

ANNUAL REPORT

2013



East Kilbride & District

DEMENTIA CARERS GROUP

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EK Dementia Carers Group

Charity No: SC018844

Company No: SC377236

East Kilbride & District Dementia Carers Group

Report and Financial Statements

for the year ended 31 March 2013

Charity number: SCO18844

Company number: SC377236

East Kilbride & District Dementia Carers Group

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East Kilbride & District Dementia Carers Group

Legal and Administrative Information

Charity name	East Kilbride & District Dementia Carers Group		
Charity registration number	SCO18844		
Company registration number	SC377236		
Directors	John Vance	*	Chairperson
	Janette Sime	*	Vice-Chairperson
	Sarah Young	*	Treasurer
	Carole Richards	*	Secretary
Management Committee	Susan Bennie		
	Margaret McNab		
	Sarah Boyd		
	Liz Craig		
	Cllr Archie Buchanan		
	Margaret Dowie		Resigned October 2012
	Brian Collumb		Appointed March 2013
Company secretary	Carole Richards		
Principal office and Registered office	169 Pine Crescent East Kilbride Glasgow G75 9HJ		
Website address	www.dementiacarers.co.uk		
Independent examiner	Alan Cunningham, C.A. Alexander Sloan 38 Cadogan Street Glasgow G2 7HF		
Bankers	Bank of Scotland PO Box 18 41 Princes Mall East Kilbride Glasgow		
Additional Bankers	RBS 24-25 Princes Square East Kilbride G74 1LJ		

* also members of the Management Committee

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

The Directors present their report and the financial statements of the charity for the year ended 31 March 2013.

Directors

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

The Directors serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Until 30 September 2010, East Kilbride & District Dementia Carers Group was an unincorporated organisation and a recognised Scottish Charity (No. SC0018844).

East Kilbride & District Dementia Carers Group, was incorporated on 21 April 2010 (No. SC377236) as a company limited by guarantee and governed by its Memorandum and Articles of Association. On the company obtaining recognition as a charity by the Office of the Scottish Charity Regulator (including permission to use the same charity number as the unincorporated organisation), the Net Assets of the former unincorporated organisation were transferred on 1 October 2010 to East Kilbride & District Dementia Carers Group ("the charity").

Appointment of Directors

New Directors are appointed at the discretion of the Board and take part in an induction programme which aims to familiarise them with the charity's values, aims and objectives together with its day-to-day operations, in addition to clarifying their statutory responsibilities as Directors of a company limited by guarantee and as Trustees of a charity. There is no fixed term for directorship.

The Directors are the charity's Office Bearers and also members of the charity's Management Committee.

Organisational structure

Together with the other members of the Management Committee, the Directors are responsible for the administration and financial affairs of the charity. The members of the Management Committee are appointed by the company's members and are required to retire after a three year term but are eligible thereafter for re-appointment. The Directors and members of the Management Committee serve the charity on a voluntary basis.

Brian Doig, Manager, oversees the day-to-day operations from the charity's Daycare Centre in East Kilbride.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

OBJECTIVES AND ACTIVITIES

The objects of the Group are to promote any charitable purpose for the benefit of the inhabitants of East Kilbride District and the surrounding areas and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness of the said inhabitants, especially those who suffer from dementia type illness and their carers.

Membership of the Group is open to all members of the general public, subject to management approval.

ACHIEVEMENTS AND PERFORMANCE

Significant highlights, events and developments of note in the year include the following:

Mini-Bus Replacement - Priority objective achieved.

Securing a replacement mini-bus was identified as a priority for the last period, and we were thrilled to take delivery of a brand new, fully accessible Fiat Ducato in October 2012.

A reliable mini-bus is critical to our service provision and to our core aim of ensuring that people with dementia can be enabled and encouraged to play an active part of their community. This was evidenced by the 260 trips and outings that we provided in the last year, and the 16,000 miles that our bus travelled.

Our bus is used to bring people to daycare and to take them home again; to provide transport for our Carers Support Groups, allowing elderly and frail Carers to attend; and on all our trips and outings. It is used six days per week, and seven days one week in the month. It is utilised morning, afternoon and night. Our bus and a driver are also used monthly by a local church to provide transport for frail-elderly, disabled and housebound members of the congregation. Without the use of our accessible minibus, many would not be able to attend this specially organised service.

