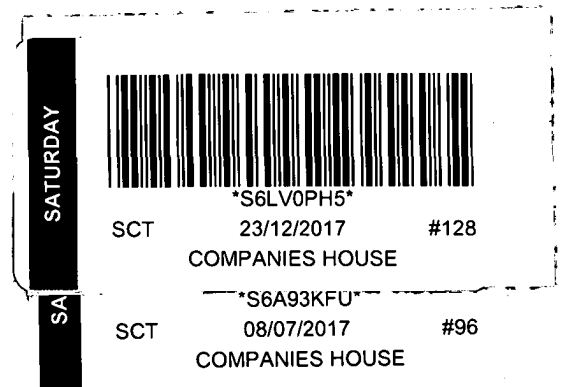


REGISTERED COMPANY NUMBER: SC283700 (Scotland)  
REGISTERED CHARITY NUMBER: SC036531

# **Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2017 for Glasgow Access Panel**



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

**Contents of the Financial Statements  
for the Year Ended 31 March 2017**

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### **Report of the Trustees for the Year Ended 31 March 2017**

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 2017. 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 its 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.

##### **Significant activities**

##### **Funding and AGM**

We have continued to receive funding from the Glasgow City Council, currently at a level of £20,000 per year, which, until further notice, will be maintained until 2018. We received a £1600 Access Panel Grant from the Scottish Disability Equality Forum, £300 of which was spent on items from their Access Audit Toolkit. SDEF provided us with an additional grant of £2,593.98 which went towards expenses for a training event for our members in March as well as new office equipment, software and training for our office staff. Our next AGM will take place on August 18th, 2017, at the Glasgow Centre for Inclusive Living.

##### **Transport**

This year, we worked with the architects Austin-Smith:Lord in putting together a focus group, bringing in GAP members to consult on the upcoming redevelopment of Partick Bus Station. We then provided an access report on the existing plans to give feedback on how the new development could be made as accessible as possible for disabled people.

Our director Pat McGuigan continues to work with ScotRail to consult on new developments on the rail network, attending meetings and consultations and feeding back to the GAP board and members. These 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.

## **Report of the Trustees for the Year Ended 31 March 2017**

### **OBJECTIVES AND ACTIVITIES**

#### **Significant activities**

##### **Local Area Work**

This year we have offered ongoing assistance to 12 people, with many more receiving advice via email and telephone. In one instance, Glasgow Access Panel staff visited a member of the public who was effectively housebound by a ramp that had been installed at his home which did not meet his needs. A report was compiled, and a staff member submitted a new design for a ramp which met the standards of the BS8300: 2009. Recently we have pursued enquiries relating to access at the Cathouse nightclub on Union Street, a member of the public with an enquiry relating to accessibility at the Hydro. We continue to assist many more people from our office in Maryhill.

Through our efforts to promote more active involvement in our work on the part of our members, we now have two new regular volunteers, each coming in one day per week, who are helping us to address the continuing influx of enquiries we receive at our office.

##### **Specific Providers**

In September, we provided an access audit and written report for the new National Library of Scotland, situated in Kelvin Hall. Throughout January and February, we compiled an access report on the National Piping Centre in Glasgow, which included several site visits. The centre serves as a hub for pipers in Glasgow, with teaching rooms, a restaurant and bar, accommodation and a museum all open to the public. Our report has provided the management with the information necessary to make their premises more accessible for future disabled visitors from Glasgow and beyond.

In January, two GAP staff along with Treasurer Grant Carson, participated in a focus group looking at making housing wheelchair accessible when circulation space was at a premium. The concerns and solutions offered on the day will be taken into consideration in the planning stages of new housing, helping to create accessible homes for disabled people in the future. Maintaining this partnership with the Glasgow Centre for Inclusive Living also provides us with a high quality venue for holding events for our members. In forging new relationships with the National Library of Scotland and the National Piping Centre, we hope to expand our connections to cultural activities and help these organisations to make their services more accessible to disabled people.

##### **Training for Panel Members**

With the help of SDEF funding, GAP held an event at the Glasgow Centre for Inclusive Living on March 10th, serving as an introduction to access auditing. Our Senior Project Officer, Bobby Park, gave two presentations: first looking at the 'ideal' in terms of accessibility, and then considering the reality that we all face. The event was a great success, and hopefully the first of many to introduce a broader audience to the issues surrounding accessibility. Our office staff are currently receiving training in 3D modelling software which will enable us to include detailed visualisations in our future access reports, and also enhance the training materials we will be able to provide for our members.

