

LOTHIAN VETERANS' CENTRE LIMITED

FINANCIAL STATEMENTS

**FOR THE YEAR
ENDED 31 MARCH 2015**

**Company registration Number SC362801
Charity Number SC040690**

**PETER MULHOLLAND
CHARTERED ACCOUNTANT
MILLBANK
EDDLESTON
NR. PEEBLES
EH45 8QP**

**LOTHIAN VETERANS' CENTRE LIMITED
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2015**

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LOTHIAN VETERANS' CENTRE LIMITED

The Trustees who are directors for the purposes of the Companies Act, present their report and financial statements of the charity for the year ended 31 March 2015.

Reference and Administrative Information

Charity Name: Lothian Veterans' Centre Limited

Charity Registration Number: SC040690

Company Registration Document SC362801

Registered Office and operational address 11 Eskdail Court
Dalkeith
EH22 1AG

Directors

Huw Bell
David Hughes
Bruce Smith
David Walker
Lee Wilson

Senior Manager

Margaret Miller

Independent Accountant

Peter Mulholland
Chartered Accountant
Millbank
Eddleston
EH45 8QP

Bankers

Bank of Scotland
47 High Street
DALKEITH
EH22 1JA

**LOTHIAN VETERANS' CENTRE LIMITED
YEAR ENDED 31 MARCH 2015
TRUSTEES REPORT**

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum & Articles of Association which established the objects and powers of the charitable company and it is governed under the Articles of Association. In the event of the company being wound up members are requested to contribute an amount not exceeding £ 1.

Recruitment and Appointment of Trustees

Until recently potential board members have approached the initial Board and indicated they like to be a member. Each individual was considered on their merit

The Board is the ultimate decision making body of the charity.

Risk Management

The Trustees have examined the major strategic business and operational risks which the charity faces and confirms that the systems in place enable regular reports to be provided so that the necessary steps can be taken to minimise any potential risks.

Organisational Structure

As stated above the committee is the ultimate decision making body, but the day to day running of the organisation is delegated to the Manager.

The manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met, this includes supervision of the staff team.

Objectives and Activities

As in previous years' the main focus of the charity's work focused on supporting ex-service personnel and their families providing them with a range of services to deal with difficulties associated with their service and assist their transition into civilian life. In order to effectively achieve this we pursued the following objectives:

To provide help and support to members of the armed forces, former member of the armed forces, members of the Territorial Army who have seen active service, members of the merchant marine (in times of war) and their families.

To alleviate the suffering and distress of those who are serving or have served in the armed forces or merchant marine (in times of war) and their families.

To raise public awareness of issues affecting the lives of veterans.

To provide post conflict information, advice and support, to promote and improve the physical and mental health of those living in the UK suffering from post-combat and/or conflict trauma and stress.

To promote and encourage participation in healthy sport and recreation, leisure and social activities for former serving personnel and merchant marine (in time of war), suffering from combat trauma and stress.

To promote the mental and emotional welfare of persons/families resident in Scotland suffering from bereavement or loss of a son or daughter killed or wounded in military service.

To assist serving, former serving personnel and merchant marine (in time of war) to make the transition to civilian life and provide them with the necessary support and resources to access employment, training or volunteering opportunities.

**LOTHIAN VETERANS' CENTRE LIMITED
YEAR ENDED 31 MARCH 2015
TRUSTEES REPORT**

Objectives and Activities (continued)

To provide help and assistance to serving, former serving personnel and merchant marine (in time of war), when dealing with other agencies, such as pensions, housing, benefits, employment, legal matters (though this list is not extensive) and any other issues which is causing the individual or their family distress. To provide these services the company will endeavour to:

- a) Provide information on a range of subjects.
- b) Operate a drop-in centre(s) offering help and facilities for individuals and groups. The ethos of the centre(s) is that it will have an open door policy and a welcoming and homely environment.
- c) Do all other things conducive to the attainment of the above objectives.

Achievements and Performance

As with many charities, it would be better if the need for our services did not exist, so it is with mixed feelings that we have recorded an ever increasing number of Veterans and their families seeking support from us, with nearly sixty new registrations in the year to March '15.

Despite significant resource shortages the centre has provided support to Veterans in a diversity of areas, reflecting the needs of those who seek our help. From housing to health, further education to financial guidance, centre staff have provided support either with their own knowledge or from our many professional partner organisations without whose support we could not be as effective.

