

ABERDEEN CARE & REPAIR GROUP

**Report and Financial Statements
for the year ended 31st March 2006**

Registered Charity SC015306

Aberdeen Care & Repair Group

Report and financial statements for the year ended 31st March 2006

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Aberdeen Care & Repair Group

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Committee of Management

Cllr J Anderson	(Retired Feb 2006)	Aberdeen City Council (ACC)
Mr A Baird	Committee Member	Social Work Dept, ACC
Ms M. Brown	"	Castlehill Housing Association Ltd
Mr M Chalmers	"	Communities Scotland
Cllr M Greig	"	ACC
Cllr J Hunter	"	ACC
Mr G Kyle	"	Castlehill Housing Association Ltd
Mr K Ledingham	"	Voluntary Service Aberdeen
Ms J Lyon	"	Housing Dept, ACC
Mr G McCurdy	Treasurer	Environment & Infrastructure, ACC
Ms J Morrison	Committee Member	Independent member
Mrs O Rutherford	"	Independent member
Cllr J Wisley	(Retired Feb 2006)	ACC

Principal Address

11 Waverley Place
Aberdeen
AB10 1XH

Project manager: Karen Milne

Registered Auditors

Tenon Audit Ltd
10 Ardross St
Inverness
IV3 5NS

Bankers

Bank of Scotland
39 Albyn Place
Aberdeen AB10 1YN

Managing Agents

Castlehill Housing Association Ltd
4 Carden Place
Aberdeen AB10 1UT

Report of the management committee for the year ended 31st March 2006

The committee of management presents its report and the audited financial statements for the year ended 31st March 2006.

Principal activities and objectives

The objective of Aberdeen Care & Repair Group is the promotion of the welfare of the elderly and/or disabled persons resident in the Aberdeen City area in respect of housing and other relative matters. Funds raised by the Group are used to provide grants to individuals to assist them to carry out repairs and improvements such as installation of showers, heating systems or building repairs. Unrestricted funds are used to provide grants of up to £500 (plus VAT if required) to individuals meeting set criteria to carry out such repairs and improvements. Where larger amounts are required, restricted funds are also raised from trusts, charities and businesses for specific clients. Hardship grants of up to £100 are also provided from unrestricted funds to assist with small repairs.

Review of period and future developments

The committee is pleased to note the substantial number of cases dealt with during the year and the raised level of funds. In the year to 31st March 2006, grants and hardship awards totalling £26,466 were made to 103 individuals. Donations are sought from national and local trusts and local businesses. £57,866 was raised from these sources during the period. The deficit for the year of £21,107 was taken from accumulated funds.

Constitution

Aberdeen Care & Repair Group was established in 1987 and was recognised as a charity by the Inland Revenue on 30/06/1988. The Group now operates under a revised constitution which was adopted on 5th March 2002.

Management and administration of the charity

Aberdeen Care & Repair Group is managed by a committee of volunteers who receive no emoluments or expenses for their services. The day to day administration of the charity is carried out by the staff of Castlehill Housing Association Ltd as part of its Care & Repair programme of activities and the value of the service provided is shown as intangible income in the Statement of Financial Activities on page 4. The other administrative costs are audit fees and the purchase of charity publications. This allows for maximum benefit to go to clients from the funds raised.

Committee members are recruited from periodic advertisements, primarily via Voluntary Services Aberdeen. In addition, positions are filled by contact with the local authority, Aberdeen City Council.

New committee members are issued with the policies and procedures documentation (referred to in the risk management section) in order to acquaint them with the day to day workings of the Group.

**Report of the management committee for the year ended 31st March 2006
(continued)****Risk Management**

The Group has a set of policies and procedures that are adhered to. These policies are due to be reviewed during 2006/07.

Areas covered include:

- Ensuring a fair method of appointing of contractors is followed.
- Health and Safety – in particular, safety procedures regarding visiting client's homes.
- Procedures for encouraging Committee member participation.
- Aspects of the role of the Advisory Committee
- Case procedure rules.
- Financial regulations
- Equality and Diversity policies.

Future plans

It is the intention of the Group to continue to provide grants in a similar way to the recent past. However, there are two other areas that the Group will be concerned with during 2006/07:

- website – it is intended to start to develop a site during 2006/07.
- A separate amount to be ring fenced for security issues such as the purchase of equipment being used for Care & Repair clients assisted through the police/victim support/Care & Repair partnership.

