Registered Company No: SC190521 Registered Charity No: SC028909

**ROSEMOUNT LIFELONG LEARNING** 

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015



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# FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 31 MARCH 2015

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### LEGAL AND ADMINISTRATIVE INFORMATION

Charity name: Rosemount Lifelong Learning

Registered office and operational

Address:

102 Royston Road, Glasgow, Scotland, G21 2NU

Charity registration number:

SC190521

Company registration number:

SCO28909

Trustees:

Elizabeth Wilson Neil Hunter

James Gow Kenneth Bennett Arlene England Ed Monaghan Sam Boyd Chairperson Vice Chairperson Treasurer

**Company Secretary:** 

Kam McMillan

Senior Management team:

Chief Executive

Alex Meikle (to Sept 2014)

Alison Mason (from Sept 2014)

Finance Manager Childcare Managers Kam McMillan Angela Cameron Geraldine O'Brien

Rosemount Integrated

Community Services Manager

Community Learning

Service Manager

Sam Ross

Valerie Sutton

Corrido managor

Auditors:

Wylie & Bisset LLP 168 Bath Street, Glasgow,

G2 4TP

Bankers:

Royal Bank of Scotland Glasgow Parkhead Branch,

1304 Duke Street,

Glasgow, G31 5PZ

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2015. The legal and administrative information on page one forms part of this report.

# Structure, governance and management

**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), James Gow (Treasurer), Kenneth Bennett, Sam Boyd, Arlene England, Ed Monaghan, Neil Hunter (Vice Chair) and Jen Graham. Francine Bucumi stepped down as Vice Chairperson and resigned from the board in February 2015 and was replaced by Neil Hunter. Jen Graham was appointed as Director in February 2015.

**Governing document** - The organisation is a company limited by guarantee, incorporated on 14 October 1998 and registered as a charity with the Inland Revenue on 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.

A number of the Member Directors are local people who have an excellent understanding of the issues facing local families as well as the organisation's operational issues. In addition, the Board includes four directors with expertise in HR, Finance and Management. The Board of Directors meet bimonthly, with support from a sign language interpreter.

**Trustee induction and training** - As current or former services users, many 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 historical background of the organisation, its resourcing and the current financial position as set out in the latest audited accounts and Business 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.

**Risk management** - The Board of Directors and the management team are producing a Business plan for the period 2015-18, which examines external risks to funding and identifies potential strategies for diversifying income.

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 Enhanced Disclosure Scotland checks supplemented by Protection of Vulnerable Groups (PVG) checks. Quality is also assured by the Care Commission, HMI inspectors and the Scottish Qualifications Authority.

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#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

**Organisational structure** - The members of Rosemount Lifelong Learning's Board of Directors meet bi-monthly. The Chief Executive and the Company Secretary also attend the meetings but have no voting rights. The Finance, HR and Strategy Planning sub committees of the Board of Directors meet regularly to discuss specific strategic. HR and finance related issues.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive along with the Management team. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that the key performance indicators are met. The Managers are responsible for the day to day operational management of services, individual supervision of the staff team and also ensuring that the team continues 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 Community Planning, Community Health and Care planning, the Glasgow Adult Literacy and Numeracy Action plan, One Glasgow, the Scottish Government Economic Strategy especially 'learning skills and well being', 'equity', several Scottish childcare strategies including 'Getting it Right for every child' and The Children and Young Peoples Act 2014. Managers, staff and Directors participate in specialised networks related to these policy areas.

### **Objectives and Activities**

#### Vision

"Advising, empowering & regenerating Individuals and communities"

#### Mission

- To provide a client centred interactive holistic service focusing on childcare, social care, addiction recovery, parenting, employability and community learning
- To provide a focus for community regeneration and tackling poverty
- To encourage partnership working to encourage regeneration and reduce poverty
- To have good financial management and promote the most efficient use of public funds and other income towards the aim of community regeneration and tackling poverty
- To continuously strive to provide value added services and achieve high quality standards in service delivery and to monitor and promote feedback from all stakeholders in order to improve services

#### **AIMS**

- To provide a comprehensive childcare service promoting child development while allowing parents to continue employment, training, learning or volunteering
- To provide dynamic, interactive social care programmes which promote recovery from addictions, mental health, homelessness and similar issues, develops positive parenting and bringing children and families together while actively building aspirations and skills aimed at training, volunteering, learning and employment
- To provide a community learning service to encourage adults to develop literacies and numeracy skills and foster an interest in learning and education
- To be an exemplar of best practice in joining together recovery, social care, employability and community learning programmes in order to promote both self-development and self-worth as well as actively contributing to community regeneration

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

# AIMS (continued)

- To actively contribute and participate in all relevant policy-making bodies and forums in order to help shape, develop and maximise childcare, recovery, social care, parenting, employability and community learning services for the people and communities of north Glasgow
- To be financially solvent, maximise income and funding
- To comply and adhere to all quality standards, both internal and external, in the provision of childcare, recovery, social care, employability and community learning programmes

### **Approach and Values**

In taking forward these aims, Rosemount Lifelong Learning is committed to working in a holistic way, bringing together client groups from a wide range of backgrounds and integrating childcare and learning at all times.

