

**QUEENSFERRY CHURCHES' CARE IN THE  
COMMUNITY  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31st MARCH 2014**

Charity Number SC021833

**THE A9 PARTNERSHIP LIMITED**

Chartered Accountants  
Abercorn School  
Newton  
West Lothian  
EH52 6PZ

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31st MARCH 2014**

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# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT

YEAR ENDED 31st MARCH 2014

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31st March 2014.

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered charity name</b>	Queensferry Churches' Care in the Community
<b>Charity registration number</b>	SC021833
<b>Company registration number</b>	SC210822
<b>Charity address</b>	The Haven 25B Burgess Road South Queensferry EH30 9JA
<b>Registered office</b>	The Haven 25B Burgess Road South Queensferry EH30 9JA
<b>Honorary president</b>	Lady Stewart-Clark
<b>Honorary vice presidents</b>	Dr Alison McCartney Reverend Ian Wells
<b>Secretary</b>	Mrs Sarah Nimmo (appointed 21/1/14)

### THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mr D Pomfret (Chairperson)  
Mr D Batty (Finance Director)  
Mr J Brodie  
Mrs E Connor  
Mrs C Tait  
Mr W Marshall  
Mr P Woollven (ceased 20/6/13)  
Mrs E Case  
Mr P McGinley (ceased 20/6/13)  
Mr S Thomason  
Ms D Havard  
Mrs C Lambe

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31st MARCH 2014

## 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 1.

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 2014 was 92 (2013 - 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.

## OBJECTIVE

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.

## ACTIVITIES

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 provide support, information and learning opportunities to all carers within North West Rural Edinburgh.
- 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 *(continued)*

YEAR ENDED 31st MARCH 2014

## ACHIEVEMENTS AND PERFORMANCE

QCCC objectives are to provide quality support services to older people and carers in their own homes and communities.

In the last year QCCC has continued to support older people and carers through its range of core services which includes day care, carer support, befriending and volunteer opportunities.

Through the above services QCCC has provided varied support to over 66 older people as well as increasing its contact with older carers in the communities we work in. In the last year QCCC has set up an information café in Ratho within the local community centre to support carers and older people. This is a monthly "drop in" session that has had a very slow build-up of people using it but now has regular attendees accessing various means of support, either through talking about issues over a "cuppa" or more formal means of support like assistance with form filling. This model will be used in the forthcoming year to set up something similar in Kirkliston.

QCCC in conjunction with Lothian Health Community Mental Health Team and Alzheimer Scotland has set up a Memory café for people with a diagnosis of dementia and/or unpaid carers who are looking after someone with dementia. This operates once a month in the Haven in South Queensferry. Whilst in the early stages this has been well attended since its launch. This gives people access to a Consultant in Mental Health as well as specialist advice and support from a QCCC carer worker and a worker from Alzheimer Scotland. This service fits very well with the Almond Supper Club which is for people with a diagnosis of dementia and their carers which is now going into its 3rd year of funding. QCCC's carer worker continues to attract funding from Lothian Health to assist in providing carers with the help and support they need in a variety of new initiatives.

QCCC currently has over 60 volunteers supporting the organisation through its day care, supper club, memory cafe, Ratho information café, reception and befriending. In the last year the management has supported the volunteer coordinator in the process of achieving the Investing in Volunteers Award. News hot of the press is that QCCC will be awarded this standard. This is testament to the hard work and dedication of the volunteers who give their time to assist us in providing the quality services QCCC is known for. The social and financial benefit to the organisation of these volunteers cannot be underestimated and QCCC is truly thankful to each and every one of them.

The staff team have been through various changes in the last year and are now starting to settle and have recently seen some general improvements to their working environment. This has allowed them to utilise the space more effectively at the Haven which will benefit both staff and service users. QCCC has always been extremely lucky with its staff team and is very grateful for its continued loyalty, dedication and support in what has been at times a challenging year.

The organisation is supported by a number of staff who are not so "visible" and by a highly committed board of directors. The management would like to take the opportunity to thank each and every one of them.

## FINANCIAL REVIEW

A deficit of £4,064 is reported for the year ended 31st March 2014, compared to a deficit of £2,921 in the previous year. Council funding remains frozen and there is, at this time, no prospect of increases in main income grants in the foreseeable future.

## RESERVES POLICY

It is the policy of the charitable company to maintain unrestricted funds at a level which equates to a minimum of 3 months unrestricted expenditure throughout the year. This provides sufficient funds to cover management and administrative and support costs.

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31st MARCH 2014

## RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Queensferry Churches' Care in the Community for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting 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 trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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. 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.

Registered office:  
The Haven  
25B Burgess Road  
South Queensferry  
EH30 9JA

Signed by order of the trustees



Mrs Sarah Nimmo  
Charity Secretary

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# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES AND MEMBERS OF QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY

YEAR ENDED 31st MARCH 2014

I report on the accounts of the charity for the year ended 31st March 2014 which are set out on pages 6 to 12.

### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Queensferry Churches' Care in the Community 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 (the 2005 Act) and the Charities Accounts (Scotland) Regulations 2006 (as amended) (the 2006 Accounts Regulations). The charity's trustees consider that the audit requirements 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 2005 Act and to state whether particular matters have come to my attention.

### BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination is carried out in accordance with the 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 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 and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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*

Victoria Walsh CA  
Independent examiner

Abercorn School  
Newton  
West Lothian  
EH52 6PZ

*29/5/14*  
.....

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31st MARCH 2014**

	Note	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generating funds:			
Voluntary income	2	214,523	193,996
Activities for generating funds	3	36,748	48,400
Investment income	4	802	866
Incoming resources from charitable activities	5	2,914	900
<b>TOTAL INCOMING RESOURCES</b>		<u>254,987</u>	<u>244,162</u>
<b>RESOURCES EXPENDED</b>			
Costs of generating funds:			
Fundraising trading: cost of goods sold and other costs	6	(2,928)	(1,665)
Charitable activities	7	(249,391)	(240,781)
Governance costs	8	(6,732)	(4,637)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(259,051)</u>	<u>(247,083)</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR</b>	9	(4,064)	(2,921)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		115,147	118,068
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>111,083</u>	<u>115,147</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 8 to 12 form part of these financial statements.



**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31st MARCH 2014**

	Note	2014 £	£	2013 £
<b>FIXED ASSETS</b>				
Tangible assets	12		4,401	7,585
<b>CURRENT ASSETS</b>				
Debtors	13	17,574		2,255
Cash at bank and in hand	14	107,604		132,547
		125,178		134,802
<b>CREDITORS: Amounts falling due within one year</b>	15	(18,496)		(27,240)
<b>NET CURRENT ASSETS</b>			106,682	107,562
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>111,083</u>	<u>115,147</u>
<b>NET ASSETS</b>			<u>111,083</u>	<u>115,147</u>
<b>FUNDS</b>				
Unrestricted income funds	16		111,083	115,147
<b>TOTAL FUNDS</b>			<u>111,083</u>	<u>115,147</u>

For the year ended 31st March 2014 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 accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements were approved and signed by the member of the committee and authorised for issue on .....



MR D S BATTY  
Trustee

Company Registration Number: SC210822

The notes on pages 8 to 12 form part of these financial statements.

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2014

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

#### Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### Donations

Donations are recognised in the period that they are received and in accordance with the donors' wishes the donations will be treated as either restricted or unrestricted income.

#### Legacies

Legacies are recognised in the period that they are received and in accordance with the donors' wishes the legacies will be treated as either restricted or unrestricted income.

#### Grant income

Grants receivable are recognised in the statements of financial activities in the period to which they relate to. Any grants received in advance are included in deferred income.

#### Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

#### Fixed assets

All fixed assets are initially recorded at cost. Items of equipment are capitalised where the purchase price exceeds £500.

#### Depreciation

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

Office equipment	- 3 years straight line
Fixtures and fittings	- 5 years straight line

#### Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2014

### 2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>Donations</b>			
Donations	10,755	10,755	11,458
<b>Gifts</b>			
Gift Aid	2,385	2,385	1,689
<b>Grants receivable</b>			
Social Work Grants	125,923	125,923	116,339
Dedicated Grant Income	5,931	5,931	–
Lothian Primary Care Trust Grants	24,159	24,159	24,159
Other Grant Income	3,098	3,098	–
Home Support Grants	–	–	414
Change Fund Volunteering Project	16,149	16,149	16,163
Supper Club Grant	15,048	15,048	14,774
Rural Carer Fund Grant	(825)	(825)	9,000
Sensory Room grant	10,900	10,900	–
ESS Grant	1,000	1,000	–
	<u>214,523</u>	<u>214,523</u>	<u>193,996</u>

### 3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Fundraising	17,502	17,502	18,620
Day Care Subscriptions	19,246	19,246	29,780
	<u>36,748</u>	<u>36,748</u>	<u>48,400</u>

### 4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Bank interest receivable	802	802	866

### 5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Other income from charitable activities	2,914	2,914	900

### 6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Fundraising	2,928	2,928	1,665

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2014

### 7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Day Care	94,075	94,075	95,539
Home Support	–	–	116
Befriending	3,980	3,980	4,583
Carer Support	16,056	16,056	17,235
Change Fund Volunteering Project	10,658	10,658	10,768
Supper Club	8,257	8,257	7,242
Rural Carer Fund	1,552	1,552	6,363
Support costs	114,813	114,813	98,935
	<u>249,391</u>	<u>249,391</u>	<u>240,781</u>