**Report of the Trustees  
for the Year Ended 31 March 2017**

**OBJECTIVES AND ACTIVITIES**

**Significant activities**

**Promotional Activity**

Our presence at Abilityfest in October allowed us to meet with many people and we plan to continue to attend these larger events, whilst also seeking out local events where we are given the opportunity to meet with the public and expand our base of members. Additionally, we organised our event in March to coincide with Disabled Access Day, which we were then able to publicise on the Euan's Guide website. We will also continue 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 SDEF's members around Scotland. We continue to seek new and cost effective ways to maintain and expand our visibility in the community.

**Health**

Towards the end of the financial year, we visited the Western Baths Club in Hillhead as a precursor to a future access audit and report. We hope that our feedback will help to make the facilities more accessible for all of its members. GAP board members and staff have also attended meetings run by the health board in Glasgow discussing potential improvements to public transport services to Glasgow hospitals, a discussion which we will continue to be involved in throughout the coming year.

**FINANCIAL REVIEW**

**Principal funding sources**

The principal funding sources in the year was a £20,000 grant from the Glasgow City Council Integrated Grants and grants of £5,436 from the DWP and £3,939 from Scottish Disability Equality Forum.

**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 2017**

**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.

**Related parties**

The company is a stand-alone charity.

# **Glasgow Access Panel**

## **Report of the Trustees for the Year Ended 31 March 2017**

### **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	- resigned 25.11.16
Paul Kerr	
Deborah Mann	- appointed 5.4.17

#### **Independent examiner**

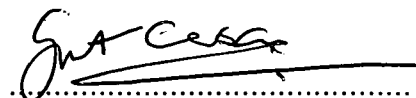
Raymond Henry  
BSc FCA  
The Kelvin Partnership Ltd  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

#### **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 22 June 2017 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 2017 set out on pages six to twelve.

### **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

Date: 22 June 2017



**Statement of Financial Activities  
for the Year Ended 31 March 2017**

	No tes	Unrestricted funds £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	23,939	5,436	29,375	26,600
Other trading activities	3	<u>1,550</u>	<u>-</u>	<u>1,550</u>	<u>2,070</u>
<b>Total</b>		25,489	5,436	30,925	28,670
<b>EXPENDITURE ON Charitable activities</b>					
Promoting welfare of disabled people		<u>24,574</u>	<u>5,436</u>	<u>30,010</u>	<u>27,555</u>
<b>NET INCOME</b>		915	-	915	1,115
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		19,161	-	19,161	18,046
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		20,076	-	20,076	19,161
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

**Balance Sheet**  
**At 31 March 2017**

	No tes	Unrestricted funds £	Restricted funds £	31.3.17 Total funds £	31.3.16 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	1,081	-	1,081	1
<b>CURRENT ASSETS</b>					
Debtors	8	203	-	203	288
Cash at bank and in hand		<u>19,782</u>	<u>-</u>	<u>19,782</u>	<u>20,578</u>
		19,985	-	19,985	20,866
<b>CREDITORS</b>					
Amounts falling due within one year	9	(990)	-	(990)	(1,706)
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET CURRENT ASSETS</b>		<u>18,995</u>	<u>-</u>	<u>18,995</u>	<u>19,160</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>20,076</u>	<u>-</u>	<u>20,076</u>	<u>19,161</u>
<b>NET ASSETS</b>		<u>20,076</u>	<u>-</u>	<u>20,076</u>	<u>19,161</u>
<b>FUNDS</b>	10				
Unrestricted funds:					
General fund				10,076	11,161
Community Outreach Project				<u>10,000</u>	<u>8,000</u>
				20,076	19,161
Restricted funds				<u>-</u>	<u>-</u>
<b>TOTAL FUNDS</b>				<u>20,076</u>	<u>19,161</u>

The notes form part of these financial statements

**Balance Sheet - continued  
At 31 March 2017**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

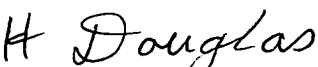
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

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 small charitable companies.