The work of Rosemount Lifelong Learning is underpinned by a set of core values as follows:

Quality - We work by agreeing the results which are achievable and defining what success means for Rosemount and our service users. We encourage joint reviews of progress towards the agreed outcomes. We ask all service users for constructive feedback during and on completion of our work together.

**Equal Opportunities -** Rosemount Lifelong Learning's work is based on a commitment to promote equal opportunities and reduce discrimination in terms of gender, race, disability, religion, age, sexuality or any other form of discrimination. This will involve supporting actions to promote equal opportunities in all aspects of our work, taking positive steps to identify and address barriers and taking opportunities to promote integration.

**Community involvement -** Rosemount Lifelong Learning's work is based on a commitment towards the active involvement of local people and service users in the development, delivery and evaluation of services. This approach recognises the importance of community ownership and management of local services.

**Partnership** - Central to our work is a commitment to the ongoing development of a partnership approach at a strategic and operational level. This approach will seek to ensure that the energy, resources and expertise of all the main agencies, community organisations and local people are harnessed towards the development of services which reduce poverty and improve life choices for local residents.

**Innovation** - Rosemount Lifelong Learning recognises the importance of encouraging innovation, learning and research as a key feature of its work. We will be responsive to new and changing needs, and creative about the development of new services.

**Personal development -** Rosemount Lifelong Learning is committed to providing a holistic approach to personal development which fully meets the needs of each service user, addressing issues of health, caring responsibilities, finance, employment and education. We are committed to delivering education and personal development which improves confidence and increases aspirations, enabling people to find routes out of poverty.

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#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

### Achievements and Performance in 2014/15

In order to meet the above aims, the charity delivered a range of integrated services in the area of childcare, parenting, guidance, employability for young parents, support for families affected by addiction and adult literacy and numeracy. These services were primarily provided from two centres within Royston, but also on an outreach basis. There are three constituent teams which deliver these services. These are the Childcare Service, the Community Learning Service (CLS) and Rosemount's Integrated Community Services (RICS).

#### The Childcare Service

The Childcare service provides day care for children of parents using Rosemounts learning services as well as local working parents from the community. The Nursery is run from the Millburn Centre in Royston. The childcare service provides structured play activities for children to allow them to become successful and confident learners. It also promotes integration and acceptance for children, while enabling parents to access education and employability.

# **During 2014/15:**

- 73 children were provided with a high quality childcare service
- 111 parents were able to access employment, training, or education as a result of the provision of high quality childcare.

In 2014, the HMIE and Care Inspectorate carried out a rigorous four day combined inspection of the Rosemount Lifelong Learning childcare service. The combined inspection covered every aspect of the working of the service including interviews with all staff and managers a review of records and procedures and close observation of the children interacting with staff within the childcare service rooms.

The service received extremely positive feedback from the inspectors. The inspection graded the following aspects of the service highly:

- The good practice evidenced by staff, particularly the excellent relationships between children and staff
- The educational attainment of the 3-5 children
- The caring and supportive environment provided by the service
- The positive feedback from parents

# **Community Learning Services**

The Community Learning Services aims to support people who live or work in North Glasgow by providing a range of learning opportunities including Adult Literacy and Numeracy, accredited and non accredited courses including computing, First Aid, ESOL (English for speakers of other languages) and various other courses.

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#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

# **During 2014/15**

- 610 learners accessed the community and adult learning services at Rosemount
- 220 adult learners in North Glasgow attended literacy and numeracy support.

# **Adult Literacy and Numeracy**

The work we have delivered has increased the literacy and numeracy skills of adults and has had the following impacts:

**Venue:** Rosemount, Royston - 1:1 literacy and numeracy support. This one to one support allowed students whom are not able to join a group straight away due to their complex needs, a chance to learn individually at their own pace before progression into a group. This approach meant that these learners improved their literacy skills at a much greater rate than if they had been in a group setting. For most of these people if we had not been able to offer them one to one support they would not have participated at all.

