

# ANNUAL REPORT

## 2014



East Kilbride & District

## DEMENTIA CARERS GROUP

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**facebook**

EK Dementia Carers Group

Charity No: SC018844  
Company No: SC377236

**East Kilbride & District Dementia Carers Group**  
**Report and Financial Statements**  
**for the year ended 31 March 2014**

**Charity number: SCO18844**  
**Company number: SC377236**

## **East Kilbride & District Dementia Carers Group**

### **Contents**

	<b>Page</b>
Charity information	<b>1</b>
Directors Annual Report	<b>2 - 8</b>
Independent Examiner's Report	<b>9</b>
Statement of Financial Activities	<b>10</b>
Balance Sheet	<b>11 - 12</b>
Notes to the Financial Statements	<b>13 - 20</b>

## East Kilbride & District Dementia Carers Group

### Legal and Administrative Information

<b>Charity name</b>	East Kilbride & District Dementia Carers Group		
<b>Charity registration number</b>	SCO18844		
<b>Company registration number</b>	SC377236		
<b>Directors</b>	John Vance	*	Chairperson
	Janette Sime	*	Vice-Chairperson
	Sarah Young	*	Treasurer
	Carole Richards	*	Secretary
<b>Management Committee</b>	Susan Bennie		
	Margaret McNab		
	Sarah Boyd		
	Liz Craig		
	Clr Archie Buchanan		
	Brian Collumb		
	John Cardno		Appointed February 2014
	Christine Montgomery		Appointed March 2014
<b>Company secretary</b>	Carole Richards		
<b>Principal office and Registered office</b>	169 Pine Crescent East Kilbride Glasgow G75 9HJ		
<b>Website address</b>	<a href="http://www.dementiacarers.co.uk">www.dementiacarers.co.uk</a>		
<b>Independent examiner</b>	Alan Cunningham, C.A. Alexander Sloan 38 Cadogan Street Glasgow G2 7HF		
<b>Bankers</b>	Bank of Scotland PO Box 18 41 Princes Mall East Kilbride Glasgow		
<b>Additional Bankers</b>	RBS 24-25 Princes Square East Kilbride G74 1LJ		

\* also members of the Management Committee

## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

The Directors present their report and the financial statements of the charity for the year ended 31 March 2014.

#### **Directors**

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

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

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

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

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

##### **Appointment of Directors**

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

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

##### **Organisational structure**

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

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

## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

#### **OBJECTIVES AND ACTIVITIES**

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

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

#### **ACHIEVEMENTS AND PERFORMANCE**

This past year has seen our charity grow not only as a business, with our income through fundraising and donations increasing and our financial targets met, but also as an organisation which holds delivery of high quality care as its core value. During these twelve months, we have continued to strengthen our links with the community, contributed our knowledge to the enhancement of care for people with dementia on a local and nationwide basis, and taken the opportunity to use a review of our service to further build our vision for the future.

None of this could have been achieved without the ongoing commitment and support of those who contribute to our charity, either financially or by sharing their time and expertise with us. Our heartfelt thanks goes to each and every one of these people. In particular, we would like to offer our thanks to:

- East Kilbride Rotary Club
- Marks & Spencer East Kilbride Town Centre
- The Robertson Trust
- The Bank of Scotland Community Fund
- Burn Stewart Distillers
- Simon Ross
- Saints and Sinners

#### **Our year... as a care provider**

The provision of care and support is at the heart of everything our Group does. Whether it is direct delivery of care within our day care unit, or contributing to broader knowledge and understanding of dementia and associated diseases, caring is what we do. This year has seen us continue to operate at almost full capacity whilst seeking ways to further enhance our service. Over the year, our service users enjoyed a total of over 300 outings, from a trip to the hairdresser for some pampering to a fish tea by the sea. In doing so, we have seen our service users able to enjoy the little treats which allow them to live beyond the confines of a dementia diagnosis and experience life's little pleasures, with a reassuring hand close by.

## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

Our delivery of care goes beyond the users of our day care services, and reaches to those supporting a friend or loved one through their dementia journey. Our Carers' Support Group has been well utilised by those seeking advice, support, and reassurance. In addition we have continued to facilitate the running of the Memory Cafe, alongside the Community Mental Health Team and Alzheimer's Scotland. This outreach work has broadened the scope of the support we offer further into the community, and continued to raise the profile of our organisation and the work we do.

