

Company Number 268137

The Muirhead Outreach Project Limited
(A company limited by guarantee)

Financial Statements

For the year ended 30 September 2008

Charity Number 035629

The Muirhead Outreach Project Limited

for the year ended 30 September 2008

Charity Information

Directors	Diane MacKenzie Dorothy Markham Claire Robinson
Members	Diane MacKenzie Dorothy Markham Claire Robinson
Secretary	Morton Fraser Solicitors
Charity number	SC035629
Company number	SC268137
Registered office	30/31 Queen Street Edinburgh EH2 1JX
Accountants	Paterson Boyd & Co Chartered Accountants 18 North Street Glenrothes Fife KY7 5NA
Bankers	Bank of Scotland PO Box 10 Kirkcaldy KY1 3PA
Solicitors	Morton Fraser Solicitors 30/31 Queen Street Edinburgh EH2 1JX

The Muirhead Outreach Project Limited
Financial Statements
for the year ended 30 September 2008

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The Muirhead Outreach Project Limited

Trustees' Annual Report

for the year ended 30 September 2008

1. Legal and Administrative Information

The Trustees present their Report and Accounts for the year ended 30 September 2008.

Company Registration No: SC 268137

Scottish Charity No: SC 035629

Tax Reference No: CR 57057

Principal Office

8 Pentland House
Saltire Centre
Glenrothes
KY6 2AH

Company Secretary

Morton Fraser
Solicitors
30 – 31 Queen Street
Edinburgh
EH2 1JX

Directors/ Trustees

Dorothy Markham
Claire Robinson
Diane MacKenzie

Management Committee

Ms D MacDonald (Chair)
Ms H Aitken
Mr J Johnston
Ms M Kinnaird
Ms D MacKenzie
Mr R MacKenzie

Ms D Markham
Mr A Robinson
Ms C Robinson
Mr K Shanks
Ms D Wade
Mr A Williamson
Ms M Wilson

Staff Team

D Markham, CQSW
W Aitken, Dipswa
D Wade, BA Social Work, Dipswa
C Paterson

Project Manager
Senior Social Worker
Senior Social Worker
Secretary

Bankers

Halifax Bank of Scotland
PO Box 10
Kirkcaldy
KY1 3PA

Accountants

Paterson Boyd & Co
18 North Street
Glenrothes
KY7 5NA

Solicitors

Morton Fraser
30 – 31 Queen Street
Edinburgh
EH2 1JX

The Muirhead Outreach Project Limited

Trustees' Annual Report

for the year ended 30 September 2008

2. Structure, Governance and Management

Governing Document

The Project is a Registered Charity, the objectives of which are set out in its Memorandum and Articles of Association. The Project is a Company Limited by Guarantee which does not have any share capital, in terms of The Companies Acts 1985 to 1989.

Organisational Structure and Decision Making

The Trustees determine the policy of the Project and day to day operational management is delegated to the Staff Team. The Trustees operate through a Management Committee. The multi-disciplinary Management Committee meets on a quarterly basis to promote and consolidate the aims and objectives of the Project. Key contributions to the Management Committee are made by the parents and young people who use the service, along-side members who comprise a Senior Social Manager; a Chartered Accountant; a Director of a Fostering Agency; a Community Education Worker; and 2 volunteers.

Recruitment and Appointment of the Management Committee

The Project tries to ensure a good balance of expertise within the Management Committee, including individuals with social work, education, health and business skills. There is also representation of members who have received a service from the Project. When vacancies arise, knowledge and skill gaps are considered and approaches made to individuals with the relevant experience. There is no set date by which a Committee Member should resign. No remuneration is paid.

Management Committee Induction and Training

Prior to appointment to the Committee, prospective Members are made familiar with the practical work of the Project by being briefed on its objectives and activities by one of the Directors and being provided with other relevant information. A pack is also provided which includes information on the roles and duties of a Committee Member and papers and minutes of previous meetings held by the Committee.

Relationship with Related Parties

The Project receives significant operational management support from Cairn Mhor Childcare Partnership Ltd and it is expected this management support will continue for the foreseeable future.

Risk Management

Alongside the administrative management support provided by Cairn Mhor Childcare Partnership, material business, financial and operational risks are assessed on an annual basis, and where appropriate, systems or procedures are established to mitigate these risks.

The Muirhead Outreach Project Limited
Trustees' Annual Report
for the year ended 30 September 2008

3. Objectives and Activities

The Muirhead Outreach Project Ltd offers services to children, young people and families in difficulty. The Project provides a range and depth of tailor-made packages for work with children and families, taking into account social workers assessment.

The Objects for which the Charity is established are:-

- To promote the benefit of children and young people in a common effort to relieve the needs and advance the education of all such persons so that they can achieve their full potential and to enable them to participate in discussions where they can express their thoughts, feelings, preferences and ideas.
- To provide a forum for children and young people and their representatives, parents and carers, support and achieve on issues relating to such groups such as integration, education, advice, welfare, health, social issues, training and employment.