The learners that took place in group learning were often furthest from the job market and further education route due to their complex needs and we worked with them intensively to get them closer to the goals of employment, volunteering or further education.

**Modern Literacy and IT Group** - This class introduced people to new forms of technology. The skills to use these new forms of technology are required for job searching on employment sites such as My World of Work and Universal Job Match. Job Seekers Allowance claimants are required to demonstrate they are using the sites and applying for work as a condition of their benefit entitlement. Developing these skills in participants has helped them maintain their benefit entitlement and also helped them to find work and move them nearer employment.

**Venue:** Addaction, Springburn - The learning is group based and the work delivered to enable the clients at Addaction to improve their literacy and numeracy. The improvement in these skills and the associated increase in confidence helped enable learners to more fully participate in the services offered as part of a wider programme at Addaction. Increased literacy and numeracy skills also enabled learners to support their recovery from substance misuse within their day to day lives such as attending appointments, managing finances, helping children with their homework, form filling etc.

**Venue: Possil Point Community Centre -** Job Club. The literacy tutor supported learners to understand the written documentation used by the other agencies that also worked within the Job Club. This enabled participants to maximise the support that the other agencies offered them. The tutor also worked on written skills needed to fill in various forms and internet skills needed to job search which helped participants increase their literacy skills and move nearer to employment.

**Training and Managing Volunteers -** The use of volunteers allow us to extend and enhance our provision. Volunteer tutors enhanced our service to learners by enabling us to build the projects capacity through the individualisation of support delivered in sessions. This has stopped learners feeling overwhelmed or lost in sessions, thus maintaining good retention and progress of learners.

**New ALN work -** In addition to this as a result of increased funding this year, we have developed a new programme of Adult Literacy and Numeracy (ALN) work. This work was delivered both within our Adult Learning Centre and on an outreach basis, in order to increase the availability and reach of our services to adults in N.E.Glasgow.

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#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

**Wellhouse, The Hub -** Our tutor has worked in an integrated manner within an employability group. The tutor has supported students to improve skills related to employment searching such as improving CV's, filling in forms or core literacy skills. The students who attend tend to do so for around four to five weeks and then do not need the support we offer any further. The tutor has worked with a high number of students on employability and literacy related topics to enable the student to progress in the job market.

Royston Youth Action - The initial work took place at Royston Youth Actions premises. Development work identified that work within St Rochs Secondary School could support an identified group of young people with greater needs. This class has run in partnership with Royston Youth Action and has taken place within St Roch's. The class has worked with our literacy tutor and a youth worker from Royston Youth Action and they have worked on a range of topics with the young people such as building a CV, employment searches, letter writing, form filling, improving confidence in interviews and core literacy skills.

Rowanbank Clinic and Leverndale Hospital -We have continued to work at Rowanbank Clinic, which is a secure unit for patients with mental health issues. At Rowanbank and Leverndale hospital we have delivered group work, 1:1 work, ESOL, a newsletter group and a book club. Patients have learnt new literacy skills including how to read the hospital menus. This has allowed them to choose their meals as they can now read the menus and also tick off what they would like to eat. Other patients have learnt to read books for the first time. Participants in the 'Moving On Group' have developed literacy skills that will prepare them for release including working on their CV's and making applications to College.

Literacy Tablet Class - The class has focused on using new technology to work on a range of literacy topics. This class has worked on improving learners skills and encouraged them towards employability or further training or education. The use of tablets, lpads and a PC has enabled students to become more comfortable using different styles of technology which they will encounter when employed. They have also learned to use these technologies to work on literacy skills using apps, word processing and internet searches. The apps they used focus mainly on literacy and numeracy quizzes, aids and support.

### IT Learning

**Flexible Learning ICT -** We provide flexible learning within our ICT suite which encourages learners to take part in accredited and non accredited courses at a pace that suits them. The ICT suite also provides access to local people to do job related activity including Job search and CV writing.

**Future Steps courses** – We have delivered short courses for lone parents who are job seekers in partnership with Jobs and Business Glasgow . The courses have taught the skills needed to move forward into employment including the IT skills needed to search and apply for work.

# **ESOL**

**ESOL Literacies** - We have provided a programme of E.S.O.L (English as a Second or Other Language) Literacies support for people with the lowest levels of English and Literacy in North East (N.E.) Glasgow. This has included work with people who are not literate in their mother tongue as well as English. The programme has targeted adults aged 16 and over who do not speak English as their first language with the aim of improving student's language and literacy skills. The programme has provided both 1:1 and group support.

