

LINK BEFRIENDING PROJECT EAST FIFE

Accounts

**For the Year to 31st March 2019
Scottish charity no. SC027493**

Principal Account

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LINK BEFRIENDING PROJECT EAST FIFE

TRUST INFORMATION

Trustees

Susan Matson Chairperson
Dorothy Woolley Secretary
Susan Clayton Vice-Chair
Lisa Hainey Treasurer
William Sweeney
Brian Duffy
Lorraine Wills
Amy Baird
Valerie Ehlers
Diane Hastie

Shelley Crombie Link Officer

Solicitors

Thorntons Law LLP
Whitehall House
33 Yeaman Shore
Dundee
DD1 4BJ

Independent Examiners Linda Leighton
Thorntons Law LLP
Whitehall House
33 Yeaman Shore
Dundee
DD1 4BJ

Bankers

Royal Bank of Scotland
Glenrothes (A) Branch
3 Falkland Gate
Kingdom Centre
Glenrothes (A) Branch
KY7 5NS

TRUSTEES' ANNUAL REPORT

1 April 2018 to 31 March 2019

Charity Name:	LINK
Also known as:	LINK – East Fife Mental Health Befriending Projects
Charity Number:	SC027493
Charity's Principal Address:	Weston Day Hospital West Port Cupar Fife KY15 5AN
Trustees:	Susan Matson – Chair Dorothy Woolley – Secretary Susan Clayton – Vice-Chair Lisa Hailey – Treasurer Wilma Sweeney Brian Duffy Lorraine Wills Amy Baird Valeria Ehlers Diane Hastie Shelley Crombie Link Officer

Structure, Governance and Management

LINK is an unincorporated voluntary organisation established in 1996 and governed by constitution.

Trustee Recruitment and Appointment

Membership is open to anyone. LINK is managed by a committee elected at the Annual General Meeting. Members of this committee serve for a year and stand for re-election at the AGM. LINK is a member of Befriending Networks and works within their good practice guidelines. LINK is also a member of Fife Voluntary Action, Volunteer Health Scotland and a Living Wage Accredited employer.

Charitable Purposes

The aims of the group shall be to relieve the poverty, suffering and distress, advance the education of and promote the welfare of the inhabitants of the East Fife area who have or have had mental health problems and are identified as being socially and rurally isolated by the provision of a befriending service to encourage them to participate more fully in the life of the community.

Main Activities

LINK operates two befriending projects. One for adults and one for young people (12 – 18 years old), which also covers Levenmouth. The projects recruit, train and support appropriate volunteers and match them with people referred to LINK by a recognised key worker. Both projects employ a part-time Project Manager working 27 hours per week who support and train 18 volunteers in the adolescent project and 20 in the adult project, many who have experienced poor mental health themselves. The adult project, with the help of funding from The Big Lottery Fund also employs an administrative assistant for 5 hours a week and a Project Co-ordinator for Levenmouth for 12 hours per week to support and train a further 8 volunteers.

Summary of Main Achievements

LINK is now in its 22nd year and has received over 500 referrals. Over the past year LINK received 50 new referrals (23 for the adult project and 27 for the adolescent project), and LINK has provided a service to 31 individuals in the Adolescent Project this year and the Adult Project has 19 matches. 37 volunteers contributed their skills over the two projects (19 in the adolescent project and 18 in the Adult Project). New volunteers have been regularly trained for both projects as and when the need arises with the adolescent project training 14 new volunteers this year and the adult project training 11. The creation of the Levenmouth arm of the adult project has been a big achievement for this year despite having a difficult beginning due to unforeseen and unfortunate staff illness.

Policy on Reserves

It is the policy of the management committee to have sufficient reserves to ensure the continued operation of the two projects, until such time as funding can be sought. The project is funded by grants and the application process alone can take considerable time to conclude.

Donated Services

LINK has provided over 4,000 hours of volunteering support to people in East Fife and Levenmouth. The Projects, in collaboration with NHS Fife provided and delivered training to the volunteers; Weston Day Hospital provided a room for committee meetings and the AGM; St. Andrews University Chaplaincy provides rooms for meeting and training purposes; The COSMOS, St. Andrews provided photocopying, rooms, minibus hire and support in producing newsletters; Fife Voluntary Action provides guidance and administrative support. Local businesses have donated goods for social events in terms of food for picnics and barbeques and reduced prices for meals or activities.

Risk Management

The Trustees have assessed the major risks to which the trust is exposed, in particular those relating to the operations and finances of the Trust, and are satisfied that systems are in place to mitigate the Trust's exposure to the major risks.

The Trustees consider that this report, combined with the Accounts and Notes provides all the necessary information about the Trust.

This report was approved by the Trustees on 5/12/2019 and signed on their behalf by

Signed Susan H. Mair
Trustee

Position CHAIR PERSON

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF LINK BEFRIENDING PROJECT EAST FIFE

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 5 to 10.

Respective Responsibilities of the 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 (as amended). 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 and report on the accounts under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

This report is made to the trustees as a body, in accordance with the terms of my engagement. My work has been undertaken so that I might state to the trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trust and the trustees for my work or for this report.

Basis of Independent Examiner's Statement


My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 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 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 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.

