

Registered Company No SC190521

Registered Charity No SCO28909

**ROSEMOUNT LIFELONG LEARNING**  
**(A company limited by guarantee)**  
**REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2007**



**ROSEMOUNT LIFELONG LEARNING**

**(A company limited by guarantee)**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2007**

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## **ROSEMOUNT LIFELONG LEARNING**

**(A company limited by guarantee)**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

**Charity name** Rosemount Lifelong Learning

**Registered office  
and operational address** 221 Millburn Street, Glasgow G21 2HL

**Charity registration number** SC190521

**Company registration number** SCO28909

#### **Trustees**

Elizabeth Wilson	Chairperson
Francine Bucumi	Vice Chairperson
Mary MacKay	Treasurer
Harry Agyako	
Kirstie Birr	
Arlene England	
Therese Kankindi	
Dionne Keys	
Rita Kirkpatrick	
Liz McIlroy	
Winnie Nixon	
Frank Quinn	
Sam Watts	
Christina Young	
Patricia Bain	Appointed director
David Coyne	Appointed director
Ann McDonald	Appointed director

**Company Secretary** Fiona Forsyth

#### **Senior Management team:**

Project Manager	Fiona Forsyth
Finance Manager	Lorraine Duffin (until 31 May 2007)
Childcare Manager	Angela Cameron
Depute Childcare Manager	Geraldine O'Brien
Information, Support and Guidance Co-ordinator	Joan McManus
Flexicentre Co-ordinator	Cath McGee
Childcare Works manager	Heather Murray

**Auditors** Wylie and Bisset  
168 Bath Street  
Glasgow  
G2 4TP

**Bankers** Royal Bank of Scotland  
Glasgow Parkhead Branch  
1304 Duke Street  
Glasgow  
G31 5PZ

## **ROSEMOUNT LIFELONG LEARNING**

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### **Report of the Trustees for the year ended 31 March 2007**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2007. The legal and administrative information on page one forms part of this report.

### **Directors and Trustees**

The directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees who served during the year and since the year end were as follows:

Elizabeth Wilson (Chairperson), Francine Bucumi (Vice Chairperson), Mary MacKay (Treasurer), Harry Agyako, Patricia Bain, Kirstie Birr, David Coyne, Arlene England, Therese Kankindi, Dionne Keys, Rita Kirkpatrick, Ann McDonald, Liz McIlroy, Winnie Nixon, Frank Quinn, Sam Watts, Christina Young. Catherine McLaughlin served on the Board until the AGM on 6 March 2006. Harry Agyako, Kirstie Birr and Sam Watts were elected to the Board on 5 March 2007. Patricia Bain was re-appointed and David Coyne and Ann McDonald were appointed on 5 March 2007.

### **Structure, governance and management**

#### Governing document

The organisation is a company limited by guarantee, incorporated on 14 October 1998 and registered as a charity with the Inland Revenue 28 October 1998. The company was established under a Memorandum and Articles 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 under the company's Articles are known as Member Directors. Under the requirements of the Memorandum and Articles of Association the Member Directors are elected at an Annual General Meeting from members of Rosemount Lifelong Learning. Membership is open to residents of Glasgow. At each Annual General Meeting, the two Member Directors who have been longest appointed stand down and may then put themselves forward for re-election. Non members may be appointed as Appointed Directors. All Appointed Directors must stand down at each Annual General Meeting, but may then be re-appointed. The Appointed Director is a representative from a local economic development agency.

The Member Directors are local people who have benefited from childcare and training at the centre and who have an excellent understanding of the issues facing local families as well as the organisation's operational issues. The Board of Directors meet bi monthly, with support from a sign language interpreter and a crèche for directors' children.

#### Trustee induction and training

As current or former services users, most Trustees are already familiar with the practical work of the charity. All Trustees receive an information pack which includes the policies and procedures of the organisation including its mission and aims, the resourcing and the current financial position as set out in the latest audited accounts and Strategic plan, and the findings of external evaluations. Training events are provided for Trustees explaining the rights and responsibilities of Directors. More specialised training is provided for Directors who are Office Bearers.

## **ROSEMOUNT LIFELONG LEARNING**

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### **Report of the Trustees for the year ended 31 March 2007**

#### **Risk management**

The Board of Directors have recently approved a Business plan for 2007 – 2010, which examines external risks to funding and identifies potential strategies for diversifying income. In future, this plan will be updated yearly with involvement of Managers and members of the board of Directors. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the organisation. All staff and volunteers who work with children or vulnerable adults are subject to Disclosure Scotland checks. Quality is also assured by the Care Commission, HM inspectors and the Scottish Qualifications Authority.