Access 2: We continued to deliver a weekly Access 2 level class in partnership with Glasgow Life and ESOL for Work and Study classes in partnership with the Glasgow ESOL Forum. This class was SQA accredited.

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

**ESOL** assessments -We continued to work with the ESOL Network project to deliver ESOL assessments. ESOL assessments assess new learner's level of English and place them in the appropriate level of learning with advice being offered about the most appropriate learning opportunities. During the year 300 ESOL assessments were delivered at Rosemount.

### Classes delvered in partnership with local colleges.

We also worked in partnership with city of glasgow college to deliver SQA accreditted courses in values and principles in care and an introduction to psychology and sociolgy in care. We further worked in partnership with Glasgw Kelvin College to deliver a Jewellery Making course.

### **Rosemount Integrated Community Services**

During the year, Rosemount Lifelong Learning have delivered a range of social care and employability programmes. The main aims of the programmes are to:

- Increase self confidence and aspirations
- Improve access to services
- Increase access to education and employment opportunities
- Improve Health

The Young Parents project provides a city wide service to young people aged between 15 and 19 who have children. The project aims to assist young parents to overcome barriers including childcare to support them to progress into training, further education or employment.

## **During 2014/15:**

- 79 young people were provided with specific/individual employment related advice
- 2 ten week employability programmes were delivered
- 3 living life to the full programmes were delivered

The Support Workers provide a tailored service to each young parent, assisting where needed to access opportunities and services. In particular the Support worker provides:

- One to one support to young parents
- Access to relevant services and resources to move along the employability pathway
- Support to sustain employment, education and training outcomes
- Advocating on behalf of clients
- Career planning, advice, guidance and information
- Group work activities

The Time for a Change programme is a ten week employability/personal and social development focused programme that aims to improve the confidence, core skills, financial management, tenancy sustainability and employability of the participants.

# **During 2014/15:**

- · 3 programmes were delivered
- 37 participants completed the course.
- 30 participant/completers moved into a positive destination

The Family Links Addiction recovery services provides interventions for children and families affected by drugs and alcohol misuse. Family links works in close partnership with a range of voluntary and statutory services and is highly regarded in the area. As part of this work we have a member of staff who focus on delivering a parenting programme.

Family Links are unique in their delivery of this parenting programme as it combines various levels of Triple P with a personal social development element due to the complex needs of the client group.

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#### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

## **During 2014/15:**

- 98 parents were supported with parenting advice
- 67 children benefited from support from the project staff

The Family Links Team includes a Family Development worker who works with the parents in the home on issues surrounding boundaries and routines for the children which enhances the work completed during the parenting programme.

We also have a Child Development worker who works with the children on issues surrounding their emotional health and wellbeing which includes behavioural issues. This compliments the parenting work and ensures that the child's issues are also being heard. Another part of our service is family away days; these days have many benefits including increased parent-child interaction, allowing the family to access activities not normally available to them and giving the staff an opportunity to observe parenting techniques learned during the parenting programme.

Our Parenting Co-Ordinator is qualified in Group Triple P Level 4, Teenage Triple P Level 4, Enhanced and Pathways Triple P Level 5, Enhanced Baby Triple P Level 5, Mellow Parenting and Mellow Bumps. This ensures a service is available from pregnancy right up to the teenage years.

The Family Links programme has directly benefited 67 children from ages 6 weeks to 15 years. The benefits include; an increase in positive parent-child interactions, reduced use of coercive discipline, increased confidence and self esteem and a more harmonious home environment.

The training has been delivered in groups or on a 1-1 basis as appropriate. Delivering on a 1-1 basis initially ensures a tailored approach for the parent, which helps to break down barriers to attending groups and encourages participation.

Groups have taken place within Rosemount Lifelong Learnings two centres, the brand new Learning and Event space and the Millburn Centre both in Royston. We have also delivered programmes in Rainbow House.

**Work Development Network Coordinator -** This post provides a specialised service to support people living in the North of Glasgow who have severe and enduring mental health issues back to recovery and to help them integrate back into the community.

# **During 2014/15:**

124 referrals were made to the project

#### Our Place - The Learning and Event Space

The major development over the past year has been the completion of the construction work on the Our Place development. Our Place is a Big Lottery funding stream aimed at revitalising and regenerating communities such as Royston. In November 2012 Rosemount was successful in being awarded significant capital investment funding to refurbish and extend our existing Flexicentre in order to develop a combined community events hub and learning centre within the refurbished centre.

In October 2014, Rosemount Lifelong Learning relocated the community learning, employability, family recovery and parenting services within the new Learning and Event space creating an interactive and integrated events, learning and service hub in an accessible location. This has further embedded Rosemount Lifelong Learning at the heart of the Royston community.