Despite having ring-fenced £18,000 towards a new bus, we were still facing a shortfall of over £15,600 when our old bus had to be scrapped. Our Committee took the bold step of ordering a replacement bus and arranging to pay it up on a monthly basis. We were indebted to Minibus Options for not only facilitating credit terms on minimal interest, but for arranging a short-term lease of a fully accessible bus for a nominal cost whilst our new one was being adapted. In the meantime, a cheque was received for £15,000 meaning that the new bus was fully paid for and we could concentrate on raising funds to provide our service.

Our heartfelt thanks to everyone who contributed to our new bus, whether directly or indirectly.

From the anonymous £5 note that we received through the post and the anonymous donation of £1,000 we received, every single contribution was vital and helped make the new bus a reality. The monthly standing orders; fundraisers and donors; bag-packers; coin collectors; people running miles in our aid; coffee afternoons and 24 hour puppet shows all made the new bus possible.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

We would also like to give a special public thank you to the following people, groups and organisations for their help in funding our new bus:

- o East Kilbride Rotary Club
- o Sainsbury's Olympia
- o Marks and Spencer East Kilbride Town Centre
- o RBS Communityforce
- o EK Mental Health Issues Group
- o Colin & Christine Weir
- o B & Q East Kilbride
- o David Urquhart Travel
- o Burn Stewart Distillers

Successful Grant Application - The Robertson Trust

The Robertson Trust is an independent Scottish grant-making Trust (Scottish Charity No: SC002970). The object of the Trust is the provision of financial support for charities as defined by the Law of Scotland.

We were absolutely thrilled when the Robertson Trust made a grant to the EK Dementia Carers Group for the sum of £8,000 last year. We were equally thrilled when they agreed to continue with the same level of support for the next two years, contributing to our core-funding for 2012/2013 and 2013/2014.

Re-decoration of Centre and Upgrades

The Sitting Room, hallway, stairs and landing were all refurbished last year, and a new oven, hob and hood were fitted in the kitchen. This year, a new fridge and two freezers were purchased and new lino was fitted in the kitchen. Most recently, a new patio door was fitted in the sitting room.

Environmental Health Inspection

The Environmental Health Inspection on Monday 21st January 2013 went well. We received a positive report stating that the kitchen was "clean and well maintained". This was our second favourable inspection in 14 months.

Social Events

We aim to provide a range of social events that allow carers to mix in a relaxed environment where they are more likely to form bonds with other carers - leading to informal support networks. We have tried to link some of these events into social occasions that engage the wider community, giving people with dementia and their carers a good night out for a subsidised cost, whilst engaging with the public. These also help us to ensure that our Service Users have the opportunity to be a part of their local community.

Our Carers Support Group has had a BBQ and a cheese and wine party. These events are very popular and allow Carers to form a close supportive bond.

In the last year, we have had our sell-out Swing Band night at the Ballerup Hall; Americana singer Dean Owens in concert; a Variety Show at the Village Theatre which was attended by almost 170 people; a Karaoke night with Sainsbury's staff; a Nostalgia night in St Vincents which proved to be very popular and our Christmas Party for 57 Carers, Service Users, staff and volunteers.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

In April 2013, we had a sell-out Rock Til U Drop night for almost 140 people. Carers, service users, staff, volunteers, and members of the public attended the event and a great night was had by all. Selling out this event four weeks in advance was a fantastic achievement and shows what great support our Group has. The only complaint was that it was far too cheap! And that brings us full circle to the sold-out Swing-Band night at the Ballerup Hall in June 2013 which marked the end of Dementia Awareness week.

Outings

We had over 260 trips and outings in the last year, ensuring that our service users remained an active part of their community. Outings included: local golf driving ranges; church services; local cafés; Transport Museum and The Tall Ship; Picnics in Luss and Callander; Antiques Centre in Doune; Kelvingrove Museum and Art Gallery; The Peoples Palace; The Winter Gardens; Hampden Football Museum; barge trips on the Forth and Clyde Canal; The Falkirk Wheel; Scotland Street School Museum; Strathclyde Park; Clyde Valley Garden Centres; Rouken Glen Park; Glenniffer Braes; Whitelees Windfarm; Troon for fish teas; Snooker afternoons; The Burrell Collection; Mugdock Country Park; bingo afternoons and Drumpellier Park.