#### **Organisational structure**

The 17 members of Rosemount Lifelong Learning's Board of Directors meet bi monthly. The Company Secretary and Project Manager also attend the meetings, but have no voting rights. The Personnel and Finance sub committees of the Board of Directors meet to discuss specific operational issues as required.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Project Manager along with the Finance Manager and other members of the management team. The Project Manager is responsible for ensuring the charity delivers the services specified and the key performance indicators are met. The Finance Manager left the organisation on 31 May 2007 and a new Finance Manager has been appointed who will take up the post on 27 August 2007. The Managers are responsible for the day to day operational management of services, individual supervision of the staff team and also ensuring the team continue to develop their skills and working practices in line with good practice.

#### **Related parties**

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policies and strategies, including Childcare, Adult Literacy and Numeracy, lifelong learning, Glasgow Community Plan, Working for Families, Equal Access to Employment, Glasgow City Strategy and the Scottish Refugee Integration plan. Managers, staff and Directors participate in specialised networks related to these policy areas.

#### **Objectives and activities**

The company's objects and principal activities are to

- Benefit the inhabitants of Glasgow by improving their life conditions
- Advance education, particularly among lone parents and the long term unemployed
- Provide skills training, particularly where this will help people obtain employment

Rosemount Lifelong Learning's mission is 'to reduce poverty by providing high quality childcare and increasing lifelong learning opportunities in an approachable and supportive community setting'

The objectives are to

- Improve access to education that allows adults and children to realise their full potential
- Increase potential for employment and career progression
- Create a healthier and more confident community
- Remove barriers to participation, and encourage integration of all individuals by increasing the accessibility of services and support in a family friendly environment

## **ROSEMOUNT LIFELONG LEARNING**

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### **Report of the Trustees for the year ended 31 March 2007**

The strategies employed to assist the charity to meet these objectives include

- developing and delivering a range of children's and family services, lifelong learning activities and guidance services
- providing a holistic approach which fully meets the needs of each service user
- responding to the changing needs of the local community, working in partnership with other organisations
- undertaking research into the causes of poverty and barriers to employment

### **Achievements and Performance**

The main charitable activities are the provision of nursery, afterschool care, respite childcare, guidance, vocational training, volunteering support services and family support, at our premises in the Millburn Centre, and provision of lifelong learning, literacy and crèche services from the Rosemount Flexicentre

#### **Millburn Centre**

Rosemount Lifelong Learning operates from the Millburn Centre, an old primary school which was redeveloped for community use by the Rosemount Development Trust in 1992. From the Millburn Centre, we offer a unique balance of childcare, education, guidance and family support aimed especially at mothers who have been away from education for many years. The services are designed for women who are isolated with low self esteem, and who may be disadvantaged in other ways such as poor mental or physical health. Many women are attracted to return to education secure in the knowledge their children are also benefiting from attending the high quality childcare in the same premises. Because Rosemount has been running English language classes with childcare for 16 years, the centre has attracted and involved many asylum seeker families who have moved into local communities since 2000. Three quarters of service users at the Millburn Centre self refer as a result of word of mouth recommendation, although we are seeking to increase referrals from social workers, health visitors and the Job Centre. Many people originally engage with services such as Literacy or English classes at the Flexicentre, and move on to the more intensive classes at the Millburn Centre. After completing pre-vocational courses, many use the Flexicentre to maintain their computing or other skills, even after going on to college or work.

446 adults used services at the Millburn Centre in 2006/7, of whom 33% were from Black or ethnic minority backgrounds, 12% were men and 88% women.

The following results were achieved

#### **Childcare**

Rosemount provided 38 nursery places, which were used by 103 children, enabling 33 mothers to attend courses at Rosemount, seven to attend local colleges, 46 parents to sustain employment and two to take up voluntary work. Respite places were provided for 14 children from nine asylum seeker families with health problems. The childcare service includes provision of nutritious and culturally appropriate meals and snacks, prepared by the Rosemount cook. The nursery received an excellent Care Commission report which acknowledged the skills of the childcare staff and management.

51 children aged five to 12 years attended the afterschool care or holiday care, allowing 45 parents to sustain employment and 12 to attend college. The service includes a minibus and a driver, who picks up children from four local schools and takes children on outings.

**Family support work** was developed in partnership with local agencies including an Emotional Literacy course, run by Royston Youth Stress centre, 'Fab Pad' groups run by Impact Arts and a cookery class run by North Glasgow Community Food Initiative. The groups were run with catering and crèche support from Rosemount.

## **ROSEMOUNT LIFELONG LEARNING**

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### **Report of the Trustees for the year ended 31 March 2007**

#### **Information, Support and Guidance**

235 people used the guidance service for information and support on a very wide range of issues including health, isolation, childcare, debt, benefits problems, domestic violence, crime, children's behaviour, bullying at work, applications for college or employment, study skills. 80% of the Guidance service users were parents, 16% were in employment, 31% were from Black or ethnic minority backgrounds and 9% were men. Many had health problems, including 11% with addictions.

