

Charity number: 1051947
Registered number: 03143819

SCOTTS PROJECT TRUST

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2015**

SCOTTS PROJECT TRUST

(A company limited by guarantee)

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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2015

Trustees	Mr Tom Hoppe, Chairman Mrs Susan Bourne (appointed 27 September 2014) Mrs Mary Cottle (resigned 20 March 2015) Mr Martin Galvin Mr Derek McMenamain (appointed 16 January 2015) Mr Alasdair Paterson Dr Jessica Pocock Mr Robert Pope (resigned 27 September 2014) Mrs Jill Scott Mrs Sara Tozzi Mr Nicholas Ward
Company registered number	03143819
Charity registered number	1051947
Registered office	Scotts Office Delarue Close Tonbridge Kent TN11 9NN
Company secretary	Mr Nicholas Ward
Website/email address	www.scottsprojecttrust.org.uk / info@scottsprojecttrust.org.uk
Independent auditors	Lindeyer Francis Ferguson Limited Chartered Accountants Statutory Auditors North House 198 High Street Tonbridge Kent TN9 1BE
Bankers	HSBC 69 High Street Sevenoaks Kent TN13 1LB

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LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2015

Advisers (continued)

Solicitors

Warners Law LLP
Bank House
Tonbridge
Kent
TN9 1BL

Senior management team

Mrs Elaine Bayley - Registered Manager (Supported Living Service)
Mrs Claire Davies - Manager (Development Centre)
Mrs Elaine Harris - Finance and Administration Manager
Mrs Brenda Heritage - Registered Manager (St Peter's Row)

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their annual report together with the audited financial statements of Scotts Project Trust (the Trust) for the year ended 31 March 2015. The trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the Trust's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005. The legal and administrative information on pages 1 and 2 of this document form part of this report.

Structure, governance and management

Constitution

The Trust was incorporated in January 1996 as a company limited by guarantee. The Trust changed its name from Scotts Project Limited to Scotts Project Trust as from April 2001. The principal office of the Trust is Scotts Office, Delarue Close, Tonbridge, Kent TN11 9NN.

The governing document of the Trust is its Memorandum and Articles of Association.

Method of appointment or election of Trustees

New trustees are appointed on the basis of a personal recommendation, usually from one of the existing trustees, and in agreement by the trustees collectively. Induction and training of new trustees is undertaken in discussions with existing trustees and managers, and by attending trustee and committee meetings.

The trustees, all of whom are unpaid volunteers, are elected for a period of three years.

During the year Mrs Susan Bourne and Mr Derek McMenamin were appointed to the Trust and Mr Robert Pope and Mrs Mary Cottle resigned.

Organisational structure and decision making

Trustee meetings are held every two months or more often if required, at which decisions are taken regarding matters of policy and major capital expenditure, as well as reviewing financial and management accounts and budget plans, and the minutes of all committee meetings.

A number of committees oversee the day to day business of the Trust.

The **Service Management Committee** meets every month and is responsible for overseeing the management of the residential care home, supported living service and Development Centre. Compliance with the requirements of the Care Quality Commission (CQC) and relevant local authorities is regularly reviewed.

The **Finance and General Purposes Committee** meets monthly or as required and is responsible for overseeing the financial management and administration of all the Trust's activities. It also takes responsibility for the maintenance and management of the Trust's property and assets.

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The **Health and Safety Committee** meets at least six times a year to co-ordinate the Trust's Health and Safety policies, procedures and practices in compliance with current legislation. Accidents and incidents are reviewed together with any required actions.

The **Policy Committee** meets at least four times a year and is responsible for overseeing that the Trust has in place appropriate policies, procedures and practices in compliance with current legislation and guidance. In addition, the committee monitors staff training requirements and reviews the records of statutory and non-statutory staff training.

Other committees are formed for particular purposes when required.

Quality assurance

The trustees strive to ensure that a high standard of service is achieved and maintained in all areas of the Trust's work. The aim is for residents and students to lead happy, fulfilled lives. The trustees ensure that the Trust satisfies all current legislative and regulatory requirements, including the specific requirements of the CQC.

Each service has a designated trustee who has oversight responsibility for that particular service and can provide mentoring to the senior manager.