Linda Leighton
Trust Accountant
Thorntons Law LLP


10/12/2019

Whitehall House
33 Yeaman Shore
Dundee
DD1 3BJ

LINK SC027493**STATEMENT OF RECEIPTS & PAYMENTS
FOR THE PERIOD ENDED 31 MARCH 2019**

	Note	Restricted Funds Project		2019	2018
		Projects		£	£
		Adult	Adolescent		
RECEIPTS					
Donations		176.23	282.47	458.70	945.15
Grants	2	51,333.36	22,566.00	73,899.36	85,904.20
Investment income		37.40	21.54	58.94	55.56
Repayments of expenses		163.99	160.80		
Total Income		51,710.98	23,030.81	74,417.00	86,904.91
PAYMENTS					
Charitable activities					
Staff Costs	3	34,500.29	24,663.61	59,163.90	49,209.39
General Expenses	4	2,686.16	2,983.99	5,670.15	3,893.21
Governance		-	-	-	-
Cash Expenses	5	8,903.90	9,489.26	18,393.16	18,026.28
Other Cash Expenses		350.00		350.00	-
Total Expenditure		46,440.35	37,136.86	83,577.21	71,128.88
Surplus/(Deficit) for year		5,270.63	(14,106.05)	(9,160.21)	15,776.03

STATEMENT OF BALANCES AT 31 MARCH 2018

Opening Balances		63,497.57	51,861.24	115,358.81	99,031.50
Petty Cash accounts		1,653.71	907.79	2,561.50	3,112.78
Surplus(Deficit) for year		5,270.63	(14,106.05)	(8,835.42)	15,776.03
Closing Balances	1	70,421.91	38,662.98	109,084.89	117,920.31
Represented by:					
Bank at 31/03/19		68,772.10	38,764.46	107,536.56	115,358.81
Petty Cash accounts		1,649.81	(101.48)	1,548.33	2,561.50
		70,421.91	38,662.98	109,084.89	117,920.31

These accounts were approved by the Trustees on

5 DECEMBER 2019

and signed on their behalf by:

Chairperson

Susan W. MacK...

Notes to the Statement of Receipts & Payments Accounts for the Year ended 31st March 2019

1. There are no unrestricted funds. All grants and income are given to the specific projects and as such are restricted to that project.

	Adult	Adolescent
2. Grants		
Big Lottery Funding	40,701.00	
BBC Children in Need		18,066.00
Fife Council	10,632.36	
STV Children's Appeal		2,000.00
Radio Tay Cash for Kids		500.00
St Andrews Community Trust		1,500.00
Provost Tulloch Trust		500.00
	<u>£ 51,333.36</u>	<u>£ 22,566.00</u>

3. Staff Costs		
Wages	26,130.06	17,535.19
Pensions	978.84	978.84
Mileage	2,440.75	1,946.70
HMRC	4,950.64	4,202.88
	<u>£ 34,500.29</u>	<u>£ 24,663.61</u>

4. General Expenses		
Insurance	384.87	384.87
Homeworking Expenses	390.16	216.00
IT Support	720.00	576.00
Fife Voluntary Action	141.13	157.12
Befriending Networks	500.00	1,500.00
SCVO - Good Moves Job Ad	250.00	
I.Roc Licence	300.00	150.00
	<u>£ 2,686.16</u>	<u>£ 2,983.99</u>

5. Petty Cash Expenses		
Volunteer Expenses	4,305.52	6,375.36
Project	1,137.70	1,188.38
Phone	10.00	-
Stationery & Photocopying	425.45	114.96
Postage	220.59	129.98
Training	214.92	280.54
Gifts	60.95	29.01
Social Events	1,283.93	520.18
Fees	75.00	40.00
Equipment	799.67	141.47
Miscellaneous	370.17	669.38
	<u>£ 8,903.90</u>	<u>£ 9,489.26</u>

LINK BEFRIENDING PROJECT EAST FIFE
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

Accounting Policies

The principal accounting policies, which have been applied consistently in the current and preceding year in dealing with items which are considered material to the accounts, are set out below.

Basis of Preparation

The Accounts are prepared in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

The Trust's transactional currency is pounds sterling, and rounding is to the nearest penny.

The Trustees consider that there are no material uncertainties that would lead them to question the Trust's ability to continue as a going concern.

Major Funds

The Trust consists of two funds. Both the Adult Fund & Adolescent Fund are restricted funds. Movements on the funds is shown in the Statement of Receipts & Payments.

Income

Grants received and other income represent amounts received in the accounts year.

Expenditure

All expenditure is recognised when paid. Irrecoverable VAT is included in the related expenditure.

Charitable activities include all expenditure associated with services provided.

Material Commitments

There were no material commitments at 31st March 2019 other than those already provided for in the accounts.

Guarantees and Contingent Liabilities

There were no guarantees or contingent liabilities at 31st March 2019.

Secured Loans

There were no loans or other liabilities secured on the Trust's assets at 31st March 2019.

Independent Examiner

The Trustees approve the appointment of the Independent Examiner as detailed in the Report of the Trustees in these Accounts.

Employees

The Trust had four employees during the year.

Remuneration of Trustees

No remuneration or reimbursement of expenses was paid in respect of the services of Trustees. The Trustees made no donations to the charity during the year.