The Learning and Event space will act as a venue for a range of community groups who presently do not have a suitable location in Royston that is in good condition, informal and easily accessible. The Learning and Event space is intended to support a range of community activities such as public

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

meetings, workshops, recreational classes, cultural classes and community events. This will be combined with the Community Learning Facility which will include all the facilities provided at present within the CLS including the ICT Learning Suite, a range of Courses (both accredited and unaccredited), ESOL (English for Speakers of Other Languages) and adult literacies and numeracies.

Community Renewal and Engagement - One of the key elements of the forthcoming Community Empowerment and Renewal Bill is to "unlock enterprising community development" which involves encouraging people at community level to develop local initiatives and enterprise. The new Learning and Event space will facilitate this within Royston by promoting and encouraging local activities and groups, continuing to assist established groups and using the new facility as a community asset to assist empowerment and renewal.

Since 2011, Rosemount has employed a Community Development Worker whose prime tasks are to develop community capacity as well as building a programme of events to be located within the new community events hub that will improve community involvement, skills and cohesion.

### **Financial Review**

Rosemount Lifelong Learning is extremely committed to delivering all its activities in an efficient and effective manner. The charity is also committed to the highest standards of financial management and governance to ensure that it delivers excellent value for money and maximises the impact of the programmes it runs upon the communities it serves.

Rosemount Lifelong Learning's accounts for 2014/15 are showing an unrestricted deficit of £9,841. The new Learning and Event space was completed in October 2014. The allocated capital funding was expended during this financial year. The retention fee of £11,443 has been retained and will be released in October 2015.

Rosemount Lifelong Learning is coming under the same funding and financial strains as other third sector organisations with funding cuts being applied across the public sector in particular to the local authorities, however the funding secured from IGF for 2015-18 will provide some stability in terms of the provision of core services.

Rosemount Lifelong Learning remains committed to providing value-for money, effective and efficient services and operational activity for the benefit of the people and communities of north Glasgow.

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

**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 2015/16 is £1,240,977 and therefore the target is £310,244 to £620,489 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 £251,359 therefore falls below this range. 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.

PRINCIPAL FUNDING SOURCES 2014/15 - The following outlines the funds available to Rosemount Lifelong Learning in 2014/15 and the projects and services which they supported.

Funding Source	Project/Service
GCC Integrated Grants Fund	Childcare
GCC Education Partnership	Childcare
Volant Trust	Childcare
BBC Children in Need	Family Links
CHCP – Parenting	Family Links
Lloyds TSB Foundation	Family Links
GCC Integrated Grants Fund	Family Links
NHS GGC	Workforce Development Coordinator
GHA	Employability
People & Communities Fund	Employability
Big Lottery	Employability
Robertson Trust	Community Learning
ILA	Community Learning
GCC Integrated Grants Fund	Community Learning
North Glasgow Learns	Community Learning
European Social Fund – Priority 5	Young Parents Project
GCC DRS	Young Parents Project
IGF Integrated Grants Fund	Young Parents Project
Big Lottery – Our Place	Learning and Event Space
GCC Integrated Grants Fund	All services
Donations & Fundraising	All services

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### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

#### **Plans for Future Periods**

Rosemount Lifelong Learning has secured funding from IGF, Children in Need and Lloyds TSB for 2015-18 which will allow us to continue to deliver our core services including childcare, community learning and family support services within the local community over the coming 3 years.

A new 2015-18 business plan is currently being developed which will include input from the local community including services users, stakeholders and partners. This will outline our ambitions, aims and objectives for the next 3 years including the identification of opportunities for additional service delivery as well as developing on our existing services.

Rosemount lifelong Learning will continue to deliver services primarily to support residents living in the North of Glasgow, but for some projects may extend this operational boundary to the wider Glasgow area.

Rosemount Lifelong Learning will seek to identify sustainable income going forward in particular focusing on income generation and additional fundraising activities.

# Statement of trustees' responsibilities

The trustees (who are also directors of Rosemount Lifelong Learning for the purposes of company law) 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).

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- · make judgments and 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company in hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Approved by the Trustees and signed on their behalf by:

Name: BUZARZIO NON.

ELIZABETH WILSON

Date: 18th August 2015

# INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF ROSEMOUNT LIFELONG LEARNING

We have audited the financial statements of Rosemount Lifelong Learning for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 11, 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

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 2015 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

# Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

# INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF ROSEMOUNT LIFELONG LEARNING

# Matters on which we are required to report by exception

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

- the charitable company has not kept proper and adequate accounting records 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 trustees' 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 exemption in preparing the directors report.