The financial statements were approved by the Board of Trustees on 22 June 2017 and were signed on its behalf by:

  
.....  
Helen B Douglas -Trustee

**Notes to the Financial Statements  
for the Year Ended 31 March 2017**

**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.

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017

1. ACCOUNTING POLICIES (continued)

**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.

**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

	31.3.17	31.3.16
	£	£
Donations	-	200
Grants	<u>29,375</u>	<u>26,400</u>
	<u>29,375</u>	<u>26,600</u>

Grants received, included in the above, are as follows:

	31.3.17	31.3.16
	£	£
Glasgow City Council	20,000	20,000
SDEF Panel Development	3,939	1,600
DWP	<u>5,436</u>	<u>4,800</u>
	<u>29,375</u>	<u>26,400</u>

3. OTHER TRADING ACTIVITIES

	31.3.17	31.3.16
	£	£
Work income	<u>1,550</u>	<u>2,070</u>

4. NET INCOME/(EXPENDITURE)

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

	31.3.17	31.3.16
	£	£
Independent examiners fee	858	840
Depreciation - owned assets	361	-
Hire of plant and machinery	140	124
Other operating leases	<u>4,194</u>	<u>4,750</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017**

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

**Trustees' expenses**

During the year trustees were reimbursed expenses totalling £1,246 (2016 - £1,592).

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	21,800	4,800	26,600
Other trading activities	<u>2,070</u>	<u>-</u>	<u>2,070</u>
<b>Total</b>	<b>23,870</b>	<b>4,800</b>	<b>28,670</b>

	Unrestricted funds £	Restricted funds £	Total funds £
<b>EXPENDITURE ON Charitable activities</b>			
Promoting welfare of disabled people	<u>22,755</u>	<u>4,800</u>	<u>27,555</u>
<b>Total</b>	<b>22,755</b>	<b>4,800</b>	<b>27,555</b>

<b>NET INCOME</b>	<b>1,115</b>	<b>-</b>	<b>1,115</b>
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**RECONCILIATION OF FUNDS**

<b>Total funds brought forward</b>	<b>18,046</b>	<b>-</b>	<b>18,046</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>19,161</u></b>	<b><u>-</u></b>	<b><u>19,161</u></b>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2017

7. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2016	1,658
Additions	<u>1,441</u>
At 31 March 2017	<u>3,099</u>
<b>DEPRECIATION</b>	
At 1 April 2016	1,657
Charge for year	<u>361</u>
At 31 March 2017	<u>2,018</u>
<b>NET BOOK VALUE</b>	
At 31 March 2017	<u>1,081</u>
At 31 March 2016	<u>1</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Trade debtors	-	91
Prepayments and accrued income	<u>203</u>	<u>197</u>
	<u>203</u>	<u>288</u>

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.17 £	31.3.16 £
Other creditors	150	150
Accruals and deferred income	<u>840</u>	<u>1,556</u>
	<u>990</u>	<u>1,706</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2017**

**10. MOVEMENT IN FUNDS**

	At 1.4.16	Net movement in funds	Transfers between funds	At 31.3.17
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	11,161	915	2,000	14,076
Community Outreach Project	<u>8,000</u>	<u>-</u>	<u>(2,000)</u>	<u>8,000</u>
	19,161	915	-	20,076
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>19,161</u>	<u>915</u>	<u>-</u>	<u>20,076</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	25,489	(24,574)	915
<b>Restricted funds</b>			
DWP	<u>5,436</u>	<u>(5,436)</u>	<u>-</u>
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>30,925</u>	<u>(30,010)</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 2017.



**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2017**

	31.3.17 £	31.3.16 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	200
Grants	<u>29,375</u>	<u>26,400</u>
	29,375	26,600
<b>Other trading activities</b>		
Work income	<u>1,550</u>	<u>2,070</u>
<b>Total incoming resources</b>	30,925	28,670
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Room hire	140	124
Rent	4,194	4,750
Rates and water	520	404
Wages	16,312	12,384
Light and heat	1,068	922
Telephone	528	541
Postage and stationery	226	174
Marketing	838	1,544
Sundries	671	642
Website design and IT support	60	257
Trustee and volunteer expenses	2,142	2,392
Taxis	693	954
Repairs	231	595
Training	562	403
Insurance	<u>606</u>	<u>629</u>
	28,791	26,715
<b>Support costs</b>		
<b>Finance</b>		
Fixtures and fittings	361	-
<b>Governance costs</b>		
Independent examiners fee	<u>858</u>	<u>840</u>
<b>Total resources expended</b>	30,010	27,555
<b>Net income</b>	<u>915</u>	<u>1,115</u>

This page does not form part of the statutory financial statements