

**Peaceseekers**  
**A Company limited by guarantee**

**Report and Financial Statements**  
**For the year ended 31 October 2013**

**Charity no: SCO41670**  
**Company no: SC382485**

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COMPANIES HOUSE

# **Peaceseekers**

**For the year ended 31 October 2013**

## **Officers & Professional Advisers**

<b>Chairman</b>	Thomas David Henderson
<b>Treasurer</b>	Jemima Kathryn Henderson
<b>Directors</b>	Dr David John Finch Ms Anne Grant Jayney Librizzi
<b>Registered Office</b>	The Farmhouse Drummaird Bonnybank By Leven Fife KY8 5NS
<b>Independent Examiner</b>	Alexander Gillespie Honeyman Fleming Limited Chartered Accountants The Counting House Promenade Leven Fife KY8 4PJ
<b>Bankers</b>	Bank of Scotland 60 High Street Leven Fife KY8 4NA

# **Peaceseekers**

**Year ended 31 October 2013**

## **Structure, Governance and Management**

### Governing Document

The organisation is a charity (Scottish Charity Number SC041670) which was incorporated as a company limited by guarantee on 23 July 2010 and as a registered charity from 29 July 2010.

### Recruitment and Appointment of Trustees

The directors of the company are also charity Trustees for the purpose of charity law. Under the requirements of the constitution, there must be at least three but not more than seven Trustees and the subscribers to the Memorandum and Articles of Association are the first Trustees.

All of the Trustees must retire at each AGM and may stand to be re-elected immediately. It is our intention to change that part of the constitution so that only one third of the directors shall be required to retire at each AGM with those longest in office retiring first and the choice between any of equal service being made by drawing lots.

The Trustees may invite any person duly qualified to apply to be appointed as a Trustee. The Trustees meet no less than 4 times per year and receives reports on the activities undertaken, it's financial well being and the presentation of budget monitoring statements for all accounts held by the charity.

### Trustee Induction and Training

New Trustees receive a Welcome Pack explaining the duties, responsibilities and roles of all Trustees. In addition they are required to undertake Trustees training.

### Risk Management

External risks to funding have led to the development of a strategic plan which will allow for the controlled pursuit of funding matching budgeted general running costs as well as specific project budgets. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

### Organisational Structure

The Trustees are responsible for overall management of the project funding, staff and development. Day to day management of these is devolved to the Project Manager who reports to the Trustees at each General Meeting.

They are responsible for ensuring that the aims and objectives of the Charity are interpreted into specific projects and that the objectives of these projects are achieved.

# **Peaceseekers**

**Year ended 31 October 2013**

## Organisational Structure (continued)

The Trustees are also responsible for ensuring the Charity delivers its commitments to its funders, meets all its legislative requirements and operates within the policies established for its operation. They are responsible for ensuring the appropriate use of all funds and the application of any property or assets. They further have a duty to ensure that the staff team both paid and voluntary are developing their skills and following good working practices in line with National Care Standards of Best Practice.

## Objectives and Activities

Our aims and Objectives are to provide services and facilities, as an expression of Christian Faith and practice, which encourages mental, emotional, social and spiritual well-being.

In furtherance of these Peaceseekers provide:

- Day activities and Workshops.
- Retreat Facilities.
- Pastoral Care and Spiritual Direction.

## Achievements and Performance

On a day to day basis Peaceseekers has been run by David Henderson, Nancy Hunter, Christine Duncan and Morag Moffatt. Kath Henderson, Jayney Librizzi and Anne Grant ran the Women's Weekend Workshops. There were 2 main Support Groups provided on a weekly basis on location at the Farmhouse on a Tuesday and Thursday. These have merged to have one larger group on a Thursday. At the group we continue to do craft work, cooking, worship sessions and some basic gardening skills. Dave reran the Whole Health Workshops Programme which provides an insight into some basic principles of Mental and Emotional Health and Well-being, this was received well by all concerned. Volunteers assist at the Support Groups as well as on other occasions such as galas and community workshops.

## **Volunteer Meetings**

The number of Volunteers who were available to us this year has decreased - partially due to competition from other groups. Nonetheless we are happy to report that we were able to continue with all the planned activities and maintain a healthy presence at all of the groups.

## **Whole Health Workshop Programme**

This programme has been developed since early Summer 2012 and is based on the idea of providing information and support to those in the local communities suffering from depression, anxiety and stress. It consists of a series of 12 sessions, each taking 2 hours with a core of 10 workshops informing attendees about various therapies, the aetiology of mental conditions, support structures and the importance of healthy nutrition/exercise/lifestyles amongst others.