An experienced consultant undertakes independent visits and reviews the Trust's standards of care and compliance with regulatory requirements; in addition, the consultant provides support for managers who wish to discuss aspects of their service provision. The consultant visits each service every six weeks. The visits include talking to the people who use our services and checking records; there is an opportunity to meet staff and the registered managers.

An HR and training consultant provides advice and training on matters relating to staff and ensures all personnel have the required training to carry out their roles.

A health and safety consultant has been engaged by the Trust to provide guidance on matters of health and safety and risk assessment.

Risk management

The trustees regularly review the major operational, financial and governance risks to which the Trust is exposed. Guidance is taken from relevant committees and consultants to ensure systems and procedures are in place to mitigate those risks and determine whether any further steps should be taken to manage those risks more effectively.

The key risk continues to be the reduced rates of payment in real terms for the provision of care and support.

Auditors

Creaseys Group Limited resigned as auditors on 14 May 2015. There were no circumstances in connection with their ceasing to hold office that needed to be brought to the attention of members or creditors of the Trust. Lindeyer Francis Ferguson Limited were appointed as auditors.

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Objectives and activities

Objective

The primary objective of the Trust is to provide facilities and services for adults with a learning disability.

Our vision is that people with a learning disability should be supported to gain the confidence and independence they need to lead fulfilled happy lives. We aim to achieve this by delivering an excellent service in a supportive, nurturing environment where people with a learning disability are supported to gain the confidence to choose how they live their lives, get involved in their community and attain their aspirations.

Our key values are that people with a learning disability should be encouraged to realise their potential and live as independently as they can; that they should be valued as an individual and can expect their mental, physical and emotional needs to be understood and supported in a way that recognises the person rather than their physical or intellectual limitations; and that they should enjoy homelike surroundings, be supported in a way that meets their individual needs and develop mutually enjoyable relationships.

Services and activities

The Trust supports people to strive to reach their goals and make choices about how to live their lives through three interlinked services:

St Peter's Row, our residential care home near Tonbridge. Fifteen adults live in St Peter's Row, which is made up of three terraced houses linked by a cloister. Each house has a kitchen and sitting room and there is a spacious shared patio and mature, well-kept gardens. Each resident has their own room, which they are encouraged to personalise as they wish. The service is tailored to meet the needs and wishes of each person. People are able to choose to attend sessions in the Development Centre and to take part in a wide variety of activities in the local community throughout the week. Those people who would like to move on to live more independently are encouraged and supported to develop the skills and confidence to do so.

Our **Supported Living Service**, which comprises two local independent living houses - Oaks and Willows - each housing four people who have chosen to share a house with others as a step to independence. There is also a flat for one person. Staff support is tailored to the individual and their support needs. Each tenant has their own bedroom, and the household shares a kitchen, a sitting room, and a garden. Each tenant also has an individual support plan designed to help them live independently. Our tenants choose to take part in a wide variety of activities during their day. Some participate in courses at the local college or make use of amenities such as the local leisure centre, and others attend the Scotts Development Centre on the main site. They are encouraged and supported to seek paid or voluntary part-time jobs where they are able.

Our on-site **Development Centre**, which welcomes over 70 students each week. The Development Centre provides a wide range of sessions, stimulating lunchtime activities and the chance to make and meet with friends. Sessions are designed to build confidence and essential life skills, and focus on enabling each person to develop their potential. This can include helping students to develop skills for work if this is important to them. The facilities include kitchens, a café, a large hall with space for performances, and a flexible space for classes like IT and relaxation.

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Sessions range from the liveliness of dance classes to the confidence-building thrill of performing on stage in drama; from the practical skills of catering, laundry or gardening to learning about the world through journalism and IT classes. Lunchtime sessions provide another opportunity to learn and to enjoy the company of other students as well as staff and volunteers; they include sports, board games, learning sign language or singing in the Scotts choir.

The centre enjoys a good reputation locally, particularly among people who use our service, their families and care managers. Our work is recognised for its distinctive emphasis on performing arts and the part this plays in developing people's confidence and willingness to try new things.

The trustees pay due regard to the guidance of the Charity Commission on public benefit in deciding the activities of the charity. The trustees consider that these objectives are for the benefit of those who live in the Trust's houses and all those who attend its Development Centre. In addition, the Delarue Hall and the Barn are made available for hire and use by the local community.

