

SC210822

SC021833

COMPANY REGISTRATION NUMBER:

CHARITY REGISTRATION NUMBER:

**Queensferry Churches' Care in the Community
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2017**

VICTORIA WALSH BACC(HONS), CA

Chartered accountant

Abercorn School

Newton

Broxburn

West Lothian

EH52 6PZ

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2017

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Queensferry Churches' Care in the Community

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2017

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2017.

Reference and administrative details

Registered charity name	Queensferry Churches' Care in the Community
Charity registration number	SC021833
Company registration number	SC210822
Principal office and registered office	The Haven 25B Burgess Road South Queensferry EH30 9JA

The trustees

Mr D Pomfret	
Mr I Laing	
Mrs E Case	
Mr I MacDonald	
Mrs P McLauchlan	
Mr M Purdie	
Mrs L Russell	(Appointed 13 October 2016)
Mrs S Rutherford	(Appointed 7 September 2016)
Mr A Burton	(Appointed 7 September 2016)
Mrs B Healey	(Appointed 13 October 2016)
Mr J Ferguson	(Appointed 7 September 2016)
Ms D Harvard	(Resigned 16 March 2017)
Mr J Brodie	(Resigned 1 December 2016)
Mr W Marshall	(Resigned 31 May 2016)
Mr S Thomason	(Resigned 13 June 2016)
Mrs K Walker	(Resigned 1 December 2016)

Company secretary Janet Wemyss

Accountants Victoria Walsh BAcc(Hons), CA
Chartered accountant
Abercorn School
Newton
Broxburn
West Lothian
EH52 6PZ

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 7th September 2000 and has been registered as a charity since 7th September 1993. The company was established under a Memorandum of Association, which established the objects and powers of the charitable company and is governed under its Articles of Association.

Members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to date of this report, are set out on page 3.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31st March 2017 was 96 (2016 - 89).

Appointment of New Trustees

Any applications to be admitted to the Board can be made up to the start of the Annual General Meeting, as long as the application has been signed by a member. Any existing member can be co-opted onto the board to fill a vacant position until the Annual General Meeting. At the conclusion of each Annual General Meeting one third or the nearest number thereto, of Board Members shall retire from office. A retiring Board Member shall be eligible for re-election without nomination.

The Board may appoint such persons as it deems appropriate to be executive officers of the charitable company, and may delegate such responsibilities of the Board to such persons as the Board may deem necessary. Each new Trustee is linked with a serving Trustee and provided with a structured induction programme over the first year.

Trustees are appointed to one of three committees, each comprising Trustees who oversee the running of the charitable company: - finance committee;
- fundraising and public relations committee; and
- service development committee.

Financial Controls

The finances are controlled by a Finance Director who has the support of an administrator. The administrator has the responsibility of implementing the wishes of the Board of Trustees, and ensuring that the expected care services can be provided within the available budget.

Objectives and activities

The charitable company's objective is to provide quality support services to older people and carers within their communities of North West Rural Edinburgh, enabling them to maintain an independent lifestyle within their community with the assistance of that community.

In furtherance of the charitable company's objectives, the services provided to older people both in Day Care Centres and in the home, as well as support to carers in the communities of North West Rural Edinburgh include:

- Daycare: for older people with dementia or who are otherwise confined to their homes due to stroke or other illnesses and conditions.
- Befriending: We provide trained volunteers to visit clients living alone at home to offer companionship, a friendly ear and contact with the wider community.
- Carer Support: We signpost and support carers to access appropriate services.
- Volunteer Services: We actively support volunteering and provide volunteering opportunities for members of the communities we work in. All volunteers are supported and receive specialist training.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

Achievements and performance

A decision was taken last year to shorten the working name of the charity to Queensferry Care so the following commentary reflects this change.

Queensferry Care's mission is to provide quality support services to older people and their carers within the communities of rural north-west Edinburgh. This includes supporting people in South Queensferry, Ratho, Ratho Station, Dalmeny, Newbridge and Kirkliston.