13 men attended a Men's Group, which was set up by the Men's Development Worker, a new part time post within the Guidance team. Through activities and discussion, the group promotes health, improved confidence and employability.

Guidance staff encourage and support service users to set goals and find appropriate activities within Rosemount or at other local agencies such as the Royston Stress Centre. More specialised information has been provided in weekly surgeries by the Maryhill Citizens Advice Bureau, the East End Advice agency and Positive Action in Housing.

An HNC Pilot project was developed in partnership with Glasgow City Council and Job Centre Plus, following research at Rosemount which examined the barriers faced by mothers wishing to access Higher Education but who were deterred by fears about debt and student loans. Through support provided by this project, 22 lone parents were able to stay on benefits while they studied full time HNC courses, with their childcare costs being met. 16 parents completed the courses, and 14 gained HNC qualifications. 12 are now in work and three have continued in full time study.

#### **Vocational training courses**

86 people attended courses in Computing, European Computer Driving Licence (ECDL), Health and Care or English for Speakers of Other Languages (ESOL) between April 2006 and March 2007. This figure includes outreach Computing classes which were delivered to 19 women at the YWCA and North West Women's centre. Of the 47 women who attended vocational training courses which finished in June 2006, 42 (89%) achieved accredited qualifications.

The Computing and Health and Care courses included a varied programme of Personal and Social Development, help with literacy, numeracy and communications, a 4-6 week work placement with a local employer and a residential week at an outdoor centre. The ESOL course included computing and orientation, and a weekend residential. 27 women attended an ESOL Literacy service for women who are learning English despite literacy difficulties due to not having attended school as a child. This service is delivered on an individual basis and in small groups by two Rosemount staff supported by volunteers.

In March 2006, a team of four staff was recruited to deliver the Childcare Works programme for the North Glasgow area, to provide employment and accredited training for 15 unemployed people who want to become childcare workers. Volunteering opportunities and training in childcare are provided for people who are working part time or who are unable to come off benefits. By March 2007, 30 people were participating in the programme, working at ten local nurseries.

#### **Volunteering**

96 volunteers were placed by the Volunteer Development Worker, including placements at Rosemount in childcare, administration, website maintenance, literacy and ESOL support, classroom support, marketing, research and recycling. Rosemount service users were also placed as volunteers with other local agencies. Just under half of the volunteers were parents, and 22 were able to participate as a consequence of using Rosemount childcare. Volunteering is a very useful way of combating isolation and maintaining or improving skills, for example for a woman who has gained a qualification but who is currently unable to work due to caring responsibilities or asylum status.

Several volunteers have gone on to take up well paid employment after gaining skills as volunteers at Rosemount.

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Report of the Trustees for the year ended 31 March 2007

### Case study

*Maureen was an asylum seeker with a young child aged 4. When she arrived in Royston she did not know anyone, was suffering from depression, lacking in confidence and feeling very isolated.*

*She was initially referred to Rosemount in December 2003 through her Health Visitor. Her Health Visitor suggested Rosemount as a place to meet people, speak to guidance staff and consider educational courses.*

*Maureen met regularly with guidance staff, and then with the volunteer development worker who suggested that, as she had very good IT skills, she may be interested maintaining Rosemount's website. Maureen went on to completely re-vamp it.*

*Maureen's young child went to school during the day so she was able to come into Rosemount quite frequently. She soon got to know all the staff, made new friends, got involved in the community and really started to grow in confidence. She completed an ECDL course at Rosemount which she passed ahead of the time allocated – and she was able to access the childcare within Rosemount while she was participating in the course. She completed a six week placement as part of her course, at the end of which the organisation wanted to employ her. Unfortunately Maureen could not accept the offer as she did not have permission to work.*

*Maureen carried on volunteering at Rosemount until August 2004 at which point she was finally granted refugee status. Maureen moved from the area to live near relatives in England, within a month of moving she got a well paid job in IT and is now financially independent.*

Case study from 'Evaluation of Rosemount Lifelong Learning 2003-2005', David Coyne and Julia Abel, February 2006

### Rosemount Flexicentre

The Rosemount Flexicentre is a friendly, non formal learning centre in the heart of the Royston community where adults can study a range of informal or accredited programmes at their own pace and at a time that is convenient to them. The long opening hours, crèche and barrier free access make the centre attractive and accessible to a wide range of learners. The Flexicentre promotes integration and social inclusion by providing opportunities for unemployed people and people who are in work, for all residents including asylum seekers, refugees and foreign students, for men and women, adults and children and for local community groups.

640 learners attended the Rosemount Flexicentre, of whom 54% were from Black or ethnic minority backgrounds, 30% were men and 70% women, 43% were parents and 29% were in employment.