# Wylle+ Bisset &

Jenny Simpson (Senior statutory auditor)

For and on behalf of Wylie & Bisset LLP, Statutory Auditor Wylie & Bisset LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Date: 18th August 2015

168 Bath Street Glasgow G2 4TP

(A company limited by guarantee)

# STATEMENT OF FINANCIAL ACTIVITIES

(including Income and Expenditure Account)

# FOR THE YEAR ENDING 31 MARCH 2015

	Notes	Unrestricted	Restricted	2015 Total	2014 Total
		£	£	£	£
Incoming Resources					
Incoming resources from voluntary funds					
Voluntary income	3	68,416	201,014	269,430	268,007
Activities for generating funds	4	1,414	· -	1,414	16,410
Investment income	5	393	-	393	510
Incoming resources from charitable activities	6	226,239	1,447,007	1,673,244	1,293,069
Total Incoming Resources		296,462	1,648,021	1,944,481	1,577,996
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	7	13,845	-	13,845	12,789
Fundraising trading; costs of goods sold and other costs	8	-	-	-	6,474
Charitable activities	9	277,706	940,757	1,218,466	1,413,392
Governance costs	10	14,752	-	14,752	14,870
Total Resources Expended		306,303	940,757	1,247,063	1,447,525
Net (outgoing)/incoming resources					
before transfers		(9,841)	707,264	697,420	130,471
Transfers		-	-	-	-
Net (expenditure)/income for the year		(9,841)	707,264	697,420	130,471
Total funds brought forward	19, 20	399,360	104,986	504,347	373,875
Total funds carried forward	19, 20	389,519	812,250	1,201,767	504,346
			***************************************		

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

All incoming resources and resources expended derive from continuing activities.

(A company limited by guarantee)

# **BALANCE SHEET AT 31 MARCH 2015**

	Notes	£	2015 £	2014 £
FIXED ASSETS	Hotes		~	~
Tangible Assets	15		890,116	177,328
CURRENT ASSETS				
Debtors Cash at bank and in hand	16	160,484 283,621 444,105		147,205 263,967 411,172
Creditors: amounts falling due within one year	17	(132,453)		(84,154)
NET CURRENT ASSETS			311,652	327,018
NET ASSETS			1,201,768	504,346
Unrestricted Funds				
Designated Funds General Funds	20 20	138,161 251,358	389,519	283,338 116,022 399,360
Restricted Funds	19		812,249	104,986
TOTAL FUNDS			1,201,769	504,346

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006

Name: James Gove S. Rayd

Approved by the Trustees and signed on their behalf.

Name: Elizabeth Wilson

Date: 18<sup>th</sup> August 2015

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(A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 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 2006. 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.

(A company limited by guarantee)

# **NOTES TO THE ACCOUNTS**

#### FOR THE YEAR ENDED 31 MARCH 2015

# 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 a appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 11.

# e) Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised, including 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 Property - 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 charitable company within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

(A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 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

Voluntary income			2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Social Inclusion Budget	66,978	201,014	267,992	267,992
Other grants and donations	1,438		1,438	15
	68,416	201,014	269,430	268,007

# 4. Activities for Generating Funds

	Unrestricted	Restricted	2015 Total	2014 Total
	£	£	£	£
Fundraising activities	1,414	<u> </u>	1,414	16,410
	1,414		1,414	16,410

### 5. Investment Income

			2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Bank interest	393		393	510
	393		393	510

# 6. Incoming Resources from Charitable Activities

			2015	2014
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Social Care & Community Regeneration	226,239	1,447,007	1,673,246	1,293,069
	226,239	1,447,007	1,673,246	1,293,069

(A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 7. Resources Expended – Costs of Generating Funds

••	Trestante Expenses				
		Direct	Support	2015	2014
		Costs	costs	Total	Total
		£	£	£	£
	Staff costs	-	13,845	13,845	12,789
		-	13,845	13,845	12,789
8.	Resources Expended – Fundraisir	g trading			
		Direct	Support	2015	2014
		Costs	costs	Total	Total
		£	£	£	£
	Fundraising costs	-	-	-	6,474
			-	-	6,474
9.	Resources Expended- Charitable A	Activities			
٠.	Troodardoo Exponada onamabio /	Direct	Support	2015	2014
		Costs	Costs	Total	Total
		£	£	£	£
	Social Care & Community Regeneration	1,169,370	49,093	1,218,463	1,413,392
		1,169,370	49,093	1,218,463	1,413,392
10	. Resources Expended – Governand				
		Direct	Support	2015	2014
		Costs	Costs	Total	Total
		£	£	£	£
	Staff Costs		11,718	11,718	10,876
	Auditors' Remuneration	3,034		3,034	3,994
		3,034	11,718	14,752	14,870
11	. Support Costs – Breakdown by Ac	tivities			Den's of
			Social Care &	•	Basis of
		Fundraising	Community Regeneration	Governance	Allocation
		£	£		
	Staff costs	13,845	49,093	11,718	Time spent
		13,845	49,093	11,718	

