

SC 183408

SUPPORT FOR ORDINARY LIVING

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE
YEAR ENDED**

31 March 2018

**(A Company limited by Guarantee)
Company No. SC 183408
Charity No. SC 027852**



SUPPORT FOR ORDINARY LIVING
Year ended 31 March 2018

CONTENTS

	Page
Report of the trustees	1
Independent auditor's report	10
Statement of Financial Activities (incorporating the Income and Expenditure Account)	13
Balance Sheet	14
Statement of Cash Flows	15
Notes to the Financial Statements	16

SUPPORT FOR ORDINARY LIVING**1****REPORT OF THE TRUSTEES****Year ended 31 March 2018**

The Board of Trustees presents its report and audited financial statements for the year ended 31st March 2018. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015).

Chair's report

The past year has been productive for SOL, if at times also extremely challenging for the Board and our hugely dedicated and hard working staff. The positives are there and we are proud to see the progress we have made as an organisation that has continued to work hard for the people we support. A great example of our staff's dedication was the fantastic way they coped with the snow storms and icy conditions in February and March, often battling on foot to reach folk isolated by the atrocious conditions. We know how much store we all place on our independence and just how big a challenge it can be for organisations like SOL to protect that ideal at a time of austerity, when we are often expected to do more with less. The converse argument is that at times in the past we have over supported at SOL, for example we have reduced the use of sleepover support for night time cover and for many whom we support this was the right thing to do, providing an opportunity for more independence and privacy.

During the year we made progress with the work of the People Group and the Staff Council. The dialogue between the Staff Council and the Board has been very positive throughout the year. We now have in place a service framework for us to self assess the quality of what we do. The Strategic Plan was refreshed and properly launched allowing us to measure progress against key work and performance indicators. We have looked in depth at our Health and Safety responsibilities and developed a much more coherent approach to risk assessment. We started to look at the structure of our teams and here we have made solid progress in redefining roles and responsibilities. There is much work still to do, but it is encouraging that the proposals have been favourably received by the People Team and Supported Living.

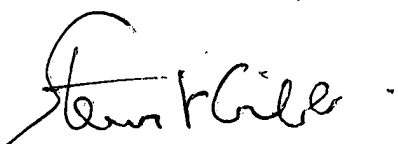
SOL Connect remains a critical part of 'what we do' and provides dedicated support through a technology enabled care link and responder service to many SOL customers. Increasingly the value of the service is now recognised within the social care sector as a result of which SOL Connect now has contracts and services with a range of providers including local authorities. Our challenge for SOL Connect is to grow the service sustainably so that the service can prosper to meet the potential of a growing and diverse customer base.

The Care Inspectorate inspection 2017 gave SOL credit for continuing to deliver consistently high quality services, with our score levels of 5 ('very good').

Finally a big thanks to all at SOL for keeping us on the front foot (even in the snow). The Board has worked closely with Donna and the Leadership team and staff teams on important projects with plenty of progress made.

More of the same for next year!

To find out more about us, visit our website at www.forliving.org.



Stewart Gibb
Chair

SUPPORT FOR ORDINARY LIVING

2

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (continued)****Reference and Administration Information**

Charity Name:	Support for Ordinary Living
Charity registration number:	SC 027852
Company registration number:	SC 183408
Registered Office :	58/60 Albert Street Motherwell ML1 1PR
Operational Address :	96 Kirk Road Wishaw ML2 7BL
Country of incorporation and registration :	Scotland

Trustees

The Trustees of Support for Ordinary Living during the year and since the year end were:

Stewart Gibb	Chair of Board
Marlyn Blair	Vice-Chair
Ian Turner	Resigned 18 September 2017
Ann Bowman	
Joyce Findlay	
Laraine Shields	
James Hoey	Resigned 21 April 2017
Marian DiNardo	
Philip Gorrell	
Ernest Turner	Appointed 18 September 2017

Key Management Personnel

Day to day management of Support for Ordinary Living is delegated by Trustees to the following who served during the year:

Donna Thompson	Director
Ashleigh Barbour-Niven	Head of Practice and Operations
Bernard Ruddy	Head of Business Support

