

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**  
**(a company limited by guarantee)**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2016**

SC209296

Scottish Charity No. 29160

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**COMPANY INFORMATION**

**PRINCIPAL ACTIVITY**

To promote any charitable purpose for the benefit of Carers residing in Lanarkshire and in particular persons who by reasons of social isolation are in need of practical or emotional support on a regular basis, including the relief of poverty, distress and sickness and the education of the public in matters relating to social welfare.

**DIRECTORS**

B R Fitzgerald  
F Hughes  
E R Seaton  
K J McGoldrick  
J Hodge  
E M Mccan  
W Craig (appointed 01.07.15)  
S Sheikh  
A MacNeill  
Raymond Gardiner (resigned on 5 October 2015)

**SECRETARY**

S Sheikh

**HEAD OFFICE**

1A Princes Gate  
60 Castle Street  
Hamilton  
Lanarkshire  
ML3 6BU

**REGISTERED NUMBER**

SC209296

**BANKERS**

Bank of Scotland  
9 Brandon Street  
Hamilton  
ML3 6BZ

**AUDITORS**

Ken Tait & Co  
18 Avon Street  
Hamilton  
ML3 7HU

# **PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

## **DIRECTORS' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2016**

The Directors who are also the Trustees present their Report and Financial Statements for the year ended 31 March 2016.

#### **Objectives**

The objective of the company is to promote any charitable purpose for the benefit of Carers residing in Lanarkshire and in particular persons who by reasons of social isolation are in need of practical or emotional support on a regular basis, including the relief of poverty, distress and sickness and the education of the public in matters relating to social welfare.

#### **Policy Statement**

In preparing those financial statements, the Trustees are required to select suitable accounting policies and apply them consistently; make adjustments and estimates that are reasonable and prudent; prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue to operate.

#### **Reserve Policy**

Reserves may be held where the Trustees feel there is a need to do so to ensure the charity's financial well-being and continuation. The board considers the present level of reserves to be adequate and represent costs that may have to be incurred.

#### **Risk Assessment**

The Trustees regularly review the major risks associated with the activities of the charity on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of internal controls over key systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

#### **Review of Financial Position**

The outflow of resources for the year was £21,856. A full detailed report of the activities of the Trust and how it has achieved its objectives are available from the office.

The Board of Trustees is satisfied with the performance of the Trust during the year and considers that the Trust is in a strong position to continue its activities during the coming year and that the Trust's assets are adequate to fulfil its obligations.

#### **Statement of Directors' Responsibilities**

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 company and of the income and expenditure of the company for that period. In preparing those financial statements, the directors are required to:-

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**FOR THE YEAR ENDED 31 MARCH 2016**

**DIRECTORS' REPORT (CONTINUED)**

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Statement as to disclosure of information to auditors**

The Trustees state that so far as each of the Trustees at the time this report was approved is aware: -

- a) There is no relevant audit information of which the auditors are unaware, and
- b) The Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and establish that the auditors are aware of that information.

**Auditors**

A resolution proposing Ken Tait & Co be re-appointed as auditors of the charity will be put to the Annual General meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and reporting by Charities. and in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006

**Approval**

This report was approved by the Board of Trustees on 29 August 2016

and signed on its behalf.

By order of the Board

*S. Sheikh*

S Sheikh  
Director

# **PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF THE PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LTD**

We have audited the Financial Statements of The Princess Royal Trust Lanarkshire Carers Centre Limited for the year ended 31 March 2016 on pages 7 to 14 comprising the Statement of Financial Activities, the Balance Sheet and related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Accounting Generally accepted Accounting Practice)

The report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charity's trustees, as a body in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the members and the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective Responsibilities of Trustees and Auditors**

The trustees- (who are also the directors of the company for the purposes of company law) responsibilities 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) and for being satisfied that the charity's financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report to you in accordance with those Acts.

Our responsibility is to audit 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 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 annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE MEMBERS OF THE PRINCESS ROYAL TRUST LANARKSHIRE  
CARERS CENTRE LTD**

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as 31<sup>st</sup> March 2016 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 requirements of 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.

**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 Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

The information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or

Adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or

The financial statements are not in agreement with the accounting records and returns; or

Certain disclosures of trustee's 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 Trustees' Annual Report.