# ROSEMOUNT LIFELONG LEARNING (A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 12. Net Incoming Resources for the Year

This is stated after charging:

	2015	2014	
	£	£	
Depreciation	28,560	6,066	
Auditors remuneration -Audit fees	3,034	3,994	
Operating lease rentals - Property	59,986	62,750	
- Other	14,008	14,008	

#### 13. Staff Costs and Numbers

Staff costs were as follows:

	2015	2014
·	£	£
Salaries and wages	844,148	924,743
Social security costs	62,352	73,722
Other pension costs	47,746	52,354
Total	954,246	1,050,819

No employee received emoluments of more than £60,000 (2014: None).

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

	2015	2014
	Number	Number
Training	5	5
Guidance / Family Links	10	12
Childcare	10	10
Administration	6	7
Cooks, cleaners and support staff	6	6
Total	37	40
	<del></del>	

# 14. Trustees' Remuneration and Related Party Transactions

No Trustees received any remuneration during the year (2014: None). No travelling expenses were reimbursed to any Trustees during the year (2014: £8 reimbursed to 1 Trustee).

(A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 15. Tangible Fixed Assets

	Leasehold properties	Plant, machinery and motor vehicles	Assets under Construction	Total
	£	£	£	£
Cost or valuation				
At 1 April 2014	426,011	230,829	153,298	810,138
Additions	-	12,086	729,262	741,348
Disposals	-	(3,900)	-	(3,900)
Transfers	882,560	=	(882,560)	-
At 31 March 2015	1,308,571	239,015		1,547,586
Depreciation				
At 1 April 2014	426,011	206,799	-	632,810
Charge for the year	19,531	9,029	-	28,560
On disposals	-	(3,900)	-	(3,900)
At 31 March 2015	445,542	211,928		657,470
Net book values				
At 31 March 2015	863,029	27,087		890,116
At 31 March 2014	-	24,030	153,297	177,328

All assets are used for charitable purposes.

The Big Lottery fund holds security over the leasehold property at 104 Royston Road.

# 16. Debtors

	2015	2014
	£	£
Trade debtors	124,364	96,178
Other debtors	36,120	51,027
	160,484	147,205

# 17. Creditors: Amounts falling due within one year

	2015	2014
	£	£
Trade Creditors	9,295	13,697
Other Creditors	30,501	30,328
Deferred Income (Note 18)	92,657	40,129
	132,453	84,154

(A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 18. Deferred income

	2015
	£
As at 1 April 2014	40,129
Released in year	(40,129)
Deferred in year	92,657
As at 31 March 2015	92,657

Deferred income comprises income received in advance for the financial year 2015/16.

# 19. Restricted Funds

·	Movement in funds				
	Balance at	Incoming	Expenditure		Balance at
	01-Apr-14	resources	(gains)/losses	Transfers	31-Mar-15
	£	£	£	£	£
GCC Integrated Grants Fund	-	201,014	201,014	-	-
CHCP - Parenting	-	17,920	17,920	-	-
BBC Children in Need	-	35,949	35,949	-	-
Lloyds TSB Foundation	-	12,976	12,976	-	-
NHS GGC	-	40,000	40,000	-	-
GCC Education Partnership	-	25,047	25,047	-	-
GCC Integrated Grant Fund - Family Links	-	66,422	66,422	-	-
Glasgow Housing Association	-	33,000	33,000	-	-
People and Communities Fund	-	85,368	85,368	-	-
Robertson Trust	-	15,000	15,000	-	-
European Social Fund - Priority 5	-	52,974	52,974	-	-
Individual Learning Accounts	-	1,450	1,450	-	-
GCC Integrated Grants Fund - Adult Learning Programme	-	58,852	58,852	-	-
North Glasgow Learns	-	21,399	21,399	-	-
Big Lottery in Scotland - Making a Difference-ILD/1/010394545	-	41,709	41,709	-	-
Big Lottery Our Place-30114836 - Capital	104,986	744,107	36,843	-	812,250
Big Lottery Our Place-30114836 - Revenue	-	80,355	80,355	-	-
Volant Trust	-	20,000	20,000	-	-
Development Regeneration Services	-	31,000	31,000	-	-
GGC Integrated Grant Fund - YPP	-	63,480	63,480	-	-
	104,986	1,648,022	940,758		812,250

(A company limited by guarantee)

#### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2015

# 19. Restricted Funds (continued)

Glasgow City Council's Intermediate Grant Fund (IGF) – contribution towards running costs and overheads at the Community Learning Centre.