Adults with a learning disability aged 18 or over, are considered for admission to the Trust's services providing they do not require nursing care. The Trust has a Christian ethos; however, no restrictions are placed on those considered for admission to the Trust's services by reference to their race, gender, sexual orientation, religion or belief.

Staff

The trustees value all staff and recognise their vital role in delivering high quality services in the Trust's activities. Developing and training staff is essential in order to meet the changing needs of service users. The Trust regularly reviews the training requirements of staff beyond those which are demanded by statutory and regulatory bodies. The trustees wish to thank all staff for their dedication and the positive contribution they make to the lives of all those who use the Trust's services.

Volunteers and supporters

The Trust provides work for volunteers including students on work experience. Volunteering takes place in the Development Centre supporting activities and events such as the annual show, the Coffee Shop and in teaching sessions. Some administrative support is provided voluntarily to the Development Centre and the Service Management Committee is chaired by a volunteer.

Students from Tonbridge Grammar School (TGS) and Tonbridge School have continued to provide regular and valuable support to sessions and lunchtime clubs.

The 16 regular volunteers equate to 0.7 of a full time employee.

The Friends of Scotts organise fundraising events to provide valuable funds which are used to refurbish the Trust's equipment and properties.

The Trust has also benefited from the generous support of the Wildernessee and Knole Park Golf Clubs in Sevenoaks this year.

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The Trust has been the recipient of some generous grants from other Trusts and Foundations. Additionally, many individuals have made donations to the Trust to fund specific projects and to support the Trust's work generally.

The trustees wish to express their sincere thanks to all the donors, volunteers and other supporters for all that they have done during the year to help the Trust; their contribution is vital and enables the Trust to operate and improve its facilities and services in the current climate of static funding from local authorities.

Grants of £10,000 or more from organisations

Dunhill Medical Trust	35,000	
The Clothworkers	<u>30,000</u>	65,000
Donations of £10,000 or more from individuals		40,000
Other donations and grants		<u>103,504</u>
		<u>208,504</u>

Achievements and performance in 2014-15

The Trust has made good progress in carrying out the projects planned for the financial year 2014-15.

St Peter's Row Garden

Following the completion of the extension at St Peter's Row early in 2014 considerable improvements were required to the outside environment to provide an accessible space for the residents to use. With the benefit of a generous donation from Wildernesse Golf Club the terrace and garden work was completed in the summer of 2014 and those living at St Peter's Row are now able to enjoy the beautiful gardens which surround their home.

Property

The Trust carried out various projects in line with its policy of maintaining its properties to a high standard:

- One kitchen and two utility rooms were refurbished in the residential care houses at St Peters Row in the summer of 2014; and
- A new cooker and renewed flooring have greatly improved the kitchen in the Delarue Hall.

Friends of Scotts

During the year the Friends of Scotts organised two successful fundraising events, a quiz night in the Delarue Hall and a 'Terrace on the Thames' reception and auction held at the Nomura building in London. These raised valuable funds which were used to fund the property refurbishment projects.

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Strategic Review

The trustees have recently completed a strategic review and plan for the period 2015 to 2020. They have identified the following strategic priorities:

- Striving to achieve the highest standards of care, support and development across all our services.
- Supplying the increasing demand for high quality independent living accommodation with appropriate support.
- Seizing the opportunity to create a Centre of Excellence at our Development Centre to meet the changing needs of students who wish to live more independently, while continuing to support those whose goal is to maintain their existing skills.
- Improving our facilities and infrastructure.
- Optimising our fee income and reviewing our working practices to ensure they are as cost-effective as possible.

To address them they will work to achieve the following objectives:

- Maintain and optimise our care standards, exceeding those we are required to meet.
- Carry out two major projects:
 - Purchase additional Supported Living accommodation for up to 10 people and provide an integrated service as landlord and service provider, drawing on our learning from Oaks and Willows.
 - Enhance our Development Centre, including significant changes to the building, in order to provide a superior service, focused on supporting individuals to develop life skills.
- Upgrade our facilities as needed.
- Benchmark our service against other providers to ensure we are market leaders for high quality provision while maintaining optimal efficiency.