  
Kenneth Tait

Senior Statutory Auditor

For on and behalf of Ken Tait & Co Statutory Auditor, 18 Avon St, Hamilton

Ken Tait & Co is eligible to act as an auditor in terms of section 1212 of The Companies Act 2006

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH  
2016**

	Notes	Unrestricted Fund £'s	Restricted Fund £'s	2016 £'s	2015 £'s
<b>Incoming Resources</b>					
Donations, Legacies & Similar Income	3	238,313	510,703	749,016	848,654
Total Incoming Resources		<b>238,313</b>	<b>510,703</b>	<b>749,016</b>	<b>848,654</b>
<b>Resources Expended</b>					
Charitable Expenditure – Objects	4	133,160	558,897	692,057	618,505
Governance costs	5 & 6	78,815	0	78,815	70,169
Total Resources Expended		<b>211,975</b>	<b>558,897</b>	<b>770,872</b>	<b>688,674</b>
Net Incoming/ (outgoing) Resources		26,338	(48,194)	(21,856)	159,980
Total Funds Brought Forward		96,873	260,895	357,768	197,788
Total funds carried forward		<b>123,211</b>	<b>212,701</b>	<b>335,912</b>	<b>357,768</b>



**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**BALANCE SHEET AS AT 31<sup>st</sup> MARCH 2016**

	Notes	Unrestricted Fund £'s	Restricted Fund £'s	2016 £'s	2015 £'s
<b>Fixed Assets</b>					
Tangible Fixed Assets	9	24,942	0	24,942	31,675
<b>Current Assets</b>					
Debtors	8	10,517	0	10,517	4,812
Bank & Cash		117,646	212,701	330,347	347,035
		<b>128,163</b>	<b>212,701</b>	<b>340,864</b>	<b>351,847</b>
<b>Creditors: amounts falling due within one year</b>	7	(29,894)	0	(29,894)	(25,754)
<b>Net current assets</b>		<b>98,269</b>	<b>212,701</b>	<b>310,970</b>	<b>326,093</b>
<b>Net Assets</b>		<b>123,211</b>	<b>212,701</b>	<b>335,912</b>	<b>357,768</b>
<b>Funds of the charity</b>	10	<b>123,211</b>	<b>212,701</b>	<b>335,912</b>	<b>357,768</b>

The Financial Statements on pages 7 to 14 were approved by the Directors on 29 August 2016 on their behalf by:

.....*S. Sheikh*.....  
**S Sheikh**  
**DIRECTOR**

.....*B. Fitzgerald*.....  
**B Fitzgerald**  
**DIRECTOR**

# PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED

## NOTES ON FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2016

- 1. Accounting policies**
  - 1.1 Basis of preparation of accounts**

The Accounts been prepared in accordance with the requirements of the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) regulations 2006 (as amended) and Statement of Recommended Practice - Accounting by Charities.
  - 1.2 Incoming Resources**

Incoming resources are accounted for on a receivable basis.
  - 1.3 Investment Income**

Bank interest is included in the income and expenditure account on a receivable basis.
  - 1.4 Recognition of liabilities**

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting (effective April 2005) issued by the Charity Commissioners for England & Wales.
  - 1.5 Resources Expended**

The cost of generating funds comprises those costs directly attributable to the operation of the charity.
  - 1.6 Fixed assets and depreciation**

All tangible fixed assets if owned are stated at cost less depreciation.
  - 1.7 Taxation**

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the Trust and is, therefore, included in the relevant costs in the Statement of Financial Activities.
  - 1.8 Funds structure policy**

The Trust maintains a general unrestricted fund, which represents funds that are expendable at the discretion of the Trustees in furtherance of the objects of the Charity. Such funds may be held in order to finance both working capital and capital investment.
  - 1.9 Expenditure on management and administration**

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This included costs of renting and running office premises, staff salaries for administrative staff and audit fees.