Our STEER employability programme continues to be highly effective in helping Veterans with barriers to employment with fifty-one new registrations in the twelve months to March '15, and twelve finding employment in the same period, making the total since programme inception in late 2011 to March '15 more than sixty.

Key components of the STEER programme have been training events provided in areas relating to the construction and security industries, IT skills, first aid and health and safety. These events are both popular and successful in providing a stepping stone to employment.

Social and comradeship activities have also been highlights of the year, with a number of popular events organised in collaboration with Legion Scotland and the Personnel Recovery Unit.

October 2014 saw the charity's name become Lothians Veterans Centre, with The Mark Wright Project name sadly disappearing. It is only right to acknowledge that without the efforts of those who founded the original organisation, it is unlikely that the support we now deliver would be possible.

More than forty Veterans and family members attended when Col. Martin Gibson, Chairman of Veterans Scotland formerly re-opened our centre in November. The new identity has had a positive impact on the numbers and breadth of Veterans engaging with the charity, with a surprising number having not been previously aware of the charity's activities.

The quality and availability of our services is only possible because of the dedication and commitment of our small team of employees, ably supported on occasion by a small band of enthusiastic supporters and volunteers. The charity is fortunate to have such a calibre of people, but if our services are to continue and expand to meet the need that is clearly there and unmet in many areas of the Lothians then our funding and resourcing must be revisited in order to remove too great a burden from the shoulders of too few individuals.

Future Plans

Outside of the chronological scope of this report, but already having taken place was an enormously successful 5-a-side football tournament for kids and adults, held in June to mark Armed Forces Day and promote the close ties between the local civilian community and the armed forces.

**LOTHIAN VETERANS' CENTRE LIMITED
YEAR ENDED 31 MARCH 2015
TRUSTEES REPORT**

Future Plans

At time of writing an outreach programme, funded by Veterans Scotland, has begun to seek out and engage with as many Veterans throughout the Lothians who are currently unaware of, or unable to access our services.

The consequence of this programme will inevitably be to place greater demand upon our resources and move the focus of our activities slightly away from Dalkeith. A third employee will be recruited to allow the appropriate balance of activities to be provided.

The board of directors has stabilised and strengthened over the past year with the addition of a new director with strong experience of charity operations.

Financial Review

The charity made a deficit of £ 23,306 this year . This was partly due to a decrease in fundraising and donations made during the year. The charities funds now stand at £ 22,138 all of which is unrestricted funding.

Principal Funding Sources

The main funding this year has come from grants received with Midlothian Council being the main funder.

Reserves Policy

The main policy is to hold sufficient funds for three months activity, in the event of withdrawal of key funding. This will give the charity time to evaluate its course of action and also provide for staff redundancies As mentioned above part of the unrestricted funds will be used to match fund a new employability project.

Responsibilities of Trustees

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming and outgoing of resources for the year then ended. In preparing those financial statements, the trustees are required to:

- * select suitable accounting policies and then apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with Companies Act 1985. The Directors are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are trustees for the purposes of charitable law, who served during the year, and up to the date of this report are set out on page 1,

The report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005), and taking advantage of the small companies exemption.

Approved by the Management Committee on and signed on their behalf on 30 December 2015

by.....

**LOTHIAN VETERANS' CENTRE LIMITED
YEAR ENDED 31 MARCH 2015**

Independent Examiner's Report to the Trustees of Lothian Veterans' Centre Limited

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The charity 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) (d) 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 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

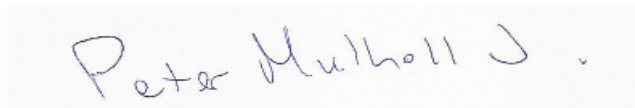
In the course of my examination, no matter has come to my attention

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.

