

**Edinburgh Carers' Council**  
**Trustees' Annual Report and Accounts**  
**Year ended 31 March 2016**  
**Scottish Charity No. SC028469**

# Edinburgh Carers' Council

## Trustees' Annual Report

---

The Trustees present their Report and Accounts of the charity for the year ended 31 March 2016.

### Trustees

The members of the charity's Management Committee are its Trustees for the purpose of charity law. The Trustees who served during the year and since the year end are listed below:

Gwenne MacIntosh	Chairperson	Appointed January 2016
Maxwell Reay	Vice Chair	Appointed January 2016
Gabriella Nolan	Treasurer	Appointed January 2016
Leah MacGilp	Secretary	Appointed January 2016
Stacey Webster		
Caroline Papakyriakou		
Fran Kirkwood		
Jane Green	Resigned November 2015	
Rod Hart	Resigned May 2015	

### Contact Address

1-3 Canon Street, Edinburgh EH3 5HE

### Governing Document

Edinburgh Carers' Council ("the charity") is an unincorporated association governed by its Constitution (Scottish Charity No. SC028469).

### Appointment of Trustees

New members of the Management Committee are elected by the members of Edinburgh Carers' Council. New Trustees take part in a facilitated induction session to familiarise them with the charity's values, contracts and operational policies, in addition to clarifying their statutory responsibilities as Trustees.

### Organisational Structure

The Management Committee serve on a voluntary basis and delegate the day to day running of the charity to the Co-ordinator, Ruth Rooney, who is employed by Edinburgh based charity, *AdvoCard*, Scottish Charity No, SC023181.

### Objectives and Activities

The charitable objectives of the charity are to engage and support the carers of mental health service users by identifying their interests and to promote the rights and interests of mental health carers by raising awareness of their needs.

### Achievements and Performance

During the year to 31 March 2016, the charity continued to operate under a Memorandum of Agreement with AdvoCard which was strengthened and updated over the year. Through a Pan Lothian grant from NHS Lothian Edinburgh, Carers Council was able to take part in the Scottish Mental Health Arts and Film Festival. The service continued to provide independent individual and collective advocacy for carers and also a dedicated advocacy service for carers of people in transition between mental health services or returning to Lothian from Out of Area facilities

### Financial Review

Per the Statement of Receipts and Payments on page 4, the charity reported a Deficit for the year of £3,146 (2015: Deficit £1,804) comprising a Deficit of £6,478 in the General Fund (Unrestricted) and a Surplus of £3,332 in Restricted Funds.

# **Edinburgh Carers' Council**

---

## **Trustees' Annual Report**

### **Reserves Policy**

It is the policy of the charity to maintain Unrestricted Funds at a level which equates to approximately three months of unrestricted expenditure. This allows sufficient funds for the charity to finance and maintain its ongoing work. Per the Statement of Balances on page 5, Unrestricted Funds as represented by the General Fund at 31 March 2016 amounted to £22,888 which was acceptable to the Trustees.

### **Statement of Trustees' Responsibilities**

The Trustees must prepare financial statements which give sufficient detail to enable an appreciation of the transactions of the charity during the financial year. The Trustees are responsible for keeping proper accounting records which, on request, must reflect the financial position of the charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

### **Independent Examiner**

The Trustees recommend that Alan Cunningham, C.A., a Partner in Alexander Sloan, Chartered Accountants, remains in office as Independent Examiner until further notice.

Approved by the Trustees on 28 November 2016 and signed on their behalf by:

**Leah MacGilp**

*Trustee/Secretary*

---

**Independent Examiner's Report to the Trustees of Edinburgh Carers' Council**

I report on the Accounts of the charity for the year ended 31 March 2016 which are set out on pages 4 to 7.

**Respective Responsibilities of Trustees and Examiner**

The charity's Trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 ("2006 Accounts Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under Section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the Accounts presented with those records. It also includes consideration of any unusual items or disclosures in the Accounts, and 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 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 9 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.