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**FOR THE YEAR ENDED 31 MARCH 2016**

**3. Donations, Legacies & Similar Income**

Included in Income during the year, were grants received as follows:-

<b>Funder</b>	<b>Project Title</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2016</b>	<b>2015</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
NHS Lanarkshire	Core Funding	61,233	0	61,233	60,151
	Realignment Funding	0	0	0	109,286
	Centre Reallocation Funding	0	0	0	18,689
	Volunteer & Respite Funding	3,067	30,634	33,701	0
	BME CSW Funding	3,271	32,671	35,942	28,212
	BBV Worker	3,723	4,222	7,945	17,832
	Young Adults Carers	3,144	31,079	34,223	0
	BBV	0	0	0	5,000
	Chinese Engagement Worker	0	0	0	35,635
	Steps of Caring	5,720	24,172	29,892	26,817
	Other Funding	0	8,360	8,360	5,101
		<u>80,158</u>	<u>131,138</u>	<u>211,296</u>	<u>306,723</u>
South Lanarkshire Council	Core Funding	42,396	0	42,396	42,396
	Carer Training	1,365	13,635	15,000	15,000
	Carers Strategy Funding	0	3,972	3,972	2,049
	Carers Support Development	5,624	56,176	61,800	61,627
	Training Officer	420	12,424	12,844	12,844
		<u>49,805</u>	<u>86,207</u>	<u>136,012</u>	<u>133,916</u>
North Lanarkshire Council	Core Funding	43,760	0	43,760	43,760
	Carers Training	1,409	14,074	15,483	15,483
	Carers Support	16,228	162,192	178,420	177,732
	Training Officer	420	12,839	13,259	13,259
		<u>61,817</u>	<u>189,105</u>	<u>250,922</u>	<u>250,234</u>
Creative Breaks	5,000	45,000	50,000	54,625	
Rotary Club Respite	0	1,500	1,500	1,000	
Shared Care Scotland	523	5,227	5,750	0	
Carers Grants	0	17,113	17,113	17,658	
VANL Funding	0	1,125	1,125	62,720	
Short Breaks CIS Funding	2,882	28,788	31,670	0	
Young Adult Carers	0	5,000	5,000	5,000	
Carers Trust	0	500	500	11,302	
Pampering on the move	32,041	0	32,041	0	
Donations	1,443	0	1,443	3,134	
Other income	4,644	0	4,644	2,342	
	<u>46,533</u>	<u>104,253</u>	<u>150,786</u>	<u>157,781</u>	
<b>Total</b>		<u><b>238,313</b></u>	<u><b>510,703</b></u>	<u><b>749,016</b></u>	<u><b>848,654</b></u>

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**NOTES ON FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2016**

**4. Charitable Expenditure**

<b>Project Title</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
North Lanarkshire Training	0	8,764	8,764	6,786
North Lanarkshire Council- PQASSO	0	115	115	227
South Lanarkshire Training	0	13,144	13,144	4,368
North Lanarkshire Carers Support – Office	0	10,052	10,052	23,843
SLCSD – Carers Support	0	2,250	2,250	2,874
SLCSD – Strategy Information	0	1,734	1,734	2,003
Carers Trust-NCO Future Steps Expenditure	0	8,392	8,392	355
Carers Trust-Young Adult Carers Expenditure	0	1,431	1,431	1,271
Carers Trust-Mens Group Expenditure	0	72	72	0
Staff Expenditure	107,348	392,393	499,741	501,878
Cambuslang Rotary Club Respite Grants Paid	0	600	600	1,500
NHS Glasgow Info-Database	0	8,580	8,580	0
NHS Lanarkshire- Steps of Caring	0	11,739	11,739	5,159
NHS Lanarkshire- BBV Expenditure	0	7,630	7,630	7,939
NHS Lanarkshire-BME CSW Expenses	0	1,916	1,916	775
NHS Lanarkshire- Miscellaneous	0	2,349	2,349	2,022
NHS Lanarkshire-Moving & Handling	0	7,225	7,225	4,515
NHS Lanarkshire-PCSW	0	0	0	819
NHS Lanarkshire-Young Adult Carers Expenditure	0	1,411	1,411	0
NHS Lanarkshire- Website Design	0	0	0	47
NHS Lanarkshire-Chinese Engagement Worker	0	668	668	487
NHS Lanarkshire-Realignment Expenditure	0	5,047	5,047	3,486
NHS Lanarkshire-Volunteer and Respite	0	428	428	0
Creative Breaks	0	49,373	49,373	24,710
Shared Care Scotland	0	2,550	2,550	0
Pampering on the move	25,812	0	25,812	1,275
Carers Grants Paid Out	0	17,112	17,112	17,658
Carers Celebration Expenditure	0	0	0	50
VANL/Short Brakes CIS	0	3,922	3,922	4,458
	<b>133,160</b>	<b>558,897</b>	<b>692,057</b>	<b>618,505</b>