Attaining these objectives will be made possible by:

- Liaising with statutory bodies, other providers and umbrella organisations in order to enhance our provision.
- Raising sufficient funds to cover all our capital projects.
- Ensuring our staff and volunteers are recruited, trained and developed to meet the objectives of the plan.
- Working closely with Kent County Council and other local authorities to mitigate the threat posed by funding cuts.
- Developing partnerships with other organisations where this will help us to achieve our objectives.

A new set of Key Performance Indicators will ensure we make appropriate progress towards our objectives.

Governance

The trustees have continued to review their performance and responsibilities with the overall aim of continuous

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improvement.

During the year two new trustees have been appointed. There has been a reallocation of trustees' roles and responsibilities with increased focus on financial management, the development of policies, the training and development of staff and the management of health and safety. This has resulted in greater trustee involvement specifically on a number of different committees which involve management, consultants and trustees working together.

Financial review

The results of the year are as follows:

	2015	2014
	£	£
Operating surplus/(deficit)	(83,218)	(57,789)
Net income from donations and events:		
Unrestricted	42,755	47,776
Restricted	171,507	292,342
Net Income	131,044	282,329

Compared with the previous year, incoming resources from charitable activities increased by £75,087.

£38,254 of the improvement is explained by St Peter's Row being at capacity for the full year and a further £21,431 because Supported Living was at capacity for the year. £15,402 is explained by increased student numbers in the Development Centre and an increase in 1-1 hours to meet specific students' needs.

However, whilst basic wages and salaries were not increased, some additional staff hours were contracted and full staffing achieved in each of the services. Agency staff were also engaged for a temporary period to address particular health needs of a resident in St Peter's Row. The increase in direct staff costs, which is in line with budget, reflects the points above and the restatement of maintenance staff costs which combine to give a total increase of direct and indirect wages and salaries of £53,534.

Other direct costs increased by £20,178 this financial year. In part this was due to the Trust's strategy to maintain property and equipment to the highest standards and in part due to the completion of the comprehensive policy review.

The depreciation charge, primarily on freehold property, increased by £17,161 due to the extension to the residential home which was completed in 2014. Finally, fundraising costs increased by £14,322 reflecting increased and successful fundraising activity in the year.

Donations were less in the year 2014-15 compared to the previous year as the successful appeal for residential extension appeal was completed.

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Reserves

At the year end, the Trust held unrestricted free reserves of £629,039 (2014: £529,115).

The trustees maintain these reserves, in line with best practice, to maintain the long term sustainability of the Trust, having regard to the risks identified in the regular review of risks referred to above, and to provide part of the funds for future capital expenditure to improve and enlarge the Trust's facilities.

Land and buildings

The trustees are of the opinion that the land and buildings included in the balance sheet at £2,074,815 are worth not less than that figure but a more precise value cannot be determined without a professional valuation.

Resources

The Trust has applied its resources in furtherance of its objects and following the pre-determined policy.

Plans for the financial year 2015-16

Major projects

Further to the development of the Strategic Plan in 2014-15, the trustees will continue to explore and assess the options for enhancing the Development Centre and for providing further supported living accommodation. It is expected that a decision will be reached as to the likely cost and prioritisation of these options in 2015 and that the necessary fundraising campaign will be launched for the first project during the 2015-16 financial year.

Properties

An important project for the financial year 2015-16 is to improve the Barn garden and to provide facilities for the Development Centre's gardening students to work in and to develop their skills.

The Trust will also continue its programme of refurbishing the kitchens and bathrooms in its residential properties.

Financial sustainability

Following on from their risk management review, the trustees will:

- Continue to take every opportunity to ensure income from local authorities and other sources is optimised and managed effectively; this includes regular reviews of cost structures and care hours provided and more frequent meetings with all relevant local authorities;
- Define the objectives for fundraising over the financial year, including the work of Friends of Scotts.

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FOR THE YEAR ENDED 31 MARCH 2015

Governance

The trustees will continue to review and improve governance and the management of the Trust, with particular emphasis on the following:

- The review of policies will continue, to refine and improve them further;
- A review will be undertaken of human resources policies and more work will be done to improve training further, in particular on meeting the needs of service users effectively;
- The possibilities of working jointly with other organisations will be explored;
- Further work will be done to improve communication with stakeholders and holding events such as a reception to celebrate the 25th anniversary of Scotts.

