

THE MARK WRIGHT PROJECT

FINANCIAL STATEMENTS

**FOR THE YEAR
ENDED 31 MARCH 2014**

**Company registration Number SC362801
Charity Number SC040690**

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

**THE MARK WRIGHT PROJECT
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2014**

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THE MARK WRIGHT PROJECT

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 2014.

Reference and Administrative Information

Charity Name: The Mark Wright Project

Charity Registration Number: SC040690

Company Registration Document SC362801

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

Directors

David Dent (resigned)
Robert Wright (resigned)
Robert Mitchell (resigned)
Linda Wight (resigned)
Margaret Thompson (resigned)
Bill Brown (resigned)
Charlie Grant (resigned)
Huw Bell
David Hughes
Bruce Smith
David Walker

Senior Manager Margaret Miller

Independent Accountant Peter Mulholland
Chartered Accountant
Millbank
Eddleston
EH45 8QP

Bankers Bank of Scotland
47 High Street
DALKEITH
EH22 1JA

**THE MARK WRIGHT PROJECT
YEAR ENDED 31 MARCH 2014
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.

**THE MARK WRIGHT PROJECT
YEAR ENDED 31 MARCH 2014
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

Over the last year the charity has continued to make a notable contribution to the Veteran's community in the Lothians and most importantly has played a significant part in the lives of individual Veterans who have sought advice and support from the charity in time of need and uncertainty.

In the year to March 31 2014 the STEER employability programme has helped thirty-nine Veterans enter and sustain employment and continues to work with others to help them become "work ready".

Our first full year in the centre of Dalkeith has shown that the relocation has been highly successful with an increase in "passing trade" and the strengthening of relationships with neighbouring organisations with whom we work collaboratively to provide our services. The "drop-in" aspect of the charity remains an important aspect of both our service and the character of our organisation.

Staff in the centre have provided valuable information on benefits issues including Disability Living Allowance, Jobseekers Allowance, Tax Credits, Housing Benefit and War Disability Pensions. Importantly, where required centre staff have represented Veterans in pursuing claims in these areas. Information, advice and assistance with debt problems, housing issues and severe hardship is also provided.

The charity continues to support Veterans seeking counselling for mental health, trauma or substance abuse through liaison and collaboration with professional bodies specialising in these area of support.

The charity has represented the needs of Veterans through involvement in a number of forums and bodies that we have been invited to participate in, from Veterans Scotland to cross party groups in the Scottish Government. It is testimony to the work of the Centre Manager that we are invited to participate in such forums and that we are able to influence strategy and policy beyond the confines of our own resources and remit.

The charity is working toward ever more collaborative approaches in local community projects that serve to integrate Veterans into the community at large.

The achievements of the last year would not have been accomplished without a dedicated team of employees and volunteers who together have built and strengthened collaborative relationships with other organisations vital to the support of Veterans.

Despite many challenges and limited resources the Centre Manager and the STEER project managers have shown a level of commitment beyond that which is reasonable to expect. In difficult times, the staff have enhanced the charity's reputation within the Veterans' community and build trusting relationships with clients. Their contribution cannot be overestimated.

The success of the charity's work should always be measured first and foremost by the Veterans we serve and in the coming year we will seek to ensure that their voice is heard by the board of directors and that we continue to support their needs.

**THE MARK WRIGHT PROJECT
YEAR ENDED 31 MARCH 2014
TRUSTEES REPORT**

Future Plans

The coming year will see a significant change to our identity with a change of name for the charity. It is with great sadness and regret that Mark Wright's name will disappear from our identity, but the charity can only honour and respect Mark's parent's wishes that this be so.

Lothians' Veterans' Centre will continue to provide the same services as The Mark Wright Project and with the encouragement and support of the broader Veterans' community hope to expand our service delivery into East and West Lothian.

The STEER programme will continue to help Veterans into employment and other notable projects are likely to include a Dalkeith community garden initiative and an IT education programme designed to help Veterans adapt to changes in the benefits system.

Financial Review

The charity made a surplus of £ 4,142 this year . This was due to an increase in grant funding and other donations and fundraising coupled with a reduction in overheads due to moving premises. The charities finds now stand at £ 37,221 unrestricted and £ 8,233 restricted at 31 March 2014.