### 8. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Accountancy and professional fees	5,021	5,021	3,161
Care Commission	1,711	1,711	1,476
	<u>6,732</u>	<u>6,732</u>	<u>4,637</u>

### 9. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2014 £	2013 £
Staff pension contributions	14,164	14,153
Depreciation	<u>3,897</u>	<u>4,430</u>
	<u>18,061</u>	<u>18,583</u>

#### Independent Examiner's fees

The fees charged by the independent examiner can be further analysed under the following headings for services rendered:

	2014 £	2013 £
Accountancy	<u>1,920</u>	<u>1,860</u>

### 10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2014 £	2013 £
Wages and salaries	123,334	122,349
Social security costs	5,131	4,635
Other pension costs	14,164	14,153
	<u>142,629</u>	<u>141,137</u>

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2014

### 10. STAFF COSTS AND EMOLUMENTS *(continued)*

#### Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2014	2013
	No	No
Number of administrative staff	1	1
Number of management staff	1	1
Number of care/support staff	4	3
Number of cleaning staff	1	1
	7	6

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

### 11. TRUSTEES' REMUNERATION

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 (2013 - £Nil).

### 12. TANGIBLE FIXED ASSETS

	Office equipment £	Fixtures & Fittings £	Total £
<b>COST</b>			
At 1st April 2013	15,804	4,051	19,855
Additions	–	713	713
<b>At 31st March 2014</b>	15,804	4,764	20,568
<b>DEPRECIATION</b>			
At 1st April 2013	9,215	3,055	12,270
Charge for the year	3,387	510	3,897
<b>At 31st March 2014</b>	12,602	3,565	16,167
<b>NET BOOK VALUE</b>			
<b>At 31st March 2014</b>	3,202	1,199	4,401
At 31st March 2013	6,589	996	7,585

### 13. DEBTORS

	2014 £	2013 £
Trade debtors	15,045	424
Prepayments	2,529	1,831
	17,574	2,255

# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31st MARCH 2014

### 14. CASH AT BANK AND IN HAND

	2014	2013
	£	£
Barclays deposit account	66,672	81,861
Barclays reserve account	35,581	35,581
Bank current account	4,360	14,318
Cash in hand	991	787
	<u>107,604</u>	<u>132,547</u>

### 15. CREDITORS: Amounts falling due within one year

	2014	2013
	£	£
Trade creditors	3,301	3,667
Accruals	15,195	23,573
	<u>18,496</u>	<u>27,240</u>

### 16. UNRESTRICTED INCOME FUNDS

	Balance at 1st April 2013	Outgoing resources	Balance at 31st March 2014
	£	£	£
General Funds	<u>115,147</u>	<u>(4,064)</u>	<u>111,083</u>

The general fund is considered to be free and is not designated for any specific purpose. The Board of Trustees considers that this level of free reserve will provide an adequate, but not excessive, fund to meet unforeseeable exceptional expenditure or exceptional loss of income due to reductions in grant income.

### 17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	4,401	106,682	111,083
Total Funds	<u>4,401</u>	<u>106,682</u>	<u>111,083</u>

### 18. RELATED PARTY TRANSACTIONS

The charitable company is under the control of the Board of Trustees on behalf of the membership of the charitable company, in accordance with the rules set out in the Memorandum of Association.

### 19. COMPANY 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.

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31st MARCH 2014**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent examiner's report on page 5.**

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**MANAGEMENT INFORMATION**

**YEAR ENDED 31st MARCH 2014**

**INCOMING RESOURCES**

**VOLUNTARY INCOME**

Donations	10,755	11,458
Gift Aid	2,385	1,689
Social Work Grants	125,923	116,339
Dedicated Grant Income	5,931	-
Lothian Primary Care Trust Grants	24,159	24,159
Other Grant Income	3,098	-
Home Support Grants	-	414
Change Fund Volunteering Project	16,149	16,163
Supper Club Grant	15,048	14,774
Rural Carer Fund Grant	(825)	9,000
Sensory Room grant	10,900	-
ESS Grant	1,000	-
	<u>214,523</u>	<u>193,996</u>

**ACTIVITIES FOR GENERATING FUNDS**

Fundraising	17,502	18,620
Day Care Subscriptions	19,246	29,780
	<u>36,748</u>	<u>48,400</u>

**INVESTMENT INCOME**

Bank interest receivable	802	866
	<u>802</u>	<u>866</u>

**INCOMING RESOURCES FROM CHARITABLE  
ACTIVITIES**

Other income from charitable activities	2,914	900
	<u>2,914</u>	<u>900</u>

**TOTAL INCOMING RESOURCES**

	<u>254,987</u>	<u>244,162</u>
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# QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

YEAR ENDED 31st MARCH 2014

### RESOURCES EXPENDED

#### FUNDRAISING COSTS

Cost of fundraising	2,928	1,665
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#### CHARITABLE ACTIVITIES

