West Lothian Council VSDF	-	-	-	20,000
Grants from Scotmid	30,000	-	30,000	-
Grants from Robertson Trust	-	17,000	17,000	-
Grants from Jessica Scotland Trust	-	8,200	8,200	-
HYPE	-	3,360	3,360	-
HEALTH IT	-	300	300	-
Event Grant	-	250	250	-
WLC Steps N2 Work	-	2,908	2,908	-
Arise WL	-	249	249	-
Graduate Internship	-	2,163	2,163	-
Bank Interest	23	-	23	-
	<u>38,954</u>	<u>48,206</u>	<u>87,160</u>	<u>35,606</u>

4 RESOURCES EXPENDED

	2015			2014
	Staff Costs	Other Costs	Total	Total
	£	£	£	£
Activities undertaken directly	30,233	33,488	63,721	26,615
Support costs	-	1,610	1,610	712
	<u>30,233</u>	<u>35,098</u>	<u>65,331</u>	<u>27,327</u>

5 Governance Costs

	2015	2014
	£	£
Independent Examiners Fee	450	498
Fees paid to Independent Examiner for accountancy services	208	232
Fees paid to Independent Examiner for payroll bureau services	120	60
	<u>778</u>	<u>790</u>

6 Trustees

During the year Trustees were reimbursed £nil (2014: £nil) in total for expenses they had paid for on the charities behalf.
Consultancy services were purchased from MacFarlane Hospitality during the year totalling £nil. (2014: £5,000). The owner of MacFarlane Hospitality is Joseph MacFarlane, Trustee.

THE LARDER WEST LOTHIAN
NOTES TO THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31 MARCH 2015

7 Staff

Number of Employees

The number of employees at the year end was:

	2015	2014
	Number	Number
Part time staff	<u>3</u>	<u>2</u>

Employment costs

	2015	2014
	£	£
Wages and salaries	30,182	6,089
Employer's National Insurance costs	51	513
	<u>30,233</u>	<u>6,602</u>

There were no employees whose annual emoluments were £60,000 or more.

8 Tangible Fixed Assets

Equipment

	£
Cost at 1 April 2014	-
Additions	31,716
At 31 March 2015	<u>31,716</u>
Accumulated Depreciation at 1 April 2014	-
Charge for year	6,343
At 31 March 2015	<u>6343.2</u>
Net Book Value	
At 1 April 2014	-
At 31 March 2015	<u>25,373</u>

9 Debtors

	2015	2014
	£	£
Rent deposit	-	312
	<u>-</u>	<u>312</u>

10 Creditors

	2015	2014
	£	£
Taxation and social security	1,559	1,958
Net wages	-	1,211
Other creditors	4,716	-
Accrued Independent Examiner Fee	660	500
Loan (payable within one year)	1,211	660
	<u>8,146</u>	<u>4,329</u>

11 Long Term Creditors

	2015	2014
	£	£
Loan (payable between two and five years)	15,189	-
	<u>15,189</u>	<u>-</u>

THE LARDER WEST LoTHIAN

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2015

12 Restricted Funds

Fund	Opening Balance £	Income £	Expenditure £	Transfers £	Closing Balance £
Graduate Internship	-	2,163	2,763	600	-
Arise WL	-	249	-	-	249
Event Grant	-	250	-	-	250
HEALTH IT	-	300	-	-	300
HYPE	-	3,360	-	-	3,360
Jessica Scotland Trust	-	8,200	5,250	-	2,950
Robertson Trust	-	17,000	5,946	-	11,054
First Port	4,427	10,000	15,000	573	-
West Lothian Council	11,599	2,908	11,755	-	2,752
Community Jobs Scotland	-	3,776	2,132	-	1,644
Total Restricted Funds	16,026	48,206	42,846	1,173	22,559

13 Restricted Funds (continued)

First Port - this a Social Entrepreneurs Fund award to fund the Manager's post who will facilitate the establishment and development of the cook school, growth in sales and embedding of employability and training provision.

West Lothian Council - this is funding towards professional fees under VSDF to support the establishment and development of the cook school, growth in sales and embedding of employability and training provision.

Community Jobs Scotland - this award was to employ a young person in a general administrative assistant role who will provide a supporting role with the establishment and development of the cook school, growth in sales and embedding of employability and training provision.

Robertson Trust – this award was partly to fund the kitchen renovation and partly to fund a training officer's post.

Grant Internship – funding was awarded to provide a graduate internship.

Jessica Scotland Trust and other grants were made for specific projects.

Transfers - Transfers between funds can only be made with the approval of the board of directors and must be in accordance with the terms of reference agreed with the donor organisation.

THE LARDER WEST LOTHIAN

NOTES TO THE FINANCIAL STATEMENTS (Continued) FOR THE YEAR ENDED 31 MARCH 2015

14 Analysis of Net Assets between funds

Fund	Unrestricted £	Restricted £	Total Funds £
Fixed Assets	25,373	-	25,373
Current Assets	12,943	22,559	35,502
Current Liabilities	-8,146	-	-8,146
Long term liabilities	-15,189	-	-15,189
Total	<u>14,981</u>	<u>22,559</u>	<u>37,540</u>

15 Operating Lease Commitments

At 31 March 2015 the company was committed to making the following payments under non-cancellable operating leases in the year ended 31 March 2016:

	2015 £	2014 £
Operating leases which expire:		
Less than one year	-	-
Between one and five years	12,167	-

THE LARDER WEST LOTHIAN

Independent Examiner's Report to the Trustees on the Unaudited Accounts of the Larder West Lothian

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 6 to 12.

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 Companies Act 2006, 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 and that an independent examination is needed.

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, 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 386 of the Companies Act 2006, 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 the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and 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.



Sarah Hollis
Chartered Accountant
Hollis Accounting Limited
3 Melville Crescent
EDINBURGH
EH3 7HW

Date: 22/12/15