

28 November 2018  
11:54

**LIVINGSTON VILLAGE PRIMARY SCHOOL**

**OUT OF SCHOOL CARE PROJECT**

**ACCOUNTS**

**Scottish Charity No. SC035151**

**FOR THE YEAR ENDED 30 APRIL 2018**

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**Livingston Village Primary School Out of School Care Project**

**Accounts for the Year Ended 30 April 2018**

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**Livingston Village Primary School Out of School Care Project  
Management Committees' Report  
for the Year Ended 30 April 2018**

**REFERENCE AND ADMINISTRATIVE INFORMATION**

**Charity name:** Livingston Village Primary School  
Out of School Care Project

**Name by which the charity is known:** The Livingston Village Out of School  
Care Project

**Charity registration number:** SC035151

**Charity's principal address:** Livingston Village Primary School,  
Kirkton North Road,  
Livingston Village, Livingston  
West Lothian, EH54 7EQ

**Operational address:** Livingston Village Primary School,  
Kirkton North Road,  
Livingston Village, Livingston  
West Lothian, EH54 7EQ

**Management:**

The organisation was formed by, and consists of a Management Committee.  
The current Management Committee comprises the following people:

Jamie Gillis	Chairperson
Theresa Dinnes	Secretary
Graeme Bell	Treasurer

**Other Management Committee Members:** Elaine Mackie  
Elaine Daley  
Jamie Gillis  
Paula Crichton  
Leigh Johnstone

**Livingston Village Primary School Out of School Care Project  
Management Committees' Report  
for the Year Ended 30 April 2018**

**Independent Examiner:**

Craig J. Allison FCCA,  
Barrie Scott Limited,  
16/18 Weir Street  
Falkirk, FK1 1RA

**Bankers:**

The Royal Bank of Scotland plc,  
Livingston Branch,  
4 Almondvale South, Livingston,  
West Lothian, EH54 6NB

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The charity was registered in January 2004 as an unincorporated association and is governed by a Constitution.

The organisation was formed by a Management Committee, who are the charity's Trustees for the purposes of charity law and regulation.

**Recruitment and Appointment of Management Committee**

The Management Committee are elected at the AGM and serve for two years after which time they are eligible for re-election.

The Management Committee meet at least once a year.

The powers of those who serve on the Management Committee are detailed in the Charity's Constitution.

The day to day running of the charity is managed by the Co-ordinator and other paid members of staff.

**Livingston Village Primary School Out of School Care Project  
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for the Year Ended 30 April 2018**

No payment may be made to a member of the Management Committee except to reimburse proper expenses incurred in the work of the Committee and these expenses must be supported by a receipt.

Policy decisions are made at Committee Meetings.

The Management Committee have the authority to raise funds in the name of the organisation and to apply these funds only to further the objectives of the charity.

Management Committee Induction and Training

Under charity regulations, all trustees must undergo training. The Trustees duties and responsibilities are outlined at the meeting at which they are elected.

Membership

All parents and guardians of children attending Livingston Village Primary Out of School Care Project are eligible for membership of the charity.

Risk Management

The Management Committee has assessed the major risks to which the charity is exposed and has taken steps to mitigate those risks. Health and Safety issues are addressed as required and, in particular child safety issues. Staff who are in contact with the children are subject to a Disclosure Scotland review.

At each meeting of the Management Committee the Treasurer is required to provide a statement of account for review. This assists the charity with controlling its finances and helps mitigate any financial risks that may be faced.

**OBJECTIVES AND ACTIVITIES**

The Charity was established to provide daily care and education of children, during out of school hours and during holidays and to promote the provision of facilities for the recreation and other leisure time occupation of such children; and

To advance the education and training of persons in the provision of such care, educational and recreational facilities.

**Livingston Village Primary School Out of School Care Project  
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for the Year Ended 30 April 2018**

In the year, the charity continued to operate the out of school care project at Livingston Village Primary School. Arts and crafts and play activities were provided to the children who were cared for through the project during out of school and holiday hours.

**ACHIEVEMENTS AND PERFORMANCE**

The Charity succeeded in providing a safe, activity filled environment for children who were entrusted to their care during the year both during term time and school holidays. Activities during the year included the Pantomime trip in December which is extended to all club members, and three successful holiday clubs.

The last SCSWIS (formerly the Care Commission inspection was in June 2015 and the gradings were maintained from the previous inspection in 2013 which were :

- Quality of Care and Support - Grade 5 - Very Good
- Quality of Environment - Grade 5 - Very Good
- Quality of Staffing - Grade 5 - Very Good
- Quality of Management and Leadership - Grade 5 - Very Good

**Livingston Village Primary School Out of School Care Project  
Management Committees' Report  
for the Year Ended 30 April 2018**

Review of Financial Position

A surplus of £,5664 (2017: £10,455 has resulted for the year to 30 April 2018).

Description of reserves policy

The free reserves of the charity are the general fund which stood at £45,436 at the end of the year. The Management Committees' policy is to hold funds to cover staff costs for three months and to enable them to pay creditors. Any remaining funds are disbursed in furtherance of the charity's objectives and to utilise the free reserves in any years of deficit.

Plans for Future Periods

The Management Committee plan to continue to carry out activities in furtherance of the charity's objectives.

This report was approved by the Management Committee on                      and  
signed on its behalf by:

**Jamie Gillis (Chair)**

28 November 2018  
11:59

## **Livingston Village Primary School Out of School Care Project**

### **Independent Examiner's Report to the Trustees of Livingston Village Primary School Out of School Care Project**

I report on the accounts of the charity for the year ended 30 April 2018 which are set out on pages 7 to 8.

#### **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 (as amended). The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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 examiners' 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 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.

Craig J Allison FCCA  
Fellow of The Institute of Chartered Certified Accountants

Barrie Scott Limited  
Chartered Accountants  
16/18 Weir Street  
Falkirk  
FK1 1RA

Date:

28 November 2018  
12:00

**Livingston Village Primary School Out of School Care Project**

**Receipts and payments account for the year ended 30 April 2018**

<b>Receipts</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Fees	71,613	68,257
Donations/Grants	3,526	800
	<hr/>	<hr/>
Total receipts	<u>75,139</u>	<u>69,327</u>
 <b>Payments</b>		
Payments for charitable activities:		
Wages and salaries	62,825	51,724
Crafts, activities, snacks & provisions	5,091	5,093
Fees and subscriptions	165	270
Audit fee	900	900
Computer costs	412	648
Bank charges	<u>82</u>	<u>237</u>
	69,475	58,872
Purchase of equipment	<u>0</u>	<u>0</u>
Total payments	<u>58,872</u>	<u>58,872</u>
Surplus for the year	<u>5,664</u>	<u>10,455</u>
All funds are unrestricted		

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**Livingston Village Primary School Out of School Care Project**

**Statement of Balances as at 30 April 2018**

<b>Bank and cash in hand</b>	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Opening balances	39,772	29,317
Surplus/(Deficit) for the year	5,644	10,455
Closing balances	<u>45,436</u>	<u>39,772</u>
 <b>Reserves</b>		
General funds	<u>45,436</u>	<u>39,772</u>
 <b>Assets</b>		
Fees due	4,103	4,103
PAYE/NIC Overpayment	-	-
	<u>4,103</u>	<u>4,103</u>
 <b>Liabilities</b>		
Independent Examiner's Fee	900	900
PAYE & NIC	-	-
Accrued Income	<u>7,021</u>	<u>7,021</u>
	<u>8,282</u>	<u>8,282</u>

All funds are unrestricted

Approved by the Trustees on

and signed on their behalf by:

.....  
**Jamie Gillis (Chair)**