Our passion for caring is integral to who we are as an organisation. However, occasionally we are reminded how an ordinary day's work for us has an extraordinary impact on the lives we are privileged to touch...

"Without your support, I know my mum wouldn't be the happy person that she still is today. Thank you."  
(Daughter of a service user)

#### **Our year... as an employer**

Within our organisation we employ a core group of staff, and are also fortunate to be supported by some who offer their services on a voluntary basis. This year, our Senior Care Worker, Donna Liddiard, and care worker, Beth McAteer, have both celebrated ten years of service with East Kilbride & District Dementia Carers Group. We would like to thank both ladies for their hard work and dedication over these past ten years, and we look forward to many more years working with them. Looking ahead to the coming year, our Manager, Brian Doig will be celebrating 20 years' service to the Group in July, and we look forward to sharing in those celebrations with him.

In order to continuously improve our service, we have to provide development opportunities for our staff. In recent months, three of our staff members have visited Westwood House. This allowed the opportunity to observe care delivery in a different setting, and facilitated the sharing of best practice and ideas between our group and the staff at Westwood House. In terms of more formal development, funding was secured for our care staff to participate in the 'Best Practice in Dementia Care' course. This course meets the requirements of both the SSSC and the Care Inspectorate.

Looking forward to provision of a workforce for the future, we have maintained our strong links with South Lanarkshire College, and welcomed two 6th year pupils from Calderglen High into our Group for a week's work experience. We look forward to seeing care services of the future delivered by all of these students!

#### **Our year... as a charity**

As a charity, we rely on fundraising, donations, and grants to fund our service. This year we have once again met our financial targets, thanks in no small part to an overall increase in our fundraising and donations income. Our heartfelt thanks go to everyone who has played a part, no matter how small, in supporting us in this way. Whether you shook a collection can, packed shopping in M+S, organised an event or collection, or donated directly to us, we thank you. It is thanks to the generosity of people with their money and time that we became the organisation we are today. You have made a difference.

## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

Here are just some of the ways our Group has been supported this year:

- M+S East Kilbride Town Centre: This year, M+S once again selected us as their chosen charity. We would like to thank them for their unfailing support.
- EK Rotary Club: The Rotary Club have supported us in so many ways this year, from a golf tournament, to the supply (and installation!) of the Christmas decorations in our day care centre. Our sincere thanks to all those involved.
- Bag packing: Thanks to all those who supported these events. Among our volunteers were a class from South Lanarkshire College and members of the Rotary Club, who each covered a full day's bag packing... That's a lot of packed bags! Our aim was to raise a total of £1,500 to be spent on the installation of a wheelchair ramp at the rear entrance of our day care centre. Thanks to the hard work of all those involved, we raised a whopping £1,700 and our centre is now wheelchair accessible both front and back.
- The Robertson Trust: Ongoing grants from The Robertson Trust contribute significantly to our core funding, for which we are extremely grateful
- Bank of Scotland Community Fund: Thanks to the overwhelming support we received from the local community, we were awarded a £3,000 grant from the Bank of Scotland Community Fund. Having received almost 50% of the total votes, we saw firsthand the strength of support for our group within the local area. This money was used to renew our front porch, providing a wider entrance and a wheelchair ramp to improve accessibility. Thank you to all those who voted!

As a charitable organisation, we also have a legislative obligation to maintain and review all of our policies on a regular basis. This is done monthly at our Management Committee meetings, with input from carers and service users through forums and support group meetings. We continue to meet our target of reviewing and updating all of our policies at least once every three years.

#### **Our year... as part of the local community**

Our service users are valuable members of our local community, and we strive to facilitate ongoing participation within the community. Our outings, as described previously, are key to this. Throughout the year we hold other events to strengthen community links and allow our service users and their carers to continue to do the things they enjoy. Very recently, we enjoyed another trip to South Lanarkshire College where catering students provided and served a delicious meal for service users and their families. A marvellous time was had by all, and our service users were able to enjoy a meal out in the company of their nearest and dearest in an accessible, calm environment. Our annual swing band evening has become a much anticipated event in the social calendar, attracting guests from far and wide to dance the night away and raise funds at the same time!



## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

The involvement and support of the local community is vital to the development of our organisation and its services. Our thanks go to the East Kilbride News and STV Local, who have provided us with regular, positive coverage of our group and the work we do. Our newsletter 'Pine Patter' has continued to keep people up to date with all of the news from Pine Crescent, and our website is regularly updated with news, resources and policy information. Over this past year, we have seen an increase in our Facebook following, with 348 followers to date which has really helped us to spread the word about the work we do.

