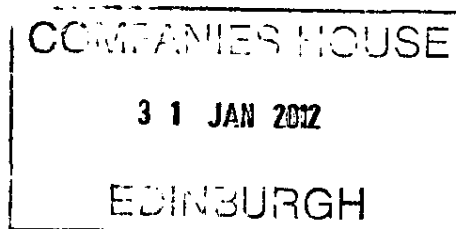


Charity number: SC 036531  
Company number: 283700 (Scotland)

**Glasgow Access Panel**  
**(A company limited by guarantee)**  
**Trustees' report and financial statements**  
**for the year ended 31 March 2011**



TUESDAY



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SCT 31/01/2012 #177  
COMPANIES HOUSE

**Glasgow Access Panel**  
**(A company limited by guarantee)**

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**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Legal and administrative information**

<b>Charity number</b>	SC 036531
<b>Company registration number</b>	283700 (Scotland)
<b>Business address</b>	Unit 17, Chapel Street Estate Glasgow G20 9BQ 0141 945 5036
<b>Registered office</b>	Unit 17 Chapel Street Estate Glasgow G20 9BQ
<b>Trustees</b>	Fiona Gray Robert Park Michael Joseph Igoe Thomasina Rennie Sheila Buchanan Gerald Murphy Shira Kirkhope Katherine Nelson
<b>Secretary</b>	Charles Joseph Murphy
<b>Accountants</b>	Ian D MacDonald 1 Bridge Street Strathaven Lanarkshire ML10 6AN
<b>Bankers</b>	Bank of Scotland plc. 235, Sauchiehall Street Glasgow G2 3EY

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

The trustees present their report and the financial statements for the year ended 31 March 2011. The trustees, who are also directors of Glasgow Access Panel for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

**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 1985

*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.

*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, new trustees of the charity will receive training on Governance and Finance.

*Organisational Structure*

The board of trustees meets approximately six 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.

*Related parties*

The company is a stand-alone charity. Included in the accounts is a £1,200 payment for consultation fees which were invoiced to the charity by LCS Services a business controlled by one of the Trustees, Mr. Robert Park for work carried out by him.

*Risk management*

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continually review the major risks to which the charity is exposed, establishing appropriate systems and procedures to manage those risks where required. Currently the major risk to the future of the charity is funding, including the narrow range of funding sources. The charity has been addressing this issue predominantly through seeking to charge for many of its services, also through aiming to diversify the range of income and through finding additional sources of funding. The charity has reduced its outlays in terms of paid staff until such times that suitable funding can address the issue.

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

**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 that 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*

This summary has been divided into nine short sections: 1. Glasgow City Council work, 2. Transport, 3. Health, 4. Education sector/students, 5. Local area work, 6. Specific providers, 7. Training for members, 8. Promotional activity, 9. Internal / Capacity building.

*1. Work relating to Glasgow City Council*

GAP was engaged in a follow up mystery shopping exercise for Social Work Services and a new mystery shopping exercise for Financial inclusion Services for the Council. GAP has been providing access reports and consultations for Development and Regeneration Services with regards to the 2014 Commonwealth Games in Glasgow. This work included a report on proposals for the Tollcross Aquatic Centre and consultation on the Scotstoun Sports Complex, as well as attendance at a consultation event on the new National Indoor Sports Arena.

GAP was successful in achieving a significant reference to Access (and Design) Statements in the Glasgow City Plan 2008-13. GAP was also attempting to increase the profile of disabled access issues in relation to the Commonwealth Games through consultation with the Glasgow 2014 organisation, which has the responsibility to deliver the Games for Glasgow. Gap also met with GCC staff responsible for traffic lights in the city to promote various issues. Additionally members were involved in consultation on changes to the City Centre Traffic Management scheme.

*2. Transport*

GAP are continuing their involvement with SPT events on Access to Public Transport in Strathclyde. Members were consulted on the Code of Practice on Trains and Stations. GAP has also attended two events in relation to making the subway more accessible. First Bus came to one of our meetings to discuss issues around disabled people using their bus services. Finally we continue to be consulted by Transport Scotland and Network Rail on the (increasingly limited) options for accessible car parking at Central Station in relation to the Glasgow Airport Rail Link. Although the Link has been abandoned the changes to Central Station are going ahead.