# **Peaceseekers**

**Year ended 31 October 2013**

## Achievements and Performance (continued)

Our current initial Programme ran at Drummaird and then in Methil. Initially the response was good but later saw a downturn in attendance. We intend to carry out further presentations of the Programme in other areas of Fife and to pursue seeking to persuade local doctors to suggest it to their patients.

### **Market Garden**

Our intention to establish and develop a Market Garden on site still has potential. Our mentor kindly provided by Coalfields Regeneration Trust to provide guidance for this project from a business point of view has been invaluable. It became clear that unless we could find suitable committed helpers it would be unwise to promote it on a wider scale.

### **Hospitality Days**

3 Hospitality days were organised for small groups.

### **Peaceseekers Magazine/Newsletter**

In 2012/2013 we built on the early 2012 development and publications of the quarterly magazine. The magazine is a 24 page colour pamphlet with a wide variety of both Christian and secular articles. After discussions on the cost of production we asked potential customers to become a Friend of Peaceseekers with an annual subscription charge of £12. We continue with the quarterly publications and have now raised the Annual Subscription to £25. The response to this has been encouraging. As yet we have not managed to increase our "Friends" base above last years.

### **Woman's Weekend Workshops**

This year we ran a "Rapha" Women's Personal Renewal Weekend which was attended by 11 people. This is an information based education series of 12 presentations on issues relating to Emotional and Spiritual Healing. It was well received and many of the women report continuing benefits from the Workshops.

## **Financial Review**

As a charity, Peaceseekers relies on general donations as well as income generated from open days and attendance at local galas etc. We have applied in the past for larger amounts of income from various grant funding bodies. This year we had no response from our early applications. Due to the shortage of help and the time burden required to pursue funding we have stopped applying for grants for the time being. We have been fortunate that throughout the year, donations of unsolicited funds have come in and covered our basic running costs.

General Donations of £5,019 along with various fund raising activities of £2,768 contributed to overall income of £7,787.

# **Peaceseekers**

**Period ended 31 October 2013**

Total expenditure of £9,395 included £2,276 employee wages, the remainder being the day to day running costs of the charity. Overall deficit in funds in the year totalled £1,608 and Reserves stand at £42,530.

We have a strategy in place to be proactive about our funding, both for general and specific running costs. Our expenses policy covers both employees and volunteers and there is no differentiation between them as far as entitlement to financial support provided to them for expenses incurred in the execution of their work.

## **Reserves Policy**

We believe it is prudent to aim to increase reserves as a matter of good financial practice to allow capital development to further increase our service provision capacity and put Peaceseekers in a more secure position for the long term continuation of its activities.

Our proactive funding approach in the period should put us in a better position to have some reserve funding, for any unexpected contingencies.

We shall continue with our present activities subject to the availability of regular donations. This will include the development of individual Community Support and the establishment of more localised Support Groups around the Levenmouth area.

We have put in place some basic requirements that were necessary, including the design and purchase of collection tins and professionally produced signage to be put in place at the end of the farm road to advertise our location.

## **Plans for Future Periods**

For the following year we plan to:

- Increase the existing member base by in house production of eye catching leaflet/flyer to be distributed to local GP surgeries, health centres, libraries and hospital out patient areas.
- Continue to develop the Whole Health Workshop Programme including production of Programme Workbook.
- Develop further links within the community including the "Open Doors" project in Kennoway along with the possibility of introducing further weekly Support Groups.
- Continue to publish the quarterly magazine and increase number of subscribers via adverts.
- Attend as many local galas during the summer period as possible to increase public awareness of our work, and also to provide an outlet for the volunteer produced crafts and jams etc.
- Work with Coalfields Regeneration Trust mentor to develop pilot for the Market Garden project.
- Continue to take on and train a Volunteer base to supplement staffing levels.

## **Peaceseekers**

**Period ended 31 October 2013**

### **Plans for Future Periods (continued)**

- Research and implement up to date methods of social networking in conjunction with traditional press releases for various events and continue to maintain an up to date and accurate Face Book page and set up a Peaceseekers e-Bay account.
- To hold monthly weekend and/or evening workshops to raise awareness of the emotional, mental and spiritual issues surrounding mental health.

# **Peaceseekers**

## **Report of the Trustees for the year ended 31 October 2013**

The Trustees have pleasure in presenting their report for the year ended 31 October 2013. This report is prepared in accordance with the Trust Deed and the recommendations of the Statement of Recommended Practice - Accounting and Reporting by Charities and complies with applicable law.