In the last year Queensferry Care continued to support older people and respite breaks for carers through our range of core services, such as: day care, supper club, memory café, befriending and volunteer opportunities.

Through the above services Queensferry Care have provided support to

- over 65 older people through our day service,
- 24 isolated older people benefitted from the befriending service
- 12 couples attended our supper club service over the last year
- 12 people attended the Ratho and Memory Cafes
- over 70 people involved in local organisations through the Volunteer Hub.

Queensferry Care's day care service benefitted from a number of grants throughout this year. The grants help to provide activities such as music and seated exercise sessions, and helped with transport for outings. We have also been able to purchase new electronic equipment to use in day care. The day care members now have the opportunity to use "tablets" to play games, listen to music for reminiscence etc.

Our Memory Café, now in its fourth year, is for people with a diagnosis of dementia and/or unpaid carers. The service operates once a month at the Haven in South Queensferry.

The Almond Supper Club, going into its 6th year, is for people with a diagnosis of dementia and their unpaid carers. This service provides social opportunities for 7 same generation couples (these could be husband, wife, brother, sister, neighbour, good friend) twice a month.

The Ratho information café, for carers and cared for, continues to operate once a month in Ratho Community Centre cafe.

Queensferry Care currently has over 60 volunteers. Our volunteers enhance the services we provide in so many different ways. Some examples are; making the tea and toast, assisting with activities for our day care members; answering the phones, administration jobs; gardening; shaking a collection can at Tesco or Scotmid or abseiling from the Forth Rail Bridge. To each and every person who has contributed their time and energy we are truly grateful for your invaluable contribution to our organisation.

Queensferry Care has had a number of staff changes over the last year, most significantly our Finance Administrator decided to move on after almost 11 years' service. We have however been able to recruit and can report that all the vacancies are currently filled.

Finally, the organisation could not operate without our highly committed Board of Directors. There have however been a few changes to the Board over this coming year too. The new Directors are settling in well, and the organisation is in a strong position to move forward in what is still challenging times.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

Financial review

There was a surplus of £12,128 for the year before taking into account the movement in the Lothian Pension Fund valuation. This was a very satisfactory result taking into account all the issues that we continue to face in respect of Lothian Pension deficit and also the reliance we now place on a considerable percentage of income coming from fundraising and 'one off' grants. Whilst we received an increase in our Grant income from Edinburgh Council (£8,270), this was in order for us to comply with their request that we pay all staff the 'living wage' - currently £8.45 per hour.

Whilst it will be raised elsewhere we must state our thanks to Sir Jack & Lady Stewart Clark for providing Dundas Castle for our major fundraising event of the year - 'Strictly Dundas'. Whilst the net surplus from this event of £15,000 was shared equally with two other charities; Dalmeny Kirk and RNLI, this did contribute to our overall fundraising, donations and grant income of £51,974.

In terms of expenditure our largest costs are staff and premises and we need to ensure that these and other costs remain well controlled. However we had taken the decision last year to be an ethical employer of choice and to at least pay the National Living Wage and so this along with a pay rise for other staff did increase our staff costs.

During the year our premises have been well maintained. In addition, generous donations from The Screwfix Foundation and Drummond Miller have allowed us to plan to upgrade to our bathroom facilities, and the work for this will be completed in 2017.

The largest risk to our charity remains the issue of The Lothian Pensions deficit. When we set a provision in last year's accounts we had hoped to have the matter resolved in this financial year. Unfortunately, this has not occurred the pension fund is due to have the triennial actuarial valuation as at 1st April 2017 and our anticipation is this valuation could increase our deficit. This will put pressure on us as an organisation to resolve this matter early in 2017/18, while still ensuring that as an organisation we can comply with OSCR in terms of the minimum amount of reserves we should hold. Lothian Pension Fund have stated they do not wish any charity to become insolvent as a result of their actions but we as Trustees and Directors do have real responsibilities to ensure we comply with Company and Charity Law.