*3. Health*

Some GAP members form part of BATH (Better Access to Health), which resulted in the hospitals at Stobhill and the new Victoria having some access issues addressed at the design stage. These hospitals have plenty of accessible toilets and reasonable car parking for disabled people. Wayfinding is still an issue for some disabled people with a visual impairment.

*4. Education Sector / Students*

GAP continues to offer support where possible to university students. This year we organised a focus group for a student at Glasgow Caledonian University who was looking at accessible entertainment venues.

## **Glasgow Access Panel**

### **(A company limited by guarantee)**

## **Report of the trustees (incorporating the directors' report)**

### **for the year ended 31 March 2011**

#### *5. Local area work*

With the help of a local community worker GAP has established a local presence in the South East of Glasgow with a regular access issues clinic at the new Victoria Hospital and meetings with local members. We are developing a survey which we hope to pilot among disabled people in the Pollokshields area, and we also hope to establish a regular issues access clinic in the new community facility at Stobhill hospital.

#### *6. Specific providers*

These include St Andrews First Aid, GAP members have dealt with a number of individual issues, i.e. approaches from service providers, designers and individuals. These include St Andrews First Aid, a walk-through access consultation at Trongate 103 regarding Photography, Managers at various leisure centres accessing pools, accessing the Barrowland dancing, preliminary discussions on improving access at Parkhead Football Club, and product designers from an engineering consultancy. GAP have been heavily involved with the Shopmobility service in the Glasgow City Centre ensuring it covers people with a visual impairment, as well as those with a mobility impairment. A GAP member also attends the Disabled GO meetings.

#### *7. Training for Panel Members*

GAP has had to reduce the training for its members due to its financial constraints and will introduce training and development opportunities during its panel meetings or specific training days when funding is available.

## **Achievements and performance**

#### *8. Promotional activity*

Once more GAP had a Photographic exhibition at the Ability Fest event. Such promotional activities are only possible through the commitment of volunteer panel members in staffing the exhibitions.

#### *9. Internal / Capacity building*

GAP ran two induction events to recruit new volunteers in the North of Glasgow as part of an initiative to encourage people into volunteering generally.

We have also been repeatedly applying for funding during this period but without much success- our two major disappointments being applications to the Equality and Human Rights Commission and the Long Term Conditions Alliance.

## **Financial review**

#### *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 they 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. This target was not met this year and unfortunately GAP has had to use these funds to operate.

GAP operated within the smaller grant awarded by the Council and has taken the necessary steps in terms of outlays and also improved its income generation to enable it to operate in the near future.

GAP is actively seeking new sources of funding for its medium and long term activities.

#### *Principal funding sources*

The principal funding sources in the year were grants from the Glasgow City Council and Scottish Disability Equality Forum.

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Report of the trustees (incorporating the directors' report)**  
**for the year ended 31 March 2011**

**Statement of trustees' responsibilities**

The trustees (who are also directors of Glasgow Access Panel for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

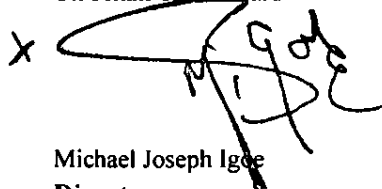
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Small company provisions**

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

On behalf of the board

X 

Michael Joseph Igde  
Director

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Independent examiner's report to the trustees on the unaudited financial statements of Glasgow Access Panel.**

I report on the accounts for the year ended 31 March 2011 set out on pages 2 to 16.

**Respective responsibilities of trustees and independent examiner**

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 (the Act) 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. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to state, on the basis of my examination as required under section 44(1) (c) of the Act, 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 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 whether the accounts present a 'true and fair view'.