### **Statement of Trustees responsibilities**

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charitable companies financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- 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 and statements have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy 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.

### **Independent examiner**

Alexander Gillespie has been re-appointed as independent examiner for the ensuing year.

Signed by order of the Trustees

Registered Office:  
The Farmhouse  
Drummaird  
Bonnybank  
By Leven  
Fife KY8 5NS



Thomas David Henderson  
**Chairman**

Approved by the Trustees on 18 July 2014



## **Independent Examiner's Report to the Trustees of Peaceseekers**

I report on the accounts of the charity for the year ended 31 October 2013 which are set out on pages 9 to 15.

### **Respective responsibilities of the trustees and examiner**

The charity's trustees (who are also the directors of the company for the 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 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirements of Regulation 10(1) (a) to (c) of the 2006 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 independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respects the requirements;  
  
to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations  
to prepare accounts which accord with the accounting records and comply with Regulation 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.

Signed a. Gillespie  
Alexander Gillespie M.A, CA, ATII

Date: 27/9/14

The Counting House, Promenade, Leven, Fife, KY8 4PJ

# Peaceseekers

## Statement of financial activities (including Income & Expenditure Account)

For the year ended 31 October 2013

		Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
	Note				
<b><u>INCOMING RESOURCES</u></b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary income:</i>					
Donations and grants	2	5,019	0	5,019	5,909
<b>Activities for generating funds:</b>					
Craft & open days		499	0	499	1,239
Newsletters, workshop & miscellaneous		2,269	0	2,269	1,180
Investment income		0	0	0	0
<b>Total incoming resources</b>		<b>7,787</b>	<b>0</b>	<b>7,787</b>	<b>8,328</b>
<b><u>RESOURCES EXPENDED</u></b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		398	0	398	148
<b>Charitable activities</b>	3	<b>8,060</b>	<b>433</b>	<b>8,493</b>	<b>26,458</b>
<b>Governance costs</b>					
Accounts & independent examiner fees		504	0	504	830
<b>Total resources expended</b>		<b>8,962</b>	<b>433</b>	<b>9,395</b>	<b>27,436</b>
<b>Net incoming resources before transfers</b>		<b>-1,175</b>	<b>-433</b>	<b>-1,608</b>	<b>-19,108</b>
<b>Gross transfers between funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net movement in funds</b>		<b>-1,175</b>	<b>-433</b>	<b>-1,608</b>	<b>-19,108</b>
<b>Total funds brought forward</b>		<b>41,974</b>	<b>2,164</b>	<b>44,138</b>	<b>63,246</b>
<b>TOTAL FUNDS AT 31 OCTOBER 2013</b>		<b>40,799</b>	<b>1,731</b>	<b>42,530</b>	<b>44,138</b>
		=====	=====	=====	=====

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

The notes on pages 11 to 15 form part of these accounts.

**Peaceseekers**  
**Balance Sheet as at 31 October 2013**

	Note	£ 2013	£ 2012
<b><u>Fixed Assets</u></b>			
Office equipment	8	2,025	2,531
<b><u>Current Assets</u></b>			
Cash at bank and in hand		42,092	41,781
Debtors	9	1,438	988
		<u>43,530</u>	<u>42,769</u>
<b><u>Current Liabilities</u></b>			
Creditors	10	3,025	1,162
		<u>3,025</u>	<u>1,162</u>
<b>Net current assets</b>		40,505	41,607
		<u><b>42,530</b></u>	<u><b>44,138</b></u>
		=====	=====
<b><u>Represented by:-</u></b>			
Unrestricted funds	11	40,799	41,974
Restricted funds	11	1,731	2,164
		<u><b>42,530</b></u>	<u><b>44,138</b></u>
		=====	=====

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

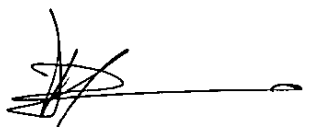
- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) preparing financial statements which give a true view of the state of affairs of the charity as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

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 members of the committee on 18 July 2014 and signed on their behalf by;



Mr Thomas David Henderson  
**Chairman**



Dr David John Finch  
**Director**

Company Registration Number: SC382485

# **Peaceseekers**

**For the year ended 31 October 2013**

## **Notes to the Accounts**

### **1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

The charity was incorporated as a company limited by guarantee and commenced charitable activities on 29 July 2010.

#### **(a) Basis of accounting**

The accounts 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 (SORP 2005).