The placement of students from South Lanarkshire College and Calderglen High School has not only strengthened our links with educational institutions, but demonstrated how highly regarded the delivery of our service is. To be considered such a positive example of care delivery is testament to the hard work and dedication of all those associated with our Group and the work we do.

#### **Next year... moving forward**

In December 2014, East Kilbride & District Dementia Carers Group will enter into its silver anniversary year. Details of the exciting ways in which we plan to mark this occasion will follow! Of course, the work done some 25 years ago built the foundations for the organisation we are today. However the work we now do has evolved over the years to reflect changing needs of service users, and developing practices within the care of people with dementia.

As we move into this next year we will face many challenges; to sustain our service delivery we must not only maintain, but develop and increase our funding. We must critically reflect upon our service provision in order to identify how we can continue to improve, and broaden the scope of what we do. Continuous improvement will ensure we continue to deliver high quality care in an optimal setting, with skilled staff and up-to-date resources.

We have invested in our future through the commissioning of a review into our service. This independent report has provided an audit of our current service, along with a feasibility study of our various options for future service provision and income generation. This report, produced by MCM Associates, is available in its entirety on our website, and we will shortly have a summary report available. Recommendations from the report include the following:

- Initial priority should be given to maintaining the existing service, including ongoing work to maintain the quality of the service; maintaining client referrals and sustaining our financial position
- Consideration should be given to the opportunity to develop new Home Care Services
- Consideration should be given to the opportunity to develop existing community based services in response to local needs.

With regard to the need for forward planning and service development, our Management Committee has already approved the provision of an evening service, with themed nights planned to appraise interest from carers. The Management Committee has also been working on securing additional funding for our service, with an application for Big Lottery funding underway.

## **East Kilbride & District Dementia Carers Group**

### **Directors' Annual Report for the year ended 31 March 2014**

All that remains is for us to offer our thanks to those who have supported, believed in, and contributed to the work of our Group. To the volunteers who contribute so much to our organisation, we thank you for your selfless dedication and valuable time given so willingly. To those who help to support us financially, we thank you for helping to facilitate the provision of this service; a service of which we are so very proud. To those who entrust the care of their loved ones to us, we thank you for your faith in us. And to those who we are so privileged to care for, we thank you for the fun, the laughter, the memories, and for the way in which your trust in us enriches the lives of those who are honoured to care for you.

#### **FINANCIAL REVIEW**

Per the Statement of Financial Activities on page 10, the charity reported net outgoing resources (i.e. a deficit) for the year of £752 (2013 - surplus £18,263) and total Funds of £75,043 at 31 March 2014 of which £16,834 were 'tied up' in the charity's fixed assets (see Note 17, page 19).

#### **Reserves policy**

The Directors' policy is to maintain Unrestricted Funds, i.e. funds not committed or invested in fixed assets, at a level that equates to approximately six months of unrestricted expenditure. At 31 March 2014, the charity's Unrestricted Funds per the General Fund on page 10 amounted to £56,109 which, although below the required level, was acceptable to the Directors.

#### **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**East Kilbride & District Dementia Carers Group**

**Directors' Annual Report  
for the year ended 31 March 2014**

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

**Independent examiner**

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

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

This report was approved by the Directors on 21 July 2014 and signed on their behalf by



**Carole Richards**  
Secretary

## East Kilbride & District Dementia Carers Group

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

I report on the financial statements of East Kilbride & District Dementia Carers Group for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### Respective responsibilities of Directors and examiner

