

**Charity number: SC006170**  
**Company number: SC297630**

**ST DAVID'S BRADBURY DAY CENTRE**

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**TRUSTEES' ANNUAL REPORT AND  
ACCOUNTS**

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**YEAR ENDED 31 MARCH 2008**

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**AG ACCOUNTING**

**ST DAVID'S BRADBURY DAY CENTRE  
INDEX TO ANNUAL REPORT AND ACCOUNTS  
YEAR ENDED 31 MARCH 2008**

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The trustees, who are also directors, have pleasure in presenting their report and accounts for the year ended 31 March 2008.

The accounts comply with the requirements of the Companies Act 1985, and the Statement of Recommended Practice – “Accounting and Reporting by Charities (revised 2005)” and are in accordance with the Memorandum and Articles of Association.

### **Constitution and Procedures**

St. David's Cottage Day Centre was established by constitution in 1988. On 23 February 2006, the charity formed a company limited by guarantee and changed the name to St. David's Bradbury Day Centre. The management of the Centre is the responsibility of the Board of Directors. The Board meets every six weeks. Decisions are taken by majority vote and are communicated to the staff as appropriate.

### **Charity Status**

The Centre is recognised by the Inland Revenue and O.S.C.R. as having charitable status.

### **Mission Statement**

St. David's provides day care and support for frail elderly people and their carers in the community. The Centre seeks to aid, assist and help elderly people maintain their independence within the community and improve their quality of life and that of their Carers through representation and use of appropriate services.

St. David's provides a caring environment for elderly people with support from trained volunteers, paid members of staff and representatives from the voluntary sector and the statutory services by which it is now funded.

### **Objectives**

The objectives of St. David's are:

- to provide Day Care for frail elderly and people with Dementia in Newtongrange, Easthouses, Mayfield and Gorebridge.
- bringing together Representatives of statutory and voluntary organisations and individuals
- making representations on behalf of elderly people
- provide a welcoming, stimulating, non-institutional environment for service users through a programme of varied activities and outings
- making available information to, for and on behalf of elderly people.
- encouraging training for those working with elderly people
- promoting and running appropriate services both in the Centre and in the Community

### **Risk Management**

The trustees have considered the major risks to which the charity is exposed and have established systems to mitigate those risks.

### **Board of Directors**

The Board is made up of members with a wide range of skills, but feel we would benefit from additional HR skills to replace John Anzani who along with Bill Prentice resigned in March 2008. The Board is still effective, but would welcome extra members.

### **Review of Activities**

The Board and management of St. David's Bradbury Day Centre have a harmonious relationship and the changes made over the last twelve months have been significant in both scope and impact and will be summarised briefly.

Firstly however, it is important to recognise that St. David's Bradbury Day Centre has had another busy year. At the start of the year in April 2007, we had 86 clients attending St. David's over a 5 day period, with a Friday accommodating people with mental health problems and people with Dementia. There is a drop in facility on a Friday morning between 10am and 12pm. The Carers group continue to meet monthly on a Wednesday afternoon.

### **Financial & Management**

The Board, with the support of the Management have produced a full Business Plan which defines the Details of the Business; Services offered; Analysis of the Marketplace; Staffing Details; Statements on Legal / Statutory and Environmental Policies; Future Objectives; Finances and other relevant supporting information.

The Business Plan is available for inspection and therefore it is not intended to reproduce the content herein.

One key aspect worthy of mention is the complete revision and simplification of the financial banking and reporting arrangements. This has been accomplished to achieve two major objectives: a) reduction of cost in both bank charges and manpower and b) to enable comparison of actual vs budget figures (in Business Plan) on a regular basis, normally every 6 months although reports are available monthly. This has been effective and identifies where we need to focus our efforts.

Detailed monthly management reports are produced by the Centre Manager and these are invaluable as a means of comparing actual achievements against targets. This allows any remedial actions to be agreed and taken.

Finally, all Board Members have been given a training session on their responsibilities and issued a handbook as a reminder of responsibilities and good practice.

### **Staffing**

There have been changes this year, the main ones being the appointment of Maureen Moore OBE as Manager, the change of role for Mary Lothian from Manager to Assistant Manager / Dementia Worker and the retirement of Sandra Morton.

These changes have been accomplished with the minimum of disruption to service users and the new restructured team is working well to deliver not only the remarkable range of activities and care that benefits our service users, but also working extremely hard, with good results to deliver the financing we need to ensure the long term future of the Centre.

### **Financial Review**

The activities in the year have resulted in a net outflow of restricted funds of £22,840 and a net inflow of unrestricted funds of £8,248 before transfers. Transfers of £10,453 were made to support the deficit on the core funding. The balance of unrestricted funds at 31 March 2008 was £14,931 of which £5,000 has been designated for future costs.