Statement of trustees' responsibilities

The trustees (who are also directors of the Trust for the purposes of company law) are responsible for preparing the trustees' report 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they 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 judgments and accounting 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 operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the Trust and 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.

Disclosure of information to auditor

Each of the persons who are trustees at the time when this trustees' report is approved has confirmed that:

- so far as the trustees are aware, there is no relevant audit information of which the Trust's auditors are unaware, and
- the trustees have taken all reasonable steps that ought to have been taken as trustees in order to be aware of any information needed by the Trust's auditors in connection with preparing their report and to establish that the Trust's auditors are aware of that information.

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2015

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 10 July 2015 and signed on their behalf by:

T. Hoppe
Chairman of trustees

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

We have audited the financial statements of Scotts Project Trust for the year ended 31 March 2015 which comprise the Statement of financial activities, the Balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the trustees' responsibilities statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption from the requirement to prepare a Strategic report or in preparing the trustees' report.

Jonathan Healey BA FCA (Senior statutory auditor)
for and on behalf of

Lindeyer Francis Ferguson Limited

Chartered Accountants
Statutory Auditors
North House
198 High Street
Tonbridge
Kent TN9 1BE

Date: 10 July 2015

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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Incoming resources:					
Incoming resources from generated funds					
Voluntary income: donations and gifts		140,693	67,811	208,504	352,701
Activities for generating funds:					
Events		35,465	3,002	38,467	6,575
Delarue Hall hire		-	17,281	17,281	18,654
Investment income		-	2,309	2,309	4,388
Incoming resources from charitable activities	2	-	1,187,552	1,187,552	1,112,465
Total incoming resources		176,158	1,277,955	1,454,113	1,494,783
Less: Cost of generating funds					
For voluntary income and events		4,651	28,058	32,709	19,158
Delarue Hall costs		-	15,910	15,910	15,139
		4,651	43,968	48,619	34,297
Net incoming resources available for charitable application		171,507	1,233,987	1,405,494	1,460,486
Other resources expended:					
Charitable activities	3	1,973	1,263,099	1,265,072	1,165,497
Governance costs	6	-	9,378	9,378	12,660
Total charitable expenditure		1,973	1,272,477	1,274,450	1,178,157
Total resources expended		6,624	1,316,445	1,323,069	1,212,454
Net income / (Expenditure) before transfers	8	169,534	(38,490)	131,044	282,329
Transfers between funds	12	(114,631)	114,631	-	-
Net movement in funds		54,903	76,141	131,044	282,329
Total funds brought forward		233,704	2,796,398	3,030,102	2,747,773
Total funds carried forward	12	288,607	2,872,539	3,161,146	3,030,102

The notes on pages 17 to 23 form part of these financial statements

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BALANCE SHEET
AS AT 31 MARCH 2015

	Notes	£	2015 £	£	2014 £
Fixed assets					
Tangible assets	9		2,242,198		2,267,283
Current assets					
Debtors	10	139,661		105,053	
Cash at bank and in hand		856,780		792,315	
			<u>996,441</u>	<u>897,368</u>	
Creditors: amounts falling due within one year	11	(77,493)		(134,549)	
Net current assets			918,948		762,819
Net assets			<u>3,161,146</u>		<u>3,030,102</u>
Charity funds					
Restricted funds			288,607		233,704
Unrestricted funds	12		2,872,539		2,796,398
			<u>3,161,146</u>		<u>3,030,102</u>

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the trustees on 10 July 2015 and signed on their behalf by:

T Hoppe
Chairman

N Ward
Trustee

The notes on pages 17 to 23 form part of these financial statements
Company registration number: 03143819

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies

1.1 Basis of preparation

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 financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The Trust is a company limited by guarantee. The members of the company are the trustees named on page 1. The Trust is controlled equally by the trustees. In the event of the Trust being wound up, the liability in respect of the guarantee is limited to £1 per member of the Trust.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

Designated funds are unrestricted funds designated by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Trust for particular purposes. The aim and use of the restricted funds is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the statement of financial activities when the Trust has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies (continued)

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

1.6 Tangible fixed assets and depreciation

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

Freehold property	2% on cost
Land	not depreciated
Motor vehicles	20% on cost
Fixtures & fittings	15% on cost
Computer equipment	33.33% on cost
Assets under construction	not depreciated

1.7 Pensions

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the fund in respect of the year.