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

#### Basis of Independent Examiner's report

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

#### Independent Examiner's statement

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

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

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

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

have not been met, or

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



Alan Cunningham, C.A.  
Partner  
Alexander Sloan  
Chartered Accountants

38 Cadogan Street  
Glasgow  
G2 7HF

21 July 2014

**East Kilbride & District Dementia Carers Group**

**Statement of Financial Activities  
(incorporating Income and Expenditure Account)**

**for the year ended 31 March 2014**

		<b>Unrestricted</b>				
		<b>General</b>	<b>Designated</b>	<b>Restricted</b>	<b>2014</b>	<b>2013</b>
		<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>Total</b>	<b>Total</b>
<b>Notes</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming resources</b>						
<b>Incoming resources from generated funds</b>						
Voluntary income	2	27,426	-	11,310	38,736	50,291
Activities for generating funds	3	20,188	-	-	20,188	20,617
Investment income	4	5	-	-	5	3
<b>Incoming resources from charitable activities</b>	5	90,688	-	-	90,688	91,107
<b>Total incoming resources</b>		<u>138,307</u>	<u>-</u>	<u>11,310</u>	<u>149,617</u>	<u>162,018</u>
<b>Resources expended</b>						
<b>Costs of generating funds</b>						
Costs of generating voluntary income	6	(61)	-	-	(61)	(930)
<b>Charitable activities</b>	7	(129,663)	(8,417)	(9,210)	(147,290)	(139,975)
<b>Governance costs</b>	8	(3,018)	-	-	(3,018)	(2,850)
<b>Total resources expended</b>		<u>(132,742)</u>	<u>(8,417)</u>	<u>(9,210)</u>	<u>(150,369)</u>	<u>(143,755)</u>
<b>Net incoming /(outgoing) resources</b>		5,565	(8,417)	2,100	(752)	18,263
<b>Reconciliation of funds</b>						
Total funds brought forward		50,544	25,251	-	75,795	57,532
<b>Total funds carried forward</b>		<u>56,109</u>	<u>16,834</u>	<u>2,100</u>	<u>75,043</u>	<u>75,795</u>

The notes on pages 13 to 20 form an integral part of these financial statements.

## East Kilbride & District Dementia Carers Group

### Balance Sheet as at 31 March 2014

		2014		2013	
Notes	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	12		16,834		25,251
<b>Current assets</b>					
Debtors	13	14,118		15,653	
Cash at bank and in hand		48,406		39,044	
		62,524		54,697	
<b>Creditors: amounts falling due within one year</b>	14	(4,315)		(4,153)	
<b>Net current assets</b>			58,209		50,544
<b>Net assets</b>			75,043		75,795
<b>Funds</b>					
Unrestricted funds					
General funds	16		56,109		50,544
Designated funds	17		16,834		25,251
Restricted funds	18		2,100		-
			75,043		75,795

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

The notes on pages 13 to 20 form an integral part of these financial statements.

**East Kilbride & District Dementia Carers Group**

**Balance Sheet (continued)**

**Directors' statements required by Sections 475 (2) and (3)  
for the year ended 31 March 2014**

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

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

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2014 and

(c) that we acknowledge our responsibilities for:

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

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

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

The financial statements were approved by the Board on 21 July 2014 and signed on its behalf by

**John Vance**  
Director



**Sarah Young**  
Director



**Registered number: SC377236**

**The notes on pages 13 to 20 form an integral part of these financial statements.**



## **East Kilbride & District Dementia Carers Group**

### **Notes to the Financial Statements for the year ended 31 March 2014**

#### **1. Accounting policies**

##### **1.1. Accounting convention**

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

##### **1.2. Incoming resources**

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

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

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

##### **1.3. Resources expended**

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

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

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

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



## East Kilbride & District Dementia Carers Group

### Notes to the Financial Statements for the year ended 31 March 2014

#### 1.4. Tangible fixed assets and depreciation

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

Motor vehicles - 25% straight line

#### 1.5. Leasing

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

#### 2. Voluntary income

	2014	2013
	£	£
Donations	16,712	36,464
Income Tax on Gift Aid	2,714	5,197
The Robertson Trust	8,000	8,000
SLC Community Fund	650	350
UWS Placement	560	280
Bank of Scotland Community Fund	3,000	-
Awards for All Scotland	7,100	-
	38,736	50,291

#### 3. Activities for generating funds

	2014	2013
	£	£
Fundraising	20,036	20,617
Advertising	152	-
	20,188	20,617

#### 4. Investment income

	2014	2013
	£	£
Interest received	5	3
	5	3

**East Kilbride & District Dementia Carers Group**

**Notes to the Financial Statements  
for the year ended 31 March 2014**

<b>5. Incoming resources from charitable activities</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Care Payments	86,609	87,728
Department of Transport Fuel Tax Grant	4,079	3,379
	<u>90,688</u>	<u>91,107</u>
<b>6. Costs of generating voluntary income</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Fundraising Costs	61	930
	<u>61</u>	<u>930</u>