#### **(b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### **(c) 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 and donations 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.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.

#### **(d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred.

Costs of generating funds comprise the costs associated with attracting voluntary income.

# Peaceseekers

For the year ended 31 October 2013

## ACCOUNTING POLICIES (continued)

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiners fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

### (e) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. Donated assets are included at their fair value as determined by the directors. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures & Fittings 20%

## 2. DONATIONS & GRANTS

	Unrestricted	Restricted	2013	2012
	£	£	£	£
<i>Donations:</i>				
General Donations	2,749	0	2,749	3,427
Gift Aid Donations	1,820	0	1,820	1,300
Recoverable Tax on Gift Aid	450	0	450	325
Penny Pot	0	0	0	602
Miscellaneous	0	0	0	255
	-----	-----	-----	-----
	5,019	0	5,019	5,909
	=====	=====	=====	=====

# Peaceseekers

For the year ended 31 October 2013

## 3. RESOURCES EXPENDED

### (a) Charitable activities

Costs of charitable activities by fund type:

	Unrestricted	Restricted	2013	2012
	£	£	£	£
Support Groups & Workshops	8,060	433	8,493	26,458
	=====	=====	=====	=====

(b) Costs of charitable activities by activity type:

	Activities undertaken directly	Support costs	Total funds 2013	Total funds 2012
	£	£	£	£
<b>Support Groups &amp; Workshops;</b>				
Staff Wages	2,276	0	2,276	15,640
Staff Training	396	0	396	469
Workshop Expenses	0	229	229	474
Travel & Food	2,415	0	2,415	3,344
Heat & Light	0	1,108	1,108	2,683
Telephone & IT Costs	0	480	480	442
Ground Clearance	0	170	170	0
Postage, Stationery & Advertising	0	120	120	1,127
Insurance	0	394	394	388
Repairs & Maintenance	0	399	399	993
Room Hire	0	0	0	84
Miscellaneous Expenses & Donations	0	0	0	141
Depreciation	0	506	506	633
Conferences	0	0	0	40
	-----	-----	-----	-----
	5,087	3,406	8,493	26,458
	=====	=====	=====	=====

## 4. NET INCOMING RESOURCES FOR THE PERIOD

This is stated after charging:

	2013	2012
	£	£
Depreciation	506	633
	=====	=====

# Peaceseekers

For the year ended 31 October 2013

## 5. STAFF COSTS AND EMOLUMENTS

	2013	2012
	£	£
Salaries and wages	2,276	14,883
Social security costs	0	757
	-----	-----
	2,276	15,640
	=====	=====

The average number of part-time equivalent employees during the year were 1.  
No employees received emoluments of more than £60,000.

## 6. TRUSTEES REMUNERATION AND RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the period.  
No trustees or other persons related to the charity had any personal interest in any contract or transaction entered into by the charity during the period.

## 7. TAXATION

As a charity Peaceseekers is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

## 8. FIXED ASSETS

	Office Equipment £
<b>Cost</b>	
As at 1 November 2012	3,897
Additions	0
	-----
As at 31 October 2013	3,897
	=====
<b>Depreciation</b>	
As at 1 November 2012	1,366
Charge for the year	506
	-----
As at 31 October 2013	1,872
	=====
<b>Net book value</b>	
At 31 October 2013	2,025
	=====
At 31 October 2012	2,531
	=====

Included within Office Equipment at cost are Donated Assets. The Fair Value of these assets, as determined by the directors is £1,731.

# Peaceseekers

For the year ended 31 October 2013

## 9. DEBTORS

	2013	2012
	£	£
Tax Recoverable on Gift Aid Donations	1,355	905
PAYE/NI	83	83
	-----	-----
	1,438	988
	=====	=====

## 10. CREDITORS

	2013	2012
	£	£
Reimbursements	2,521	301
Other creditors	0	382
Accruals	504	480
	-----	-----
	3,025	1,162
	=====	=====

## 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	294	1,731	2,025
Current assets	43,530	0	43,530
Current liabilities	-3,025	0	-3,025
	-----	-----	-----
Net assets at 31 October 2013	40,799	1,731	42,530
	=====	=====	=====

## 12. COMPANY LIMITED BY GUARANTEE

The company is incorporated as a company limited by guarantee. Every member of the Company undertakes to contribute to the assets of the company, in the event of the Company being wound up while a member, or within one year after ceasing to be a member for debts and liabilities contracted before cessation of membership. Such amounts will not exceed £1.00 per member.