Peter Mulholland
Chartered Accountant
Millbank
Eddleston
EH45 8QP



30-Dec-15

Date

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LOTHIAN VETERANS' CENTRE LIMITED
Statement of Financial Activities (Including Income and Expenditure Account) for the
year ended 31 March 2015

Incoming Resources	Notes	2015 £	2015 £	2015 £	2014 £
Incoming resources from generated funds		Unrestricted	Restricted	Total	Total
Voluntary Income					
. Donations and fund raising	2	7,548	-	7,548	36,973
Activities for generating funds:					
Sale of Merchandise		285	-	285	898
Incoming resources from charitable activities					
Grants Received	3	22,925	24,193	47,118	64,622
Total Incoming Resources		<u>30,758</u>	<u>24,193</u>	<u>54,951</u>	<u>102,493</u>
Resources Expended					
Costs of generating funds					
- Costs of Generating Voluntary Income		291		291	216
Charitable Activities	4	44,750	32,416	77,166	97,335
Governance Costs	4	800		800	800
Total Resources Expended		<u>45,841</u>	<u>32,416</u>	<u>78,257</u>	<u>98,351</u>
Net Movement in Funds		<u>(15,083)</u>	<u>(8,223)</u>	<u>(23,306)</u>	<u>4,142</u>
Transfers				-	-
Balance at 1 April 2014		37,221	8,223	45,444	41,302
Balance at 31 March 2015		<u>22,138</u>	<u>-</u>	<u>22,138</u>	<u>45,444</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 notes on pages 8 to 13 form part of these financial statements

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**LOTHIAN VETERANS' CENTRE LIMITED
BALANCE SHEET AT 31 MARCH 2015**

	Notes	£	2015 £	£	2014 £
CURRENT ASSETS					
Debtors	7	7,227		7,227	
Cash at bank and in hand		18,642		41,902	
		<u>25,869</u>		<u>49,129</u>	
CREDITORS: Amounts falling due within one year					
	8	<u>3,731</u>		<u>3,685</u>	
NET CURRENT ASSETS			22,138		45,444
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>22,138</u>		<u>45,444</u>
FUNDS					
Unrestricted	9		22,138		37,221
Restricted	9,10		-		8,223
			<u>22,138</u>		<u>45,444</u>

For the year ending 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director' responsibilities:

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Small Entities (effective April 2008)

These accounts were approved by the directors on and are signed on 30 December 2015 their behalf by:-

Director


.....

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

LOTHIAN VETERANS' CENTRE LIMITED
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year

(a) Basis of Accounting

The financial statements have been prepared under the historical cost convention, and in accordance the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund Accounting

- > Unrestricted funds are available for use at the discretion of the trustees in furtherance the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the reinstatement of fixed assets at market value.
- > Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

(c) Incoming Resources

All incoming resources are included in the statement of financial activities when The charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- > Voluntary Income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant
- > Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts
- > Investment income is included when receivable
- > Incoming resources from charitable trading activity are accounted for when earned

LOTHIAN VETERANS' CENTRE LIMITED
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

(d) Resources expended

Expenditure is recognised on an accrual basis as 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

- > Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes
- > Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for the beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- > Governance Costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity

(e) Fixed Assets

Fixed Assets are written off in the year of purchase.

The estimated value of Fixed Assets at 31 March 2015 is £ 5,000

2 Donations and Fundraising

	2015	2015	2015	2014
	£	£	£	£
	Unrestricted	Restricted	Total	Total
Donations	6,182	-	6,182	12,931
Fundraising and events	1,366	-	1,366	24,042
	<u>7,548</u>	<u>-</u>	<u>7,548</u>	<u>36,973</u>

LOTHIAN VETERANS' CENTRE LIMITED
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

3 Incoming resources from Activities to further the Charity's Objects

	2015 £	2015 £	2015 £	2014 £
	Unrestricted	Restricted	Total	Total
ABF Soldiers Charitable Trust	15,000	-	15,000	15,000
Veterans Scotland	7,500	-	7,500	-
Midlothian Council		24,193	24,193	24,192
Poppy Scotland		-	-	9,628
European Social Fund		-	-	12,802
SSAFA	425	-	425	-
LloydsTSB Foundation		-	-	3,000
	<u>22,925</u>	<u>24,193</u>	<u>47,118</u>	<u>64,622</u>

4 Total Resources Expended

	Basis of allocation £	Main Activities £	Steer Project £	Governance £	2015 Total £	2014 Total £
Costs directly allocated to activities						
Staff Salaries	direct	26,122	13,549		39,671	53,404
Staff Training	direct	-			-	513
Transport and Travel	direct	347	241		588	2,276
Volunteer Expenses	direct	-			-	151
Professional Fees	direct	540		800	1,340	4,027
Charitable Activities	direct	1,499	1,571		3,070	14,667
Support Costs allocated to activities						
Premises	floor area	8,852	7,108		15,960	8,640
General Office and finance staff	staff time	6,000			6,000	6,000
Advertising/Marketing	direct	580	1,197		1,777	2,051
Insurance	direct	2,032			2,032	518
Communications	usage	2,907	498		3,405	2,717
Computer Equipment		3,419			3,419	
General Costs	usage	704			704	3,171
		<u>53,002</u>	<u>24,164</u>	<u>800</u>	<u>77,966</u>	<u>98,135</u>