The principal funding sources are Midlothian Council and Lloyds TSB. Midlothian Council provides the majority of funding to enable the charity to operate. Lloyds TSB provide funding for a support worker.

The principal risk facing the charity is the continued uncertainty of funding which is granted on an annual basis.

### **Reserves Policy**

The Trustees have as an objective the holding of unrestricted funds equivalent to 3 months operating costs, to enable the charity to continue to function in the event of any delay in receipt of funds.

### **Plans for the Future**

The Trustees see a big challenge in the coming months as they continue to fundraise to maintain the level of service offered. They are striving to diversify the funding base so that they are less reliant on funding from Midlothian Council for core activities. This will involve looking for other relevant funding streams and continuing to explore all avenues.

### **Statement of trustees' responsibilities**

Charity law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit for that year. In preparing the accounts the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business;

The Trustees have overall financial responsibility for ensuring that the charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclosed with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and 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 charity'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.

This report was approved by the trustees on 28 October 2008 and approved for publication.

Sheilagh Law, Chairperson

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS  
OF  
ST DAVID'S BRADBURY DAY CENTRE**

I have audited the financial statements of the St. David's Bradbury Day Centre on pages 7 to 13 for the year ended 31 March 2008. These financial statements have been prepared under the historical cost convention, and the accounting policies set out therein.

This report is made solely to the members, as a body. My audit work has been undertaken so that I might state to the trustees those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the trustees as a body, for my audit work, for this report, or for the opinions I have formed.

**Respective responsibilities of trustees and auditors**

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

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards (UK & Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the terms of the charity's founding deed. I also report to you if, in my opinion, the Trustees' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I am not required to consider whether any statement in the Trustees' Annual Report concerning the major risks to which the charity is exposed covers all the existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

I read other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

**Basis of audit opinion**

I conducted my audit in accordance with United Kingdom Auditing Standards (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 judgments 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.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me 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 my opinion I also evaluated the overall adequacy of information in the financial statements.

I have undertaken the audit in accordance with the requirements of the APB Ethical Standards including APB Ethical Standard - Provisions for Small Entities, in the circumstances set out in Note 12 to the financial statements.

**Opinion**

In my opinion:

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources including the deficit for the year then ended,
- they have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees Annual Report is consistent with the financial statements.

Registered auditor

AG Accounting,  
167 Curriehill Castle Drive,  
Balerno

28 October 2008

**ST DAVID'S BRADBURY DAY CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(Incorporating Income and Expenditure Account)**  
**YEAR ENDED 31 MARCH 2008**

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	<u>Note</u>	Unrestricted Funds <u>2008</u> £	Restricted Funds <u>2008</u> £	Total Funds y/e <u>31/03/08</u> £	Total Funds y/e <u>31/03/07</u> £
<b>Incoming resources:</b>					
Voluntary income	2	1,607	75,923	77,530	137,006
Activities for generating funds	3	7,514	-	7,514	7,536
Investment income		857	82	939	1,162
		-----	-----	-----	-----
<i>Total incoming resources</i>		9,978	76,005	85,983	145,704
		-----	-----	-----	-----
<b>Resources expended:</b>					
	5				
Costs of generating funds		1,608	965	2,573	3,933
Charitable activities		(1)	95,299	95,298	88,962
Governance costs		123	2,581	2,704	682
		-----	-----	-----	-----
<i>Total resources expended</i>		1,730	98,845	100,575	93,577
		-----	-----	-----	-----
<i>Net incoming resources before transfers</i>		8,248	(22,840)	(14,592)	52,127
 <b><u>Transfers</u></b>					
Gross transfers between funds		(10,453)	10,453	-	-
		-----	-----	-----	-----
<i>Net movement in funds</i>		(2,505)	(12,387)	(14,592)	52,127
 <b><u>Reconciliation of Funds</u></b>					
Total funds brought forward		17,136	254,916	272,052	219,925
		-----	-----	-----	-----
<i>Total funds carried forward</i>	10	14,931	242,529	257,460	272,052
		=====	=====	=====	=====

**ST DAVID'S BRADBURY DAY CENTRE  
BALANCE SHEET  
31 MARCH 2008**

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	<u>Note</u>	<u>2008</u> £	<u>2007</u> £
<u>Fixed assets:</u>			
Tangible assets	6	237,263	242,083
		-----	-----
<i>Total fixed assets</i>		237,263	242,083
		-----	-----
<u>Current assets:</u>			
Sundry debtors	7	-	1,513
Cash at bank and in hand		21,177	35,819
		-----	-----
<i>Total resources expended</i>		21,177	37,332
		-----	-----
<u>Liabilities:</u>			
Creditors: Amounts falling due within one year	8	980	7,363
		-----	-----
<i>Net current assets</i>		20,197	29,969
		-----	-----
<i>Net assets</i>	9	257,460	272,052
		=====	=====
<u>The funds of the charity:</u>			
Restricted income funds	10	242,529	254,916
		-----	-----
<u>Unrestricted income funds:</u>			
General unrestricted funds	10	9,931	12,136
Designated fund - Future costs	10	5,000	5,000
		-----	-----
<i>Total unrestricted funds</i>		14,931	17,136
		-----	-----
<i>Total charity funds</i>		257,460	272,052
		=====	=====

Advantage has been taken in the preparation of the financial statements of the special exemptions conferred on small companies by Part VII of the Companies Act 1985.