Company Secretary

Bernard Ruddy

Auditor

BDO LLP
Citypoint
65 Haymarket Terrace
EDINBURGH
EH12 5HD

Bankers

Co-operative Bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

SUPPORT FOR ORDINARY LIVING

3

REPORT OF THE TRUSTEES

For the Year ended 31 March 2018 (*continued*)**Structure, Governance and Management**

Support for Ordinary Living is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Trustees

The trustees of the charitable company ("the charity") are its directors for the purposes of company law and throughout this report are collectively known as the trustees. The appointment, removal, power and duties of trustees are set out in the articles of association. Trustees are recruited from the following sources:

- Men and women whom the organisation works for;
- Relatives of men and women whom the organisation works for;
- People with professional knowledge and competence in areas related to the work of the organisation and/or the responsibilities carried out by Trustees;
- People who live in the localities served by the charity and have an interest in its work.

New trustees receive support and mentoring as required in the early stages of taking up the role as a member of the SOL Board of Trustees. A Director's Guide and accessible information are provided to ensure that new trustees are fully informed and up to date with the current work and governance issues of the Board.

Organisation

The SOL Board of Trustees is responsible for the governance of the organisation, including the setting of the organisation's strategic direction. The role of the Board of Trustees is to create the conditions that allow the Leadership Team and senior managers to manage the day-to-day work of SOL.

The strategic direction of SOL is maintained through the Leadership Team structure, which consists of the Director, the Head of Practice and Operations and the Head of Business Support. The latter two roles ensure strong focus on best practice in Self-Directed Support and business systems and processes respectively.

The structure of the Supported Living arm of the organisation has remained unchanged in this current year. This ensures that the Head of Practice and Operations has an experienced team of Practice Leaders, Co-Ordinators and Managers to deliver support to both the people we work for and their staff teams. Key areas include building and maintaining a person centred culture in SOL and a focus on staff deployment and rota management.

This structure is complimented and supported by the Business Support Team. Its role is to develop and deliver organisational processes and procedures that focus on empowerment and inclusion of the people we work for, thus ensuring optimum participation for each individual at all levels of the process.

SOL Connect continues to provide an alternative remote support option for people across Central Scotland. Demand for this service has continued to grow this year as people look for best value and support options that maximise empowerment and independence.

Related Parties

The Trustees of the charity receive no remuneration for fulfilling their role as trustees.

No expenses were reimbursed to the Trustees during the year.

SUPPORT FOR ORDINARY LIVING

4

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (*continued*)****Remuneration Policy for Senior Staff**

Details of the remuneration of key management personnel are disclosed in note 14 to the financial statements.

The pay of the senior staff is reviewed annually and increased normally in accordance with average earnings. In view of the nature of the charity, the trustees benchmark against pay levels in organisations of a similar size in the sector.

Risk Management

The trustees and management are responsible for the management of risks faced by SOL and have conducted a review of the major risks to which SOL is exposed and the systems established to mitigate those risks. We are satisfied that those systems are adequate to the level of risk.

The key risks identified by the organisation are as follows:

- Pressure on funding levels as a result of local authority spending cuts
- The latest ruling around payment of the Scottish Living Wage for every hour of work taken on by our staff
- Effect of a continuing low interest rate on bank deposits

We do recognise, however, that systems can only provide a reasonable but not absolute assurance that major risks are adequately managed and fire risk issues, health, and safety are subject, therefore, to a process of continual monitoring using our organisational risk register.

Employee involvement and employment of disabled persons

During the year, the Leadership Team has continued to engage with staff in a series of meetings about the challenges and realities facing the organisation. It is the intention to provide opportunities for regular dialogue with staff to seek their ideas and feedback via Staff Group Support sessions bi-annually. The staff council continues to assist the Leadership Team in this regard.

In recognition of the equal status of people with disabilities, SOL actively promotes and encourages the employment of people with disabilities who may apply for posts within the organisation and where a person with a disability can adequately meet the requirements of the job.

Where existing employees become disabled, it is the charity's policy, wherever practicable, to provide continuing employment under normal terms and conditions and to provide training and career development and promotion to disabled employees, wherever possible.