Overall a good year with continued challenges to address.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on and signed on behalf of the board of trustees by:

Janet Wemyss
Charity Secretary

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Queensferry Churches' Care in the Community

Year ended 31 March 2017

I report on the financial statements for the year ended 31 March 2017, which comprise the statement of financial activities (including income and expenditure account), statement of financial position and the related notes.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees 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 accounts 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees 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 accounts.

Independent examiner's statement

In connection with 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 and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts 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 accounts to be reached.

VICTORIA WALSH BACC(HONS), CA
Chartered accountant

Abercorn School
Newton
Broxburn
West Lothian
EH52 6PZ

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

31 March 2017

	Note	2017		2016
		Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	201,840	201,840	193,773
Other trading activities	6	59,515	59,515	59,704
Investment income	7	300	300	993
Other income	8	4,865	4,865	4,669
Total income		<u>266,520</u>	<u>266,520</u>	<u>259,139</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	9	22,498	22,498	13,871
Expenditure on charitable activities		222,419	222,419	236,124
Other expenditure	11	9,475	9,475	6,691
Total expenditure		<u>254,392</u>	<u>254,392</u>	<u>256,686</u>
Net income		<u>12,128</u>	<u>12,128</u>	<u>2,453</u>
Other recognised gains and losses				
Actuarial (losses)/gains on defined benefit pension schemes		(57,000)	(57,000)	58,000
Net movement in funds		<u>(44,872)</u>	<u>(44,872)</u>	<u>60,453</u>
Reconciliation of funds				
Total funds brought forward		129,070	129,070	68,617
Total funds carried forward		<u>84,198</u>	<u>84,198</u>	<u>129,070</u>

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

The notes on pages 8 to 19 form part of these financial statements.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Statement of Financial Position (continued)

31 March 2017

		2017 £	2016 £
Fixed assets			
Tangible fixed assets	16	1,341	2,215
Current assets			
Debtors	17	17,313	2,066
Cash at bank and in hand		128,889	118,496
		<u>146,202</u>	<u>120,562</u>
Creditors: amounts falling due within one year	18	27,345	14,707
Net current assets		<u>118,857</u>	<u>105,855</u>
Total assets less current liabilities		<u>120,198</u>	<u>108,070</u>
Net assets excluding defined benefit pension plan liability		120,198	108,070
Defined benefit pension plan liability	19	36,000	–
Defined benefit pension plan asset	19	–	21,000
Net assets including defined benefit pension plan liability		<u>84,198</u>	<u>129,070</u>
Funds of the charity			
Unrestricted funds:			
Defined benefit pension reserve		(36,000)	21,000
Other unrestricted income funds		120,198	108,070
Total unrestricted funds		<u>84,198</u>	<u>129,070</u>
Total charity funds	20	<u>84,198</u>	<u>129,070</u>

For the year ending 31 March 2017 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on, and are signed on behalf of the board by:

Mr I Laing
Trustee

The notes on pages 8 to 19 form part of these financial statements.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2017

1. General information

The charity is a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is The Haven, 25B Burgess Road, South Queensferry, EH30 9JA.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 22.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102:

- (a) No cash flow statement has been presented for the company.
- (b) Disclosures in respect of financial instruments have not been presented.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

Judgements and key sources of estimation uncertainty

Significant judgements

Management have not made any significant judgements (apart from those involving estimations) in the process of applying the entity's accounting policies.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. Management do not believe there are any key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	-	33% straight line
Office Equipment	-	20% straight line

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Defined benefit plans

The company recognises a defined net benefit pension asset or liability in the statement of financial position as the net total of the present value of its obligations and the fair value of plan assets out of which the obligations are to be settled. The defined benefit liability is measured on a discounted present value basis using a rate determined by reference to market yields at the reporting date on high quality corporate bonds. Defined benefit obligations and the related expenses are measured using the projected unit credit method. Plan surpluses are recognised as a defined benefit asset only to the extent that the surplus is recoverable either through reduced contributions in the future or through refunds from the plan.

