

LANARKSHIRE CARERS CENTRE LIMITED
Formerly Known As
PRINCESS ROYAL TRUST LANARKSHIRE CARERS CENTRE LIMITED
(a company limited by guarantee)

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

SC209296

Scottish Charity No. 29160

LANARKSHIRE CARERS CENTRE LIMITED

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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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 McCann
W Craig
S Sheikh
A MacNeill

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

LANARKSHIRE CARERS CENTRE LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The Directors who are also the Trustees present their Report and Financial Statements for the year ended 31 March 2017.

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 inflow of resources for the year was £21,184. 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.

Related Parties

The treasurer received remuneration of £8,991 for services provided to the charity. No other trustees receive remuneration or other benefit from their work with the charity.

LANARKSHIRE CARERS CENTRE LIMITED

FOR THE YEAR ENDED 31 MARCH 2017

DIRECTORS' REPORT (CONTINUED)

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;
- 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, the Charities Accounts (Scotland) Regulations 2006 (as amended) and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102)

LANARKSHIRE CARERS CENTRE LIMITED

FOR THE YEAR ENDED 31 MARCH 2017

DIRECTORS' REPORT (CONTINUED)

Approval

This report was approved by the Board of Trustees on 30 October 2017
and signed on its behalf.

By order of the Board

S Sheikh, Director *S. Sheikh*

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 2017 on pages 9 to 17 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

LANARKSHIRE CARERS CENTRE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF LANARKSHIRE CARERS CENTRE LTD

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.

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 31st March 2017 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

LANARKSHIRE CARERS CENTRE LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS LANARKSHIRE CARERS CENTRE LTD

The Trustees were not entitled to prepare the financial statements in accordance with the small company's regime and take advantage of the small company's exemption in preparing the Trustees' Annual Report.



31/10/17

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

LANARKSHIRE CARERS CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted Fund £'s	Restricted Fund £'s	2017 £'s	2016 £'s
Incoming Resources					
Donations, Legacies & Similar Income	2	255,636	550,704	806,340	749,016
Total Incoming Resources		255,636	550,704	806,340	749,016
Resources Expended					
Charitable Expenditure – Objects	3	151,951	545,754	697,705	692,057
Governance costs	4	87,451	0	87,451	78,815
Total Resources Expended		239,402	545,754	785,156	770,872
Net Incoming/ (outgoing) Resources		16,234	4,950	21,184	(21,856)
Total Funds Brought Forward		123,211	212,701	335,912	357,768
Total funds carried forward		139,445	217,651	357,096	335,912

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities

LANARKSHIRE CARERS CENTRE LIMITED

STATEMENT OF CASHFLOW

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	2017
		£'s
Cash flows from operating activities:		
Net cash flows provided by operating activities		11,218
Cashflows from Investing activities:		
Purchase of fixed assets		(864)
Change in cash and cash equivalents		<u>10,354</u>
Cash and cash equivalents at the start of the year		<u>330,347</u>
Cash and cash equivalents at the year end		340,701
Reconciliation of net Income to net cashflow from operating activities		
Net Incoming/ expenditure per SOFA		21,184
Adjustments for:		
Depreciation		6,626
Increase/ (decrease) in Creditors		(2,224)
(Increase)/ decrease in Debtors		(14,314)
Net cash provided by operating activities		<u>11,218</u>

LANARKSHIRE CARERS CENTRE LIMITED

BALANCE SHEET

AS AT 31st MARCH 2017

	Notes	Unrestricted Fund £'s	Restricted Fund £'s	2017 £'s	2016 £'s
Fixed Assets					
Tangible Fixed Assets	8	19,180	0	19,180	24,942
Current Assets					
Debtors	7	24,885	0	24,885	10,517
Bank & Cash		126,549	214,152	340,701	330,347
		151,434	214,152	365,586	340,864
Creditors: amounts falling due within one year	6	(27,670)	0	(27,670)	(29,894)
Net current assets		123,764	214,152	337,916	310,970
Net Assets		142,944	214,152	357,096	335,912
Funds of the charity	9	142,944	214,152	357,096	335,912

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and the Charity Sorp (FRS 102)

The Financial Statements on pages 9 to 17 were approved by the Directors on their behalf by:

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


.....
B Fitzgerald
DIRECTOR

LANARKSHIRE CARERS CENTRE LIMITED

NOTES ON FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

- 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 (FRS102) - 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 (FRS 102) effective 1 January 2015) 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.