In particular, we would like to thank the following four venues for their hospitality, service and support: Moncreiff Church; Broadlees Golf in Chapelon; The Village Centre and The Hunter Museum Café.

We involve the Service Users in planning the outings and ensure the selected environment is appropriate for enhancing the quality of life of our Service Users. Our centre is regarded as a base for activities but our passion is to ensure that our Service Users remain an active part of their community.

We have also escorted individual Service Users on a number of 1-1 outings for practical things such as haircuts, hospital appointments, opticians and doctors appointments. Our role is very much about removing barriers and restrictions, and enhancing quality of life for our Service Users. It is about Inclusion - not Seclusion! We believe that people with dementia should continue to be an active part of their local community and our role is very much to do whatever we can to enable that to happen.

Carers Support

Our Carers Support Group continues to be well attended. A range of speakers and social nights were planned by the carers who attend and a new programme for 2013 has been agreed. Average attendance in 2012/13 was between 12 and 22 carers at each monthly meeting.

The Dementia Café, which was re-branded The Memory Café, continues to be attended by up to 30 people monthly and is a great example of partnership working (with Alzheimer Scotland; NHS Community Mental Health Team and Social Work Resources). All four organising agencies continue to support it and the public is benefiting from a more joined-up approach to working. For our own part, it has also helped to increase our profile in the community and has led to several people being referred for daycare.

Our small numbers (maximum of 6 Service Users) means that our skilled staff team can work at making this core aim a reality within our service, and in a personalised manner. We can combine Group activities and outings with individualised care and outings.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

Networking:

The Group continued to establish links with other Charities and Organisations, in an effort to share best working practices and mutual support networks.

- o Gordon Dementia Services in Inverurie: Policy support given by e-mail.
- o South Lanarkshire Carers Network: Members of our Management Committee and Carers Support Group are also on the board of the Carers Network.
- o SVQ placement opportunities given to South Lanarkshire College.
- o Gateway to Social Care (short-term) placement given to South Lanarkshire College.
- o HNC placement opportunities given to Motherwell College.
- o Observational Placement: The University of the West of Scotland (Paisley campus) were afforded a 10 day 'observational placement' for a Social Work student in February 2013.
- o Dementia Awareness Training: This has been provided to community groups and to another charity (Cornerstone Community Care).

Training & Development

We have continued to invest in staff and volunteer training, with the following learning opportunities being undertaken in the 2012/2013 period: NCFE Certificate in Providing Activities within a care setting Level 2; Induction Training; Re-shaping Care for Older People conferences; Intermediate Food Hygiene Training and the Gerontology Interest Group meetings at the University of the West of Scotland.

Publicity

Our local presence has been significantly increased this year with the EK News featuring us on a regular basis. We are indebted to them for helping to keep us in the public eye.

Newsletter: Publication of our Newsletter "Pine Patter" has continued throughout the year and proven to be popular. We are indebted to David Urquhart Travel of East Kilbride for their contribution towards publication costs.

Website: Our website is regularly updated, and is a great source of publicity and information to the public. As well as links and news updates, anyone can download all of our policies and Care Commission Inspectorate reports free of charge. We are indebted to volunteer Iain McAteer for designing and maintaining our website.

Facebook: The Group has continued to develop a Facebook page, which can be accessed by typing in "EK Dementia Carers Group" in the facebook search facility. This helps us communicate with a wider audience and has been invaluable when publicising events. The number of people following our Group has increased from 160 last year to 226.