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**NOTES ON FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2016**

**5. Governance costs**

	Unrestricted	Restricted	2016	2015
	£	£	£	£
Rent, rates & insurance	11,959	0	11,959	19,761
Heat & Light	1,876	0	1,876	3,604
Travel	916	0	916	651
Telephone & Internet	6,043	0	6,043	3,019
Post & Stationery	12,179	0	12,179	9,835
Books	56	0	56	33
Computer costs & software	1,452	0	1,452	2,444
Repairs & Maintenance	11,230	0	11,230	4,738
Cost of moving premises	144	0	144	3,510
Cleaning	1,900	0	1,900	1,138
Advertising	631	0	631	0
Subscriptions	1,450	0	1,450	1,135
Training Costs	876	0	876	150
Entertainment	51	0	51	420
Carers Support Events	2,139	0	2,139	906
General governance costs	442	0	442	254
50/50 Club Expenditure	510	0	510	643
Fundraising Expenditure	882	0	882	0
General Carers Support	1,019	0	1,019	122
Other office Expenses	1,610	0	1,610	1,358
Bank charges	146	0	146	117
Credit Card charges	32	0	32	32
Professional fees	12,839	0	12,839	5,741
Plant & machinery Depreciation	150	0	150	0
Fixtures & Fittings Depreciation	4,765	0	4,765	6,021
Office Equipment Depreciation	3,518	0	3,518	4,537
<b>Total</b>	<b>78,815</b>	<b>0</b>	<b>78,815</b>	<b>70,169</b>

**6. Directors' Remuneration**

	2016	2015
	£	£
Treasurer's Remuneration	8,705	9,987

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**FOR THE YEAR ENDED 31 MARCH 2016**

<b>7. Creditors: amounts falling within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Accruals	4,119	3,668
Trade creditors	12,497	9,563
PAYE	11,572	10,891
Credit Card	127	54
PRT Carers Celebration Reserve	1,579	1,578
<b>Total</b>	<b>29,894</b>	<b>25,754</b>

<b>8. Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Deposit paid in advance	2,000	2,000
Trade debtors	88	0
Accrued income	5,650	0
Prepayments	2,779	2,812
<b>Total</b>	<b>10,517</b>	<b>4,812</b>

**9. Tangible fixed assets**

<b>Cost</b>	<b>Office Equipment £'s</b>	<b>Furniture &amp; Fixtures £'s</b>	<b>Plant &amp; Machinery £'s</b>	<b>Total £'s</b>
As at 01.04.15	34,270	24,085	0	58,355
Additions	106	995	599	1,700
Disposals	0	0	0	0
<b>Total</b>	<b>34,376</b>	<b>25,080</b>	<b>599</b>	<b>60,055</b>
<b>Depreciation</b>				
As at 01.04.15	20,659	6,021	0	26,680
Charge in year	3,518	4,765	150	8,433
Disposals	0	0	0	0
<b>Total</b>	<b>24,177</b>	<b>10,786</b>	<b>150</b>	<b>35,113</b>
<b>As at 31.03.16</b>	<b>10,199</b>	<b>14,294</b>	<b>449</b>	<b>24,942</b>
<b>As at 31.03.15</b>	<b>13,611</b>	<b>18,064</b>	<b>0</b>	<b>31,675</b>

**PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED**

**NOTES ON FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2016**

**10. Statement of Funds**

	<b>At 1<sup>st</sup> April 2015 £'s</b>	<b>Transfer</b>	<b>Income £'s</b>	<b>Expenditure £'s</b>	<b>At 31<sup>st</sup> March 2016 £'s</b>
Unrestricted Funds	93,630	3,243	238,313	(211,975)	123,211
Restricted Funds	264,138	(3,243)	510,703	(558,897)	212,701
<b>Total Funds</b>	<b>357,768</b>	<b>0</b>	<b>749,016</b>	<b>770,872</b>	<b>335,912</b>

**11. Provisions Available for Small Entities**

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

**12. Prior year adjustment**

A transfer was made of £3,243 from restricted funds to non restricted due to a reallocation that related to the year ending 31 March 2015