Objectives and Activities

The Company's principal objectives, as described in its Memorandum and Articles of Association, are "to promote the welfare of people in need of support to live at home, and in furtherance thereof, but not otherwise, to provide support, assistance and services for such people aimed at equality of treatment and opportunity with other people within the community including without prejudice to the foregoing generality by, assistance in planning, arranging and co-ordinating support and selecting and employing support staff; designing and providing support services including assistance with personal care, daily living and social activities; assisting in obtaining housing and related services, education, training and employment and specialised support such as counselling or appropriate health care".

SUPPORT FOR ORDINARY LIVING

5

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (*continued*)****Objectives and Activities (*continued*)**

SOL is operating as one of over thirty supported living providers in North Lanarkshire. We also work across South Lanarkshire, South Ayrshire and East Renfrewshire Councils to take forward their agenda of Personalisation, which seeks to shift the balance of power and control from organisations and professionals and build on the capacity of individuals to take greater control over their own lives and their individual budgets.

SOL is fully committed to the principles of Self-Directed Support and Personalisation, offering people just the right amount of support to live a life of their choosing that promotes their gifts and capacities in achieving their full life potential.

To ensure full choice and control for the people we work for, SOL continues to develop an Outcome Based Support Plan for each person we work for. This ensures that we capture important information about people and support them to achieve what is important for and to them, in achieving a good life. SOL Connect, SOL's technology enabled care service, continues to grow and to present the people we work for the opportunity to use their individual budget creatively by offering an alternative to paid support that promotes creativity, independence and best value at a level that suits every individual. SOL is a major employer across Lanarkshire, with a highly trained and well-motivated workforce that has built up considerable knowledge, experience and skills over many areas, as the organisation has grown. SOL has a reputation for retaining staff, many of whom have been on the journey with SOL since it was established in 1998. Our absence rate is testimony to this during 2017/18, running at around 4%, which is less than the norm for the sector.

Volunteers

The Directors of the Board give their time and expertise voluntarily. Their strategic Direction and Leadership is vital to the ongoing success, development and sustainability of the organisation.

Achievements and Performance

Significant activities and achievements have been undertaken within this year to contribute to the achievement of our objectives.

During a very busy year in 2017/2018, SOL continued to face a number of economic challenges, not least being the sustained and significant reduction in income from the local authority and the implementation of the Scottish Government's agenda to pay the Scottish Living Wage to social care staff for every hour worked.

SOL has continued to respond positively to this agenda by reviewing and making changes to the organisational structure and looking at creative ways of supporting people to achieve outcomes in line with the changing needs of existing and future customers. By adopting this approach, we have continued to meet the challenges of operating within ongoing local authority framework agreements and identifying areas of increased cost pressure which require appropriate funding. This year we have continued to invest significant resources in redesigning the way we provide support to individuals both during the day and for those who require direct support through the night.

Continuing to firmly focus on our employees again this year, the People Group, which is a sub-group of our Board Structure, continued to make significant progress on implementing the People Strategy for the organisation. This acknowledges the critical role that a motivated, skilled and capable workforce plays in every aspect of the work we do, and lays out the key actions and activities that need to take place over the next three years. By concentrating on creating stable and consistent teams for the people we work for, recruitment, attendance and retention have greatly improved in 2017/18. This was supported by our move to introduce new rules around the payment offered to staff for their first three days of absence.

SUPPORT FOR ORDINARY LIVING

6

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (*continued*)****Achievements and Performance (*continued*)**

The Quality Group also continued to drive the quality agenda by monitoring progress within Quality Assurance Framework, "How Good Is Our Third Sector Organisation" which is used currently within Scottish Education. It involves a self-assessment process to identify organisational strengths and areas for improvements across a number of domains, such as service delivery, using data to improve performance, governance etc. During 2017/18, the organisation has continued to make progress and the main area of improvement has been the development of a KPI Framework used within each department. This has driven up our standards and focused attention on the key tasks required around the people we support and staffing in particular. This standard has been recognised again this year by the Care Inspectorate when an unannounced visit awarded us 5 (very good) for Care and Support and 5 (very good) for Quality of staffing in August 2017; this has been maintained this year with the same scores being awarded in August 2018.