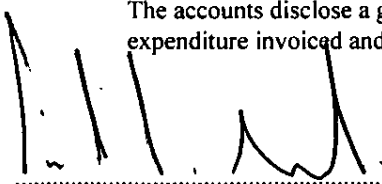
**Independent examiner's statement**

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 trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 386 of the Companies Act 2006; and
  - accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Independent examiner's qualified statement**

The accounts disclose a grant of £10,346 which was expended during the year. A concern exists that £1,700 of expenditure invoiced and paid out relates to work which has not as yet been carried out.



27/1/2012

**Ian D. MacDonald**  
Chartered Accountant  
**Independent examiner**  
1 Bridge Street  
Strathaven  
Lanarkshire

ML10 6AN



**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Statement of financial activities (incorporating the income and expenditure account)**

**For the year ended 31 March 2011**

	Notes	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
<b>Incoming resources</b>					
Incoming resources from generating funds:					
Voluntary income	2	14,955	11,096	26,051	30,614
Activities for generating funds	3	-	-	-	75
<b>Total incoming resources</b>		<u>14,955</u>	<u>11,096</u>	<u>26,051</u>	<u>30,689</u>
<b>Resources expended</b>					
Charitable activities		18,846	10,333	29,179	30,052
Governance costs	5	930	-	930	445
<b>Total resources expended</b>		<u>19,776</u>	<u>10,333</u>	<u>30,109</u>	<u>30,497</u>
<b>Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year</b>		(4,821)	763	(4,058)	192
Total funds brought forward		<u>7,035</u>	<u>5,735</u>	<u>12,770</u>	<u>12,578</u>
<b>Total funds carried forward</b>		<u>2,214</u>	<u>6,498</u>	<u>8,712</u>	<u>12,770</u>

The notes on pages 11 to 16 form an integral part of these financial statements.

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Balance sheet**  
**as at 31 March 2011**

	Notes	£	2011 £	£	2010 £
<b>Current assets</b>					
Debtors	12	462		108	
Cash at bank and in hand		9,403		18,031	
		<u>9,865</u>		<u>18,139</u>	
<b>Creditors: amounts falling due within one year</b>	13	<u>(1,153)</u>		<u>(5,369)</u>	
<b>Net current assets</b>			<u>8,712</u>		<u>12,770</u>
<b>Net assets</b>			<u>8,712</u>		<u>12,770</u>
<b>Funds</b>	14				
Restricted income funds			6,498		5,735
Unrestricted income funds			<u>2,214</u>		<u>7,035</u>
<b>Total funds</b>			<u>8,712</u>		<u>12,770</u>

The Balance Sheet continues on the following page.

The notes on pages 11 to 16 form an integral part of these financial statements.

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Balance sheet (continued)**

**Trustees statements required by the Companies Act 2006**  
**for the year ended 31 March 2011**

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2011.

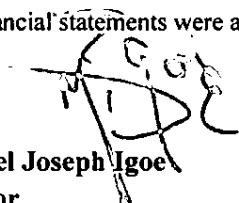
(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 26.1.12 and signed on its behalf by

  
**Michael Joseph Igoc**  
**Director**

The notes on pages 11 to 16 form an integral part of these financial statements.

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**1.1. Basis of accounting**

The financial statements are prepared under the historical cost convention, except for the revaluation of certain fixed assets and except for investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

**1.2. 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.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

**1.3. 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 including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

**1.4. Research and development**

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

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**1.5. Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% straight line

**1.6. Defined contribution pension schemes**

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

**2. Voluntary income**

	Unrestricted funds £	Restricted funds £	2011 Total £	2010 Total £
Glasgow Photography Group Ltd	100	-	100	100
N.G.Volunteering Activity Group	-	-	-	45
Donations type 3	65	-	65	-
Glasgow City Council	2,800	-	2,800	7,360
Glasgow City Council	10,300	-	10,300	12,000
Scottish Disability Equality Forum	-	10,346	10,346	10,059
S.D.E.F. Panel Development	-	750	750	750
Culture & Sport Glasgow	1,690	-	1,690	145
Other Income	-	-	-	155
	<u>14,955</u>	<u>11,096</u>	<u>26,051</u>	<u>30,614</u>