Changes in the net defined benefit asset or liability arising from employee service are recognised in income or expenditure as a current service cost where it relates to services in the current period and as a past service cost where it relates to services in prior periods. Costs relating to plan introductions, benefit changes, curtailments and settlements are recognised in income or expenditure in the period in which they occur.

Net interest is determined by multiplying the net defined benefit liability by the discount rate, both as determined at the start of the reporting period, taking account of any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. Net interest is recognised in income or expenditure.

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2017

4. Limited by guarantee

The company is limited by guarantee and does not have a share capital. In accordance with the memorandum and articles of association, every member of the company undertakes to contribute to the assets of the company in the event of the company being wound up while a member, or within one year of ceasing to be a member, and for the costs, charges and expenses of winding up the company and for the adjustment of the rights of the contributions among themselves such amount as may be required, not exceeding £1.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Donations				
Donations	14,443	14,443	11,632	11,632
Gifts				
Gift Aid	393	393	3,609	3,609
Grants				
Social Work Grants	119,056	119,056	118,547	118,547
Dedicated Grant Income	16,611	16,611	1,000	1,000
Lothian Primary Care Trust Grants	24,188	24,188	23,437	23,437
Change Fund Volunteering Project	16,149	16,149	16,148	16,148
Supper Club Grant	11,000	11,000	11,001	11,001
Rural Carer Club Grant	—	—	8,399	8,399
	<u>201,840</u>	<u>201,840</u>	<u>193,773</u>	<u>193,773</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Day Care Subscriptions	21,984	21,984	20,608	20,608
Fundraising	37,531	37,531	39,096	39,096
	<u>59,515</u>	<u>59,515</u>	<u>59,704</u>	<u>59,704</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Bank Interest Receivable	300	300	993	993

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements (continued)

Year ended 31 March 2017

8. Other income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Other income from Charitable Activities	4,865	4,865	4,669	4,669

9. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Fundraising expenses	22,498	22,498	13,871	13,871

10. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Day Care	93,226	93,226	88,950	88,950
Befriending	5,646	5,646	4,415	4,415
Support Costs	106,704	106,704	114,180	114,180
Change Fund Volunteering Project	8,304	8,304	8,016	8,016
Supper Club	8,228	8,228	8,841	8,841
Rural Carer Fund	311	311	6,536	6,536
Carer Support	–	–	5,186	5,186
	222,419	222,419	236,124	236,124

11. Other expenditure

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Accountancy and professional fees	4,764	4,764	4,980	4,980
Care Commission	1,711	1,711	1,711	1,711
Other professional fees	3,000	3,000	–	–
	9,475	9,475	6,691	6,691

12. Net income

Net income is stated after charging/(crediting):

	2017 £	2016 £
Depreciation of tangible fixed assets	874	874

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

13. Independent examination fees

	2017	2016
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	2,700	1,980

14. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2017	2016
	£	£
Wages and salaries	121,921	126,993
Social security costs	2,891	2,729
Employer contributions to pension plans	15,166	17,430
	<u>139,978</u>	<u>147,152</u>

The average head count of employees during the year was 14 (2016: 16). The average number of full-time equivalent employees during the year is analysed as follows:

	2017	2016
	No.	No.
Number of administrative staff	2	1
Number of management staff	1	1
Number of care / support staff	4	4
Number of cleaning staff	1	1
	<u>8</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2016: Nil).

15. Trustee remuneration and expenses

In accordance with the Memorandum of Association, no emoluments have been paid to the Trustees of the Company in the current or previous year.

Trustees expenses reimbursed amounted to £nil (2016 - £Nil).

