

CHANGES East Lothian
Directors' Report
and
Accounts

31st March 2017

Company No SC230098
Charity No SC025130



CHANGES East Lothian

Company Information for the year ended 31st March 2017

Company No SC230098

Charity No SC025130

Registered office 108/9 Market Street
Musselburgh
East Lothian
EH21 6QA

Directors

C J Cusworth resigned on 26.04.16

SM McLachlan

C J Murray

S S Watt

Dr P McPhail

N. Cullen

D. Rowe appointed on 17.05.16

G. MacLean appointed on 11.10.16

Company Secretary SM McLachlan

Independent Examiner

AW Scotland CA

10 Craighall Crescent

Edinburgh

EH6 4RY

Bankers

Bank of Scotland

94 High Street

Musselburgh

East Lothian

EH21 7EA

CHANGES EAST LoTHIAN

REPORT OF THE DIRECTORS

The directors present their annual report with accounts of the Company for the year ended 31st March 2017. The Company was incorporated on 9th April 2002 and is limited by guarantee, not having a share capital. The Company is registered as a Scottish Charity, Charity Number SCO25130.

PRINCIPAL ACTIVITY

The principal activity of the Company during the year was to develop services and initiatives that promote the emotional well-being of people from all sections of the East Lothian Community.

DIRECTORS

The members elect a Board of Directors who are responsible for the charity's overall direction. The directors are part-time and receive no remuneration for their work of directors during the period as shown on page 1. No director had any contract with the Company. The day to day running of the charity is delegated to staff led by Co-ordinator Elaine Johnston.

ACCOUNTS

The accounts cover the year ended 31st March 2017. The comparative figures cover the year ended 31st March 2016. The results are as set out in the accounts.

For 2015/16 a service level agreement has been in place with NHS Lothian and grants received from ELC and others for unrestricted funds. The designated fund had a balance of £29222 at 31st March 2017 to cover future equipment and building refurbishment. It is the policy of directors to have general unrestricted reserves of 3 months expenditure to cover contingencies and any short term deficits, plus the balance of any long term employment and property liabilities. The general unrestricted reserves of £81325 at 31st March 2017 achieved this aim.

DIRECTORS REPORT

Over the last year 755 people contacted CHANGES either for the first time or after a significant gap since last being in contact with us. We deal with every enquiry as a self referral – we think it is important to speak to people directly and see our role as helping them to decide what kind of information, support or therapy they need. GPs continue to be the most important route for people with 49% of our new enquires finding out about CHANGES from their GP. As for last year, GP practices in Musselburgh, Tranent and Prestonpans Centre directed most people, but interestingly 8% of people found out about CHANGES from family/friends which is a great endorsement of our work.

Of those who contacted us, 66% were female and 34% male. Most people lived in Musselburgh (25%) followed by Tranent (15%) Prestonpans (12%) and Dunbar (8%). Only 4% of those contacting us were under 20 years old, whilst 7% were over 70. The majority (55%) were between 30 – 59

260 people attended CHANGES Courses/Groups over the year.

- 115 attended Stress Control
- 57 attended First Steps towards Positive Mental Health & Wellbeing
- 19 attended Mindfulness
- 11 attended Relaxation
- 35 attended Doodle Drop In
- 23 attended Men's Group or Peer Support Group

Monthly Mindfulness Drop In sessions help people integrate Mindfulness into their lives and 29 people attended these sessions.

A peer mentoring session helps people who are unsure about attending a group or lack the confidence to go along on their own. 18 people were offered peer matchings over the year and 7 Volunteers delivered these sessions.

Thanks to our 20 volunteers who co-facilitate our courses and groups and offer peer mentoring. We know it is important to many of those attending that there is someone who has shared their experience.

170 people participated a full programme of Wellbeing walks over the year with three 10-week blocks in most areas - Mondays in Haddington, Tuesdays in Prestonpans, Wednesdays in Musselburgh (including evening walks during the summer months) Fridays in Dunbar and Saturdays in Musselburgh.

5 Buddy walkers supported 6 people to start walking. Buddy walking is offered when people don't yet feel able to join the group walks.

28 people participated in one of our cycling groups – our five week programme helps people rediscover their skills and confidence and enjoy cycling again.

41 people participated in Gentle Exercise, 15 attended Eat Well Keep Active course, 20 people joined in Singing For Fun and 26 attended Tai Chi. 10 people attended a Branching Out course which was offered in partnership with Greenspace Trust.

Our Walking, Cycling and other groups would not be possible without our fantastic team of 46 volunteer walk leaders, cycle leaders and group leaders.

As well as groups and courses, we also continued to offer 1:1 Therapy throughout the year. 127 people attending for Counselling and 106 for Cognitive Behavioural Therapy.

As part of East Lothian's Choose Life strategy training in Applied Suicide Intervention Skills Training (ASIST), Mental Health First Aid (MHFA) and safeTALK give people confidence to support others who are struggling with their mental health or thoughts of suicide. 52 people completed ASIST, 54 people MHFA, and 46 people attended safeTALK which is a low level awareness raising course.