Having introduced a new information management system, Carista, during 2016/17, work has continued to implement this across the organisation. We have employed a project assistant to support this work which has significantly progressed its usage.

The Trustees and the Leadership Team held a Strategic review session identifying opportunities and threats that may impact on the organisation and looking at how we might grow from the opportunities. The Board also continued with the engagement sessions for staff by meeting quarterly with a number of employees throughout the year. We also carried out a skills analysis exercise for our Board recruitment exercise

We have developed and further tested our Business Continuity Plan this year to support the management of a number of key risk areas to SOL and how these can be mitigated.

SOL has continued to facilitate a number of Staff Group Support and Review events within the organisation, providing an opportunity to involve the workforce in the strategic direction of SOL, including this year evaluation of how the organisation is performing across a number of key areas.

We have continued to foster the development of the Staff Council this year, recruiting some new members from among our frontline staff. A key piece of work for the Staff Council this year was their engagement and guidance on the implementing the new rules around organisational sick pay.

Staff training and development has continued to be a priority throughout this year, with a particular focus on improving and consolidating attendance. We have employed a dedicated Training Manager to reinforce this as a priority in organisation.

Two of the senior Management Team have started to take forward their SVQ 4 in Health and Social Care.

Twelve managers also achieved a PDA in Supervision in Care.

SUPPORT FOR ORDINARY LIVING

7

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (*continued*)****Reserves Policy**

It is the policy of the organisation to maintain unrestricted funds, which have arisen from past operating results, at a level which amounts to approximately three months' operating costs (£1.40m). This would allow sufficient funds to enable the on-going work of the organisation to be maintained for the interim period.

The trustees acknowledge that the current free reserves at 31st March 2018 of £594,201 were less than this level, and are continuing to follow through on various initiatives to redress this, including ensuring that each service we provide is appropriately funded by the various local authorities.

The investment which the organisation has made in SOL Connect has seen a slowdown during 2017/18, but there is significant interest in the support it can deliver using technology and the trustees are confident that this will translate into increased revenues during 2018/19.

The trustees and the leadership team have also committed to seeking other sources of income, including grant funding and developing training programmes for other organisations. The trustees intend that the initiatives detailed above will enable the organisation's reserves to return to its desired level within three years.

Financial Review

The gross income for the year was £5,691,205 with expenditure of £5,633,774 resulting in a surplus of £57,431. This is dealt with as shown in the statement of financial activities.

The level of free reserves at 31st March 2018 was £594,201 and this represents approximately five weeks running costs.

Supported Living revenues have risen during the year by £105,334 reflecting our commitment to providing good quality and value for money support.

The contribution by SOL Connect has continued during the year and this trend has continued into 2018/19.

The repayment to Scottish Government was in respect of a grant to assist with staff training. Unfortunately it could not be utilised within the necessary time-frame due to various changes of personnel within the organisation.

The principal funding sources utilised by Support for Ordinary Living are those provided by North Lanarkshire Council for the care and support for men and women with learning disabilities. Similar funding from South Lanarkshire, South Ayrshire and East Renfrewshire is accessed to a significantly lesser extent.

SUPPORT FOR ORDINARY LIVING**8****REPORT OF THE TRUSTEES****For the Year ended 31 March 2018 (*continued*)****Plans for Future Periods**

The key aims and objectives of the Charity, as laid out in the three year Strategic Plan, are:

- To remain customer focused and customer driven.
- To assist people we work for to achieve the best quality of life and to ensure that their outcomes are met within their individual budget allocation.
- To continue to move towards self-directed teams with decision making closer to the customer.
- To continue to expand, develop and market SOL Connect to internal and external customers.
- To make our costs more accessible and transparent for existing and new customers.
- To increase efficiency through introducing new systems and processes.
- To continue to expand SOL's business model across other local authority areas.
- To continue to invest in learning and development internally to ensure all key staff complete their registration with the SSSC
- To maintain constructive dialogue with commissioning bodies to ensure contractual changes are dealt with constructively
- To maintain and improve the quality of everything we do through the Implementation of the Quality Assurance Framework.
- To implement the People Strategy.