2 Incoming resources from charitable activities

	2015	2014
	£	£
Residential home fees	722,596	677,610
Allocated to the Development Centre	(78,982)	(72,250)
	<hr/> 643,614	<hr/> 605,360
Supported living fees and rental income	253,750	232,319
Development Centre fees	290,188	274,786
	<hr/> <hr/> 1,187,552	<hr/> <hr/> 1,112,465

Income from the residential home was lower in 2014 due to one room being unavailable during the building works.

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3 Charitable activities

	<i>Direct costs (Note 4) 2015 £</i>	<i>Support costs (Note 5) 2015 £</i>	<i>Total 2015 £</i>	<i>Total 2014 £</i>
Residential home	691,017	68,450	759,467	707,225
Supported living	190,320	42,049	232,369	215,426
Development Centre	219,192	54,044	273,236	242,846
	<u>1,100,529</u>	<u>164,543</u>	<u>1,265,072</u>	<u>1,165,497</u>

4 Direct costs

	<i>Residential home £</i>	<i>Supported living £</i>	<i>Development Centre £</i>	<i>Total 2015 £</i>	<i>Total 2014 £</i>
Wages and salaries (Note 7)	463,535	134,023	146,638	744,196	687,406
National insurance (Note 7)	34,832	9,105	7,656	51,593	50,248
Pension cost (Note 7)	4,679	1,454	1,815	7,948	7,477
Food and household	24,147	75	3,447	27,669	28,089
Establishment	55,762	12,810	14,920	83,492	79,531
Other direct costs	40,384	15,946	17,526	73,856	53,678
Loss on disposal of fixed assets	335	269	-	604	-
Depreciation	67,343	16,638	27,190	111,171	94,010
	<u>691,017</u>	<u>190,320</u>	<u>219,192</u>	<u>1,100,529</u>	<u>1,000,439</u>

5 Support costs

	<i>Residential home £</i>	<i>Supported living £</i>	<i>Development Centre £</i>	<i>Total 2015 £</i>	<i>Total 2014 £</i>
Wages and salaries (Note 7)	49,601	31,001	43,400	124,002	127,258
National insurance (Note 7)	3,614	2,258	3,163	9,035	10,029
Pension cost (Note 7)	273	170	239	682	1,308
Legal and professional	3,923	2,452	2,452	8,827	5,818
Other support costs	11,039	6,168	4,790	21,997	20,645
	<u>68,450</u>	<u>42,049</u>	<u>54,044</u>	<u>164,543</u>	<u>165,058</u>

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6 Governance costs

	2015	2014
	£	£
Auditors' remuneration	4,200	4,200
Auditors' other services	1,674	1,920
Administration and secretarial	3,504	4,529
Legal and professional fees	-	2,011
	<u>9,378</u>	<u>12,660</u>

7 Staff costs

	2015	2014
	£	£
Wages and salaries	868,198	814,664
Social security costs	60,628	60,277
Pension costs	8,630	8,785
	<u>937,456</u>	<u>883,726</u>

The average monthly number of full-time equivalent employees during the year was as follows:

	2015	2014
	No.	No.
Residential home	21	21
Supported living	5	5
Development Centre	6	4
Finance and administration	2	6
Maintenance	2	-
	<u>36</u>	<u>36</u>

No employee received remuneration amounting to more than £60,000 in either year.

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NOTES TO THE FINANCIAL STATEMENTS
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8 Net income / (expenditure)

	2015	2014
	£	£
This is stated after charging:		
Depreciation of tangible fixed assets	111,171	94,010
Auditors' remuneration	4,200	4,200
Auditors' remuneration - non-audit	1,674	1,920
Pension costs	8,630	8,785
	<u>125,675</u>	<u>108,915</u>

During the year, no trustees received any remuneration (2014 - £nil).

During the year, no trustees received any benefits in kind (2014 - £nil).

During the year, one trustee received reimbursement of £1,013 for gardening expenses (2014 - £612 to one trustee), and one trustee was reimbursed £11 for office expenses (2014 - £nil).