LANARKSHIRE CARERS CENTRE LIMITED

NOTES ON FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

2. Donations, Legacies & Similar Income

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

Funder	Project Title	Unrestricted £	Restricted £	2017 £	2016 £
NHS Lanarkshire	Core Funding	61,324	0	61,324	61,233
	Volunteer & Respite Funding	4,047	4,253	8,300	33,701
	BME CSW Funding	5,337	32,123	37,460	35,942
	BBV Worker	3,005	18,091	21,096	7,945
	Young Adults Carers	2,980	5,576	8,556	34,223
	Steps of Caring	4,721	28,427	33,148	29,892
	Other Funding	0	0	0	8,360
			<u>81,414</u>	<u>88,470</u>	<u>169,884</u>
South Lanarkshire Council	Core Funding	44,636	0	44,636	42,396
	Carer Training	1,365	13,637	15,002	15,000
	Carers Strategy Funding	4,397	5,900	10,297	3,972
	Carers Support Development Training Officer	6,174	61,673	67,847	61,800
		0	12,845	12,845	12,844
		<u>56,572</u>	<u>94,055</u>	<u>150,627</u>	<u>136,012</u>
North Lanarkshire Council	Core Funding	44,637	0	44,637	43,760
	Carers Training	1,365	13,638	15,003	15,483
	Carers Strategy Funding	0	5,250	5,250	0
	Carers Support Training Officer	15,672	156,547	172,219	178,420
		0	12,845	12,845	13,259
		<u>61,674</u>	<u>188,280</u>	<u>249,954</u>	<u>250,922</u>
Creative Breaks	9,172	49,520	58,692	50,000	
Rotary Club Respite	0	1,000	1,000	1,500	
Shared Care Scotland	0	10,356	10,356	5,750	
Carers Grants	0	11,652	11,652	17,113	
VANL Funding	0	0	0	1,125	
Carers Trust	0	5,000	5,000	0	
Short Breaks CIS Funding	12,419	85,065	97,484	31,670	
Caring For Carers	5,271	15,122	20,393	0	
Pampering on the move	13,933	0	13,933	32,041	
Carers Choir Income	0	2,184	2,184	0	
Misc Income	8,418	0	8,418	0	
Donations	949	0	949	1,443	
Other income	5,814	0	5,814	4,644	
		<u>55,976</u>	<u>179,899</u>	<u>235,875</u>	<u>150,786</u>
Total		<u>255,636</u>	<u>550,704</u>	<u>806,340</u>	<u>749,016</u>

LANARKSHIRE CARERS CENTRE LIMITED

NOTES ON FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

3. Charitable Expenditure

Project Title	Unrestricted	Restricted	2017	2016
	£	£	£	£
North Lanarkshire Training-Trainer	0	4,141	4,141	4,552
North Lanarkshire Training-Premises	0	528	528	959
North Lanarkshire Training-Hospitality	0	1,201	1,201	1,027
North Lanarkshire Training-Travel/Conferences	0	606	606	1,150
North Lanarkshire Training-Post/ Stationery	0	55	55	1,076
North Lanarkshire Council- PQASSO	0	0	0	115
South Lanarkshire Training-Trainer	0	6,879	6,879	7,754
South Lanarkshire Training-Premises	0	1,503	1,503	1,564
South Lanarkshire Training-Hospitality	0	526	526	643
South Lanarkshire Training-Travel/Conferences	0	774	774	1,741
South Lanarkshire Training-Post/ Stationery	0	55	55	1,442
North Lanarkshire Carers Support – Office	0	649	649	4,464
North Lanarkshire Carers Support - Travel	0	1,961	1,961	1,571
North Lanarkshire Carers Support – Carers	0	2,477	2,477	4,017
SLCSD – Carers Support	0	86	86	308
SLCSD – Strategy Information	0	1,428	1,428	1,734
SLCSD – Office Expenses	0	10	10	20
SLCSD- Travel & Hospitality	0	1,011	1,011	1,922
Carers Trust-NCO Future Steps Expenditure	0	0	0	8,392
Carers Trust-Young Adult Carers Expenditure	0	2,550	2,550	1,431
Carers Trust- Men’s Group Expenditure	0	218	218	72
Carers Trust- Grant Payments Devolved	0	5,000	5,000	0
Staff Expenditure	138,979	408,875	547,854	499,741
Cambuslang Rotary Club Respite Grants Paid	0	1,610	1,610	600
NHS Glasgow Info-Database	0	3,600	3,600	8,580
NHS Lanarkshire- Steps of Caring	0	2,733	2,733	11,739
NHS Lanarkshire- BBV Expenditure	0	583	583	4,895
NHS Lanarkshire-BBV Crisis Fund Payment	0	0	0	50
NHS Lanarkshire-BBV Worker Expenses	0	25	25	2,685
NHS Lanarkshire-BME CSW Expenses	0	2,253	2,253	1,916
NHS Lanarkshire- Miscellaneous	0	2,099	2,099	2,349
NHS Lanarkshire-Moving & Handling	0	5,810	5,810	7,225
NHS Lanarkshire-Young Adult Carers Expenditure	0	2,937	2,937	1,411
NHS Lanarkshire-Chinese Engagement Worker	0	86	86	668
NHS Lanarkshire-Realignment Expenditure	0	0	0	5,047
NHS Lanarkshire-Volunteer and Respite	0	970	970	428
Caring For Carers- CSG Social Activities	0	7,984	7,984	0
Caring For Carers- Carers Health	0	1,458	1,458	0
Caring For Carers- Respite	0	5,681	5,681	0
Creative Breaks	0	40,743	40,743	49,373
Shared Care Scotland	0	8,700	8,700	2,550
Pampering on the move	12,972	0	12,972	25,812
Carers Grants Paid Out	0	11,652	11,652	17,112
Sound Routed Choice Expenditure	0	779	779	0
VANL/Short Brakes CIS	0	5,518	5,518	3,922
	151,951	545,754	697,705	692,057

