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

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2013
for
Glasgow Access Panel**

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

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24/08/2013

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COMPANIES HOUSE

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for the Year Ended 31 March 2013**

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**Report of the Trustees
for the Year Ended 31 March 2013**

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 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

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
Joy Berrington
Sheila Buchanan - resigned 3.12.12
Ann Cassells
Linda Kaze
Pat McGuigan
Bobby Park - appointed 3.12.12
Thomasina Rennie
Michael Joseph Igoe - resigned 3.12.12

Independent examiner
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

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.

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.

**Report of the Trustees
for the Year Ended 31 March 2013**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

Related parties

The company is a stand-alone charity.

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, staff on temporary work placement and lack of funds available to recruit replacement staff. 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. Current staff are employed through an employability programme which aims to give disabled people temporary employment opportunities. GAP contributes a donation to the provider. This is only a temporary solution to staffing issues. GAP board members are required to support and develop the individuals on placement.

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

Significant activities

This summary has been divided into eight short sections:

1. Glasgow City Council work and Commonwealth Games 2014
2. Transport
3. Health
4. Local area work
5. Specific providers
6. Training for members
7. Promotional activity
8. Internal / Capacity building

1. Work relating to Glasgow City Council and Commonwealth Games 2014

GAP has been providing access reports and consultations for Glasgow City Council, Development and Regeneration Services, with regards to the 2014 Commonwealth Games in Glasgow. This work included consultation on proposals for the Hockey at Glasgow green and the Lawn Bowls at Kelvingrove Park. This follows on from work done within 2010/11 on Tollcross Aquatic Centre, consultation on the Scotstoun Sports Complex, as well as attendance at a consultation event on the new National Indoor Sports Arena. During this period GAP was successful in achieving a significant reference to Access (and Design) Statements in the Glasgow City Plan 2008-13. GAP has continued 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 in Glasgow.

The Glasgow Access Panel carried out one piece of paid work for the Glasgow 2014 Ltd and that was to provide an access report on the Volunteer Centre in Albion Street. This report highlighted potential problems and through early intervention these problems were successfully removed. Two members represent GAP on the newly formed Commonwealth Games 2014 Accessibility forum, which is hosted by the Accessibility Manager and chaired by Tressa Burke of the Glasgow Disability Alliance for the Commonwealth Games 2014.

**Report of the Trustees
for the Year Ended 31 March 2013**

OBJECTIVES AND ACTIVITIES

2. Transport

GAP continues to be involved with SPT events on Access to Public Transport in Strathclyde. Members were consulted on the Code of Practice on Trains and Stations. We recently consulted on the Dalmarnock train station and through the Games 2014 Accessibility Forum are involved in the overall transport strategy for the Games

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. More recent the members are involved with the new hospital being built at the Southern General

4. Local area work

With the help of a local community worker GAP has a continuing local presence, first Monday of the month, in the South East of Glasgow, hosting an Access Issues clinic at the new Victoria Hospital, Patient Information centre. We have now added an Access Issues clinic in Easterhouse lead by one of our directors Linda Kaze. This is held on the 3rd Wednesday of the month in the Library.

5. Specific providers

Access audits, training and/or advice have been provided to;

- Volunteer Centre, 2014 Ltd.
- South West Allotment Association
- Scotstoun Squash Centre
- Glasgow Life, various facilities

GAP has also dealt with a number of issues, i.e. approaches from service providers, designers and individuals. Unfortunately despite GAP's efforts the Shopmobility service in Glasgow City Centre closed due to the lack of funding. There remains a limited service at St. Enoch's Centre.

A member of our board attends Disabled GO meetings when they are held in Scotland.

6. Training for Panel Members

GAP has started to hold panel meeting for its members with training in Human Rights on the agenda with more training to follow. These meetings and training are the result of funding from the Scottish Disability Equality Forum in the form of a grant.

Governance training sessions is on-going and delivered by AMG Consultants during 2012. Members of the board and volunteers attended. Training days are normally carried out at our premises in Maryhill.

