Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2018 for Glasgow Access Panel

SATURDAY



SCT 29/09/2018

COMPANIES HOUSE

#201

The Kelvin Partnership Ltd Chartered Accountants The Cooper Building 505 Great Western Road Glasgow G12 8HN

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Report of the Trustees for the Year Ended 31 March 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objects as set out in it Memorandum and Articles of Association are:

To meet the needs and promote the welfare of disabled persons in the Glasgow City Council area through the promotion of access to all public buildings, areas and facilities in the area, in association with statutory, voluntary and other agencies. In furtherance thereof, but not otherwise, the Company shall seek:-

- (1) To provide education for members of the public, and private organisations and agencies, on the issues impeding access for disabled people to services, facilities and employment.
- (2) To advance education and provide support for disabled people so far as to achieve a reduction of the barriers which they face in accessing services, facilities and employment, and to increase their confidence and understanding in overcoming the issues which impede access.

OBJECTIVES AND ACTIVITIES Significant activities Outreach

In October we participated in Ability Fest, holding a stall on the 4th and 5th as part of the Independent Living Scotland event at the SEC. We have continued to make use of the opportunity to write about our work in the SDEF 'Open Door' magazine, which is received by every MSP and over 500 of SDEFs members around Scotland, as we continue to seek new and cost effective ways to maintain and expand our visibility in the community. We will now seek to expand our membership with a more formal membership development strategy, making greater use of our relationships with other disability organisations and the contacts that we have gathered at events such as AbilityFest.

Funding and AGM

We continue to receive funding from the Glasgow City Council, receiving £20,000 this financial year. We have also received grants from Disability Equality Scotland, which have enabled us to upgrade our office and access auditing equipment. After an application process spanning a number of months, in December of 2017 we received an offer for funding of £34,914 over 21 months for a project teaching disabled people in Glasgow about access auditing.

This funding from the People's Health Trust, using money raised by HealthShine through The Health Lottery, will allow us to more regularly meet with disabled people living in Glasgow and provide them with the skills and confidence to recognise and challenge discrimination around them. This has required a consultation and development process in designing our course, as we endeavour to make our training and materials accessible for people with a variety of physical, sensory and learning impairments. To this end, office staff attended Easy Read training in October to gain a better working knowledge of how to

Report of the Trustees for the Year Ended 31 March 2018

OBJECTIVES AND ACTIVITIES
Significant activities
Outreach
produce educational materials in accessible formats.

On the 18th of August 2017, we held our AGM, using this opportunity to talk at length about our proposed project to train access auditors and create new accessibility resources. The feedback we gained here has been instrumental in the design of our course. John Dever of the Glasgow Centre for Inclusive Living joined us on the day to give a talk to our members about Adapt2Fit materials and website.

Access Auditing Work

This year we continued to provide access audits, with four being completed in the last 12 months: the Cardonald Bowling Club and the Western Baths Club (in line with our aims to improve access to leisure and recreational facilities), plans on a café/restaurant in the Garment Factory on Ingram St (this report representing a requirement of the planning department), and the Glasgow & Clyde Rape Crisis Centre, where we also provided staff and volunteer training on models of and approaches to disability, to improve the accessibility of their service. In addition, we have been consulted on upcoming changes to Byres Road, which we are continuing to work on. We also consulted on the accessibility of leaflets produced by Scottish Power Energy Networks.

Seeking to work with event holders within the city, office staff met with the Inclusion Manager of the Glasgow 2018 European Games to discuss getting involved with their preparations. Unfortunately, they had no access budget and did not approach us with any concerns or questions, though we did follow up to emphasise our availability.

Working for Inclusion and Our Availability

In continuing our efforts to make our events as inclusive and accessible as possible, our members and attending non-members are consulted in advance to ensure that their needs will be met, and a personal assistant is provided. In addition to this, an electronic notetaker is always present: projecting the spoken section of the presentations, questions and answers on a screen in real time to allow Deaf and hard of hearing attendees to follow what was being said. We provide screen-reader friendly versions of our materials on request for blind and visually impaired people who are interested in reviewing materials.