Community Support

Following a very successful term as Charity Partner to Marks and Spencer East Kilbride Town Centre, we resumed an old friendship when Sainsbury's Olympia selected us as their official Charity Partner for 2012 - 2013. We were also adopted as Charity Partner for 2012/2013 of local distillers Burn Stewart and the staff of David Urquhart Travel East Kilbride. The East Kilbride Rotary Club has continued to show a tremendous support, organising a very successful golf tournament of which we were one of two beneficiaries. The golf tournament is in its third year and again we will be one of two main beneficiaries at the 2013 event. To have the support of such prestigious organisations is a real honour for us and shows the true community spirit of East Kilbride at its best. Our term as Charity Partners to Sainsbury's Olympia came to an end in May 2013, and had been a mutually rewarding experience. As one door closes, another opens, and we were thrilled when Marks and Spencer East Kilbride Town Centre readily agreed to resume our partnership from June 2013.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

We are indebted to every single person who contributed to our cause: whether by taking part in a sponsored event; sponsoring someone who was supporting us; collecting pennies in a jar; hosting collecting tins; helping out at bag-packing and bucket collections; arranging coffee mornings and afternoon teas; attending our fundraising events; making donations by monthly standing order and making one-off donations. From the smallest to the largest sum, every penny has counted.

We do not pay fundraisers and our volunteer Directors take no expenses whatsoever. All money generated goes directly into providing care to people with dementia and their carers.

We are also indebted to a number of people who have sacrificed body hair on our behalf! Your bravery will be rewarded.

Policies

Our Group has continued its practice of regularly reviewing and revising our Policies and Procedures, and has made great efforts to ensure that those using and benefiting from our service have their input into these revisions, through consultation with Carers and Service Users at Forums and Support Group meetings. In line with our target, all policies have been reviewed and updated within the last 3 years.

Planning ahead

Ahead of Dementia Awareness week in June 2012, our Group had its first Open Day, allowing people to come in and see our centre; chat to staff and Committee members; get support and find out about the services we provide and how to access them. It was a great success, allowing us to see the great need within the community.

Following on from the Open Day, our Group had a Development Day where Directors, Committee Members, Staff and Volunteers all got together to review our service and look at opportunities for improving what we offer the community. The Development Day was about reflecting on the Open Day; setting objectives; short and long-term goals; getting staff and committee together with an equal say in shaping our service; ensuring that staff and volunteers have a genuine forum for putting ideas on the table and shaping their role. It too was a successful event.

Following on from both events, it was decided to apply for a grant from The Big Lottery Awards For All scheme, to hire the services of a Business Consultant. With so many opportunities to increase the range of support that we can offer the community, it was felt that an independent evaluation of our service would be the best place to start.

The grant application was successful and we have commissioned John McManus of MCM Associates to undertake a full review of our service; a consultation with Committee, Staff, Volunteers, Service Users and Carers; and a wider consultation with other Groups and Organisations as part of Reshaping care for older People. John will also work to identify and scope the need within the community and help draft an action plan to drive us forward.

This is undoubtedly the biggest venture that our Group has undertaken in its 22-year history! It is an exciting challenge and will undoubtedly involve change. We are totally committed to undertaking the evaluation and driving on from it determined to do what we can to meet the increasing needs of our local community. Our very purpose is to serve the public and we are very privileged to be in a position to do so. Our aim is to continue to push boundaries and to make care that is deemed "acceptable" simply unacceptable. People deserve the best as standard, nothing less. That is our belief and is one that we are passionate about. It is that desire that will drive us forward. Thank you for supporting us in our efforts.

East Kilbride & District Dementia Carers Group

Directors' Annual Report for the year ended 31 March 2013

FINANCIAL REVIEW

Per the Statement of Financial Activities on page 11, the charity reported net incoming resources (i.e. a surplus) for the year of £18,263 (2012 - surplus £18,734) and total Unrestricted Funds of £75,795 at 31 March 2013 of which £25,251 were 'tied up' in the charity's fixed assets (see Note 12, page 18).

Reserves policy

Prior to this accounting year, it had been the policy of the charity to maintain Unrestricted Funds (i.e. funds not committed or invested in fixed assets) at a level which equated to approximately three months of unrestricted expenditure. Following their review of risks and opportunities faced by the charity, the Directors decided to adopt a reserves policy of approximately six months of unrestricted expenditure. Per the General Fund on page 11, Unrestricted Funds amounted to £50,544 which, although below the required level, was acceptable to the Directors.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors' are responsible for preparing the Directors' 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 Directors 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 Directors are required to:

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

The Directors 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. They 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.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

East Kilbride & District Dementia Carers Group

**Directors' Annual Report
for the year ended 31 March 2013**

Independent examiner

The Directors recommend that Alan Cunningham, C.A., a partner in Alexander Sloan, remains in office as independent examiner until further notice.