A variety of training provided by external organisations was undertaken by board members, staff and volunteers throughout the year. Where funding permits GAP encourages board members, staff, volunteers and members of GAP to attend training which will enhance their knowledge and skills and be of benefit to GAP.

Achievements and performance

7. Promotional activity

GAP attended Ability Fest in October 2012, through this we recruited several new members. Such promotional activities are only possible through the commitment of volunteer panel members in staffing the exhibitions.

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, 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. Currently we have funds held in Scottish Widows account of £3,000 which does not for part of our main expenditure; this is reserved to cover running costs if required.

We do not directly hire staff therefore our main outgoings are accommodation costs and related expenses. During 2012/13 we have had trainees on short term temporary placements. As the placement provider we pay an agreed contribution to the organisation providing the trainees.

**Report of the Trustees
for the Year Ended 31 March 2013**

We have created a business plan and one of the objectives is to secure funding to employ staff to support and develop the work of GAP. 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.

Principal funding sources

The principal funding source in the year was a £20,000 grant from the Glasgow City Council Integrated Grants Fund. Restricted funding of £23,467 from SDEF, Scottish Disability Equality Forum, has allowed us to purchase equipment, hold training events and marketing/promotional materials.

STATEMENT OF TRUSTEES RESPONSIBILITIES

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

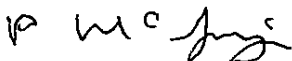
Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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 to 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.

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

ON BEHALF OF THE BOARD:



Pat McGuigan - Trustee

23 August 2013

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

I report on the accounts for the year ended 31 March 2013 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

23 August 2013

**Statement of Financial Activities
for the Year Ended 31 March 2013**

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.13 Total funds £ | 31.3.12 Total funds £ |
|--|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | 2 | 20,400 | 23,467 | 43,867 | 21,150 |
| Activities for generating funds | 3 | 3,000 | - | 3,000 | 2,875 |
| Total incoming resources | | 23,400 | 23,467 | 46,867 | 24,025 |
| RESOURCES EXPENDED | | | | | |
| Charitable activities | | | | | |
| Promoting welfare of disabled people | | 15,626 | 18,195 | 33,821 | 22,361 |
| Governance costs | | 1,532 | 364 | 1,896 | 1,544 |
| Total resources expended | | 17,158 | 18,559 | 35,717 | 23,905 |
| NET INCOMING RESOURCES | | 6,242 | 4,908 | 11,150 | 120 |
| RECONCILIATION OF FUNDS | | | | | |
| Total funds brought forward | | 8,832 | - | 8,832 | 8,712 |
| TOTAL FUNDS CARRIED FORWARD | | 15,074 | 4,908 | 19,982 | 8,832 |

The notes form part of these financial statements

Balance Sheet
At 31 March 2013

| | Notes | Unrestricted funds £ | Restricted funds £ | 31.3.13 Total funds £ | 31.3.12 Total funds £ |
|--|-------|----------------------------|--------------------------|--------------------------------|--------------------------------|
| FIXED ASSETS | | | | | |
| Tangible assets | 7 | 1 | - | 1 | 1 |
| CURRENT ASSETS | | | | | |
| Debtors | 8 | 323 | 1,575 | 1,898 | 1,707 |
| Cash at bank and in hand | | 18,416 | 3,333 | 21,749 | 12,278 |
| | | <u>18,739</u> | <u>4,908</u> | <u>23,647</u> | <u>13,985</u> |
| CREDITORS | | | | | |
| Amounts falling due within one year | 9 | (3,666) | - | (3,666) | (5,154) |
| NET CURRENT ASSETS | | <u>15,073</u> | <u>4,908</u> | <u>19,981</u> | <u>8,831</u> |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | <u>15,074</u> | <u>4,908</u> | <u>19,982</u> | <u>8,832</u> |
| NET ASSETS | | <u>15,074</u> | <u>4,908</u> | <u>19,982</u> | <u>8,832</u> |
| FUNDS | 10 | | | | |
| Unrestricted funds | | | | 15,074 | 8,832 |
| Restricted funds | | | | 4,908 | - |
| TOTAL FUNDS | | | | <u>19,982</u> | <u>8,832</u> |

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 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 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 23 August 2013 and were signed on its behalf by:

A handwritten signature in black ink, appearing to read 'Bobby Park', with a small checkmark below it.