Day care and supper club supplies	19,659	19,086
Salaries	123,334	122,349
Employer's NIC	5,131	4,635
Pension costs	14,164	14,153
Recruitment expenses	441	1,124
Rent and insurance	30,677	31,095
Light & heat	2,774	2,573
Repairs & maintenance	20,267	5,727
Transport costs	18,074	16,926
Staff travel	920	599
Subscriptions	851	953
Stationery, postage and telephone	3,821	5,316
Advertising	1,963	1,055
Volunteer Expenses	642	1,424
Staff Training	1,938	6,200
Carer expenses	355	580
Questionnaire and research	-	2,500
Room Hire	427	-
Bank charges	56	56
Depreciation	3,897	4,430

	<u>249,391</u>	<u>240,781</u>
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#### GOVERNANCE COSTS

Accountancy and professional fees	5,021	3,161
Care Commission	1,711	1,476
	<u>6,732</u>	<u>4,637</u>

#### TOTAL RESOURCES EXPENDED

	<u>259,051</u>	<u>247,083</u>
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#### NET OUTGOING RESOURCES FOR THE YEAR

	<u>(4,064)</u>	<u>(2,921)</u>
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## QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY COMPANY LIMITED BY GUARANTEE

### MANAGEMENT INFORMATION

YEAR ENDED 31st MARCH 2014

<b>Fundraising</b>		
Cost of fundraising	2,928	1,665
	<u>          </u>	<u>          </u>
<b>Day Care</b>		
Day care supplies	16,648	17,075
Salaries	54,793	55,968
Employer's NIC	1,735	1,767
Pension costs	3,342	2,350
Equipment purchase and renewal	341	868
Transport costs	16,381	15,682
Staff travel	214	146
Stationery, postage and telephone	68	151
Volunteer Expenses	405	610
Staff Training	8	922
Subscriptions	140	-
	<u>94,075</u>	<u>95,539</u>
<b>Home Support</b>		
Salaries	-	86
Staff travel	-	30
	<u>          </u>	<u>          </u>
	-	116
<b>Befriending</b>		
Salaries	3,043	3,119
Employer's NIC	101	102
Pension costs	354	514
Staff travel	177	64
Subscriptions	130	169
Stationery, postage and telephone	-	76
Volunteer expenses	171	439
Staff training	4	100
	<u>3,980</u>	<u>4,583</u>
<b>Carer Support</b>		
Salaries	12,565	12,424
Employer's NIC	841	836
Pension costs	1,585	2,820
Staff travel	171	127
Stationery, postage and telephone	-	199
Carer expenses	355	580
Staff training	-	9
Advertising	463	240
Subscriptions	76	-
	<u>16,056</u>	<u>17,235</u>

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31st MARCH 2014**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
<b>Support costs</b>		
Salaries	42,466	40,496
Employer's NIC	2,228	1,576
Pension costs	8,174	8,199
Recruitment expenses	441	1,124
Rent and insurance	30,677	31,095
Light & heat	2,774	2,573
Repairs & maintenance	19,848	4,060
Staff travel	108	112
Subscriptions	505	784
Stationery, postage and telephone	3,573	3,528
Volunteer expenses	66	375
Staff training	–	527
Bank charges	56	56
Depreciation	3,897	4,430
	<u>114,813</u>	<u>98,935</u>
<b>Change Fund Volunteering Project</b>		
Salaries	6,087	6,009
Employer's NIC	201	203
Pension costs	709	270
Equipment purchase & renewal	20	112
Staff travel	236	120
Stationery, postage and telephone	–	465
Staff training	1,905	3,589
Advertising	1,500	–
	<u>10,658</u>	<u>10,768</u>
<b>Supper Club</b>		
Supper club direct expenses	2,615	2,011
Salaries	3,852	2,847
Employer's NIC	25	–
Equipment purchase and renewal	58	687
Transport costs	1,707	1,244
Staff training	–	453
	<u>8,257</u>	<u>7,242</u>
<b>Rural Carer Fund</b>		
Rural carer direct expenses	396	–
Wages & Salaries	528	1,400
Employer's NIC	–	151
Stationery, postage and telephone	179	897
Staff training	22	600
Advertising	–	815
Room Hire	427	–
Questionnaire and research	–	2,500
	<u>1,552</u>	<u>6,363</u>
	<u>249,391</u>	<u>240,781</u>

**QUEENSFERRY CHURCHES' CARE IN THE COMMUNITY  
COMPANY LIMITED BY GUARANTEE****DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

YEAR ENDED 31st MARCH 2014

	2014 £	2013 £
<b>GOVERNANCE COSTS</b>		
Accountancy and professional fees	5,021	3,161
Care Commission	1,711	1,476
	<u>6,732</u>	<u>4,637</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>259,051</u>	<u>247,083</u>