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

This report was approved by the Directors on 15 July 2013 and signed on their behalf by

A handwritten signature in dark ink, appearing to read 'C E Richards', written in a cursive style.

Carole Richards
Secretary

East Kilbride & District Dementia Carers Group

Independent Examiner's Report to the Directors on the Unaudited Financial Statements of East Kilbride & District Dementia Carers Group.

I report on the financial statements of East Kilbride & District Dementia Carers Group for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

Respective responsibilities of Directors and examiner

The charity's Directors (who are also Directors of the company for the purpose of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("2005 Act") and the Charities Accounts (Scotland) Regulations 2006 ("2006 Accounts Regulations"). The charity's Directors consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

Independent Examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations; and

to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alan Cunningham, C.A.
Partner
Alexander Sloan
Chartered Accountants
15 July 2013

38 Cadogan Street
Glasgow
G2 7HF

East Kilbride & District Dementia Carers Group

Statement of Financial Activities (incorporating Income and Expenditure Account)

for the year ended 31 March 2013

		Unrestricted				
		General funds	Designated funds	Restricted funds	2013 Total	2012 Total
Notes		£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	49,661	-	630	50,291	38,690
Activities for generating funds	3	20,617	-	-	20,617	22,883
Investment income	4	3	-	-	3	5
Incoming resources from charitable activities						
	5	91,107	-	-	91,107	81,925
Total incoming resources		<u>161,388</u>	<u>-</u>	<u>630</u>	<u>162,018</u>	<u>143,503</u>
Resources expended						
Costs of generating funds						
Costs of generating voluntary income	6	(930)	-	-	(930)	(625)
Charitable activities	7	(130,928)	(8,417)	(630)	(139,975)	(121,012)
Governance costs	8	(2,850)	-	-	(2,850)	(3,132)
Total resources expended		<u>(134,708)</u>	<u>(8,417)</u>	<u>(630)</u>	<u>(143,755)</u>	<u>(124,769)</u>
Net incoming/(outgoing) resources before transfers						
		26,680	(8,417)	-	18,263	18,734
Gross transfers between funds		(15,668)	15,668	-	-	-
Net movement in funds		<u>11,012</u>	<u>7,251</u>	<u>-</u>	<u>18,263</u>	<u>18,734</u>
Reconciliation of funds						
Total funds brought forward		39,532	18,000	-	57,532	38,798
Total funds carried forward		<u>50,544</u>	<u>25,251</u>	<u>-</u>	<u>75,795</u>	<u>57,532</u>

The notes on pages 14 to 21 form an integral part of these financial statements.

East Kilbride & District Dementia Carers Group

Balance Sheet as at 31 March 2013

	Notes	2013		2012	
		£	£	£	£
Fixed assets					
Tangible assets	12		25,251		-
Current assets					
Debtors	13	15,653		10,911	
Cash at bank and in hand		39,044		50,011	
		<u>54,697</u>		<u>60,922</u>	
Creditors: amounts falling due within one year	14	<u>(4,153)</u>		<u>(3,390)</u>	
Net current assets			50,544		57,532
Net assets			<u>75,795</u>		<u>57,532</u>
Funds					
Unrestricted funds					
General funds	16		50,544		39,532
Designated funds	17		25,251		18,000
			<u>75,795</u>		<u>57,532</u>

The Directors' statements required by Sections 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 14 to 21 form an integral part of these financial statements.

East Kilbride & District Dementia Carers Group

Balance Sheet (continued)

**Directors' statements required by Sections 475 (2) and (3)
for the year ended 31 March 2013**

In approving these financial statements as Directors of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2013 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 386, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including the income and expenditure, for the year then ended in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 15 July 2013 and signed on its behalf by

John Vance
Director




Sarah Young
Director

Registered number: SC377236

The notes on pages 14 to 21 form an integral part of these financial statements.

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and where appropriate modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from investments is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

1.3. Resources expended

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

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.