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

16. Tangible fixed assets

	Fixtures and fittings £	Equipment £	Total £
Cost			
At 1 Apr 2016 and 31 Mar 2017	7,764	15,804	23,568
Depreciation			
At 1 April 2016	5,549	15,804	21,353
Charge for the year	874	–	874
At 31 March 2017	6,423	15,804	22,227
Carrying amount			
At 31 March 2017	1,341	–	1,341
At 31 March 2016	2,215	–	2,215

17. Debtors

	2017 £	2016 £
Trade debtors	16,231	289
Prepayments and accrued income	1,082	1,777
	17,313	2,066

18. Creditors: amounts falling due within one year

	2017 £	2016 £
Trade creditors	469	1,107
Accruals and deferred income	26,539	13,598
Company credit card	337	–
	27,345	14,705

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

19. Pensions and other post retirement benefits

Defined benefit plans

The charity participates in the Lothian Pension Fund defined benefit superannuation scheme. The scheme is a multi-employer scheme. The assets are held separately from those of the company.

Contributions to the scheme are charged to the statement of financial activities, so as to spread the cost of the pensions over the employee's working lives with the company. There are 3 employees who are "active" members of this scheme.

The amounts recognised in the statement of financial position are as follows:

	2017	2016
	£	£
Defined benefit pension plan asset	–	21,000
Defined benefit pension plan liability	(36,000)	–
Net defined benefit liability	<u>(36,000)</u>	<u>21,000</u>

The statement of financial position net defined benefit liability is determined as follows:

	2017	2016
	£	£
Present value of defined benefit obligations	(659,000)	(491,000)
Fair value of plan assets	623,000	512,000
	<u>(36,000)</u>	<u>21,000</u>

Changes in the present value of the defined benefit obligations are as follows:

	2017
	£
At 1 April 2016	491,000
Current service cost	8,000
Interest expense	17,000
Benefits paid	(7,000)
Contributions by plan participants	2,000
Changes in financial assumptions	148,000
At 31 March 2017	<u><u>659,000</u></u>

Changes in the fair value of plan assets are as follows:

	2017
	£
At 1 April 2016	512,000
Interest income	18,000
Benefits paid	(7,000)
Contributions by employer	11,000
Contributions by plan participants	2,000

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

Remeasurements:	
Return on plan assets, excluding amount included in interest income	87,000
At 31 March 2017	<u>623,000</u>

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

The total costs for the year in relation to defined benefit plans are as follows:

	2017	2016
	£	£
Recognised in income or expenditure:		
Current service cost	8,000	12,000
Net interest expense	17,000	17,000
	<u>25,000</u>	<u>29,000</u>
Recognised in other recognised gains and losses:		
Other costs in relation to other experience	(4,000)	(5,000)
Remeasurement of the liability:		
Actuarial gains and losses	148,000	(55,000)
Return on plan assets, excluding amounts included in net interest	(87,000)	2,000
	<u>57,000</u>	<u>(58,000)</u>

The fair value of the major categories of plan assets are as follows:

	2017	2016
	%	%
Bonds	100.00	100.00

The principal actuarial assumptions as at the statement of financial position date were:

The assumptions relating to longevity underlying the pension liabilities at the balance sheet date are based on standard actuarial mortality tables and include an allowance for future improvements in longevity. The assumptions are equivalent to expecting a 65 year old to live a number of years as follows:

- Current pensioner aged 65 : 22.1 years (male), 23.7 years (female).
- Future retiree : 24.2 years (male), 26.3 years female).

	2017	2016
	%	%
Discount rate	2.60	3.50
Expected rate of salary increase	4.40	4.20
Expected rate of increase in pensions	2.40	2.20

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

20. Analysis of charitable funds

Unrestricted funds

	At 1 April 2016	Income	Expenditure	Gains and losses	At 31 March 2017
	£	£	£	£	£
Project Funds	72,489	266,520	(254,392)	–	84,617
Reserve Funds	35,581	–	–	–	35,581
Pension	21,000	–	–	(57,000)	(36,000)
	<u>129,070</u>	<u>266,520</u>	<u>(254,392)</u>	<u>(57,000)</u>	<u>84,198</u>

21. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Tangible fixed assets	1,341	1,341
Current assets	146,202	146,202
Creditors less than 1 year	(27,345)	(27,345)
Defined benefit pension	(36,000)	(36,000)
Net assets	<u>84,198</u>	<u>84,198</u>

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

22. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The charity transitioned to FRS 102 on 1 April 2015.