9 Tangible fixed assets

	<i>Freehold property</i>	<i>Motor vehicles</i>	<i>Furniture fittings and equipment</i>	<i>Assets under con- struction</i>	<i>Total</i>
	£	£	£	£	£
Cost or valuation					
At 1 April 2014	2,245,769	62,143	365,394	324,038	2,997,344
Additions	28,955	-	23,974	33,761	86,690
Reallocation	281,832	-	75,967	(357,799)	-
Disposals	-	-	(1,829)	-	(1,829)
At 31 March 2015	<u>2,556,556</u>	<u>62,143</u>	<u>463,506</u>	<u>-</u>	<u>3,082,205</u>
Depreciation					
At 1 April 2014	442,610	44,071	243,380	-	730,061
Charge for the year	39,131	12,426	59,614	-	111,171
On disposals	-	-	(1,225)	-	(1,225)
At 31 March 2015	<u>481,741</u>	<u>56,497</u>	<u>301,769</u>	<u>-</u>	<u>840,007</u>
Net book value					
At 31 March 2015	<u>2,074,815</u>	<u>5,646</u>	<u>161,737</u>	<u>-</u>	<u>2,242,198</u>
At 31 March 2014	<u>1,803,159</u>	<u>18,072</u>	<u>122,014</u>	<u>324,038</u>	<u>2,267,283</u>

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FOR THE YEAR ENDED 31 MARCH 2015

9 Tangible fixed assets (continued)

Freehold land and buildings at valuation were donated to the Trust in the year ended 31 March 1998 and valued by the trustees at £640,000. They consist of a community hall with a parking area (£400,000) and a barn with land (£240,000). All other fixed assets are included at cost.

Freehold property includes £600,000 in respect of land which is not depreciated.

Assets under construction relate to the extension to House 3 at St Peter's Row. On completion of the extension the costs were transferred to freehold property and furniture fittings and equipment.

10 Debtors

	2015	2014
	£	£
Fees receivable	99,077	62,296
Prepayments and accrued income	40,584	42,757
	<u>139,661</u>	<u>105,053</u>

11 Creditors: amounts falling due within one year

	2015	2014
	£	£
Accounts payable	28,546	99,529
Other taxation and social security	14,877	14,430
Accruals and deferred income	34,070	20,590
	<u>77,493</u>	<u>134,549</u>

12 Statement of funds

	<i>Brought forward</i>	<i>Incoming resources</i>	<i>Resources expended</i>	<i>Transfers in/out</i>	<i>Carried forward</i>
	£	£	£	£	£
Unrestricted funds:					
Designated funds	-	13,056	-	(11,754)	1,302
General funds	2,796,398	1,264,899	(1,316,445)	126,385	2,871,237
	<u>2,796,398</u>	<u>1,277,955</u>	<u>(1,316,445)</u>	<u>114,631</u>	<u>2,872,539</u>
Restricted funds	233,704	176,158	(6,624)	(114,631)	288,607
	<u>3,030,102</u>	<u>1,454,113</u>	<u>(1,323,069)</u>	<u>-</u>	<u>3,161,146</u>

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12 Statement of funds (continued)

The carried forward restricted funds of £288,607 include £276,657 which the donors have specified must be used for the Trust's capital expenditure programme.

Transfers include funds expended on capital items.

13 Analysis of net assets between funds

	<i>Restricted funds 2015 £</i>	<i>Un-restricted funds 2015 £</i>	<i>Total funds 2015 £</i>	<i>Total funds 2014 £</i>
Tangible fixed assets	-	2,242,198	2,242,198	2,267,283
Current assets	288,607	707,834	996,441	897,368
Creditors due within one year	-	(77,493)	(77,493)	(134,549)
	<u>288,607</u>	<u>2,871,237</u>	<u>3,161,146</u>	<u>3,030,102</u>

Free reserves as noted in the trustees' report comprise unrestricted, undesignated current assets and creditors due within one year.

14 Capital commitments

At 31 March 2015 the company had capital commitments as follows:

	<i>2015 £</i>	<i>2014 £</i>
Contracted for but not provided in these financial statements	-	25,000

15 Pension commitments

The Trust operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge represents contributions payable by the Trust to the fund, and amounted to £8,630 (2014: £8,785).