Principal Funding Sources

As in previous years the main funding source comes from donations from the general public and business organisations. Small grants have also been received to finance salary posts and to facilitate the new steer project.

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

by



**THE MARK WRIGHT PROJECT
YEAR ENDED 31 MARCH 2014**

Independent Examiner's Report to the Trustees of The Mark Wright Project

I report on the accounts of the charity for the year ended 31 March 2014 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

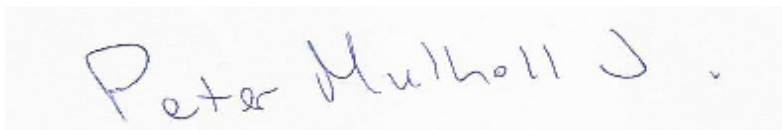
In the course of my examination, no matter has come to my attention

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



10/11/2014

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Date

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THE MARK WRIGHT PROJECT
Statement of Financial Activities (Including Income and Expenditure Account) for the
year ended 31 March 2014

Incoming Resources	Notes	2014 £	2014 £	2014 £	2013 £
Incoming resources from generated funds		Unrestricted	Restricted	Total	Total
Voluntary Income					
. Donations and fund raising	2	39,973	-	39,973	28,259
Activities for generating funds:					
Sale of Merchandise		898	-	898	565
Incoming resources from charitable activities					
Grants Received	3	24,628	36,994	61,622	36,155
Total Incoming Resources		<u>65,499</u>	<u>36,994</u>	<u>102,493</u>	<u>64,979</u>
Resources Expended					
Costs of generating funds					
- Costs of Generating Voluntary Income		216		216	354
Charitable Activities	4	64,712	32,623	97,335	127,474
Governance Costs	4	800		800	800
Total Resources Expended		<u>65,728</u>	<u>32,623</u>	<u>98,351</u>	<u>128,628</u>
Net Movement in Funds		<u>(229)</u>	<u>4,371</u>	<u>4,142</u>	<u>(63,649)</u>
Transfers				-	-
Balance at 1 April 2012		37,450	3,852	41,302	104,951
Balance at 31 March 2013		<u>37,221</u>	<u>8,223</u>	<u>45,444</u>	<u>41,302</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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**THE MARK WRIGHT PROJECT
BALANCE SHEET AT 31 MARCH 2014**

	Notes	£	2014 £	£	2013 £
CURRENT ASSETS					
Debtors	7	7,227		5,634	
Cash at bank and in hand		41,902		38,449	
		<u>49,129</u>		<u>44,083</u>	
CREDITORS: Amounts falling due within one year					
	8	<u>3,685</u>		<u>2,781</u>	
NET CURRENT ASSETS			45,444		41,302
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>45,444</u>		<u>41,302</u>
FUNDS					
Unrestricted	9		37,221		37,450
Restricted	9,10		8,223		3,852
			<u>45,444</u>		<u>41,302</u>

For the year ending 31 March 2014 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 their behalf by:-

Director

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

THE MARK WRIGHT PROJECT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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

THE MARK WRIGHT PROJECT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

(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 2014 is £ 3,000

2 Donations and Fundraising

	2014	2014	2014	2013
	£	£	£	£
	Unrestricted	Restricted	Total	Total
			-	
Donations	15,931	-	15,931	25,470
Fundraising and events	24,042	-	24,042	2,789
	<u>39,973</u>	<u>-</u>	<u>39,973</u>	<u>28,259</u>

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THE MARK WRIGHT PROJECT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

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

	2014 £	2014 £	2014 £	2013 £
	Unrestricted	Restricted	Total	Total
ABF Soldiers Charitable Trust	15,000	-	15,000	-
Charity Aid Foundation		-	-	5,600
Midlothian Council		24,192	24,192	-
Poppy Scotland	9,628		9,628	15,000
European Social Fund	-	12,802	12,802	15,555
	<u>24,628</u>	<u>36,994</u>	<u>61,622</u>	<u>36,155</u>