**East Kilbride & District Dementia Carers Group**

**Notes to the Financial Statements  
for the year ended 31 March 2014**

**7. Costs of charitable activities**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	81,226	84,858
Employer's NI contributions	4,923	4,969
Rates	571	594
Insurance	730	868
Heat and light	1,438	1,324
Cleaning	1,038	1,135
Venue Hire	489	530
Printing, postage and stationery	2,529	2,632
Telephone	1,205	1,455
Staff and Volunteer Expenses	2,401	2,371
Payroll Services	564	926
Activities and Outings	14,248	8,880
Food for Day Care Centre	4,456	4,784
Advertising	391	170
General expenses	160	109
Repairs and maintenance	7,837	4,584
Training costs	1,559	1,201
Operating Lease	360	360
Transport costs	5,606	7,697
Consultancy	5,000	-
Memberships	2,142	2,111
Depreciation on motor vehicles	8,417	8,417
	<u>147,290</u>	<u>139,975</u>

**8. Governance costs**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Independent Examiner's Fee	3,018	2,850
	<u>3,018</u>	<u>2,850</u>

**9. Net (resources expended)/incoming resources for the year**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Net (resources expended)/incoming resources is stated after charging:		
Depreciation and other amounts written off tangible assets	8,417	8,417
Independent Examiner's remuneration	3,018	2,850
	<u>11,435</u>	<u>11,267</u>

## East Kilbride & District Dementia Carers Group

### Notes to the Financial Statements for the year ended 31 March 2014

#### 10. Employees

##### Number of employees

The average monthly numbers of employees during the year were:

	2014 Number	2013 Number
Full Time	2	2
Part Time	7	7
	<u>9</u>	<u>9</u>

##### Employment costs

	2014 £	2013 £
Wages and salaries	81,226	84,858
Social security costs	4,923	4,969
	<u>86,149</u>	<u>89,827</u>

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

#### 11. Directors' emoluments

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

**East Kilbride & District Dementia Carers Group**

**Notes to the Financial Statements  
for the year ended 31 March 2014**

<b>12. Tangible fixed assets</b>	<b>Motor vehicles</b>	<b>Total</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 1 April 2013	33,668	33,668
At 31 March 2014	<u>33,668</u>	<u>33,668</u>
<b>Depreciation</b>		
At 1 April 2013	8,417	8,417
Charge for the year	8,417	8,417
At 31 March 2014	<u>16,834</u>	<u>16,834</u>
<b>Net book values</b>		
At 31 March 2014	<u>16,834</u>	<u>16,834</u>
At 31 March 2013	<u>25,251</u>	<u>25,251</u>
<b>13. Debtors</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Trade debtors	6,467	6,931
Other debtors	7,207	8,458
Prepayments	444	264
	<u>14,118</u>	<u>15,653</u>
<b>14. Creditors: amounts falling due within one year</b>	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accruals	<u>4,315</u>	<u>4,153</u>

**East Kilbride & District Dementia Carers Group**

**Notes to the Financial Statements  
for the year ended 31 March 2014**

**15. Analysis of net assets between funds**

	Unrestricted			Total funds £
	General funds £	Designated funds £	Restricted funds £	
	Fund balances at 31 March 2014 as represented by:			
Tangible fixed assets	-	16,834	-	16,834
Current assets	60,424	-	2,100	62,524
Current liabilities	(4,315)	-	-	(4,315)
	<u>56,109</u>	<u>16,834</u>	<u>2,100</u>	<u>75,043</u>

**16. Unrestricted General Funds**

	1 Apr '13 £	Incoming £	Outgoing £	31 Mar '14 £
Unrestricted Funds	50,544	138,307	(132,742)	56,109
	<u>50,544</u>	<u>138,307</u>	<u>(132,742)</u>	<u>56,109</u>

**Purposes of General Funds**

***Unrestricted Funds***

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

**17. Unrestricted Designated Funds**

	1 Apr '13 £	Outgoing £	31 Mar '14 £
Designated Assets Fund	25,251	(8,417)	16,834
	<u>25,251</u>	<u>(8,417)</u>	<u>16,834</u>

**Purposes of Designated Funds**

***Designated Assets Fund***

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

**East Kilbride & District Dementia Carers Group**

**Notes to the Financial Statements  
for the year ended 31 March 2014**

18. Restricted funds	1 Apr '13	Incoming	Outgoing	31 Mar '14
	£	£	£	£
Christmas Meal Fund	-	350	(350)	-
UWS Placement Fund	-	560	(560)	-
Printing and Publicity Fund	-	300	(300)	-
Evaluation and Feasibility Fund	-	7,100	(5,000)	2,100
Refurbishment Fund	-	3,000	(3,000)	-
	<u>-</u>	<u>11,310</u>	<u>(9,210)</u>	<u>2,100</u>

**Purposes of restricted funds**

***Christmas Meal Fund***

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

***UWS Placement Fund***

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

***Printing and Publicity Fund***

Represents grant award from South Lanarkshire Council Community Fund to help cover printing and publicity costs.