Bobby Park -Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2013**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally 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.

Resources expended

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. Expenditure includes any VAT which cannot be 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.

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.

Tangible fixed assets

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

| | |
|-------------------------|---------------|
| Plant and machinery etc | - 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 2013**

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. VOLUNTARY INCOME

| | 31.3.13 | 31.3.12 |
|------------------|---------------|---------------|
| | £ | £ |
| Donations | - | 400 |
| Grants | 43,467 | 20,750 |
| HMRC fine refund | 400 | - |
| | <u>43,867</u> | <u>21,150</u> |

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

| | 31.3.13 | 31.3.12 |
|------------------------|---------------|---------------|
| | £ | £ |
| Glasgow City Council | 20,000 | 20,000 |
| SDEF Panel Development | 23,467 | 750 |
| | <u>43,467</u> | <u>20,750</u> |

3. ACTIVITIES FOR GENERATING FUNDS

| | 31.3.13 | 31.3.12 |
|-------------|--------------|--------------|
| | £ | £ |
| Work income | <u>3,000</u> | <u>2,875</u> |

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

| | 31.3.13 | 31.3.12 |
|-----------------------------|--------------|----------|
| | £ | £ |
| Depreciation - owned assets | - | 197 |
| Hire of plant and machinery | 415 | - |
| Other operating leases | <u>1,320</u> | <u>-</u> |

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

Trustees' expenses

During the year trustees were reimbursed expenses totalling £1,402 (2012 £2,794).

Notes to the Financial Statements - continued
for the Year Ended 31 March 2013

6. STAFF COSTS

| | 31.3.13 | 31.3.12 |
|--------------------|--------------|--------------|
| | £ | £ |
| Wages and salaries | 8,143 | 6,457 |
| | <u>8,143</u> | <u>6,457</u> |

7. TANGIBLE FIXED ASSETS

| | Plant and machinery etc £ |
|-----------------------------------|---------------------------------|
| COST | |
| At 1 April 2012 and 31 March 2013 | 1,658 |
| | <u>1,658</u> |
| DEPRECIATION | |
| At 1 April 2012 and 31 March 2013 | 1,657 |
| | <u>1,657</u> |
| NET BOOK VALUE | |
| At 31 March 2013 | 1 |
| | <u>1</u> |
| At 31 March 2012 | 1 |
| | <u>1</u> |

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.13 | 31.3.12 |
|---------------|--------------|--------------|
| | £ | £ |
| Trade debtors | 91 | 592 |
| Other debtors | 1,807 | 1,115 |
| | <u>1,898</u> | <u>1,707</u> |

9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

| | 31.3.13 | 31.3.12 |
|-----------------|--------------|--------------|
| | £ | £ |
| Other creditors | 3,666 | 5,154 |
| | <u>3,666</u> | <u>5,154</u> |

10. MOVEMENT IN FUNDS

| | At 1.4.12 | Net movement in funds | At 31.3.13 |
|---------------------------|--------------|--------------------------|---------------|
| | £ | £ | £ |
| Unrestricted funds | | | |
| General fund | 8,832 | 6,242 | 15,074 |
| Restricted funds | | | |
| SDEF | - | 4,908 | 4,908 |
| TOTAL FUNDS | <u>8,832</u> | <u>11,150</u> | <u>19,982</u> |

Notes to the Financial Statements - continued
for the Year Ended 31 March 2013

10. MOVEMENT IN FUNDS - continued

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

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted funds | | | |
| General fund | 23,400 | (17,158) | 6,242 |
| Restricted funds | | | |
| SDEF | 23,467 | (18,559) | 4,908 |
| TOTAL FUNDS | <u>46,867</u> | <u>(35,717)</u> | <u>11,150</u> |