We also continue to make ourselves available as a resource for disabled people in Glasgow, to help them to address their own access issues. We have three regular volunteers coming in one day per week each, who are helping us to address the continuing influx of enquiries we receive at our office, and have one worker on placement through Glasgow Centre for Inclusive Living's Open Door programme. Our Chairperson, Helen Douglas, also now volunteers her time three days per week to assist with day-to-day activities and bookkeeping. We continue to be sought out by the public and local organisations for our expertise relating to disability and access issues and receive overwhelmingly positive feedback on our contribution to this process.

Report of the Trustees for the Year Ended 31 March 2018

OBJECTIVES AND ACTIVITIES Significant activities Partnership Working

We have continued to work with the Disability Equality Scotland, attending meetings and their AGM. We are continuing to host our accessible events at the Glasgow Centre for Inclusive Living, and have a worker from GCIL currently on placement in our office. We are collaborating with GCIL as we create our resources for our Access Auditing course, taking the opportunity to utilise existing resources they have created, promoting their materials in the process (such as their Adapt2Fit resources). Our director Pat McGuigan continues to work closely with ScotRail to consult on new developments on the rail network, attending meetings and consultations and feeding back to the board and our members.

Maintaining this partnership with the Glasgow Centre for Inclusive Living also provides us with a high quality venue for holding events for our members, and highly useful resources for our own service users. Our director Pat McGuigan's links with ScotRail ensure that with all new developments relating to rail transport, the views and concerns of disabled people are well represented, and that our members are informed of relevant events and consultations concerning the rail network. We hope our members will continue to work with us as we seek to improve access for disabled people in Glasgow, and look forward to beginning our new project with the help of The People's Health Trust in the months ahead.

FINANCIAL REVIEW

Principal funding sources

The principal funding sources in the year was a £20,000 grant from the Glasgow City Council Integrated Grants, grants of £6,456 from the DWP, £3,732 from Disability Equality Grant and £10,474 from Peoples Health Trust.

Reserves policy

The trustees have examined the charity's requirements for reserves in the light of the main risks to the organisation. In doing so, the reason why the company needs restricted and unrestricted funds. The level of these reserves required and the steps to be taken in order to establish and maintain reserves at the required level.

The target set by the trustees is to build up reserves equivalent to three months' running costs.

We now hire staff, as the trainee program that we supported was no longer running. Staff costs are therefore added our main outgoings of accommodation costs and related expenses.

From the business plan we developed one of the objectives is to secure funding to employ staff to support and develop the work of GAP. We are pursuing funding for these posts. All board members were involved in this development and training and support for the board has been provided to develop a set of employment policies.

Report of the Trustees for the Year Ended 31 March 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Members wishing to become trustees must be recommended by the board or proposed by a fellow member of the charity, in advance of the general meeting. The member then stands for election at a general meeting. The board may co-opt no more than five additional trustees who must stand for election at the next Annual General Meeting if wishing to continue as a trustee.

Organisational structure

The board of trustees meets approximately ten times a year and has responsibility for all strategic decisions of the charity. Operational decisions are delegated to senior staff, with the trustees having overall responsibility for day-to-day management of the charity.

Induction and training of new trustees

All new Board members are inducted by the trustees of the charity. The chairperson of the board of trustees meets with new trustees to outline the code of governance. If it is necessary, the trustees of the charity will receive training on Governance and Finance.

STRUCTURE, GOVERNANCE AND MANAGEMENT Related parties

The company is a stand-alone charity.

REFERENCE AND ADMINISTRATIVE DETAILS Registered Company number

SC283700 (Scotland)

Registered Charity number

SC036531

Registered office

Unit 17 Chapel Street Estate Maryhill GLASGOW G20 9BQ

Trustees

Pat McGuigan Grant Carson Helen B Douglas James Montgomery

Paul Kerr

Deborah Mann - appointed 5.4.17

- appointed 1.11.17

Report of the Trustees for the Year Ended 31 March 2018

Independent examiner

Raymond Henry BSc FCA The Kelvin Partnership Ltd Chartered Accountants The Cooper Building 505 Great Western Road Glasgow G12 8HN

Bankers

Bank of Scotland plc 235 Sauchiehall Street Glasgow G2 3EY

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 16 August 2018 and signed on its behalf by:

Grant Carson - Trustee

Independent Examiner's Report to the Trustees of Glasgow Access Panel

I report on the accounts for the year ended 31 March 2018 set out on pages six to thirteen.

