

Scottish Older People's Assembly

Trustees' responsibilities in relation to the financial statements

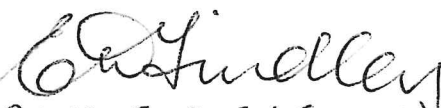
The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- ☐ select suitable accounting policies and then apply them consistently;
- ☐ observe the methods and principles in the applicable Charities SORP;
- ☐ make judgements and estimates that are reasonable and prudent;
- ☐ state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that 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 the Charities and Trustee Investment (Scotland) Act 2005, the Charity Accounts (Scotland) Regulations 2006 (as amended), and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 7 August 2019 and signed on their behalf by:


DIANA FINDLEY (CHAIR)

Scottish Older People's Assembly

SCIO
10520

Receipts and payments accounts						
For the period from				to		
	01	07	2018		30	06 2019

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations	2,000	1,856			3,856	20,650
Legacies					-	
Grants		21,208			21,208	
Receipts from fundraising activities					-	
Membership Income					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	2,000	23,064	-	-	25,064	20,650
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	200				200	
Proceeds from sale of investments					-	
A2 Sub total	200	-	-	-	200	-
Total receipts	2,200	23,064	-	-	25,264	20,650
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Membership Costs					-	
Payments relating directly to charitable activities	4,265	26,245			30,510	26,186
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
					-	
A3 Sub total	4,265	26,245	-	-	30,510	26,186
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	4,265	26,245	-	-	30,510	26,186
Net receipts / (payments)	(2,065)	(3,181)	-	-	(5,246)	(5,536)
A5 Transfers to / (from) funds						
					-	
Surplus / (deficit) for year	(2,065)	(3,181)	-	-	(5,246)	(5,536)

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	6,588	4,423			11,011	
	Surplus / (deficit) shown on receipts and payments account	(2,065)	(3,181)			(5,246)	
						-	
						-	
	Cash and bank balances at end of year	4,523	1,242	-	-	5,765	-
(Agree balances with receipts and payments account(s))							5,536
B2 Investments	Details			Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £	
			Total	-	-		
B3 Other assets	Details			Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
	Laptop		SOPA/Other				200
				Total	-	-	200
B4 Liabilities	Details			Fund to which liability relates	Amount due to nearest £	Last year to nearest £	
				Total	-	-	
B5 Contingent liabilities	Details			Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £	
				Total	-	-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name		Date of approval		

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

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C2 Grants

Type of activity or project supported	Individual / Institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)	x
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C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)	
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C4b Trustee expenses - details

	Number of trustees	£
Travel and subsistence	8	3,537

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)

Analysis of receipts and payments

1 Donations

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
General donations	2,000				2,000	
B&Q		922			922	
Apetito		300			300	
NFOP		634			634	
					-	
Total	2,000	1,856	-	-	3,856	

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
PEC Fund		16,208	16,208	
OPSAF Consultation		5,000	5,000	
			-	
			-	
Total	-	21,208	21,208	

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	

4 Payments relating directly to charitable activities

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total current period	Total last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
Travel	515	2,508			3,023	
Accounting fees	575				575	
Rental and events	1,071	8,577			9,648	
Insurance	450				450	
Admin/subcontractors	1,600	14,296			15,896	
Office Costs	54	864			918	
					-	
					-	
					-	
					-	
					-	
Total	4,265	26,245	-	-	30,510	

5 Breakdown of unrestricted funds

Nature and purpose of funds	Accounting treatment	Presentation in financial statements
<p>1. Revenue funds</p> <p>These are funds which are created out of the revenue of the government. They are used for the purpose of meeting the revenue expenditure of the government.</p>	<p>These funds are accounted for in the Revenue Account. The revenue expenditure is debited to the Revenue Account and the revenue income is credited to it.</p>	<p>These funds are shown under the head 'Revenue' in the Statement of Financial Position.</p>
<p>2. Capital funds</p> <p>These are funds which are created out of the capital of the government. They are used for the purpose of meeting the capital expenditure of the government.</p>	<p>These funds are accounted for in the Capital Account. The capital expenditure is debited to the Capital Account and the capital income is credited to it.</p>	<p>These funds are shown under the head 'Capital' in the Statement of Financial Position.</p>

Additional analysis (3)

6 Breakdown of restricted funds

	2013	2012	2011	2010	2009	2008	2007
						Total restricted funds	Total restricted funds last period
Receipts							
Donations	922	634		300		1,856	
Legacies						-	
Grants			16,208		5,000	21,208	
Receipts from fundraising activities						-	
Gross trading receipts						-	
Income from investments other than land and buildings						-	
Rents from land & buildings						-	
Gross receipts from other charitable activities						-	
Sub total	922	634	16,208	300	-	5,000	23,064
Receipts from asset & investment sales							
Proceeds from sale of fixed assets						-	
Proceeds from sale of investments						-	
Sub total	-	-	-	-	-	-	-
Total receipts	922	634	16,208	300	-	5,000	23,064
Payments							
Travel	17	322	1,991			177	2,507
Accounting fees						-	
Rental and events			135				135
Insurance						-	
Admin/subcontractors			10,439		2,030	1,829	14,298
Office Costs			81		783		864
Charitable event costs	214	200	6,983			1,045	8,442
Preparation of annual accounts						-	
Legal costs						-	
						-	
						-	
Sub total	232	522	19,629	2,813	3,050	26,245	-
Payments relating to asset and investment movements							
Purchases of fixed assets						-	
Purchase of investments						-	
Sub total	-	-	-	-	-	-	-
Total payments	232	522	19,629	2,813	3,050	26,245	-
Net receipts / (payments)	690	112	(3,421)	300	(2,813)	1,950	(3,182)
Transfers to / (from) funds						-	
Surplus / (deficit) for year	690	112	(3,421)	300	(2,813)	1,950	(3,182)

Nature and purpose of funds	Accounting treatment	Presentation in financial statements
Fund for contingencies	Not recorded in the books of account	Not disclosed in the financial statements
Fund for depreciation	Not recorded in the books of account	Not disclosed in the financial statements
Fund for replacement of assets	Not recorded in the books of account	Not disclosed in the financial statements
Fund for research and development	Not recorded in the books of account	Not disclosed in the financial statements
Fund for capital expenditure	Not recorded in the books of account	Not disclosed in the financial statements
Fund for working capital	Not recorded in the books of account	Not disclosed in the financial statements
Fund for contingencies	Not recorded in the books of account	Not disclosed in the financial statements
Fund for depreciation	Not recorded in the books of account	Not disclosed in the financial statements
Fund for replacement of assets	Not recorded in the books of account	Not disclosed in the financial statements
Fund for research and development	Not recorded in the books of account	Not disclosed in the financial statements
Fund for capital expenditure	Not recorded in the books of account	Not disclosed in the financial statements
Fund for working capital	Not recorded in the books of account	Not disclosed in the financial statements

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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
- to prepare accounts 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.

Name: Ceri Jackson de Azevedo, Rebus Bookkeeping & Accountancy

Address: 52 Bankton Park East, Livingston, EH54 9BW

Date: 22/07/2019