Reserves

It is the intention that the Group should have a sufficient level of reserves to allow it to operate effectively. During 2004/05, the Group was the recipient of a legacy of £50,000 that bolstered the level of Unrestricted reserves. Should the level of reserves drop too low, then additional fundraising/sponsorship would be sought.

Investment policy

It is the policy of the Group that any surplus funds should be invested to generate maximum income at minimum risk. This is achieved by placing these funds on deposit with the Dunfermline Building Society.

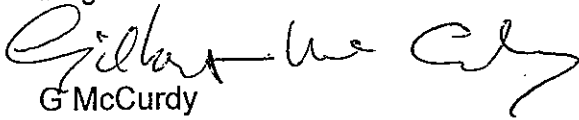
Statement of committee members responsibilities for the financial statements

Law applicable to charities in Scotland requires the Management Committee to prepare financial statements for each accounting period which give a true and fair view of the charity's financial activities during the period and of its financial position at the end of the period. In preparing the financial statements which give a true and fair view, the Management Committee should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent
- follow Statement of Recommended Practice – Accounting by Charities and applicable accounting standards,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in operation.

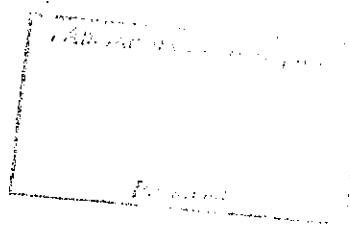
Report of the management committee for the year ended 31st March 2006
(continued)

The Management Committee is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity to enable the Management Committee to ascertain the financial position of the charity and to ensure that the financial statements comply with applicable law. The Management Committee is also responsible for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.


G McCurdy
Treasurer

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27 SEP 2006

8th August 2006



Independent Auditors' Report to the members of Aberdeen Care & Repair Group

We have audited the financial statements on pages 7 to 10 of the Aberdeen Care & Repair Group for the period ended 31st March 2006. The financial statements have been prepared under the historical cost convention on the basis of the accounting policies set out on page 9.

This report is made solely to the Management Committee. Our audit work has been undertaken so that we might state to the Committee those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Aberdeen Care & Repair Group and its Management Committee as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of committee members and auditors

The Management Committee has responsibility for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice) stated on pages 3 and 4.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Constitution, the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charity Accounts (Scotland) Regulations 1992. We also report to you if, in our opinion, the Management Committee Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if the information specified by law regarding Trustee remuneration and transactions with the Trust is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises only the Management Committee Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amount and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluate the overall adequacy of the presentation of information in the financial statements.

**Independent Auditors' Report to the members of Aberdeen Care & Repair Group
(continued)**

Opinion

In our opinion, the financial statements give a true and fair view of the state of affairs in the Group as at 31st March 2006 and of its incoming resources and application of resources in the year then ended, and have been properly prepared in accordance with the Constitution, the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992.

Tenon Audit Limited
Registered Auditors
10 Ardross Street
Inverness IV3 5NS

Date

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR TO 31ST MARCH 2006

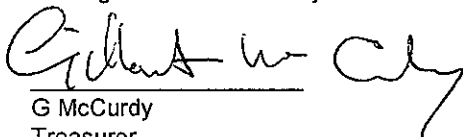
	Unrestricted Funds	Restricted Funds	Total Funds	2004/05
	£	£	£	£
Incoming Resources :				
Incoming resources from generated funds:				
<i>Voluntary income:</i>				
Income from Trust funds	2,900	1,434	4,334	57,000
Charitable donations received	3,741	49,792	53,533	36,526
Client contributions net of refunds		89,913	89,913	33,985
Grants for energy efficiency surveys		1,344	1,344	260
Grants from Aberdeen City Council		311,347	311,347	93,937
Grants for Warm Deal initiative		36,622	36,622	24,270
Intangible income	3,500		3,500	5,200
<i>Investment interest received</i>	<u>3,370</u>		<u>3,370</u>	<u>3,471</u>
Total incoming resources	13,511	490,452	503,963	254,649
Resources Expended :				
Charitable activities				
Payments to contractors		456,895	456,895	164,959
Cost of energy efficiency surveys		1,344	1,344	-
Warm Deal payments		35,892	35,892	24,270
Grants & hardship awards	26,466		26,466	21,494
Governance costs	<u>4,473</u>		<u>4,473</u>	<u>6,309</u>
Total resources expended	<u>30,939</u>	<u>494,131</u>	<u>525,070</u>	<u>217,032</u>
Net (outgoing)/incoming resources	(17,428)	(3,679)	(21,107)	37,617
Reconciliation of funds				
Total funds brought forward	<u>85,739</u>	<u>23,802</u>	<u>109,541</u>	<u>71,924</u>
Total funds carried forward	<u><u>68,311</u></u>	<u><u>20,123</u></u>	<u><u>88,434</u></u>	<u><u>109,541</u></u>