LANARKSHIRE CARERS CENTRE LIMITED

NOTES ON FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

4. Governance costs

	Unrestricted £	Restricted £	2017 £	2016 £
Rent, Rates & Insurance	11,452	0	11,452	11,959
Heat & Light	2,261	0	2,261	1,876
Travel	938	0	938	916
Telephone & Internet	8,080	0	8,080	6,043
Post & Stationery	13,881	0	13,881	12,179
Books	67	0	67	56
Computer Costs & software	1,013	0	1,013	1,452
Repairs & Maintenance	17,301	0	17,301	11,230
Cost of Moving Premises	0	0	0	144
Cleaning	1,344	0	1,344	1,900
Advertising	650	0	650	631
Subscriptions	1,293	0	1,293	1,450
Training Costs	1,187	0	1,187	876
Entertainment	238	0	238	51
Carers Support Events	1,358	0	1,358	2,139
General Governance costs	215	0	215	442
50/50 Club Expenditure	639	0	639	510
Fundraising Expenditure	874	0	874	882
General Carers Support	150	0	150	1,019
Other office Expenses	1,273	0	1,273	1,610
Bank Charges	146	0	146	146
Credit Card Charges	32	0	32	32
Other Interest Charges	46	0	46	0
Professional fees	16,387	0	16,387	12,839
Plant & Machinery Depreciation	112	0	112	150
Fixtures & Fittings Depreciation	3,660	0	3,660	4,765
Office Equipment Depreciation	2,854	0	2,854	3,5815
Total	87,451	0	87,451	78,815

5. Directors' Remuneration

	2017 £	2016 £
Treasurer's Remuneration	<u>8,991</u>	<u>8,705</u>

LANARKSHIRE CARERS CENTRE LIMITED

NOTES ON FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

6. Creditors: amounts falling within one year	2017	2016
	£	£
Accruals	4,435	4,119
Holiday Pay Accrued	5,572	0
Pension Fund	235	0
Trade Creditors	7,275	12,497
PAYE	8,574	11,572
Credit Card	0	127
PRT Carers Celebration Reserve	1,579	1,579
Total	27,670	29,894

7. Debtors	2017	2016
	£	£
Deposit Paid in Advance	2,000	2,000
Trade Debtors	19,568	88
Wages Advance	119	0
Accrued Income	0	5,650
Prepayments	3,198	2,779
Total	24,885	10,517

8. Tangible fixed assets

Cost	Office Equipment £'s	Furniture & Fixtures £'s	Plant & Machinery £'s	Total £'s
As at 01.04.16	34,875	25,080	599	60,554
Additions	864	0	0	864
Disposals	0	0	0	0
Total	35,739	25,080	599	61,418
Depreciation				
As at 01.04.16	24,676	10,786	150	35,612
Charge in year	2,854	3,660	112	6,626
Disposals	0	0	0	0
Total	27,530	14,446	262	42,238
As at 31.03.17	8,209	10,634	337	19,180
As at 31.03.16	10,199	14,294	449	24,942

LANARKSHIRE CARERS CENTRE LIMITED
NOTES ON FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2017

9. Statement of Funds

	At 1 st April 2016 £'s	Transfer £'s	Income £'s	Expenditure £'s	At 31 st March 2017 £'s
Unrestricted Funds	123,211	0	255,636	239,402	139,445
Restricted Funds	212,701	0	550,704	545,754	217,651
Total Funds	335,912	0	806,340	785,156	357,096

10. 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.

11. Reconciliation with Previously Accepted Accounting Practice

In preparing the accounts and applying the accounting policies required by FRS102 and the Charities SORP FRS 102 for the first time the Trustees have considered if any restatement of comparative items was required. The Trustees confirm that no restatement is required.