Approved by the Board of Directors on 28 October 2008 and signed on their behalf by:

Signed:

\_\_\_\_\_  
Sheilagh Law, Director

1. ACCOUNTING POLICIES

- (a) The accounts are prepared under the historical cost convention and in accordance with applicable accounting standards. The accounts have also been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice - "Accounting and Reporting by Charities" (revised 2005).
- (b) Grant income intended to finance revenue expenditure is credited to the Statement of Financial Activities in the year to which it relates.
- (c) Grant income intended to finance minor items of capital expenditure and the related capital expenditure are also included in the Statement Of Financial Activities in the year to which they relate.
- (d) Donations are credited to the Statement Of Financial Activities in the year they are received.
- (e) Fixed assets owned by the charity are capitalised and depreciated over their estimated useful lives.  
Depreciation is charged on a straight line basis over the assets anticipated useful lives at the following annual rates:  
Property - over 50 years (2%)  
Furnishings - over 5 years (20%)  
Equipment - over 5 years (20%)
- (f) VAT - The charity is not registered for VAT and accordingly expenditure includes VAT where applicable.
- (g) Pension contributions  
The charity participates in a defined contributions pension scheme for employees. Costs are charged to Income & Expenditure Account in the year in which they are due.
- (h) The charity recognises liabilities when the liability has been legally incurred and the amount can be reliably calculated.
- (i) Where possible expenditure has been charged direct to charitable activities, generating funds and governance. Where this is not possible the allocation is done on an equitable basis.
- (j) Funds held by the charity are either:
- Unrestricted general funds - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees
  - Restricted funds - these are funds which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
  - Designated funds - these are funds which are set aside for the purpose of specific expenditure for which the timing has not been established.

2. VOLUNTARY INCOME

	<u>2008</u>	<u>2007</u>
	£	£
Midlothian Council	65,423	64,314
Lloyds TSB	10,000	12,000
Other Donations	2,107	14,692
Various Trusts – Building Fund	-	46,000
	-----	-----
	77,530	137,006
	=====	=====

3. ACTIVITIES FOR GENERATING FUNDS

	<u>2008</u>	<u>2007</u>
	£	£
Fundraising activities	3,659	3,596
Transport	3,622	3,504
Other	233	436
	-----	-----
	7,514	7,536
	=====	=====

4. TOTAL STAFF COSTS AND NUMBERS

	<u>2008</u>	<u>2007</u>
	£	£
Gross salaries	66,492	57,640
Social security costs	5,301	4,722
Pension costs	3,739	3,669
	-----	-----
	75,532	66,031
	=====	=====

The average weekly number of employees during the year was 5.25 (2007 - 5)

No employees received in excess of £60,000 per year.

No charity trustee received remuneration or reimbursement of expenses incurred during the year.

**5. RESOURCES EXPENDED**

	<u>S10</u>	<u>MISG</u>	<u>Support worker</u>	<u>Building</u>	<u>General</u>	<u>2008</u>	<u>Total 2007</u>
	£	£	£	£	£	£	£
Advertising	530	261	174	-	-	965	282
Outings	-	-	-	-	-	-	1,307
Events & activities	-	-	-	-	1,608	1,608	2,152
Sundry costs	-	-	-	-	-	-	192
<b>Costs of generating funds</b>	<b>530</b>	<b>261</b>	<b>174</b>	<b>-</b>	<b>1,608</b>	<b>2,573</b>	<b>3,933</b>
Staff costs - (inc. ERNI)	38,964	24,855	7,974	-	-	71,793	62,362
Pension costs	1,501	1,853	385	-	-	3,739	3,669
SCVO payroll processing	217	131	87	-	-	435	404
Sessional workers	-	-	-	-	-	-	2,063
Rent & rates	1,187	-	-	-	-	1,187	2,318
Insurance	542	325	217	-	-	1,084	1,010
Repairs & maintenance	521	313	209	-	-	1,043	1,122
Heat & light	550	330	220	-	-	1,100	1,345
Cleaning	174	104	69	-	-	347	431
Provisions	143	140	2	-	-	285	119
Transport	2,087	2,086	-	-	-	4,173	3,650
Subscriptions	150	150	-	-	-	300	95
Volunteers' expenses	297	297	-	-	-	594	748
Grant expenses	-	-	-	-	-	-	312
Training	305	45	25	-	-	375	595
Equipment	-	-	-	-	-	-	73
Printing & stationery	756	301	201	-	-	1,258	1,253
Telephone, fax & internet	414	248	165	-	-	827	653
Postages & sundry payments	167	107	71	-	(1)	344	358
Depreciation	1,534	-	-	4,880	-	6,414	6,382
<b>Charitable activities</b>	<b>49,509</b>	<b>31,285</b>	<b>9,625</b>	<b>4,880</b>	<b>(1)</b>	<b>95,298</b>	<b>88,962</b>
Audit & accounting fees	434	212	141	-	-	787	682
Trustees Training	1,794	-	-	-	-	1,794	-
AGM costs	-	-	-	-	123	123	-
<b>Governance costs</b>	<b>2,228</b>	<b>212</b>	<b>141</b>	<b>-</b>	<b>123</b>	<b>2,704</b>	<b>682</b>
<b>Total resources expended</b>	<b>52,267</b>	<b>31,758</b>	<b>9,940</b>	<b>4,880</b>	<b>1,730</b>	<b>100,575</b>	<b>93,577</b>

