

**CHARITY REGISTRATION NUMBER SC042792**

**REPORT OF THE COMMITTEE AND  
FINANCIAL STATEMENTS FOR THE PERIOD  
FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

**HEART OF SCOTSTOUN LIMITED  
A community co-operative registered under the  
Industrial & Provident Societies Acts 1965-1978 No. 2730RS**

**HEART OF SCOTSTOUN LIMITED  
REPORT AND ACCOUNTS  
FOR THE PERIOD 15 OCTOBER 2010 TO 1 APRIL 2012**

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**HEART OF SCOTSTOUN LIMITED  
OFFICERS AND PROFESSIONAL ADVISORS**

**COMMITTEE**

Alison Earley	Appointed 21 November 2010	
Maria Fletcher *	Appointed 15 October 2010	
Paul Gray *	Appointed 15 October 2010	
Nikola Logan	Appointed 26 April 2011	Resigned 13 June 2012
Mary MacIntyre	Appointed 21 November 2010	
Julie Manson	Appointed 21 November 2010	
Jasmin Piling	Appointed 25 January 2011	Resigned 27 September 2011
Kenneth Rolwegan *	Appointed 15 October 2010	Resigned 27 September 2011
Clare Scott	Appointed 21 November 2010	
Marie de Souza	Appointed 21 November 2010	

\* Founder Member

**INDEPENDENT EXAMINER**

Ellen Waters BA CA  
Macfarlane Gray Limited  
Chartered Accountants  
Macfarlane Gray House  
Castle Craig Business Park  
Springbank Road  
Stirling  
FK7 7WT

**BANKERS**

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

**REGISTERED OFFICE**

64 Balmoral Street  
Glasgow  
G14 0BL

**COMPANY REGISTRATION NUMBER**

Industrial & Provident Societies Acts 1965-1978 No. 2730RS

**CHARITY REGISTRATION NUMBER**

SC042792

**HEART OF SCOTSTOUN LIMITED  
COMMITTEE MEMBERS' REPORT  
FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

The Committee members submit their report for the period ended 1 April 2012.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable and co-operative Society registered on 15 October 2010 with the FSA as an Industrial and Provident Society for the Benefit of the Community. It was recognised as a charity by OSCR on 8 December 2011. The company is governed by its registered Rules.

**Organisational Structure of Charity**

Heart of Scotstoun Limited is managed by an elected Committee which takes all strategic decisions and directs employed staff, including a centre manager, on the policies and practices which are to be used in the day-to-day running of the Heart of Scotstoun Community Centre.

**Recruitment and Appointment of Committee Members**

The Committee members are also the charity trustees for the purposes of charity law. The maximum number of Committee members is 12. The initial Committee of the Society from incorporation until the first Annual General Meeting has been appointed by the Founder members, and an election of new Committee members will take place at the first Annual General Meeting.

**Committee Member Induction and Training**

Most Committee members are already familiar with the practical work of the charity having been interviewed by existing Committee members and received appropriate training to familiarise themselves with the work of the organisation, its policies and practices.

**Risk Management**

The Committee considers on a regular basis the major business and operational risks which the company faces, and monitors the measures which have been implemented to mitigate those risks through established reporting systems.

**Relationships**

Key current relationships are with Dumbarton Road Corridor Environment Trust (DRCET) and the Big Lottery Fund. DRCET managed the construction of the Heart of Scotstoun Community Centre and is currently its legal owner, and Heart of Scotstoun Limited is expected to assume ownership by way of asset transfer during the coming financial year. The Big Lottery Fund is the current main source of revenue grant support, assisting primarily with funding for the minimum required level of staffing in the financial year 2012/13.

**Equal Opportunities and Employees**

The Trust operates an Equal Opportunities Policy. During the financial period there were four employees, one of whom was funded by a Big Lottery Fund grant administered by DRCET.

**OBJECTIVES AND ACTIVITIES**

**Purposes and objectives**

The company's objectives are as follows:

- To advance community development and regeneration by the establishment and management of a community centre.
- To provide recreational facilities and support the provision of recreational services for the benefit of the community and the public in general.
- To facilitate and encourage volunteering opportunities at the community centre.

**ACHIEVEMENTS AND PERFORMANCE**

**Centre Opening & Membership**

The Heart of Scotstoun Community Centre opened its doors to the public for the first time in May 2011, held a public Opening Day in June 2011, and has gradually increased its level of activity since then. Many users of the Centre also choose to become Heart of Scotstoun members, and there are now 608 in total.

**HEART OF SCOTSTOUN LIMITED  
COMMITTEE MEMBERS' REPORT  
FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

**Development of new Activities and Services**

Currently there are approximately 30 room uses at the centre each week:

- Heart of Scotstoun and its volunteers provide a free Parents and Toddlers group (Clann Balmoral) and also a Seniors lunch and activity session (the Hearty Scotstoun Club).
- Activities based in the Centre include many other free activities run by a range of partner organisations, such as 'health walks', dance classes for children, youth sessions, seniors' arts & crafts, exercise sessions and advice on law and money issues.
- Other classes and activities have been developed either by volunteers or local service providers and are provided either free or for a small charge. In addition rooms at the Centre are rented by various organisations, charities and local people for meetings, workshops and other uses.
- Several special events and projects have either been run or hosted by the Centre with the assistance of its volunteers. These have typically been available free to members of the local community.