Greater Glasgow NHS Board North Glasgow Community Health & Care Partnership (CHCP) for the delivery of programmes for families affected by addictions.

Family Links – BBC Children in Need, for the development and delivery of a support service for families affected by addictions

Family Links – Lloyds TSB Partnership Drugs Initiative, for the development and delivery of a support service for families affected by addictions.

Greater Glasgow NHS - funds received from Greater Glasgow and Clyde Health Board 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.

Glasgow City Council's Intermediate Grant Fund (IGF) contribution towards the salaries of 15 full time and 8 part time staff including childcare, managerial and administration staff.

GHA – grant received from Glasgow Housing Association for the development and delivery of personal and social development programmes for young parents.

People & Communities Fund – grant received for the development and delivery of personal and social development programmes for young parents.

Literacy - Robertson Trust - grant received for the costs of delivering a Literacy and Numeracy service.

ESF Priority 5 - Contribution to salaries and running costs for Young Parents employability project

ILA's – income from Learndirect Scotland via Individual Learning Accounts as a contribution towards the fees of learners on specific courses at the Flexicentre.

Literacy – grants received from the Glasgow Community Learning Strategy Partnership Adult Literacy and Numeracy Strategic Plan for the costs of delivering a Literacy and Numeracy Service.

Literacy - North Glasgow Learns - grant received for delivering ESOL literacies in North Glasgow.

Big Lottery Fund - grant received for the development and delivery of the Making a Difference (MAD) personal and social development programmes for young parents.

Big Lottery Capital – Our Place funding for professional fees towards the development and build costs of a community events space and refurbished Community Learning Centre in Royston. The carry forward balance of £812,250 is due to the funding having a continuing restriction.

Big Lottery Revenue - Contributions to revenue costs, including a Community Development Worker.

# ROSEMOUNT LIFELONG LEARNING (A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 19. Restricted Funds (continued)

Volant Trust; Contribution to running costs for the Childcare service

Development Regeneration Services - Contribution to running costs for Young Parents employability project

GGC Integrated Grant Fund - YPP - Employability: Salary costs for Young Parents employability project.

#### 20. Unrestricted Funds

zo. Omesalotea i anas	Balance at				Balance at
	01-Apr 2014 £	Incoming resources £	Resources expended f	Transfers	31-Mar 2015 £
Repairs & refurbishments	50.000	~		-	50,000
IT Maintenance and replacement	10,294	-	-	-	10,294
Redundancy	5,717	-	1,672	(4,045)	-
Our place	40,000	-	-	(40,000)	-
Other tangible fixed assets	72,341	-	6,561	12,086	77,866
-	178,352		8,233	(31,959)	138,160
General funds	221,008	296,462	298,070	31,959	251,359
	399,360	296,462	306,303		389,519

## Purposes of designated funds

Repairs and refurbishment: This fund is to be used for a programmed refurbishment of premises.

IT maintenance and replacement: This fund will be used to ensure that computer equipment remains up to date and well maintained.

Redundancy: Redundancy provision for redundancies within the Childcare service and at the Flexicentre.

Our place: Our place provision for contribution towards proposed development of a community space within a refurbished Flexicentre.

Other tangible fixed assets: These funds represent the monies tied up in tangible fixed assets and therefore not readily expendable.

# ROSEMOUNT LIFELONG LEARNING (A company limited by guarantee)

# NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

# 21. Analysis of Net Assets between Funds

Tangible fixed	Net current	
assets	assets	Total
£	£	£
812,250	-	812,250
77,866	311,653	389,519
890,116	311,653	1,201,769
	fixed assets £ 812,250 77,866	fixed current assets assets £ £ 812,250 - 77,866 311,653

# 22. Lease Commitments - operating leases

At 31 March 2015 the charity had the following annual commitments under non-cancellable operating leases:

	Property 2015 £	Other 2015 £
Operating leases which expire:		
In the second to fifth year inclusive	10,000	14,008
Greater than five years	48,596	-

# 23. Capital Commitments

At 31 March 2015 capital expenditure commitments were are follows:

	2015 £	2014 £
Contracted but not provided for in the financial statements	-	87,867
statements		07,007