**Alan Cunningham, C.A.**

*Partner*

Alexander Sloan  
Chartered Accountants  
1 Atholl Place  
Edinburgh EH3 8HP

Date:

# Edinburgh Carers' Council

## Statement of Receipts and Payments for the Year Ended 31 March 2016

	Notes	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
<b>Receipts</b>					
<i>Voluntary income</i>					
Donations		3,701	-	3,701	2,382
<i>Grant Income:</i>					
NHS Lothian		-	19,700	19,700	36,200
Butterfly Bursary		-	-	-	3,250
<b>Total Receipts</b>		<b>3,701</b>	<b>19,700</b>	<b>23,401</b>	<b>41,832</b>
<b>Payments</b>					
<i>Project Costs</i>					
Publicity & leaflets		-	2,035	2,035	1,857
Fundraising		1,806	748	2,554	1,784
<i>Staff Costs:</i>					
Payment to AdvoCard for salaries		-	12,752	12,752	36,222
Travel		183	184	367	455
Training & conferences		532	390	922	725
Expenses		94	-	94	-
<i>Premises Costs:</i>					
Insurance		641	-	641	625
Waste Disposal		194	-	194	-
<i>Running Costs:</i>					
Printing, postage and stationery		595	-	595	719
Publications & subscriptions		75	-	75	75
Carers' expenses		219	405	624	467
Carers' Event		1,446	-	1,446	-
Office Equipment		30	-	30	-
Computer Equipment and Web Design		851	-	851	560
Admin Costs		468	-	468	147
<i>Governance Costs:</i>					
Legal and Professional Fees		2,790	-	2,790	-
AGM		100	-	100	-
Committee expenses	4	10	-	10	-
Independent Examination	5	-	-	-	-
<b>Total Payments</b>		<b>10,033</b>	<b>16,514</b>	<b>26,547</b>	<b>43,636</b>
<b>Net Receipts/(Payments)</b>		<b>(6,332)</b>	<b>3,186</b>	<b>(3,146)</b>	<b>(1,804)</b>
Transfers	2 & 3	(146)	146	-	
<b>(Deficit)/Surplus for the year</b>		<b>(6,478)</b>	<b>3,332</b>	<b>(3,146)</b>	<b>(1,804)</b>

The Notes on pages 6 and 7 form an integral part of these Accounts

# Edinburgh Carers' Council

## Statement of Balances *as at 31 March 2016*

	Notes	Unrestricted Funds £	Restricted Funds £	2016 Total £	2015 Total £
<b>Bank and Cash in Hand</b>					
Opening balances		29,366	45,687	75,053	76,857
(Deficit)/Surplus for the year		(6,478)	3,332	(3,146)	(1,804)
<b>Closing Balances</b>		<b>22,888</b>	<b>49,019</b>	<b>71,907</b>	<b>75,053</b>
<b>Liabilities</b>					
Independent Examiner's Fee	5	-	-	-	-

Approved by the Trustees on 28 November 2016 and signed on their behalf by:

**Gwenne MacIntosh**  
*Trustee/Chairperson*

**Jane Green**  
*Trustee*

The Notes on pages 6 and 7 form an integral part of these Accounts

## 1. Basis of Accounting

The Accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### VAT

The charity is not registered for VAT and, accordingly, expenditure includes VAT where appropriate.

## 2. Funds

Funds are defined as follows:

### Unrestricted Funds

#### *General Fund*

Encompasses all income and expenditure relating to the primary focus activity of the charity, other than those for which funding is restricted.

### Restricted Funds:

#### *Forensic Project*

This project formerly worked with carers of people with forensic mental health issues. The Fund was closed during the year by a transfer to the Forensic Out of Area Fund (see below).

#### *Forensic Out of Area*

Represents funding from NHS Lothian to assist the work with carers of people with multiple and complex needs, some of whom are placed outside the Lothian area. Given its compatibility with the Forensic Out of Area Fund, the opening £6,949 balance at 1 April 2015 within the former Forensic Project Fund was transferred to the Forensic Out of Area Fund during the year ended 31 March 2016.

#### *NHS Pan Lothian*

The NHS Pan Lothian grant is made each year as part of the Lothian Joint Mental Health Strategy, A Sense of Belonging, to promote partnership working for carers across Lothian.

#### *Butterfly Bursary*

The Butterfly Bursary was set up in Lothian to support both the public and those delivering services to learn more about what treatment, care and support helps people suffering from an eating disorder.

**3. Restricted Funds**

	At 01/04/15	Receipts	Payments	Transfer	At 31/03/16
	£	£	£	£	£
Forensic Project	6,949	-	-	(6,949)	-
Forensic Out of Area	31,496	13,325	(7,806)	6,949	<b>43,965</b>
NHS Pan Lothian	6,230	6,375	(7,551)	-	<b>5,054</b>
Butterfly Bursary	1,012	-	(1,158)	146	-
	<b>38,738</b>	<b>19,700</b>	<b>(16,514)</b>	<b>7,095</b>	<b>49,019</b>

**4. Trustees' Remuneration and Reimbursed Expenses**

During the year, no Trustees nor any persons connected with them received remuneration or reimbursed expenses.

**5. Independent Examination**

The costs of Independent Examination are borne by AdvoCard.