**Café Facility**

Café Momentum at the Centre opened in March 2012, providing its services to centre users and also to local residents, workers and businesses. Momentum Scotland which operates the café provides training and volunteer opportunities in the café and kitchen.

**Volunteering**

25 regular volunteers typically help each month in the centre supporting general duties, gardening and landscaping, catering, and helping to run activities. In addition ad hoc volunteering opportunities have attracted substantial numbers of volunteers into the centre since the Opening Day. A volunteer handbook and procedures have been developed.

**Assistance to Employment and Training**

Training has been given to volunteers to increase their skills, including first aid, health and safety, food hygiene, moving and handling and fire marshalling. Committee members have participated in training on several worthwhile topics, including how to manage the volunteer programme. In addition, Heart of Scotstoun has to date obtained funding for six community job placements lasting six months, aimed at helping the longer-term unemployed.

**FINANCIAL REVIEW**

**Principal Funding Sources**

The principal funding sources for the charity are income generated from the hire of its facilities and also grant funding for short term staffing and specific projects. Sufficient income has been generated from room hires since the community centre opened to cover all building running costs apart from staffing. This underlines the importance of the ongoing support received from volunteers who help in the Centre.

**Financial Reserves**

As a new organisation it has been considered wise to plan on building up a small reserve for general operational contingencies, and also specifically to allocate an initial £5,000 into a Building Maintenance Fund in readiness for future significant repairs and maintenance which may be required to the community centre. An operating surplus for the period of some £10,000 has allowed Heart of Scotstoun to move forward into 2012/13 with those modest reserves now in place.

**Investment Policy**

Most of the charity's funds require to be available for expenditure in the short term.

**FUTURE PLANS**

Heart of Scotstoun is looking forward to another successful year, and to further developing the range and number of services and opportunities it can offer to the local community, its volunteers and users of the Centre facilities.

On behalf of the Committee:

Maria Fletcher  
Chair  
12 September 2012

**INDEPENDENT EXAMINER'S REPORT  
ON THE ACCOUNTS OF  
HEART OF SCOTSTOUN LIMITED**

I report on the accounts of the charity for the period from 15 October 2010 to 1 April 2012 which are set out on pages 5 to 9.

**Respective responsibilities of trustees and examiner**

The charity's trustees 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 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 statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 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 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 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.

Ellen Waters BA CA  
Macfarlane Gray Limited  
Chartered Accountants  
Macfarlane Gray House  
Castlecraig Business Park  
Springbank Road  
Stirling  
FK7 7WT

12 September 2012

**HEART OF SCOTSTOUN LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

Notes	Unrestricted Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>			
<b>Incoming Resources from Generated Funds</b>			
Activities for generating funds			
- Income from hire of facilities	26,005	-	26,005
- Fundraising	250	366	616
Voluntary Income:			
- Grants received	-	35,859	35,859
- Donations	1,100	650	1,750
- Fund transfers from prior organisations	1,122	-	1,122
<b>Total Incoming Resources</b>	<b><u>28,477</u></b>	<b><u>36,875</u></b>	<b><u>65,352</u></b>
<b>RESOURCES EXPENDED</b>			
	2		
Charitable Activities	18,151	29,842	47,993
Governance Costs	<u>955</u>	-	<u>955</u>
<b>Total Resources Expended</b>	<b><u>19,106</u></b>	<b><u>29,842</u></b>	<b><u>48,948</u></b>
<b>Net Incoming Resources</b>	<b>6</b>	<b>9,371</b>	<b>7,033</b>
Total Funds Brought Forward	-	-	-
<b>Total Funds Carried Forward</b>	<b><u>9,371</u></b>	<b><u>7,033</u></b>	<b><u>16,404</u></b>

**HEART OF SCOTSTOUN LIMITED**  
**BALANCE SHEET AS AT 1 APRIL 2012**

	Notes	2012 £
<b>CURRENT ASSETS</b>		
Debtors		6,502
Prepayments and accrued income		3,452
Cash at Bank and in hand		<u>16,298</u>
		<u>26,252</u>
<b>CURRENT LIABILITIES</b>		
Creditors & Accruals		<u>9,260</u>
<b>NET ASSETS</b>		
		<u><b>16,992</b></u>
<b>FINANCED BY:</b>		
<b>Funds</b>		
Paid-up Share Capital	5	588
General Fund	6	4,371
Building Maintenance Fund	6	5,000
Restricted Fund	6	<u>7,033</u>
		<u><b>16,992</b></u>

The committee members acknowledge their responsibilities for:

- (a) ensuring the charity keeps proper accounting records which comply with Section 29 of the Friendly and Industrial and Provident Societies Act 1968 (the Act) and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial period and of its surplus or deficit for the financial period in accordance with the requirements of Section 3, and which otherwise comply with the requirements of the Act relating to the financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Committee on 12 September 2012 and signed on its behalf by:

Mary MacIntyre  
Treasurer

The notes on page 7 to 9 form part of these financial statements



**HEART OF SCOTSTOUN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

**1. ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements are prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and Accounting and Reporting by Charities 2005 – Statement of Recommended Practice.