Reconciliation of retained funds

	1 April 2015			31 March 2016		
	As previously stated £	Effect of transition £	FRS 102 (as restated) £	As previously stated £	Effect of transition £	FRS 102 (as restated) £
Fixed assets	3,089	–	3,089	2,215	–	2,215
Current assets	126,832	–	126,832	120,560	–	120,560
Creditors less than 1 year	(24,304)	–	(24,304)	(14,705)	–	(14,705)
Net current assets	<u>102,528</u>	<u>–</u>	<u>102,528</u>	<u>105,855</u>	<u>–</u>	<u>105,855</u>
Total assets less current liabilities	105,617	–	105,617	108,070	–	108,070
Defined benefit pension plan liability	(74,133)	37,133	(37,000)	(76,769)	76,769	–
Defined benefit pension plan asset	–	–	–	–	21,000	21,000
Net assets including defined benefit pension plan liability	<u>31,484</u>	<u>37,133</u>	<u>68,617</u>	<u>31,301</u>	<u>97,769</u>	<u>129,070</u>
Funds of the charity	<u>31,484</u>	<u>37,133</u>	<u>68,617</u>	<u>31,301</u>	<u>97,769</u>	<u>129,070</u>

Reconciliation of net income or expenditure for the year

No transitional adjustments were required.

Previously the defined pension contribution pension scheme was only reviewed every three years. On transition to FRS102 the pension values have been restated based on accounting valuation prepared by the Actuaries Hymans Roberston LLP for both the current and preceding years. These adjustments have not impacted on the trading surplus.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Management Information

Year ended 31 March 2017

The following pages do not form part of the financial statements.

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Detailed Statement of Financial Activities

31 March 2017

	2017 £	2016 £
Income and endowments		
Donations and legacies		
Donations	14,443	11,632
Gift Aid	393	3,609
Social Work Grants	119,056	118,547
Dedicated Grant Income	16,611	1,000
Lothian Primary Care Trust Grants	24,188	23,437
Change Fund Volunteering Project	16,149	16,148
Supper Club Grant	11,000	11,001
Rural Carer Club Grant	–	8,399
	<u>201,840</u>	<u>193,773</u>
Other trading activities		
Day Care Subscriptions	21,984	20,608
Fundraising	37,531	39,096
	<u>59,515</u>	<u>59,704</u>
Investment income		
Bank Interest Receivable	300	993
Other income		
Other income from Charitable Activities	4,865	4,669
Total income	<u><u>266,520</u></u>	<u><u>259,139</u></u>

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

31 March 2017

	2017 £	2016 £
Expenditure		
Costs of raising donations and legacies		
Fundraising expenses	22,498	13,871
Expenditure on charitable activities		
Direct expenses	17,812	19,499
Wages and salaries	121,921	126,993
Employer's NIC	2,891	2,729
Pension costs	15,166	17,430
Rent	28,855	28,893
Rates and water	(7,794)	1,500
Light and heat	2,556	1,715
Repairs and maintenance	11,644	10,850
Food & Household	2,737	131
Transport costs	14,872	15,639
Staff Travel and Subsistence	499	549
Sundry Expenses	236	–
Stationery, Postage and Telephone	2,713	3,782
Computer Costs	3,089	–
Advertising	78	30
Recruitment Expenses	726	–
Subscriptions	1,079	875
Staff Training	1,279	3,597
Volunteer Expenses	1,165	982
Depreciation	874	874
Bank Charges	21	56
	<u>222,419</u>	<u>236,124</u>
Other expenditure		
Accountancy and professional fees	4,764	4,980
Care Commission	1,711	1,711
Other professional fees	3,000	–
	<u>9,475</u>	<u>6,691</u>
Total expenditure	<u>254,392</u>	<u>256,686</u>
Net income	<u>12,128</u>	<u>2,453</u>