Trustees' responsibilities

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

Company law and charity law requires the trustees to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law and charity law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK 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 charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006 and Charities and Trustee Investment (Scotland) Act 2005. 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.

SUPPORT FOR ORDINARY LIVING

9

REPORT OF THE TRUSTEES**For the Year ended 31 March 2018 (*continued*)****Statement as to Disclosure of Information to Auditor**

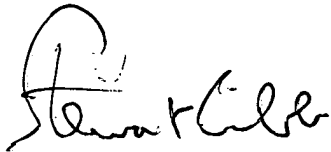
So far as the trustees are aware, there is no relevant audit information (as defined by Section 418(2) of the Companies Act 2006) of which the company's auditor is unaware, and each trustee has taken all the steps that he or she ought to have taken as a trustee in order to make himself or herself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

AUDITOR

A resolution for the reappointment of BDO LLP will be proposed at the forthcoming annual general meeting.

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

By order of the Trustees

A handwritten signature in black ink, appearing to read 'Stewart Gibb', written in a cursive style.

Stewart Gibb
Chairman
24th September 2018

SUPPORT FOR ORDINARY LIVING

10

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF SUPPORT FOR ORDINARY LIVING**Opinion**

We have audited the financial statements of Support for Ordinary Living ("the Charitable Company") for the year ended 31 March 2018 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charitable Company's affairs as at 31 March 2018 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charitable Company in accordance with the ethical requirements relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions related to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees' have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charitable Company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Report of the Trustees and Financial Statements, other than the financial statements and our auditors' report thereon. The other information comprises the Report of the Trustees. The Trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

SUPPORT FOR ORDINARY LIVING

11

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF SUPPORT FOR ORDINARY LIVING (*continued*)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees, which includes the Directors' Report prepared for the purposes of Company Law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Report of the Trustees report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charitable Company and its environment obtained in the course of the audit, we have not identified material misstatement in the Report of the Trustees.

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

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

Responsibilities of Trustees

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

SUPPORT FOR ORDINARY LIVING

12

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF SUPPORT FOR ORDINARY LIVING (*continued*)

In preparing the financial statements, the Trustees are responsible for assessing the Charitable Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the Charitable Company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located at the Financial Reporting Council's ("FRC's") website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

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



Barbara Southern (Senior Statutory Auditor)

For and on behalf of BDO LLP, statutory auditor

Edinburgh

 September 2018

BDO LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

SUPPORT FOR ORDINARY LIVING

13

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**For the Year ended 31 March 2018**

<u>SOFA</u>	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £
Income from :							
Charitable activities	3	5,704,977	(13,772)	5,691,205	5,519,146	13,900	5,533,046
Total Income		5,704,977	(13,772)	5,691,205	5,519,146	13,900	5,533,046
Expenditure on :							
Charitable activities	4	5,633,774	-	5,633,774	5,511,775	15,841	5,527,616
Total Expenditure		5,633,774	-	5,633,774	5,511,775	15,841	5,527,616
Net income/(expenditure) and net movement in funds for the year	7	71,203	(13,772)	57,431	7,371	(1,941)	5,430
Transfers between funds	12	13,079	(13,079)	-	-	-	-
Net income/(expenditure) after transfers		84,282	(26,851)	57,431	7,371	(1,941)	5,430
Reconciliation of funds							
Total funds brought forward		537,102	36,479	573,581	529,731	38,420	568,151
Total funds carried forward	12	621,384	9,628	631,012	537,102	36,479	573,581

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised in the current and prior year.

The notes on pages 16 to 24 form part of these financial statements.