### Lifelong Learning

In 2006/7, classes included First Aid, Driving Theory test, Sign Language, Nail technician, Computers for the Terrified, Web Design, ECDL, Digital Imaging, Introduction to Counselling, English for Speakers of Other Languages (at four levels), Communications, Introduction to Forensic Psychology, Family History, Yoga, Tai Chi and a Walking Group. Learners also undertook self directed learning using on line materials or CD roms for a wide range of subjects.

12 people attended the RING group (Royston Integrated Neighbours Group) which explicitly promotes integration.

The Literacy and Numeracy Service supported 62 adults at the Flexicentre and another 33 at the Millburn Centre. Reasons for attending the literacy service included seeking help with reading, spelling, writing, numbers, form filling, college work and children's homework.



## ROSEMOUNT LIFELONG LEARNING

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### Report of the Trustees for the year ended 31 March 2007

312 children aged six months to 14 years attended the Rosemount Flexicentre **crèche** 58% of the children were from black or minority ethnic backgrounds, many of the pre five children had no other experience of education or childcare 120 parents made use of the service, in order to access English classes, use computers, email and internet, attend adult education and leisure classes, receive help with literacy or to take up volunteering opportunities A summer programme for children included 'Zoo lab' and art work. In addition, 20 children have attended a Homework club, which has been run by the Literacy staff and volunteers

### Outcomes

124 adults achieved qualifications, 55 people moved into Further or Higher Education or vocational training, 56 took up employment and 5 improved their employment position

#### **Case study**

*Carol was referred to Rosemount by staff at Glasgow North Limited, who recognised that she had needs that they were unable to meet Carol had a very young child, and had a poor work record and had no formal qualifications since she had stopped attending school when she was fifteen*

*After some initial meetings with staff at Rosemount she enrolled on the Social Care course and her child was placed in the nursery Carol suffered from very low self esteem and depression, and the fact that her baby was in the same building as the course she was studying was absolutely critical to her being able to continue studying*

*In addition, the teaching style was ideal for someone with very little formal education, as the small class size and support from classmates meant that she felt included and supported throughout*

*Carol's confidence increased greatly with the support of the teaching and guidance staff and even when transport difficulties meant she had to walk several miles each day with a pram, she continued to attend the course*

*She did a work placement in St Kevin's Special Needs School and during this placement she grew in confidence further and her attitude to her future changed She had found the experience of working with children very rewarding and decided this was the area of work she wanted to go into*

*On completion of the course she applied to do volunteer work through Rosemount She was placed as a Classroom assistant Carol was there from April 2004 until June 2004, and this gave her 'hands on experience' as she wanted to study Access to Primary Teaching*

*Carol completed the Access course and decided she would prefer to go into Social Work, working with children She is now in her second year at Glasgow Caledonian University doing a degree in Social Work Her child is now at school and attends afterschool care in the area where they live*

Case study from 'Evaluation of Rosemount Lifelong Learning 2003 2005', David Coyne and Julia Abel, February 2006

## **ROSEMOUNT LIFELONG LEARNING**

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**Report of the Trustees for the year ended 31 March 2007**

### **Financial Review**

Against the backdrop of limited resources and insecurities over funding, it has continued to be difficult to plan or develop services. Nevertheless the charity, with the aid of sound financial management and support of both its staff and volunteers, generated a very positive financial outcome for the period with a net increase in general funds of £24,389.

### **Principal funding sources**

Income is generated from fees for the nursery and afterschool care services, for crèches for adult education classes, and for delivering the pre school and ante pre school curriculum within the nursery. A small amount is raised through fundraising by staff, volunteers and parents. The bulk of the charity's income, however, comes from a number of grants and contract income. The main source of Voluntary income is from Glasgow City Council's Social Inclusion Budget.

European Social Fund is a major source of funding for the pre vocational courses, match funding comes from the Social Inclusion Budget grant. As a 'branded' learning centre, we also received a grant from Learndirect Scotland. We are contracted to deliver Childcare Works by Childcare Works Ltd, the project is funded via European Social Fund and Training for Work. The Guidance Service is funded primarily by the Working for Families Fund, with one post funded by the Community Regeneration Fund from Glasgow Community Planning Partnership. Greater Glasgow Health Board funds the post of Work Development Network Co-ordinator, to support people in North Glasgow with mental health problems to gain or sustain employment.

The nursery is funded by fees and European Social Fund, and the Afterschool care service is funded by fees and a grant from the New Opportunities Fund. The respite childcare places are funded by the former 'Integration Resources for Communities receiving Asylum Seekers', now administered by the Community Planning Partnership, and by a grant from Save the Children Fund. Equal, a European Community Initiative led by North Lanarkshire Council, funded a 'Health and Employment Links for Parents' post, a strategic post within the management team which has led to the development of a proposal for a Family Development service, in partnerships with health and social work services.

The Flexicentre was funded by the Esmée Fairbairn Foundation, Glasgow City Council Adult Literacy and Numeracy Action Plan, the European Regional Development Fund and Learndirect Scotland. The Flexicentre creche is funded by Glasgow City Council Childcare Strategy and by the Scottish Refugee Integration Fund.