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Motor vehicles - 25% straight line

1.5. Leasing

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

2. Voluntary income

	2013	2012
	£	£
Donations	36,464	28,517
Income Tax on Gift Aid	5,197	1,473
The Robertson Trust	8,000	8,000
South Lanarkshire Council	350	700
UWS Placement	280	-
	<u>50,291</u>	<u>38,690</u>

3. Activities for generating funds

	2013	2012
	£	£
Fundraising	20,617	22,883
	<u>20,617</u>	<u>22,883</u>

4. Investment income

	2013	2012
	£	£
Interest received	3	5
	<u>3</u>	<u>5</u>

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

5. Incoming resources from charitable activities

	2013	2012
	£	£
Care Payments	87,728	80,705
Department of Transport Fuel Tax Grant	3,379	1,220
	<u>91,107</u>	<u>81,925</u>

6. Costs of generating voluntary income

	2013	2012
	£	£
Fundraising Costs	930	625
	<u>930</u>	<u>625</u>

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

7. Costs of charitable activities

	2013	2012
	£	£
Wages and salaries	84,858	78,453
Employer's NI contributions	4,969	4,925
Rates	594	384
Insurance	868	841
Heat and light	1,324	1,236
Cleaning	1,135	1,200
Venue Hire	530	440
Printing, postage and stationery	2,632	2,790
Telephone	1,455	1,360
Staff and Volunteer Expenses	2,371	3,396
Payroll Services	926	1,551
Activities and Outings	8,880	4,408
Food for Day Care Centre	4,784	4,493
Advertising	170	692
General expenses	109	134
Repairs and maintenance	4,584	7,317
Training costs	1,201	1,075
Operating Lease	360	360
Transport costs	7,697	5,683
Memberships	2,111	274
Depreciation on motor vehicles	8,417	-
	<u>139,975</u>	<u>121,012</u>

8. Governance costs

	2013	2012
	£	£
Independent Examiner's Fee	2,850	3,132
	<u>2,850</u>	<u>3,132</u>

9. Net incoming resources for the year

	2013	2012
	£	£
Net incoming resources is stated after charging:		
Depreciation and other amounts written off tangible assets	8,417	-
Independent Examiner's remuneration	2,850	3,132
	<u>2,850</u>	<u>3,132</u>

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

10. Employees

Number of employees

The average monthly numbers of employees during the year were:

	2013 Number	2012 Number
Full Time	2	2
Part Time	7	7
	<u>9</u>	<u>9</u>

Employment costs

	2013 £	2012 £
Wages and salaries	84,858	78,453
Social security costs	4,969	4,925
	<u>89,827</u>	<u>83,378</u>

There were no employees who received remuneration of over £60,000 in the period.

11. Directors' emoluments

No Director nor any person connected to them received emoluments or reimbursed expenses during the period.

12. Tangible fixed assets

	Motor vehicles £	Total £
Cost		
Additions	33,668	33,668
At 31 March 2013	<u>33,668</u>	<u>33,668</u>
Depreciation		
Charge for the year	8,417	8,417
At 31 March 2013	<u>8,417</u>	<u>8,417</u>
Net book values		
At 31 March 2013	<u>25,251</u>	<u>25,251</u>

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

13. Debtors	2013	2012
	£	£
Trade debtors	6,931	6,107
Other debtors	8,458	4,804
Prepayments	264	-
	<u>15,653</u>	<u>10,911</u>
14. Creditors: amounts falling due within one year	2013	2012
	£	£
Accruals	<u>4,153</u>	<u>3,390</u>
15. Analysis of net assets between funds		
	Unrestricted	
	General funds	Designated funds
	£	£
Fund balances at 31 March 2013 as represented by:		Total funds
		£
Tangible fixed assets	-	25,251
Current assets	54,697	-
Current liabilities	(4,153)	-
	<u>50,544</u>	<u>25,251</u>
		<u>75,795</u>

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

16. Unrestricted General Funds	1 Apr '12 £	Incoming £	Outgoing £	Transfers £	31 Mar '13 £
Unrestricted Funds	39,532	161,388	(134,708)	(15,668)	50,544
	<u>39,532</u>	<u>161,388</u>	<u>(134,708)</u>	<u>(15,668)</u>	<u>50,544</u>

Purposes of General Funds

Unrestricted Funds

Represented by the General Fund, Unrestricted Funds encompass all income and expenditure relating to the primary activities of the charity.