The Aims of the Project are -

- To offer support to social workers and other professional agencies, to allow them to sustain vulnerable young people in their homes.
- To work with children and families using a wide range of tailor-made packages.
- To provide short-term emergency respite care for families and foster parents.
- To provide short-term planned respite for carers of children with special needs.

4. Achievements and Performance

42 children and their families have directly benefited from the service during 2008.

- Extensive use of our Art Therapy Suite, which is furnished with various art materials, craft equipment, dressing up clothes and other items;
- Group Work, music therapy and planned one-to-one work with young people;
- Parents group offering mutual support and complimentary therapies;
- Regular play activity sessions, offering the children a range of new learning opportunities and life experiences;
- Teenagers group to help them look at moving on to independence and covered such areas as budgeting, housing applications and social interactions;
- Successfully integrating and sustaining young people in educations, working closely with educational professionals.

The Muirhead Outreach Project Limited

Trustees' Annual Report

for the year ended 30 September 2008

5. Financial Review

Fund Raising

Funds have been raised through a generous donation from The McTaggart Trust, Tullis Russell Trust, Cairn Mhor Childcare Partnership, Eric Hill Band and Fife Charities Trust and through our annual Family Fun Day event and other generous public donations.

The Family Fun Day was held in August 2008 and raised £3,400. A range of activities were on offer including a live band from America, dancing displays, climbing wall, BBQ, children's activities and craft stalls. The event was considered a great success, although a huge amount of preparation was required to achieve this outcome. The American band raised £1,600 and our Fun Day dinner raised £550. In addition, we also held a Sportsman's Dinner which raised £2,300 and a sponsored walk raised over £500.

Investment Policy

The constitution of the Charity authorises the management committee members to make and hold investments using the unrestricted funds of the Charity, but no such investments are currently held other than a bank deposit account.

Reserves Policy

The Charity maintains separate restricted funds to support the Charity's operations. Details of movements in the various funds are shown in note 8 to the Financial Statements.

6. Plans for Future Periods

The Charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements being in place.

.....
Diane MacKenzie
Director

Date:

The Muirhead Outreach Project Limited

**Independent examiners report to the directors
on the unaudited financial statements of
The Muirhead Outreach Project Limited**

I report on the financial statements for the year ended 30 September 2008 set out on pages 6 to 12. The financial statements have been prepared under the historic cost convention and the accounting policies set out therein.

Respective responsibilities of directors and reporting accountants

The charity's Directors are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006. The charity directors consider that the audit requirement of regulation 10(1) (a) to (c) of 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 our attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulation 2006. 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 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 respects the requirements:
 - i) to keep accounting records in accordance with Section 44 (1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - ii) to prepare financial statements which accord with the accounting records and comply with Regulation 9 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.

Neil Paterson
Paterson Boyd & Co
Chartered Accountants
18 North Street
Glenrothes
Fife
KY7 5NA

Date:

The Muirhead Outreach Project Limited

Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 30 September 2008

Notes	2008 Unrestricted Fund £	2008 Restricted Fund £	2008 Total £	2007 Total £
<u>Incoming Resources</u>				
Incoming resources from generated funds:				
Voluntary Income				
Donations	28,009	-	28,009	10,800
Activities for generating funds				
Fundraising activities	6,507	-	6,507	2,107
Investment Income	623	-	623	56
	-----	-----	-----	-----
Total incoming resources	<u>35,139</u>	<u>-</u>	<u>35,139</u>	<u>12,963</u>
<u>Resources Expended</u>				
Costs of generating funds	16,566	-	16,566	3,550
Cost of charitable activities	2	2,000	2,250	894
Governance costs	4	-	956	954
	-----	-----	-----	-----
Total resources expended	<u>17,772</u>	<u>2,000</u>	<u>19,772</u>	<u>5,398</u>
Net movement in funds	17,367	2,000	15,367	7,565
Reconciliation of funds				
Total funds brought forward	14,109	4,500	18,609	11,044
Transfer of funds	2,500	(2,500)	-	-
	-----	-----	-----	-----
Total funds carried forward	8 <u>33,976</u>	<u>-</u>	<u>33,976</u>	<u>18,609</u>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The Muirhead Outreach Project Limited

Balance Sheet

as at 30 September 2008

	Notes	£	2008	£	2007	£
Fixed Assets						
Tangible assets	5		7,996		9,996	
Current Assets						
Debtors	6	132		204		
Cash at bank		26,494		9,025		
		—————		—————		
			26,626		9,229	
Current Liabilities						
Creditors: amounts falling due within one year	7		646		616	
			—————		—————	
Net Current Assets			25,980		8,613	
			—————		—————	
Net Assets			<u>33,976</u>		<u>18,609</u>	
The funds of the charity						
Restricted Income	8		-		4,500	
Unrestricted Income	8		33,976		14,109	
			—————		—————	
Total Funds			<u>33,976</u>		<u>18,609</u>	

The Muirhead Outreach Project Limited

Balance Sheet (continued)

as at 30 September 2008

For the year ended 30 September 2008 the company was entitled to exemption under section 249A(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2). The directors acknowledge their responsibility for:

- (i) Ensuring the company keeps accounting records which comply with section 221; and
- (ii) Preparing accounts 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 income and expenditure for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the directors on and signed on its behalf by:

.....
Diane MacKenzie
Director

The Muirhead Outreach Project Limited

Notes to the financial statements

for the year ended 30 September 2008

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and the Companies Act 1985. In preparing the financial statements the charity has followed best practice as laid down in the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

Tangible fixed assets and depreciation

Depreciation of fixed assets is calculated to write off the cost or valuation less residual value over its expected useful life, as follows:

Leasehold improvements	20% reducing balance
Computer equipment	straight line over three years

Grants, donations and similar incoming resources

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except when donors specify that the donations or grants must be used in future accounting periods, or conditions are imposed that have to be fulfilled before the charity is entitled to use such income.

Interest

Interest is included when receivable by the charity.

Resources expended

Resources expended are included in the accounts on an accruals basis inclusive of any VAT which cannot be recovered, as the charity is not VAT registered.

Fund accounting

Funds held by the charity are either:

- unrestricted general funds, which can be used in accordance with the charitable objectives at the discretion of the directors, or
- restricted funds, which are funds that can only be used for a particular restricted purpose within the objectives of the charity.

Further explanation of the nature of each fund is included in the notes to the financial statements.

The Muirhead Outreach Project Limited

Notes to the financial statements

for the year ended 30 September 2008

2. Resources expended on charitable activities

	Basis of allocation	2008 Restricted Fund	2008 Unrestricted Fund £	2008 Total £	2007 Total £
Equipment, repairs and maintenance	Direct	-	72	72	101
Depreciation on computer equipment	Direct	-	-	-	783
Depreciation on leasehold improvements	Direct	2,000	-	2,000	-
Bank charges	Direct	-	178	178	10
		<u>2,000</u>	<u>250</u>	<u>2,250</u>	<u>894</u>

3. Directors

There were no staff costs in the period and no director of the charity received remuneration.

4. Governance costs

	2008 Unrestricted Funds £	2008 Total £	2007 Total £
Accountancy fee	646	646	440
Legal and professional fees	310	310	514
	<u>956</u>	<u>956</u>	<u>954</u>

The Muirhead Outreach Project Limited

Notes to the financial statements

for the year ended 30 September 2008

5. Tangible fixed assets

	Leasehold Improvements	Computer Equipment	Total
	£	£	£
Cost			
At 1 October 2007	9,996	2,355	9,996
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 30 September 2008	<u>9,996</u>	<u>2,355</u>	<u>12,351</u>
Depreciation			
At 1 October 2007	-	2,355	2,355
Charge for year	2,000	-	2,000
	<hr/>	<hr/>	<hr/>
At 30 September 2008	<u>2,000</u>	<u>2,355</u>	<u>4,355</u>
Net book values			
At 30 September 2008	<u>7,996</u>	<u>-</u>	<u>7,996</u>
At 30 September 2007	<u>9,996</u>	<u>-</u>	<u>9,996</u>
6. Debtors			
		2008	2007
		£	£
Other debtors and prepayments		<u>132</u>	<u>204</u>
7. Creditors: amounts falling due within one year			
		2008	2007
		£	£
Accruals		<u>646</u>	<u>616</u>

The Muirhead Outreach Project Limited

Notes to the financial statements

for the year ended 30 September 2008

8. Analysis of funds

Movement in funds:-	At 1 October 2007 £	Incoming Resources £	Outgoing Resources £	At 30 September 2008 £
Restricted funds:				
Equipment, room hire and transport costs	3,900	-	-	3,900
Resources	600	-	-	600
Depreciation on leasehold improvements	-	-	(2,000)	(2,000)
Transfer of funds	-	-	(2,500)	(2,500)
	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	<u>4,500</u>	<u>-</u>	<u>(4,500)</u>	<u>-</u>
Unrestricted funds:				
Donations and fundraising income	13,974	34,516	(17,772)	30,718
Bank interest received	135	623	-	758
Transfer of funds	-	2,500	-	2,500
	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	<u>14,109</u>	<u>37,639</u>	<u>(17,772)</u>	<u>33,976</u>

Analysis of net assets between funds:-

	2008 Restricted Fund £	2008 Unrestricted Fund £	2008 Total £
Fixed assets	-	7,996	7,996
Net assets	-	25,980	25,980
	<hr/>	<hr/>	<hr/>
	<u>-</u>	<u>33,976</u>	<u>33,976</u>

The Trustees have determined that restricted funds are to be correctly recategorised as unrestricted funds.

9. Related party transactions

For the whole of the financial year the company was under the control of its directors, Diane MacKenzie, Dorothy Markham and Claire Robinson.

During the year donations totalling £5,228 and course fees of £8,603 were received from and expenses amounting to £14,391 were paid to Cairn Mhor Childcare Partnership Limited, a company in which Diane MacKenzie, Dorothy Markham and Claire Robinson are directors.