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's 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 connection with 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 to 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.

Raymond Henry

BSc FCA

The Kelvin Partnership Ltd Chartered Accountants The Cooper Building 505 Great Western Road Glasgow G12 8HN

Statement of Financial Activities for the Year Ended 31 March 2018

	No tes		Restricted funds	31.3.18 Total funds £	31.3.17 Total funds £
INCOME AND ENDOWMENTS FROM	ics	•			
Donations and legacies	2	34,361	6,456	40,817	29,375
Other trading activities	3	<u>2,750</u>		<u>2,750</u>	<u>1,550</u>
Total		37,111	6,456	43,567	30,925
EXPENDITURE ON Charitable activities Promoting welfare of disabled people	e	2 <u>8,012</u>	<u>6,456</u>	3 <u>4,468</u>	3 <u>0,010</u>
NET INCOME		9,099	-	9,099	915
RECONCILIATION OF FUNDS					
Total funds brought forward		20,076	-	20,076	19,161
TOTAL FUNDS CARRIED FORWARD		29,175		29,175	20,076
			· 		

Balance Sheet At 31 March 2018

	No tes		Restricted funds	31.3.18 Total funds £	31.3.17 Total funds £
FIXED ASSETS Tangible assets	7	2,736	-	2,736	1,081
CURRENT ASSETS Debtors Cash at bank and in hand	8	191 2 <u>7,268</u>	- 	191 2 <u>7,268</u>	203 1 <u>9,782</u>
		27,459	-	27,459	19,985
CREDITORS Amounts falling due within one year	9	(1,020)	-	(1,020)	(990)
NET CURRENT ASSETS		2 <u>6,439</u>		2 <u>6,439</u>	1 <u>8,995</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		29,175	-	29,175	20,076
NET ASSETS		2 <u>9,175</u>		2 <u>9,175</u>	2 <u>0,076</u>
FUNDS Unrestricted funds:	10				
General fund Community Outreach Project				19,175 1 <u>0,000</u>	10,076 1 <u>0,000</u>
Restricted funds				29,175 —— -	20,076
TOTAL FUNDS				2 <u>9,175</u>	2 <u>0,076</u>

Balance Sheet - continued At 31 March 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 16 August 2018 and were signed on its behalf by:

Helen B Douglas -Trustee

H Dauglas

Notes to the Financial Statements for the Year Ended 31 March 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

1. ACCOUNTING POLICIES - CONTINUED

Research and development

Research expenditure is written off to the income and expenditure account in the year in which it is incurred.

2. DONATIONS AND LEGACIES

	Donations Grants	31.3.18 £ 155 4 <u>0,662</u>	31.3.17 £ - 2 <u>9,375</u>
		4 <u>0,817</u>	2 <u>9,375</u>
	Grants received, included in the above, are as follows:	31.3.18	31.3.17
	Glasgow City Council SDEF Panel Development DWP Disability Equality Grant Peoples Health Trust	£ 20,000 6,456 3,732 1 <u>0,474</u>	£ 20,000 3,939 5,436
		4 <u>0,662</u>	2 <u>9,375</u>
3.	OTHER TRADING ACTIVITIES		
	Work income	31.3.18 £ 2 <u>,750</u>	31.3.17 £ 1 <u>,550</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.18	31.3.17
	£	£
Independent examiners fee	900	858
Depreciation - owned assets	1,032	361
Hire of plant and machinery	262	140
Other operating leases	4 <u>,200</u>	4 <u>,194</u>

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

Trustees' expenses

During the year trustees were reimbursed expenses totalling £2,022 (2017 - £1,246).