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

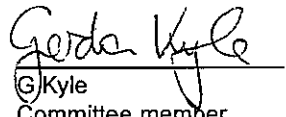
BALANCE SHEET AT 31 MARCH 2006

	2006 £	2005 £
Current Assets		
Debtors	9,166	9,770
Cash on term deposit	46,240	44,226
Cash at bank and in hand	<u>40,928</u>	<u>67,325</u>
	96,334	121,321
Creditors due within 1 year	<u>7,900</u>	<u>11,780</u>
Net Assets	<u><u>88,434</u></u>	<u><u>109,541</u></u>
Represented by		
Unrestricted fund	68,311	85,739
Restricted fund	<u>20,123</u>	<u>23,802</u>
	<u><u>88,434</u></u>	<u><u>109,541</u></u>

These financial statements were approved by the Committee of Management on 8 August 2006 and signed on its behalf by :



 G McCurdy
 Treasurer



 G Kyle
 Committee member

Notes to the financial statements for the year to 31st March 2006**1 Principal accounting policies**

The principal accounting policies of the Group are set out below. The accounts are prepared on an accruals basis in accordance with applicable accounting standards. The accounts comply with the revised Statement of Recommended Practice for Charities, the Charities SORP 2005, applicable UK Accounting Standards and the Charities Accounts (Scotland) Regulations 1992.

Treatment of incoming resources

All incoming resources other than bank interest arise from activities in furtherance of the Group's objectives. Income is recognised in the accounts from the date on which funds are pledged to the Group, or notification is received of intention to award grant funding. As the costs of administering the Group's activities are limited to audit fees and insurance charges, which can be met from investment income, and staffing costs which are provided as an in kind donation by Castlehill Housing Association Ltd, the Group does not undertake any activities to generate funds for supporting administrative services.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees.

Restricted funds

Restricted funds are funds raised specifically for particular projects. These can include contributions from clients towards the cost of work carried out as well as donations or grants from external agencies. Restricted funds may only be put towards the cost of the job for which they were raised. The majority of the Group's income during the period was in the form of restricted funds.

Unrestricted funds

Unrestricted funds are donations of a general nature received by the Group from individuals, charities and trusts. These donations do not specify a particular client or job of work being supported and so are available for use at the discretion of the Group. It is from these accumulated funds that the Group makes grants and hardship awards to individuals. Homeowners over the age of 60 and persons with disabilities may be eligible for an award, subject to meeting income and savings criteria set by the committee and reviewed annually. The value of grants awarded but not yet paid out at the year end is shown within sundry creditors.

Intangible income

This is the estimated cost to Castlehill Housing Association Ltd of providing staffing, office facilities and administrative support to the Group. An equivalent amount is included under administration costs within expenditure in the Statement of Financial Activities.

Notes to the financial statements for the year to 31st March 2006
(continued)

Investment income

Sufficient working capital is held in the Group's main current account at the Bank of Scotland to cover day to day transactions. The balance of the Group funds are placed on term deposit with the Dunfermline Building Society until required to generate the maximum investment income at minimum risk.

2 Taxation

The Group is a registered charity and no provision is considered necessary for taxation.

3 Governance costs

This includes auditor's remuneration of £588 (2005: £588).

4 Analysis of fund assets and liabilities

	Unrestricted funds £	Restricted funds £	Total £
Debtors	-	9,166	9,166
Cash	76,211	10,957	87,168
Current liabilities	<u>7,900</u>	<u>-</u>	<u>7,900</u>
Total	<u>68,311</u>	<u>20,123</u>	<u>88,434</u>

Restricted funds are funds raised specifically for particular projects. These can include contributions from clients towards the cost of work carried out in addition to donations or grants received from external agencies.