SUPPORT FOR ORDINARY LIVING

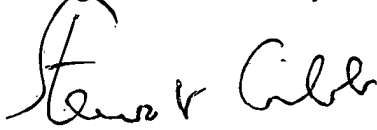
14

BALANCE SHEET
 As at 31 March 2018

	Note	2018 £	2017 £
FIXED ASSETS			
Tangible assets	8	<u>27,183</u>	<u>19,530</u>
CURRENT ASSETS			
Stock	9	27,109	26,746
Debtors	10	774,496	1,313,021
Bank and cash		<u>294,795</u>	<u>92,663</u>
		<u>1,096,400</u>	<u>1,432,430</u>
LIABILITIES			
Creditors falling due within one year	11	<u>(492,571)</u>	<u>(878,379)</u>
NET CURRENT ASSETS		<u>603,829</u>	<u>554,051</u>
TOTAL NET ASSETS		<u>631,012</u>	<u>573,581</u>
FUNDS			
	12		
Unrestricted General Fund		621,384	537,102
Restricted Fund		<u>9,628</u>	<u>36,479</u>
TOTAL CHARITY FUNDS		<u>631,012</u>	<u>573,581</u>

These accounts have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements were approved and authorised for issue by the trustees on 24th September 2018 and signed on their behalf by:



Stewart Gibb

Chairman

The notes on pages 16 to 24 form part of these financial statements.

SUPPORT FOR ORDINARY LIVING**15****STATEMENT OF CASH FLOWS****For year ending 31 March 2018**

	2018 £	2017 £
Cash flows from operating activities :		
<i>Net cash (used in) operating activities (note a)</i>	<u>222,913</u>	<u>(25,064)</u>
Cash flows from investing activities :		
Purchase of property, plant and equipment	(20,781)	(14,274)
<i>Net cash (used in) investing activities</i>	<u>(20,781)</u>	<u>(14,274)</u>
Change in cash and cash equivalents in the period	<u>202,132</u>	<u>(39,338)</u>
Cash and cash equivalents brought forward	92,663	132,001
Cash and cash equivalents carried forward (note b)	<u>294,795</u>	<u>92,663</u>

	2018 £	2017 £
<i>(a) Net income/(expenditure) for the reporting period (as per the statement of financial activities)</i>	57,431	5,430
Adjustments for :		
Depreciation charges	13,128	14,935
(Increase)/Decrease in stocks	(363)	3,287
Decrease/(Increase) in debtors	538,525	(156,518)
(Decrease)/Increase in creditors	(385,808)	107,802
<i>Net cash (used in) operating activities</i>	<u>222,913</u>	<u>(25,064)</u>

	2018 £	2017 £
<i>(b) Analysis of cash and cash equivalents</i>		
Cash in hand	293,424	91,299
Notice Deposits (less than 3 months)	1,371	1,364
Total cash and cash equivalents	<u>294,795</u>	<u>92,663</u>

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018

1 STATUS OF THE CHARITY

Support for Ordinary Living is a private company limited by guarantee, incorporated in Scotland, UK and registered under company number SC183408. It is recognised as a charity for tax purposes by HMRC and is registered with the Office of the Scottish Charity Regulator (OSCR) under charity number SC027852. The nature of its principal activities are set out on pages 4 and 5 of the Report of the Trustees. Details of the registered office are shown on page 2 of the Report of the Trustees.

2 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2015) applicable to charities preparing their accounts in accordance with Section 1 of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland, the Charities and Trustee Investment Scotland Act 2005 and associated regulations, and the Companies Act 2006.

Support for Ordinary Living meets the definition of a public benefit entity under FRS 102.

The functional currency of the financial statements is Great British Pounds. A level of rounding to the nearest Great British Pound has been applied in the preparation of these financial statements.

Going Concern

The financial statements have been prepared on a going concern basis. In considering the appropriateness of the going concern assumption, the trustees have taken into consideration the charity's cash flow forecasts and the charity's present level of funding. As such, the trustees are therefore confident that they have sufficient working capital and consider that adequate longer term funding will remain in place and consequently the charity will continue as a going concern. No adjustments have been made to the carrying value of both assets and liabilities, that might be required should the going concern basis be inappropriate.

Income

Charitable activities

Income from the provision of supported living services for individuals with learning difficulties is included in income in the period in which the support is provided.

Donations and grants

Income from donations and grants, including capital grants, is included in income when these are receivable, except as follows

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

2 ACCOUNTING POLICIES (continued)

Income (continued)

Donations and grants (continued)

- When donors impose conditions, which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in restricted funds when receivable.

Interest receivable

Interest is included when receivable by the charity.

Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Governance costs consist of audit fees, legal and other professional fees and are recognised on an accruals basis.

Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the income and expenditure account and statement of financial activities.