### **Investment Policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment.

### **Reserves policy**

The Board of directors has examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between three and six months of the expenditure. Budgeted expenditure for 2007/8 is £1,555,249 and therefore the target is £400,000 to £800,000 in general funds. The reserves are needed to meet the working capital requirements of the charity and the Board of Directors are confident that at this level they would be able to continue the current level of activities in the event of a significant drop in funding. The present level of reserves of £169,906 therefore falls significantly short of this target level. Although the strategy is to continue to build reserves through planned operating surpluses, the Board of Directors is fully aware that it is unlikely that the target can be reached for at least ten years. In the short term the Board has considered the extent to which existing activities and expenditure could be curtailed should such circumstances arise.

## **ROSEMOUNT LIFELONG LEARNING**

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**Report of the Trustees for the year ended 31 March 2007**

### **Plans for Future periods**

The most significant threat facing the charity is the decline in European structural funds post 2007. As a consequence, we plan to stop running pre vocational courses after December 2007, and to develop a Family Development service for vulnerable families with a team of four staff who will provide therapeutic support for children and parents. Funding has been secured from the Community Regeneration Fund for one post and applications are outstanding for the other posts. We have submitted a Big Lottery application for development of a programme of personal development support for parents who are disadvantaged and at some distance from the labour market. The planned reduction in ESF funded courses has released nursery places which are being available for children from vulnerable families, complementing the support for parents. Some funding has been secured to cover the cost of providing free nursery places for vulnerable families, but the funding is insecure and other sources are being sought.

Although the Flexicentre is widely recognised as a leader in the field of adult education and literacy, its funding is not secure as the majority of the various funding streams are only in place until 2008. However, a service level agreement is being agreed with Glasgow North Regeneration Agency for the delivery of services at the Flexicentre. Applications have been submitted to two charitable trusts and an application for European Social Fund will be made to the 2007 –13 Lowland and Upland Scotland Programme. Funding has been secured from three charitable trusts to enable an expansion of the Literacy and Numeracy service to meet demand and to recruit, train and support additional volunteer literacy tutors.

## **ROSEMOUNT LIFELONG LEARNING**

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**Report of the Trustees for the year ended 31 March 2007**

### **Trustees' Responsibilities**

The Charity's trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the Balance Sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005). The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Statement to Auditors**

In accordance with company law, as the company's directors, we certify that

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information

### **Auditors**

A resolution will be proposed at the Annual General Meeting that Wylie & Bisset be reappointed as auditors to the charity for the ensuing year

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities

Approved by the Trustees and signed on their behalf by



Name Elizabeth Wilson

Date 6 August 2007

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ROSEMOUNT LIFELONG LEARNING

## FOR THE YEAR ENDED 31 MARCH 2007

We have audited the financial statements set out on pages 12 to 23 which comprise the statement of financial activities, balance sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out on pages 14 and 15.

This report is made solely to the company's members, as a body. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditors' 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 charity and the members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As described in the Statement of Trustees' Responsibilities the charity's trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Trustees' Report is consistent with the financial statements, if the charity has not kept proper accounting records, or if we have not received all the information and explanations we require for our audit.

We read other information contained in the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK & Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, of the state of the charity's affairs as at 31 March 2007 and of its incoming resources including, in its income and expenditure, the deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985,
- the information given in the Trustees' Report is consistent with the financial statements.



WYLIE & BISSET  
**Chartered Accountants**  
**Registered Auditors**

168 Bath Street  
Glasgow  
G2 4TP

6 August 2007

# ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

## STATEMENT OF FINANCIAL ACTIVITIES

(including Income and Expenditure Account)

FOR THE YEAR ENDING 31 MARCH 2007

	Notes	Unrestricted £	Restricted £	2007 Total £	2006 Total £
<b>Incoming Resources</b>					
Incoming resources from voluntary funds					
Voluntary income	3	110,772	221,739	332,511	352,180
Activities for generating funds	4	3,026		3,026	1,898
Investment income	5	3,354		3,354	2,851
Incoming resources from charitable activities	6	78,403	1,145,737	1,224,140	994,617
<b>Total Incoming Resources</b>		<u>195,555</u>	<u>1,367,476</u>	<u>1,563,031</u>	<u>1,351,546</u>
<b>Resources expended</b>					
Costs of generating funds					
Costs of generating voluntary income	7	8,571		8,571	11,041
Charitable activities	8	214,985	1,350,651	1,565,636	1,345,376
Governance costs	9	13,213		13,213	11,157
<b>Total Resources Expended</b>		<u>236,769</u>	<u>1,350,651</u>	<u>1,587,420</u>	<u>1,367,574</u>
<b>Net (outgoing)/incoming resources before transfers</b>		(41,214)	16,825	(24,389)	(16,028)
<b>Transfers</b>					
<b>Net (expenditure)/income for the year</b>		<u>(41,214)</u>	<u>16,825</u>	<u>(24,389)</u>	<u>(16,028)</u>
Total funds brought forward	17, 18	537,948	3,675	541,623	557,651
Total funds carried forward	17, 18	<u>496,734</u>	<u>20,500</u>	<u>517,234</u>	<u>541,623</u>