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

INCOME AND ENDOWMENTS	Unrestricte d funds £	Restricted funds	Total funds
FROM Donations and legacies	23,939	5,436	29,375
Other trading activities	1,550	, -	1,550
Total	25,489	5,436	30,925
EXPENDITURE ON Charitable activities Promoting welfare of disabled people Total	2 <u>4,574</u> 24,574	<u>5,436</u> 5,436	3 <u>0,010</u> 30,010
NET INCOME	915	-	915
RECONCILIATION OF FUNDS			
Total funds brought forward	19,161	-	19,161
TOTAL FUNDS CARRIED FORWARD	20,076		20,076

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

7. TANGIBLE FIXED ASSETS

				Fixtures and fittings £
	COST At 1 April 2017 Additions			3,099 2 <u>,687</u>
	At 31 March 2018			5 <u>,786</u>
	DEPRECIATION At 1 April 2017 Charge for year			2,018 1 <u>,032</u>
	At 31 March 2018			3,050
	NET BOOK VALUE At 31 March 2018			2 <u>,736</u>
	At 31 March 2017			1 <u>,081</u>
8.	DEBTORS: AMOUNTS FALLING DUE WITH	IIN ONE YEAR		
	Prepayments and accrued income		31.3.18 £ 191	31.3.17 £ 203
9.	CREDITORS: AMOUNTS FALLING DUE WI	THIN ONE YEAF	2	
	Other creditors Accruals and deferred income		31.3.18 £ 150 <u>870</u>	31.3.17 £ 150 <u>840</u>
			1,020	990
	TOTAL FUNDS	4 <u>3,567</u>	(3 <u>4,468</u>)	<u>9,099</u>

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

10. MOVEMENT IN FUNDS

			Net	
		At 1.4.17		At 31.3.18
		£	£	£
Unrestricted funds				
General fund		10,076	9,099	19,175
Community Outreach Project		1 <u>0,000</u>		1 <u>0,000</u>
		20,076	9,099	29,175
		20,070	9,099	29,173
TOTAL FUNDS		20,076	9,099	2 <u>9,175</u>
			,	
		.		
Net movement in funds, included i	n the above a	re as follows	3:	
		Incoming	Resources	Movement
		resources	expended	in funds
		£	£	£
Unrestricted funds				
General fund		37,111	(28,012)	9,099
Restricted funds				
DWP		6,456	(6,456)	_
, · · · ·		. 0,100	(0, 100)	
TOTAL FUNDS		4 <u>3,567</u>	(3 <u>4,468</u>)	<u>9,099</u>
Comparatives for movement in	funds			
	lando	Net	Transfers	
	At 1.4.16	movement	between	At 31.3.17
		in funds	funds	
	£	£	£	£
Here stricted Francis				
Unrestricted Funds General fund	11,161	915	(2,000)	10,076
Community Outreach Project	8,000	-	2,000	10,000
20idiniy 20000011 10j000	<u> </u>			3,000
	19,161	915	-	20,076
			 	
TOTAL PUBLIC	40 404	045		00.070
TOTAL FUNDS	1 <u>9,161</u>	<u>915</u>	-	2 <u>0,076</u>

Notes to the Financial Statements - continued for the Year Ended 31 March 2018

10. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds General fund	25,489	(24,574)	915
Restricted funds DWP	5,436	(5,436)	-
			
TOTAL FUNDS	3 <u>0,925</u>	(3 <u>0,010</u>)	<u>915</u>

DWP - Grant received in respect of PA's wages for Bobby Park.

11. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

Detailed Statement of Financial Activities for the Year Ended 31 March 2018

	31.3.18 £	31.3.17 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations Grants	155 40,662	29,375
oranie -	10,002	20,010
	40,817	29,375
Other trading activities Work income	2 750	1,550
vvoik income	<u>2.750</u>	1,6687
Total incoming resources	43,567	30,925
EXPENDITURE		
Charitable activities		
Room hire	262	140
Rent	4,200	4,194
Rates and water	425	520
Wages	16,524	16,312
Light and heat	1,137 525	1,068 528
Telephone Rostogo and stationary	435	226
Postage and stationery Marketing	433 674	838
Sundries	1,313	671
Website design and IT support	1,190	60
Trustee and volunteer expenses	3,649	2,142
Taxis ·	915	693
Repairs	521	231
Training	180	562
Insurance	_ 586	_606
	32,536	28,791
Support costs		
Finance	4.022	264
Fixtures and fittings Governance costs	1,032	361
Independent examiners fee	900	858
macpendent examiners rec		
Total resources expended	34,468	30,010
Net income	9,099	915
HET HIPOHIE	<u> </u>	