Stock

Stock is valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Pensions

The charity operates two defined contribution pension schemes. Contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the schemes.

Operating leases

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

2 ACCOUNTING POLICIES (continued)

All fixed assets are recorded at cost less depreciation. Fixed assets below £200 are not capitalised. Depreciation is provided to write off cost or valuation, less estimated residual values, of all tangible assets evenly over their expected useful lives.

Furniture and equipment	33% straight line
--------------------------------	--------------------------

Grants, including grants for the purchase and improvement of fixed assets, are recognised in full in the year in which they are received. Where grants are received specifically to provide for a fixed asset, the income is recognised in the SOFA in the year of receipt and an amount equal to the grant is transferred to funds, which is then reduced over the useful economic life in line with the depreciation charged.

Grants of a revenue nature are credited to income in the period to which they relate, with advance receipts being treated as deferred income and carried forward in the balance sheet.

Government grants are credited to income when the grant proceeds are received, provided that the terms of the grant do not impose future performance-related conditions.

Government grants that are received before the revenue recognition criteria are met are recognised as deferred income.

Fund accounting

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 that 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 note 12 to the financial statements.

Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

2 ACCOUNTING POLICIES (continued)

Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing the financial statements, the trustees have made the following judgements:

- Determine whether leases entered into by the charity as a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Determine whether there are indicators of impairment of the charity's tangible and intangible assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset.
- Determine whether any bad debt provision is required via review of trade debtors, with debts provided for on a specific basis.

3 INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
Activities income – direct income	5,476,903	-	5,476,903	5,371,569
Other income	228,074	-	228,074	147,574
Other funding	-	(13,772)	(13,772)	13,900
	5,704,977	(13,772)	5,691,205	5,533,043

Income arises solely from within the United Kingdom.

The £ 13,772 (2017 - £ NIL) represents a grant from the Scottish Government that was repaid post year-end. Notification was received in the year regarding repayment due to non-utilisation of funds in the required timeframe.

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

4 CHARITABLE ACTIVITIES EXPENDITURE

	Direct Support 2018 £	Other Projects 2018 £	Total Funds 2018 £	Total Funds 2017 £
Client service costs	4,660,833	-	4,660,833	4,586,013
Support costs	556,336	-	556,336	553,695
Property costs	134,113	-	134,113	92,891
Office and sundry	282,492	-	282,492	295,017
	<u>5,633,774</u>	<u>-</u>	<u>5,633,774</u>	<u>5,527,616</u>

Support costs include salaries of office based staff of £544,091 (2017 - £534,282) and are not allocated to other projects. They also include governance costs of £12,245 (2017- £19,413) that are not in relation to a specific project.

5 STAFF COSTS

The total emoluments paid to employees during the year were as follows:

	2018 £	2017 £
Wages and Salaries	4,685,561	4,618,483
Social Security Costs	379,944	367,001
Pension contributions	<u>36,818</u>	<u>33,209</u>
	<u>5,102,323</u>	<u>5,018,693</u>

No employee's emoluments (including taxable benefits in kind but not employer pension contributions) exceeded £60,000 (2017 - £ NIL).

The average number of employees during the year was as follows:

	2018 No.	2017 No.
Line managers and support staff	229	242
Other	<u>26</u>	<u>26</u>
	<u>255</u>	<u>268</u>

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

6 TRUSTEES' REMUNERATION

The trustees received no remuneration from the charity, in their capacity as trustees, in both this year and the prior year. No expenses were reimbursed to trustees in either year.

7 NET INCOME/(EXPENDITURE)

This is arrived at after charging:

	2018 £	2017 £
Depreciation of tangible assets	13,128	14,935
Audit fees	8,100	7,500
Stock recognised as an expense	26,238	15,922
Operating Lease Rentals	<u>50,338</u>	<u>43,066</u>

8 TANGIBLE FIXED ASSETS

	Furniture & equipment £
Cost:	
At 1 April 2017	126,477
Additions	<u>20,781</u>
At 31 March 2018	<u>147,258</u>
Depreciation:	
At 1 April 2017	106,947
Charge for year	<u>13,128</u>
At 31 March 2018	<u>120,075</u>
Net book value:	
At 31 March 2018	<u>27,183</u>
At 31 March 2017	<u>19,530</u>

9 STOCK

	2018 £	2017 £
Goods for resale	<u>27,109</u>	<u>26,746</u>

£ 26,238 (2017 - £ 15,922) of stock was recognised as an expense in the year.