In conclusion, it has been another busy but successful year for CHANGES with 980 people benefiting from one of the many courses, groups, activities, or therapies that we offered.

DIRECTORS RESPONSIBILITIES

The Companies Act 2006 requires the directors to prepare financial statements for each financial year and to give a true and fair view of the state of affairs of the company and the surplus or deficit of the company for the year. In preparing these financial statements, the directors are required to:

Select suitable accounting policies and apply them consistently;
Make judgements and estimates that are reasonable and prudent;
State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;
Prepare financial statements on the going concern basis unless it is appropriate to presume that the collective will continue in business.

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

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

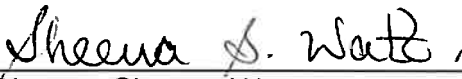
STATEMENT ON RISK

The directors continue to assess the major risks to which the charity is exposed and will continue to establish procedures to mitigate those that are identified as a result. In particular the charity is aware of its reliance on grants and is attempting to enter into long term agreements.

INDEPENDENT EXAMINER

During the year the directors reappointed Mr AW Scotland CA as Independent Examiner to the Company.

BY ORDER OF THE BOARD



Director Sheena Watt
26 September, 2017

Independent Examiners Report to the Directors of CHANGES East Lothian.

I report on the accounts of the charity for the year ended 31st March 2017 set out on pages 5 to 10.

Respective Responsibilities of the Directors and Examiner

The Charity's directors are responsible for the preparation of the accounts in accordance with the terms of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The Directors consider that the audit requirement of Section 477 of the Companies Act and Regulation 10(1) (a) to (c) of the Accounts Regulations do not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005.

Basis of Independent Examiners Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes review of the accounting records kept by the charity and comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seek explanations from the directors 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 accounts.

Independent Examiner's Statement

In my opinion the accounts have been properly prepared in accordance with the provisions of the Companies Act 2006.

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 Charities and Trustees (Scotland) Investment Act 2005 and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with 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.



AW Scotland CA
10 Craighall Crescent
Edinburgh
EH6 4RY

26 September, 2017

CHANGES EAST LoTHIAN

Income and Expenditure Account and Statement of Financial Activities for the year ended 31st March 2017

	2017			2016		
	Unrestricted Funds	Designated Funds	Total Unrestricted Funds	Restricted Funds	Total	Total
Incoming Resources						
From Generated Funds						
Grants:- East Lothian Council	41263	--	41263	--	41263	41264
NHS Lothian	148316	--	148316	--	148316	148316
Robertson Trust	13500	--	13500	--	13500	13500
Paths for All	--	--	--	--	--	4975
NHS Mental Health Found	14810	--	14810	--	14810	5169
Spirit of 2012 Funding	--	--	--	10787	10787	10787
Employment Grant	3000	--	3000	--	3000	2000
Other Grants	6512	--	6512	1196	7708	700
Donations	2236	--	2236	--	2236	4255
Charges for work	2449	--	2449	--	2449	--
	<u>232086</u>	<u>--</u>	<u>232086</u>	<u>11983</u>	<u>244069</u>	<u>230966</u>
Other Income						
Bank Interest	133	--	133	--	133	201
Total Incoming Resources	<u>232219</u>	<u>--</u>	<u>232219</u>	<u>11983</u>	<u>244202</u>	<u>231167</u>
Outgoing Resources						
Core charitable objectives – (note 2)	223655	--	223655	18303	241958	223840
Governance expenses (note 2)	800	--	800	--	800	896
Total resources expended	<u>224455</u>	<u>--</u>	<u>224455</u>	<u>18303</u>	<u>242758</u>	<u>224736</u>
Net Incoming (Outgoing) Resources for year before and after transfers	7764	--	7764	(6320)	1444	6431
Net movement in funds						
Balances brought forward	73561	29222	102783	7701	110484	
Balances carried forward being funds as at 31 st March 2016	81325	29222	110547	1381	111928	

For details of restricted funds see the notes on pages 9 and 10.

CHANGES EAST LOTHIAN
Balance Sheet as at 31st March 2017

	2017	2016
Current Assets	£	£
Debtors, Grants receivable (Note 5)	--	13500
Cash at bank and in hand	<u>135285</u>	<u>133631</u>
	135285	147131
Creditors – Amounts falling due within one year		
Accruals	1483	1712
Grants receivable in advance (deferred income)	<u>21874</u>	<u>34935</u>
	<u>23357</u>	<u>36647</u>
Net Current Assets – Total Assets less Current Liabilities	<u>111928</u>	<u>110484</u>
Represented by Funds		
Unrestricted (Note 4)	110547	102783
Restricted (Notes 4 & 8)	<u>1381</u>	<u>7701</u>
	<u>111928</u>	<u>110484</u>

For the year ended 31st March 2017 the Company was entitled to exemption from audit under section 477 of the Companies Act relating to small companies.