***Evaluation and Feasibility Fund***

Represents grant from Awards For All Scotland to cover the costs of engaging a Consultant in undertaking an independent evaluation of the charity's current performance and future opportunities.

***Refurbishment Fund***

Represents grant award from the Bank of Scotland Community Fund to help enhance the entrance area of the charity's daycare centre including the provision of a wheelchair ramp.

**19. Financial commitments**

At 31 March 2014 the charity had annual commitments under non-cancellable operating leases as follows:

	2014	2013
	£	£
<b>Expiry date:</b>		
Between one and five years	<u>360</u>	<u>360</u>

**East Kilbride & District Dementia Carers Group**

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



## East Kilbride & District Dementia Carers Group

### Detailed Income and Expenditure Account for the year ended 31 March 2014

	2014		2013	
	£	£	£	£
<b>Income</b>				
<b>Voluntary Income</b>				
Donations	16,712		36,464	
Income Tax on Gift Aid	2,714		5,197	
The Robertson Trust	8,000		8,000	
SLC Community Fund	650		350	
UWS Placement	560		280	
Bank of Scotland Community Fund	3,000		-	
Awards for All Scotland	7,100		-	
		38,736		50,291
<b>Activities for generating funds</b>				
Fundraising	20,036		20,617	
Advertising	152		-	
		20,188		20,617
<b>Investment income</b>				
Interest received	5		3	
		5		3
<b>Income from charitable activities</b>				
Care Payments	86,609		87,728	
Department of Transport Fuel Tax Grant	4,079		3,379	
		90,688		91,107
<b>Total income</b>		149,617		162,018
<b>Total expenditure</b>		(150,369)		(143,755)
<b>Net (deficit)/surplus for the year</b>		(752)		18,263

## East Kilbride & District Dementia Carers Group

### Schedule of Expenditure for the year ended 31 March 2014

	2014		2013	
	£	£	£	£
<b>Expenditure</b>				
<b>Costs of generating voluntary income</b>				
Fundraising Costs	61		930	
		61		930
<b>Charitable activities</b>				
<i>Staff costs</i>				
Wages and salaries	81,226		84,858	
Employer's NI contributions	4,923		4,969	
		86,149		89,827
<i>Premises costs</i>				
Rates	571		594	
Insurance	730		868	
Heat and light	1,438		1,324	
Cleaning	1,038		1,135	
Venue Hire	489		530	
		4,266		4,451
<i>Running costs</i>				
Printing, postage and stationery	2,529		2,632	
Telephone	1,205		1,455	
Staff and Volunteer Expenses	2,401		2,371	
Payroll Services	564		926	
Activities and Outings	14,248		8,880	
Food for Day Care Centre	4,456		4,784	
Advertising	391		170	
General expenses	160		109	
Repairs and maintenance	7,837		4,584	
Training costs	1,559		1,201	
		35,350		27,112
<i>Motor and travel costs</i>				
Operating Lease	360		360	
Transport costs	5,606		7,697	
		5,966		8,057
<i>Legal and professional costs</i>				
Consultancy	5,000		-	
		5,000		-
<i>Accountancy costs</i>				
Memberships	2,142		2,111	
		2,142		2,111

**East Kilbride & District Dementia Carers Group**

**Schedule of Expenditure  
for the year ended 31 March 2014**

	2014	2013
<i>Depreciation and Gains/Losses</i>		
Depreciation on motor vehicles	<u>8,417</u>	<u>8,417</u>
	8,417	8,417
<b>Total of charitable activity expenditure</b>	<b>147,290</b>	<b>139,975</b>
<b>Governance Costs</b>		
Independent Examiner's Fee	<u>3,018</u>	<u>2,850</u>
	3,018	2,850
<b>Total expenditure</b>	<b><u>150,369</u></b>	<b><u>143,755</u></b>