LOTHIAN VETERANS' CENTRE LIMITED
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

5 Staff Salaries and Numbers	2015	2014
	£	£
Staff Costs were as follows:		
Salaries and wages	35,179	41,563
Paye & NI	10,492	17,841
Total	<u>45,671</u>	<u>59,404</u>

No employee received emoluments of more than £ 60,000

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

	2015	2014
Manager	1	1
Project Workers	1	1
Cleaner	1	1
	<u>3</u>	<u>3</u>

The charity does not operate any pension scheme

No trustee received any emoluments during the year.

6 Taxation

As a charity , the company The Lothian Veterans Centre, is exempt from tax falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

7 Debtors	2015	2014
	£	£
Grant European Social Fund	7,227	7,227

8 Creditors	2015	2014
	£	£
Sundry Creditors	-	1,255
PAYE	2,931	1,630
Accruals	800	800
	<u>3,731</u>	<u>3,685</u>

9 Analysis of Net Assets Between Funds

	General	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Current Assets	25,869		25,869
Current (Liabilities)	(3,731)		(3,731)
	<u>22,138</u>	<u>-</u>	<u>22,138</u>

LOTHIAN VETERANS' CENTRE LIMITED
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

10 Movement in Restricted Funds

	At 1 April 2014	Grants Received	Used	At 31 March 2015
Midlothian Council	8,223	24,193	32,416	-
Poppy Scotland		-		-
European Social Fund	-			-
	<u>8,223</u>	<u>24,193</u>	<u>32,416</u>	<u>-</u>
Match Funding				-
	<u>8,223</u>	<u>24,193</u>	<u>32,416</u>	<u>-</u>

Purpose of Restricted Funds

The funds restricted at 31 March 2014

Steer Project

2015 £	2014 £
-	8,223
<u>-</u>	<u>8,223</u>

11 Company Limited by Guarantee

The charity is limited by guarantee and has no share capital.

12 Capital Commitments

There are no Capital Commitments (2014 - £ nil).

13 Contingent Liabilities

There are no Contingent Liabilities (2014 - £ nil).

(13)

**LOTHIAN VETERANS' CENTRE LIMITED
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2015**

INCOME	Main	Steer	Total	Total
	£	Project	2015	2014
		£	£	£
Grants Received	22,925	24,193	47,118	64,622
Fund raising and events	1,366	-	1,366	24,042
Merchandise Sales	285	-	285	898
Donations	6,182	-	6,182	12,931
Bank Interest				
TOTAL INCOME	<u>30,758</u>	<u>24,193</u>	<u>54,951</u>	<u>102,493</u>
EXPENDITURE				
Salaries	32,122	13,549	45,671	59,404
Rent and Rates	8,852	7,108	15,960	8,640
Insurance	2,032	-	2,032	518
Telephone	513	498	1,011	1,820
Staff Training	-	-	-	513
Stationery and Postage	2,394	-	2,394	897
Repairs and Renewals	137	-	137	422
Advertising/Marketing	580	1,197	1,777	2,051
Volunteer Expenses	-	-	-	151
Outdoor Activities	-	-	-	2,163
Counselling	885	-	885	5,095
Complimentary Therapies	-	-	-	375
Computer Equipment	3,419	-	3,419	-
Staff Travel	347	136	483	1,468
Directors Expenses	-	-	-	1,252
Participants Travel	-	105	105	808
Subscriptions and Publications	242	-	242	585
Sundry Expenses	325	-	325	412
Events & Fundraising costs	291	-	291	216
Merchandise	-	-	-	500
Professional and Accountants Fees	1,340	-	1,340	4,027
Consultancy	614	1,571	2,185	7,034
TOTAL EXPENDITURE	<u>54,093</u>	<u>24,164</u>	<u>78,257</u>	<u>98,351</u>
(DEFICIT)/SURPLUS FOR YEAR	<u>(23,335)</u>	<u>29</u>	<u>(23,306)</u>	<u>4,142</u>