4 Total Resources Expended

	Basis of allocation £	Main Activities £	Steer Project £	Governance £	2014 Total £	2013 Total £
Costs directly allocated to activities						
Staff Salaries	direct	30,475	22,929	-	53,404	70,846
Staff Training	direct	513		-	513	239
Transport and Travel	direct	1,267	1,009		2,276	1,371
Volunteer Expenses	direct	151		-	151	43
Professional Fees	direct	3,227	-	800	4,027	1,660
Charitable Activities	direct	7,633	7,034		14,667	11,251
Support Costs allocated to activities						
Premises	floor area	8,640			8,640	26,368
General Office and finance staff	staff time	6,000			6,000	6,000
Advertising/Marketing	direct	400	1,651		2,051	2,100
Insurance	direct	518			518	1,567
Communications	usage	2,717			2,717	3,178
General Costs	usage	3,171			3,171	3,651
		<u>64,712</u>	<u>32,623</u>	<u>800</u>	<u>98,135</u>	<u>128,274</u>

THE MARK WRIGHT PROJECT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

5	Staff Salaries and Numbers	2014 £	2013 £
	Staff Costs were as follows:		
	Salaries and wages	41,563	55,511
	Paye & NI	17,841	21,335
	Total	<u>59,404</u>	<u>76,846</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:-		
		2014	2013
	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 Mark Wright Project, 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	2014 £	2013 £
	Grant European Social Fund	7,227	5,634
8	Creditors	2014 £	2013 £
	Sundry Creditors	1,255	218
	PAYE	1,630	1,763
	Accruals	800	800
		<u>3,685</u>	<u>2,781</u>
9	Analysis of Net Assets Between Funds		
		General Funds £	Restricted Funds £
	Current Assets	40,906	8,223
	Current (Liabilities)	(3,685)	(3,685)
		<u>37,221</u>	<u>8,223</u>
		<u>45,444</u>	<u>45,444</u>

THE MARK WRIGHT PROJECT
NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

10 Movement in Restricted Funds

	At 1 April 2013	Grants Received	Used	At 31 March 2014
Midlothian Council		24,192	15,969	8,223
Poppy Scotland	3,852	-	3,852	-
European Social Fund	-	12,802	12,802	-
	<u>3,852</u>	<u>36,994</u>	<u>32,623</u>	<u>8,223</u>
Match Funding				-
	<u>3,852</u>	<u>36,994</u>	<u>32,623</u>	<u>8,223</u>

Purpose of Restricted Funds

	2014 £	2013 £
The funds restricted at 31 March 2014		
Steer Project	8,223	3,852
	<u>8,223</u>	<u>3,852</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 (2013 - £ nil).

13 Contingent Liabilities

There are no Contingent Liabilities (2013 - £ nil).

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**THE MARK WRIGHT PROJECT
DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2014**

INCOME	Main	Steer Project	Total 2014	Total 2013
	£	£	£	£
Grants Received	24,628	36,994	61,622	36,155
Fund raising and events	24,042		24,042	2,789
Merchandise Sales	898		898	565
Donations	15,931		15,931	25,470
Bank Interest			-	-
TOTAL INCOME	<u>65,499</u>	<u>36,994</u>	<u>102,493</u>	<u>64,979</u>
EXPENDITURE				
Salaries	36,475	22,929	59,404	76,846
Rent and Rates	8,640	-	8,640	21,294
Lease Agreement	-	-	-	698
Insurance	518	-	518	1,567
Heat and Light	-	-	-	2,527
Telephone	1,820	-	1,820	1,132
Staff Training	513	-	513	239
Stationery and Postage	897	-	897	2,046
Repairs and Renewals	422	-	422	1,849
Advertising/Marketing	400	1,651	2,051	2,100
Volunteer Expenses	151	-	151	43
Outdoor Activities	2,163	-	2,163	71
Counselling	5,095	-	5,095	1,790
Complimentary Therapies	375	-	375	1,400
Equipment and Van	-	-	-	1,440
Staff Travel	1,267	201	1,468	1,371
Directors Expenses	1,252	-	1,252	-
Participants Travel	-	808	808	2,225
Subscriptions and Publications	585	-	585	500
Sundry Expenses	412	-	412	991
Events & Fundraising costs	216	-	216	354
Merchandise	500	-	500	1,003
Professional and Accountants Fees	4,027	-	4,027	2,065
Consultancy	-	7,034	7,034	4,357
Patents	-	-	-	720
TOTAL EXPENDITURE	<u>65,728</u>	<u>32,623</u>	<u>98,351</u>	<u>128,628</u>
SURPLUS/(DEFICIT) FOR YEAR	<u>(229)</u>	<u>4,371</u>	<u>4,142</u>	<u>(63,649)</u>