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities *(continued)*

31 March 2017

	2017 £	2016 £
Expenditure on charitable activities		
Day Care		
Day Care Supplies	14,667	15,684
Salaries	57,042	53,614
Employers NIC	1,202	1,938
Pension Costs	3,216	3,432
Heat and Light	297	–
Repairs and Maintenance	491	–
Food & Household	2,507	131
Transport Costs	13,047	13,780
Staff Travel and Subsistence	237	137
Stationery, Postage and Telephone	12	8
Recruitment Expenses	18	–
Subscriptions	107	–
Staff Training	119	–
Volunteer Expenses	264	226
	<u>93,226</u>	<u>88,950</u>
Befriending		
Befriending Direct Expenses	–	134
Salaries	4,281	3,143
Employers NIC	138	81
Pension Costs	907	655
Staff Travel and Subsistence	68	98
Stationery, Postage and Telephone	–	3
Subscriptions	165	130
Volunteer Expenses	87	171
	<u>5,646</u>	<u>4,415</u>
Support Costs		
Salaries	50,812	51,068
Employers NIC	1,323	310
Pension costs	9,580	10,299
Rent and Insurance	28,855	28,893
Water Rates	(7,794)	1,500
Heat and Light	2,259	1,715
Repairs and Maintenance	11,129	10,850
Food & Household	212	–
Transport Costs	99	–
Staff Travel and Subsistence	121	258
Sundry expenses	236	–
Stationery, Postage and Telephone	2,701	3,723
Computer Costs	3,089	–
Advertising	78	–
Recruitment Expenses	708	–
	<u>103,408</u>	<u>108,616</u>
Carried forward	103,408	108,616

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities *(continued)*

31 March 2017

	2017 £	2016 £
Brought forward	103,408	108,616
Subscriptions	727	666
Staff Training	860	3,447
Volunteer / Carer Expenses	814	521
Depreciation	874	874
Bank Charges	21	56
	<u>106,704</u>	<u>114,180</u>
Change Fund Volunteering Project		
Change Fund Volunteering Project Direct Expenses	–	54
Salaries	6,406	6,286
Employers NIC	165	139
Pension Costs	1,361	1,310
Repairs and Maintenance	24	–
Food & Household	18	–
Staff Travel and Subsistence	30	42
Advertising	–	30
Staff Training	300	150
Volunteer Expenses	–	5
	<u>8,304</u>	<u>8,016</u>
Supper Club		
Supper Club Direct Expenses	2,957	3,238
Salaries	3,380	3,234
Employers NIC	63	9
Pension Costs	102	481
Transport Costs	1,726	1,839
Stationery, Postage and Telephone	–	40
	<u>8,228</u>	<u>8,841</u>
Rural Carer Fund		
Rural Carer Fund Direct Expenses	188	369
Salaries	–	6,157
Employers NIC	–	10
Staff Travel and Subsistence	43	–
Subscriptions	80	–
	<u>311</u>	<u>6,536</u>
Carer Support		
Carer Support Direct Expenses	–	20
Salaries	–	3,491
Employers NIC	–	242
Pension Costs	–	1,253
Transport Costs	–	20
		<u>5,026</u>
Carried forward		5,026

Queensferry Churches' Care in the Community

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities *(continued)*

31 March 2017

	2017 £	2016 £
Brought forward		5,026
Staff Travel and Subsistence	–	14
Stationery, Postage and Telephone	–	8
Subscriptions	–	79
Carer Expenses	–	59
	–	5,186
Expenditure on charitable activities	<u>222,419</u>	<u>236,124</u>