6. FIXED ASSETS - TANGIBLE

	Heritable property	Furnishings	Equipment	Total
	£	£	£	£
Movements in year				
<b>COST</b>				
At 1 April 2007	242,417	6,249	1,422	250,088
Additions in year	1,594	-	-	1,594
	-----	-----	-----	-----
At 31 March 2008	244,011	6,249	1,442	251,682
	-----	-----	-----	-----
<b>DEPRECIATION</b>				
At 1 April 2007	4,848	2,662	495	8,005
Charge in year	4,880	1,250	284	6,414
	-----	-----	-----	-----
At 31 March 2008	9,728	3,912	779	14,419
	-----	-----	-----	-----
<b>NET BOOK VALUE</b>				
At 31 March 2008	234,283	2,337	643	237,263
	=====	=====	=====	=====
At 31 March 2007	237,569	3,587	927	242,083
	=====	=====	=====	=====

7. DEBTORS

	<u>2008</u>	<u>2007</u>
	£	£
Accrued income	-	1,513
	-----	-----

8. CREDITORS & ACCRUALS

	<u>2008</u>	<u>2007</u>
	£	£
Sundry creditors	217	5,685
Accruals	763	1,678
	-----	-----
	980	7,363
	=====	=====

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds	Unrestricted Funds	Total Funds	Total Funds
	<u>2008</u>	<u>2008</u>	<u>2008</u>	<u>2007</u>
	£	£	£	£
Tangible fixed assets	237,263	-	237,263	242,083
Current assets	6,246	14,931	21,177	37,332
Current liabilities	(980)	-	(980)	(7,363)
	-----	-----	-----	-----
	242,529	14,931	257,460	272,052
	=====	=====	=====	=====

10. MOVEMENTS ON FUNDS

	Balances at <u>1 April 07</u> £	<u>Income</u> £	<u>Expenditure</u> £	<u>Transfers</u> £	Balances at <u>31 March 08</u> £
<u>Restricted funds:</u>					
Core – S10	(126)	36,966	52,267	15,427	-
MHSG	(1,537)	28,457	31,758	4,838	-
Building	248,893	82	4,880	(9,812)	234,283
Support worker	7,686	10,500	9,940	-	8,246
	-----	-----	-----	-----	-----
Total restricted funds	254,916	76,005	98,845	10,453	242,529
	-----	-----	-----	-----	-----
<u>Unrestricted funds:</u>					
General funds	12,136	9,978	1,730	(10,453)	9,931
<u>Designated funds:</u>					
Future costs	5,000	-	-	-	5,000
	-----	-----	-----	-----	-----
Total unrestricted funds	17,136	9,978	1,730	-	14,931
	-----	-----	-----	-----	-----
Total charity funds	272,052	85,983	100,575	-	257,460
	=====	=====	=====	=====	=====

Transfers relate to the meeting of the shortfall in the Core funding from other funds.

11. RESTRICTED & DESIGNATED FUNDS

**Core – S10:** This is funded by Midlothian Council towards the core running costs of the centre.

**MHSG:** This is funded by Midlothian Council via the Scottish Executive Mental Health Specific Grant. This is also towards the core running costs of the centre.

**Building:** This was a fund used to purchase and refurbish the building. It represents the net book value of the property and will be reduced as it is depreciated.

**Support Worker:** This is funded by Lloyds TSB and Cruden Foundation to meet the costs of our support worker.

**Future Costs:** This represent funds designated by the Board to be set aside for the cost of redundancies in future years.

12. NON AUDIT SERVICES

In common with other businesses of our size and nature, we use our auditors to assist in the preparation of the statutory financial statements.