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

All incoming resources and resources expended derive from continuing activities

**ROSEMOUNT LIFELONG LEARNING****(A company limited by guarantee)****BALANCE SHEET AT 31 MARCH 2007**

	Notes	£	2007 £	2006 £
<b>FIXED ASSETS</b>				
Tangible Assets	14		192,691	291,966
<b>CURRENT ASSETS</b>				
Debtors	15	399,100		251,481
Cash at bank and in hand		<u>98,670</u>		<u>130,031</u>
		497,770		381,512
Creditors amounts falling due within one year	16	<u>173,227</u>		<u>131,855</u>
<b>NET CURRENT ASSETS</b>			324,543	249,657
<b>NET ASSETS</b>			<u>517,234</u>	<u>541,623</u>
<b>Unrestricted Funds</b>				
Designated Funds	18	326,828		426,102
General Funds	18	<u>169,906</u>		<u>111,846</u>
			496,734	537,948
<b>Restricted Funds</b>	17		20,500	3,675
<b>TOTAL FUNDS</b>			<u>517,234</u>	<u>541,623</u>

These Accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities

Approved by the Trustees and signed on their behalf



Name. Elizabeth Wilson



Name Mary MacKay

Date 6 August 2007

# **ROSEMOUNT LIFELONG LEARNING**

(A company limited by guarantee)

## **NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2007**

### **1. Accounting Policies**

#### **a) Basis of preparation**

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are set out below.

#### **b) Fund accounting**

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- 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 in these accounts.
- Investment income is included when receivable.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods, or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.



## ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

#### 1. Accounting Policies (continued)

##### d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 10.

##### e) Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised, any incidental expenses of acquisition.

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

Leasehold improvements	over the term of the lease
Plant, machinery and motor vehicles	25% reducing balance

##### f) Operating leases

Rentals paid under operating leases are charged to the statement of financial activities. The obligation to pay future rentals on operating leases is shown by way of a note to the Accounts.

##### g) Pension scheme

The company operates a defined contribution scheme for the benefit of its employees. The assets of the scheme are administered by Trustees in a fund independent from those of the company.

The pension costs charged against profits represent the amount of employer's contributions payable to the scheme in respect of the accounting period.

##### h) Taxation

The company is a charity within the meaning of Section 506(1) of the Taxes Act 1988. Accordingly the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Section 505 of the Taxes Act 1988 or Section 256 of Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied to exclusively charitable purposes.

# ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

### 2 Legal Status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

### 3. Voluntary Income

	Unrestricted £	Restricted £	2007 Total £	2006 Total £
Social Inclusion Budget	92,291	221,739	314,030	333,832
ERDF capital grants				
Greater Glasgow Health Board grants				3,675
Capital grants				
Other grants and donations	18,481		18,481	14,673
	<u>110,772</u>	<u>221,739</u>	<u>332,511</u>	<u>352,180</u>

### 4. Activities for Generating Funds

	Unrestricted £	Restricted £	2007 Total £	2006 Total £
Fundraising activities	3,026		3,026	1,898
	<u>3,026</u>		<u>3,026</u>	<u>1,898</u>

### 5. Investment Income

	Unrestricted £	Restricted £	2007 Total £	2006 Total £
Bank interest	3,354		3,354	2,851
	<u>3,354</u>		<u>3,354</u>	<u>2,851</u>

### 6. Incoming Resources from Charitable Activities

	Unrestricted £	Restricted £	2007 Total £	2006 Total £
Millburn centre	78,403	903,387	981,790	741,552
Flexicentre		242,350	242,350	253,065
	<u>78,403</u>	<u>1,145,737</u>	<u>1,224,140</u>	<u>994,617</u>

# ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

### 7 Resources Expended – Costs of Generating Funds

	Direct costs £	Support costs £	2007 Total £	2006 Total £
Staff costs		8,571	8,571	11,041
		8,571	8,571	11,041

### 8. Resources Expended- Charitable Activities

	Direct Costs £	Support Costs £	2007 Total £	2006 Total £
Millburn centre	1,156,066	66,889	1,222,955	961,724
Flexicentre	323,973	18,709	342,682	383,652
	1,480,039	85,598	1,565,637	1,345,376

### 9. Resources Expended – Governance Costs

	Direct Costs £	Support Costs £	2007 Total £	2006 Total £
Staff Costs		7,635	7,635	6,911
Auditors' Remuneration	5,578		5,578	4,246
	5,578	7,635	13,213	11,157