**3. Activities for generating funds**

	2011 Total £	2010 Total £
On Line Filing	-	75
	<u>-</u>	<u>75</u>

**4. Costs of charitable activities - by activity**

	Grant funding activities £	Support costs £	2011 Total £	2010 Total £
Promoting welfare of disabled people	18,245	10,934	29,179	30,052
	<u>18,245</u>	<u>10,934</u>	<u>29,179</u>	<u>30,052</u>

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**5. Governance costs**

	Unrestricted funds £	2011 Total £	2010 Total £
Independent examiner's fees	901	901	275
Board costs	29	29	170
	<u>930</u>	<u>930</u>	<u>445</u>

**6. Net (outgoing)/incoming resources for the year**

	2011 £	2010 £
Net (outgoing)/incoming resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	1,460	-
Auditors' remuneration	<u>901</u>	<u>275</u>

**7. Employees**

Employment costs	2011 £	2010 £
Wages and salaries	2,568	14,554
Social security costs	207	1,135
Pension costs	154	1,028
	<u>2,929</u>	<u>16,717</u>

No employee received emoluments of more than £60,000 (2010 : None).

**Number of employees**

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2011 Number	2010 Number
<u>-</u>	<u>1</u>

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**8. Trustees' emoluments**

	2011	2010
	£	£
Remuneration and other benefits	3,368	-
Sums paid to third parties	1,071	66
	<u>4,439</u>	<u>66</u>

**9. Pension costs**

The company operates a defined contribution pension scheme in respect of the one member of staff. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2011	2010
	£	£
Pension charge	<u>154</u>	<u>1,028</u>

**10. Taxation**

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

**11. Tangible fixed assets**

	Fixtures, fittings and equipment £	Total £
<b>Cost</b>		
Additions	<u>1,460</u>	<u>1,460</u>
At 1 April 2010 and At 31 March 2011	<u>1,460</u>	<u>1,460</u>
<b>Depreciation</b>		
At 1 April 2010	-	-
Charge for the year	<u>1,460</u>	<u>1,460</u>
At 31 March 2011	<u>1,460</u>	<u>1,460</u>
<b>Net book values</b>		
At 31 March 2011	<u>-</u>	<u>-</u>



**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**12. Debtors**

	2011 £	2010 £
Trade debtors	91	108
Other debtors	371	-
	<u>462</u>	<u>108</u>

**13. Creditors: amounts falling due within one year**

	2011 £	2010 £
Trade creditors	-	2,169
Other creditors	-	2,800
Accruals and deferred income	1,153	400
	<u>1,153</u>	<u>5,369</u>

**14. Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2011 as represented by:			
Current assets	3,367	6,498	9,865
Current liabilities	(1,153)	-	(1,153)
	<u>2,214</u>	<u>6,498</u>	<u>8,712</u>

**15. Unrestricted funds**

	At 1st April 2010 £	Incoming resources £	Outgoing resources £	At 31st March 2011 £
General Fund	<u>7,035</u>	<u>14,955</u>	<u>(19,776)</u>	<u>2,214</u>

**Purposes of unrestricted funds**

Promoting welfare of disabled people

**Glasgow Access Panel**  
**(A company limited by guarantee)**

**Notes to financial statements**  
**for the year ended 31 March 2011**

**16. Restricted funds**

	At 1st April 2010 £	Incoming resources £	Outgoing resources £	At 31st March 2011 £
Comic Relief	550	-	-	550
Scottish Disability Equality Forum	4,924	10,346	(10,333)	4,937
IS.D.E.F.Development	261	750	-	1,011
	<u>5,735</u>	<u>11,096</u>	<u>(10,333)</u>	<u>6,498</u>

**Purposes of restricted funds**

Promoting welfare of disabled people

**17. Related party transactions**

During the year consultancy fees were paid to LCS Services £1,200 (2010 £1,000), a company owned by Mr Robert Park a Trustee.

**18. Company limited by guarantee**

Glasgow Access Panel is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.