**Grants Received**

Grants received are treated as income in the year of receipt.

**Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**Incoming Resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources Expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**HEART OF SCOTSTOUN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

**2. RESOURCES EXPENDED**

	<b>Charitable Activities £</b>	<b>Governance Costs £</b>	<b>2012 Total £</b>
Direct costs of room hires	1,743	-	1,743
Cleaning	3,561	-	3,561
Electricity	3,570	-	3,570
Gas	2,512	-	2,512
Insurance	1,072	-	1,072
Building maintenance	462	-	462
Building supplies & services	999	-	999
Telecommunications	2,368	-	2,368
Accounts & FSA fees	-	955	955
Office & administration costs	566	-	566
Postage	226	-	226
Publicity	124	-	124
Other costs	152	-	152
Opening events	276	-	276
Childcare project	520	-	520
GCC Area Committee: Opening & Stage	3,100	-	3,100
Culture & Sport Glasgow: Music Mask	1,970	-	1,970
Awards for All: Sounds & Structures	10,000	-	10,000
Community Food & Health	1,146	-	1,146
SCVO: Community Jobs Scotland	7,202	-	7,202
Forward Scotland: Sus-it-out	300	-	300
GCC NW Environment Programme 2010	1,420	-	1,420
GCC NW Environment Programme 2011	2,939	-	2,939
GCC Area Committee: Training	974	-	974
Seniors' Club – expenditure of donation	350	-	350
Children's Activities – expenditure of donation	441	-	441
	<b><u>47,993</u></b>	<b><u>955</u></b>	<b><u>48,948</u></b>

**3. COMMITTEE MEMBERS REMUNERATION AND EXPENSES**

The Committee members received no remuneration, nor reimbursement of travel or subsistence costs.

**4. TAXATION**

The Company is accepted as a charity for taxation purposes. It is considered that no liability to taxation will arise from the results for the year.

**HEART OF SCOTSTOUN LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD FROM 15 OCTOBER 2010 TO 1 APRIL 2012**

**5. SHARE CAPITAL**

The shares of the Society have a nominal value of £1.00 each issued to persons upon admission to membership, and each member can hold one share only in the Society. Shares are neither transferable nor withdrawable, nor carry any right to interest, dividend or bonus. They are forfeited and cancelled on cessation of membership, and the amount paid becomes the property of the Society.

	<b>2012</b>
	<b>£</b>
Number of paid-up issued shares of £1	<b><u>588</u></b>

<b>6. MOVEMENTS IN FUNDS</b>	<b>15 Oct 2010</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfer</b>	<b>1 April 2012</b>
<b>Restricted Funds:</b>					
GCC Area Committee: Opening	-	3,100	(3,100)	-	-
Culture & Sport Glasgow: Music Mask	-	1,970	(1,970)	-	-
Awards for All: Sounds & Structures	-	10,000	(10,000)	-	-
Community Food & Health	-	2,495	(1,146)	-	1,349
SCVO: Community Jobs Scotland	-	8,112	(7,202)	-	910
Forward Scotland: Sus-it-out	-	1,500	(300)	-	1,200
GCC NW Environment Prog. 2010	-	1,420	(1,420)	-	-
GCC NW Environment Prog. 2011	-	4,957	(2,939)	-	2,018
GCC Area Committee: Training	-	2,305	(974)	-	1,331
Seniors' Club Fund	-	350	(350)	-	-
Children's Activities Fund	-	666	(441)	-	225
	-	<b>36,875</b>	<b>(29,842)</b>	<b>0</b>	<b>7,033</b>
<b>Unrestricted Funds:</b>					
Building Maintenance Fund	-	0	0	5,000	5,000
General Fund	-	<u>28,477</u>	<u>(19,106)</u>	<u>(5,000)</u>	<u>4,371</u>
<b>Total Funds</b>	<b>:</b>	<b><u>65,352</u></b>	<b><u>(48,948)</u></b>	<b><u>0</u></b>	<b><u>16,404</u></b>

**7. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total</b>
<b>Fund balances at 1 April 2012 represented by:</b>			
Current assets	14,975	10,689	25,664
Current liabilities	<u>(5,604)</u>	<u>(3,656)</u>	<u>(9,260)</u>
	<b><u>9,371</u></b>	<b><u>7,033</u></b>	<b><u>16,404</u></b>