17. Unrestricted Designated Funds	1 Apr '12 £	Outgoing £	Transfers £	31 Mar '13 £
Replacement Mini-bus Fund	18,000	-	(18,000)	-
Designated Assets Fund	-	(8,417)	33,668	25,251
	<u>18,000</u>	<u>(8,417)</u>	<u>15,668</u>	<u>25,251</u>

Purposes of Designated Funds

Replacement Mini-bus Fund

Represents funds allocated by the Directors during the year end 31 March 2012 to finance the purchase of a replacement mini-bus. The Fund was closed during the year on the purchase of a new minibus.

Designated Assets Fund

Represents the net book value of the charity's fixed assets which would not be readily convertible into cash.

East Kilbride & District Dementia Carers Group

Notes to the Financial Statements for the year ended 31 March 2013

18. Restricted funds	1 Apr '12 £	Incoming £	Outgoing £	31 Mar '13 £
Christmas Meal Fund	-	350	(350)	-
UWS Placement Fund	-	280	(280)	-
	<u>-</u>	<u>630</u>	<u>(630)</u>	<u>-</u>

Purposes of restricted funds

Christmas Meal Fund

Represents grant funding received from South Lanarkshire Council to fund a Christmas Meal for local dementia suffers and their carers.

UWS Placement Fund

Represents grant funding from the University of the West of Scotland for a student placement.

19. Financial commitments

At 31 March 2013 the charity had annual commitments under non-cancellable operating leases as follows:

	2013 £	2012 £
Expiry date:		
Between one and five years	<u>360</u>	<u>360</u>

East Kilbride & District Dementia Carers Group

The following pages do not form part of the statutory accounts.

East Kilbride & District Dementia Carers Group

Detailed Income and Expenditure Account for the year ended 31 March 2013

	2013		2012	
	£	£	£	£
Income				
Voluntary Income				
Donations	36,464		28,517	
Income Tax on Gift Aid	5,197		1,473	
The Robertson Trust	8,000		8,000	
South Lanarkshire Council	350		700	
UWS Placement	280		-	
		50,291		38,690
Activities for generating funds				
Fundraising	20,617		22,883	
		20,617		22,883
Investment income				
Interest received	3		5	
		3		5
Income from charitable activities				
Care Payments	87,728		80,705	
Department of Transport Fuel Tax Grant	3,379		1,220	
		91,107		81,925
Total income		162,018		143,503
Total expenditure		(143,755)		(124,769)
Net surplus for the year		18,263		18,734

East Kilbride & District Dementia Carers Group

Schedule of Expenditure for the year ended 31 March 2013

	2013		2012	
	£	£	£	£
Expenditure				
Costs of generating voluntary income				
Fundraising Costs	930		625	
		930		625
Charitable activities				
<i>Staff costs</i>				
Wages and salaries	84,858		78,453	
Employer's NI contributions	4,969		4,925	
		89,827		83,378
<i>Premises costs</i>				
Rates	594		384	
Insurance	868		841	
Heat and light	1,324		1,236	
Cleaning	1,135		1,200	
Venue Hire	530		440	
		4,451		4,101
<i>Running costs</i>				
Printing, postage and stationery	2,632		2,790	
Telephone	1,455		1,360	
Staff and Volunteer Expenses	2,371		3,396	
Payroll Services	926		1,551	
Activities and Outings	8,880		4,408	
Food for Day Care Centre	4,784		4,493	
Advertising	170		692	
General expenses	109		134	
Repairs and maintenance	4,584		7,317	
Training costs	1,201		1,075	
		27,112		27,216
<i>Motor and travel costs</i>				
Operating Lease	360		360	
Transport costs	7,697		5,683	
		8,057		6,043
<i>Accountancy costs</i>				
Memberships	2,111		274	
		2,111		274
<i>Depreciation and Gains/Losses</i>				
Depreciation on motor vehicles	8,417		-	
		8,417		-

East Kilbride & District Dementia Carers Group

Total of charitable activity expenditure	139,975	121,012
Governance Costs		
Independent Examiner's Fee	<u>2,850</u>	<u>3,132</u>
	2,850	3,132
Total expenditure	<u>143,755</u>	<u>124,769</u>