### 10. Support Costs – Breakdown by Activities

	Fundraising £	Millburn Centre £	Flexicentre £	Governance	Basis of Allocation
Staff costs	8,571	66,889	18,709	7,635	Time spent
	8,571	66,889	18,709	7,635	

### 11 Net Incoming Resources for the Year

This is stated after charging

	2007 £	2006 £
Depreciation	117,575	118,757
Auditors' Remuneration	2,755	2,673
Audit Fees	2,823	1,573
Non audit services	4,568	13,656
Operating lease rentals	66,065	59,641
Plant and Machinery		
Other		

## ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

#### 12 Staff Costs and Numbers

Staff costs were as follows

	2007	2006
	£	£
Salaries and wages	966,709	857,247
Social security costs	87,624	70,817
Other pension costs	49,447	40,431
Total	<u>1,103,780</u>	<u>968,495</u>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows

	2007	2006
	Number	Number
Training	13	17
Guidance	8	
Childcare	15	15
Administration	6	4
Cooks, cleaners and support staff	4	4
Total	<u>46</u>	<u>40</u>

#### 13. Trustees' Remuneration and Related Party Transactions

No Trustees received any remuneration during the year No expenses were reimbursed to Trustees

During the year, Rosemount paid MacKay IT Services £2,850 for database design and development services Mary MacKay, who is a trustee and is also the treasurer is the proprietor of this business

# ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

### 14. Tangible Fixed Assets

	Leasehold properties £	Plant, machinery and motor vehicles £	Total £
<b>Cost or valuation</b>			
At 1 April 2006	415,036	188,213	603,249
Additions	10,975	7,326	18,301
Disposals			
At 31 March 2007	<u>426,011</u>	<u>195,539</u>	<u>621,550</u>
<b>Depreciation</b>			
At 1 April 2006	189,856	121,427	311,283
On disposals			
Charge for the year	<u>99,048</u>	<u>18,528</u>	<u>117,576</u>
At 31 March 2007	<u>288,904</u>	<u>139,955</u>	<u>428,859</u>
<b>Net book values</b>			
At 31 March 2007	<u>137,107</u>	<u>55,584</u>	<u>192,691</u>
At 31 March 2006	<u>225,180</u>	<u>66,786</u>	<u>291,966</u>

All assets are used for charitable purposes

### 15 Debtors

	2007 £	2006 £
Trade debtors	397,665	246,845
Other debtors	<u>1,435</u>	<u>4,636</u>
	<u>399,100</u>	<u>251,481</u>

### 16. Creditors: Amounts falling due within one year

	2007 £	2006 £
Trade Creditors	149,263	126,735
Other Creditors	<u>23,964</u>	<u>5,120</u>
	<u>173,227</u>	<u>131,855</u>

# ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

### 17. Restricted Funds

	Balance at 01 Apr-06 £	Movement in funds		Transfers £	Balance at 31-Mar-07 £
		Incoming resources £	Expenditure (gains)/losses £		
Social Inclusion Budget Salaries		197,250	197,250		
Community Regeneration Fund Healthy Lifestyles		27,021	27,021		
ESF Computing course		75,927	75,927		
ESF Health & Care course		89,435	89,435		
ESF ESOL course		89,643	89,643		
ESF Equal		44,905	44,905		
Glasgow City Council Working for Families Transitions project		230,955	230,955		
HNC Pilot		39,323	39,323		
GGHB Work Development Network	3,675	43,439	47,114		
GCC Education Partnership		19,144	19,144		
CRF Integration Resources					
Respite childcare		26,138	26,138		
New Opportunities Fund afterschool care		5,793	5,793		
Learnirect Millburn centre		20,000	20,000		
Social inclusion Budget Running costs Flexcentre		24,489	24,489		
ERDF		54,097	54,097		
Esmee Fairbairn Foundation		34,132	34,132		
Literacy		72,062	51,562		20,500
Learnirect ILA Income		6,685	6,685		
Community Learning		6,002	6,002		
Childcare Strategy Flexcentre Creche		27,372	27,372		
Childcare Strategy vulnerable families		7,549	7,549		
Learnirect flexcentre		22,000	22,000		
Scottish Refugee Integration Forum					
Flexi creche		20,000	20,000		
Childcare Works		184,115	184,115		
	3,675	1,367,476	1,350,651		20,500

## ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

#### 17. Restricted Funds (continued)

*Social Inclusion Budget salaries* – contribution towards the salaries of 15 full time and 8 part time staff at the Millburn Centre including childcare, managerial, administration and training staff

*Community Regeneration Fund* – funding for a Support Worker (Healthy Lifestyles) post as part of the Guidance team

*ESF Computing course* – Funding from Strathclyde European Partnership for running pre vocational computing courses for women at Rosemount and also on an outreach basis

*ESF Health and Care course* – Funding from ESF Objective 3 Partnership for running pre vocational training in the area of health and social care