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

10 DEBTORS

	2018 £	2017 £
Trade Debtors	664,645	1,213,607
Sundry Debtors and Accrued Income	62,943	70,534
Prepayments	<u>46,908</u>	<u>28,880</u>
	<u>774,496</u>	<u>1,313,021</u>

11 LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade creditors	43,946	50,573
Accruals and deferred income	328,844	689,132
Social security and other taxes	87,914	99,569
Pension	5,806	5,535
Other Creditors	<u>26,061</u>	<u>33,570</u>
	<u>492,571</u>	<u>878,379</u>

Deferred Income Movement

	2018 £	2017 £
Balance Brought Forward at 1 April	321,620	299,349
Released in The Year	(321,620)	(299,349)
Deferred in The Year	<u>88,260</u>	<u>321,620</u>
Balance Carried Forward at 31 March	<u>88,260</u>	<u>321,620</u>

The deferred income balance is support income billed in advance.

12 FUNDS

	General Fund (Unrestricted)	Grant Funding (Restricted)	Total Funds	General Fund (Unrestricted)	Grant Funding (Restricted)	Total Funds
	2018 £	2018 £	2018 £	2017 £	2017 £	2017 £
Balance at 1st April	537,102	36,479	573,581	529,731	38,420	568,151
Net income/(expenditure)	71,203	(13,772)	57,431	7,371	(1,941)	5,430
Transfers between funds	13,079	(13,079)	-	-	-	-
Balance at 31st March	<u>621,384</u>	<u>9,628</u>	<u>631,012</u>	<u>537,102</u>	<u>36,479</u>	<u>573,581</u>

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

12 FUNDS (Continued)

	Balance as at 1st April 2017	Net income/ (expenditure)	Transfers between funds	Balance as at 31st March 2018
<u>Restricted Funds</u>	£	£	£	£
NLC	13,079	-	(13,079)	-
Scottish Government	23,400	(13,772)	-	9,628
	<u>36,479</u>	<u>(13,772)</u>	<u>(13,079)</u>	<u>9,628</u>

The transfer of £ 13,079 between restricted and unrestricted funds represents costs capitalised during the year. These costs were incurred in accordance with the restriction placed upon the funds and, therefore, are transferred to unrestricted funds.

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	Total 2018 £	Fixed Assets £	Net Current Assets £	Total 2017 £
General Fund	27,183	594,201	621,384	19,530	517,572	537,102
Restricted Fund	-	9,628	9,628	-	36,479	36,479
	<u>27,183</u>	<u>603,829</u>	<u>631,012</u>	<u>19,530</u>	<u>554,051</u>	<u>573,581</u>

NOTES TO THE FINANCIAL STATEMENTS
For the Year ended 31 March 2018 (continued)

13 PENSIONS

The charity operates two defined contribution pension schemes. The assets of the schemes are held separately from those of the charity in independently administered funds.

The pension charge represents contributions payable by the charity to the funds and amounted to £36,818 (2017 - £33,209) in the year. Contributions amounting to £5,806 (2017 - £5,535) were payable to the funds at the year end and are included in creditors.

14 RELATED PARTY TRANSACTIONS

During the year, services were provided by SOL to a family member of one of the Board of Trustees. All services provided were as part of an arm's length transaction.

Key management personnel include the director and two heads of departments, as noted on page 2, who together have responsibility for the day to day management of the charity. The total compensation paid during the year to key management personnel including employer's national insurance and pension contributions was £133,150 (2017 - £132,472).

15 OPERATING LEASE RENTALS

At 31 March 2018 the charity had total commitments under non-cancellable operating leases as follows:

Expiry date:	2018	2017
	£	£
Less than one year	27,177	43,512
More than one year and less than five years	19,468	133,334
More than five years	-	82,000
Total	<u>46,645</u>	<u>258,846</u>