Directors' Responsibilities:-


The Members have not requested the Company to obtain an audit for its accounts for the year in accordance with section 476.

The Directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies requirements of the 2006 Companies Act and with the Financial Reporting Standard for Smaller Entities (effective 2015).

These accounts are approved by the Board on 26 September 2017 and signed on its behalf by

The notes on pages 8 to 11 form part of these accounts.



 Director S Watt

CHANGES EAST LOTHIAN
Notes to the Accounts for the year ended 31st March 2017

1. Accounting Policies

Basis of preparation

The accounts have been prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice for charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulation 2006.

Income and deferred income

Grant income, other income and bank interest are generally accounted for when received. Grants received in arrears are accrued and grants received before 31st March 2017 which would be repayable at that date are deferred to the period to which they refer.

Expenditure

Expenditure is accounted for on an accruals basis. As the Company is not registered for VAT, Input VAT is irrecoverable and is included in the category of expenditure to which it refers.

Funds

Funds are defined as follows:-

Unrestricted funds comprise grants and other income received for the objects of the charity without further specified purpose and are available as general funds.

Designated funds represent unrestricted funds that have been earmarked by the directors for particular purposes.

Restricted funds comprise grants received for spending on specified purposes as laid down by the donors.

Pensions

The charity pays contributions to two defined contribution stakeholder pension schemes on behalf of 7 employees. Contributions payable for the year are charged. No contributions were outstanding at 31st March 2017.

CHANGES EAST LOTHIAN

2.

	2017 Total Unrestricted Funds	Restricted Funds	Total	2016 Total
Expenditure in Furtherance of charitable activities				
Staff Costs				
Staff salaries and social security contributions	164976	11048	176024	171241
Payroll processing and pensions advice	1395	55	1450	562
Staff travel expenses	527	217	744	1062
Staff training	40	--	40	846
External supervision	1398	417	1815	1415
	<u>168336</u>	<u>11737</u>	<u>180073</u>	<u>175126</u>
Property Costs				
Rent & rates	16724	--	16724	16003
Heat & light	1836	--	1836	1877
Repairs & maintenance	717	--	717	--
Cleaning costs	1873	--	1873	1654
	<u>21150</u>	<u>--</u>	<u>21150</u>	<u>19534</u>
Service Provision Costs				
Sessional Workers & Vol Expenses	9479	202	9681	5460
Event and Venue Costs	7195	1613	8808	8400
	<u>16674</u>	<u>1815</u>	<u>18489</u>	<u>13860</u>
Administration Costs				
Telephone	1641	125	1766	2315
Postage, stationery etc.	3944	2186	6130	5191
Subscriptions	589	--	589	433
Insurance	1997	297	2294	2207
Office equipment & Maintenance	8838	237	9075	3498
Miscellaneous Expenses	486	250	736	1303
Evaluation Expenses	--	1656	1656	373
	<u>17495</u>	<u>4751</u>	<u>22246</u>	<u>15320</u>
Total	<u>223655</u>	<u>18303</u>	<u>241958</u>	<u>223840</u>
Governance expenses				
Directors expenses - Travel expenses	--	--	--	196
Fees of independent examiner	800	--	800	700
	<u>800</u>	<u>--</u>	<u>800</u>	<u>896</u>

3. Employees and Salaries

There were an average of 12 employees during the year 2016/17 - (11 in 2015/16)

	2017	2016
Salaries	£160610	£159444
Social security costs	10714	10750
Pension contributions	<u>4700</u>	<u>1047</u>
	176024	171241
	=====	=====

No employee received over £60000 remuneration during the year.

4. Explanation of Funds

The various funds are held for the following purposes

Unrestricted

General Fund – to support the general activities of the fund.

Designated Contingency Fund – funds set aside by the Directors to cover contingencies, in particular upgrading of office premises and equipment.

Restricted Funds

Mental Health Innovation Fund	A grant from NHS Lothian for innovative approaches to supporting people who may seek help in a range of different settings. £11883 has been allocated by NHS Lothian to 2016/17 with the remainder deferred to future years. Details are given in the income and expenditure fund.
-------------------------------	--

5. Deferred Income

Deferred income comprises some grants received before 31st March 2017 but which would be repayable at that date as they relate to a specific period of time.

Balance as at 1 st April 2016	£34935
Amount released to income from grants	(28310)
Amount deferred in year	<u>15249</u>
Balance at 31 st March 2017	<u>21874</u>

6. Directors Remuneration and Expenses

The Directors received no remuneration in travel or other meeting expenses during the year. (2016; 3 Directors received £196 in expenses. There were no other transactions with related parties during the year.

7. Liability of Members

The charity is limited by guarantee, with no share capital. The liability of each member is limited to £1.

8. Taxation

The company is recognised as a charity OSCR and HMRC. Accordingly, no Corporation Tax is payable