*ESF ESOL course* – Funding from ESF Objective 3 Partnership for providing training in English for Speakers of Other languages and also for an ESOL/Literacy service

*ESF Equal* – Funding from the Equal European Community Initiative via North Lanarkshire Council for the Health and Employment Links for Parents (HELP) project

*Glasgow City Council Working for Families Transitions Project* – Funding for the Rosemount guidance service

*Glasgow City Council Working for Families HNC Project* – Funding from the Working for Families Fund via Glasgow City Council for a pilot project to support parents to study HNC courses across Glasgow

*Greater Glasgow Health Board – Work Development network co-ordinator* – to work with people with mental health problems who wish to enter the labour market

*GCC Education Partnership* – funding from Glasgow City Council Education Services for our delivery of the pre school curriculum to three and four year old children

*Community Regeneration Fund Integration Resources* – funding for a respite childcare service for asylum seeker children

*New Opportunities Funding afterschool care* – contribution towards the costs of the afterschool care service

*Learndirect Scotland Millburn Centre* – funding for administrative and learning support at the Millburn Centre

*Social Inclusion Budget* – running costs Flexicentre – contribution towards running costs and overheads at the Flexicentre

*ERDF* – European Regional Development Fund grant from Strathclyde European Partnership towards the costs of providing a literacy and learning service at the Flexicentre

*Esmee Fairbairn Foundation* – grant for the salary of the Flexicentre Co-ordinator post at the Flexicentre

## ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

#### 17 Restricted Funds (continued)

*Literacy* – grant from the Glasgow Community Learning Strategy Partnership Adult Literacy and Numeracy Strategic Plan for the costs of two members of staff providing a Literacy and Numeracy service

*Family Literacy* grant from the Glasgow Community Learning Strategy Partnership Adult Literacy and Numeracy Strategic Plan for the costs of two part time members of staff providing an outreach family literacy service in local nurseries

*Learndirect Scotland Flexicentre* – contribution towards the costs of the Administrator/Learning Support tutor post at the Flexicentre

*Learndirect Scotland Individual Learning Accounts income* – contribution towards the fees of learners on specific courses at the Flexicentre

*Community Learning* – contribution from Glasgow City Council Culture and Leisure services towards the costs of crèches for particular courses at the Flexicentre

*Childcare Strategy – Flexicentre crèche* – grant from Glasgow City Council Education Services for a Childcare Worker and sessional cover at the Flexicentre crèche

*Childcare strategy – vulnerable families* – funding to provide three places within the nursery for vulnerable families

*Scottish Refugee Integration Forum* – funding for a Childcare Worker at the Flexicentre creche

*Childcare Works*, These funds were received for delivery of an intermediate labour market programme and vocational training in childcare

#### 18. Unrestricted Funds

	Balance at 01 Apr 2006 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 Mar 2007 £
Future project developments	76,573				76,573
Repairs & refurbishments	37,564				37,564
Computer replacement	20,000				20,000
Flexicentre	214,829		96,615	10,975	129,189
Millburn Centre	10,351		2,432		7,919
Other tangible fixed assets	66,785		18,528	7,326	55,583
	<u>426,102</u>		<u>117,575</u>	<u>18,301</u>	<u>326,828</u>
General funds	111,846	195,555	119,194	(18,301)	169,906
	<u>537,948</u>	<u>195,555</u>	<u>236,769</u>		<u>496,734</u>



## ROSEMOUNT LIFELONG LEARNING

(A company limited by guarantee)

### NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

#### 18 Unrestricted Funds (continued)

##### Purposes of designated funds

*Future project development* This fund may be used to develop new projects on a pilot basis prior to funding being secured, for example, development of a respite childcare service for vulnerable families. It will be used for any redundancies which may occur in 2007/08 following the ending of European Social Fund and the consequent reduction in delivery of pre vocational training courses.

*Repairs and refurbishment* This fund is to be used for a programmed refurbishment of premises including the refurbishment of the Millburn Centre hall which is expected to take place in late 2007.

*Computer replacement* This fund will be used to replace computers as they depreciate. It is expected that we will replace the Flexicentre computers in 2007/07.

*Flexicentre, Millburn Centre and Other tangible fixed assets* These funds represent the monies tied up in tangible fixed assets and therefore not readily expendable.

#### 19. Analysis of Net Assets between Funds

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
<b>Restricted funds</b>		20,500	20,500
<b>Unrestricted funds</b>	192,691	304,043	496,734
<b>Total funds</b>	<u>192,691</u>	<u>324,543</u>	<u>517,234</u>

#### 20. Lease Commitments – operating leases

At 31 March 2007 the charity had annual commitments of £4,451 (2006 £4,451) under non cancellable other operating leases which expire within 2 – 5 years and annual commitments in respect of property leases of £60,050 (2006 £60,050) with no set expiry date.