

# Annual Report and Accounts for the year ended 31 March 2020

The directors are pleased to present the financial statements and annual report of the charity for the year ended 31 March 2020.

## Reference and administrative details

Pregnancy and Parents Centre is a company limited by guarantee and governed by its Memorandum and Articles of Association. Charity no: SC032390. Company no: SC224728.

## Directors

The directors serving during the year and since the year end were as follows:

R Claase (resigned 24 October 2019)	G Dupre (resigned 12 December 2019)
R Doggett (appointed 15 August 2019) (resigned 3 April 2020)	F Dymond (appointed 24 October 2019)
S Denniston (resigned 24 October 2019)	N Edwards
D Dinwoodie	N McHugh
J Doheny (appointed 27 July 2019) (resigned 17 April 2020)	A Prentis (appointed 28 June 2020)
	S Vickery (appointed 16 October 2019) (resigned 14 April 2020)
	K Wypiorczyk (resigned 15 August 2019)

## Registered office

10 Lower Gilmore Place, Edinburgh, EH3 9NY

## Bankers

The Co-operative Bank  
The Bank of Scotland

## Solicitors

Morton Fraser

## Structure, governance and management:

### Governing documents

Pregnancy and Parents Centre is a company limited by guarantee, incorporated 29 October 2001 and registered in Scotland. Its governing documents are the Memorandum and Articles of Association.

## Directors

The directors listed above served throughout the year except as noted. Directors may be elected by the Board to serve until the next annual general meeting or by the members in general meeting.

## **Appointment and training of directors**

When recruiting new directors, the Board looks for enthusiastic individuals who can bring skills and experience to the charity, some of which may not already be held by existing trustees. Potential trustees are invited to meet the Board at a mutually agreed Directors' Meeting. If all Directors are in agreement about the skills the applicant can bring to the charity, attendance at a second Directors' meeting is requested whereupon the applicant will undertake a project of interest to them and the Centre. If interest remains thereafter, an interview will take place with one Director. They will be provided with further information and an explanation about the responsibilities and liabilities of a director. Where appropriate, the company supports specific training of directors.

## **Organisation**

### UK staff:

Valerie Innes, Coordinator (part time)  
Kasia Banaszewska-Diaz, finance administrator (part time)  
Sara Ferreira-Jeffries, admin assistant (part time)  
Michael Reynolds provides pro bono accounting services

### Current UK Board of Directors:

Daisy Dinwoodie	Francesca Dymond
Nadine Edwards	Nessa McHugh
Annie Prentis	

The Board meets once per month and holds an annual general meeting and strategy meeting annually.

## **Objectives and activities**

The Memorandum of Association includes the objects of Pregnancy and Parents Centre:

To promote the emotional and physical health of pregnant women in Scotland through the provision of pregnancy, childbirth and early parenting education, and to assist pregnant women and their partners, parents and prospective parents, (without discrimination of any kind) as well as health care professionals throughout the childbearing period and early parenthood; and in furtherance of these aims:-

- (a) To provide support, information, training and advice in a range of ways, including classes, workshops, study days, counselling, discussions and talks.
- (b) To create and maintain a support network for all users.
- (c) To provide the above services to all possible users, regardless of financial status, disability, sexuality, gender, or ethnicity.
- (d) To support users to overcome the inequalities that affect their lives, using a community development approach.
- (e) To do anything else to promote these objectives that the directors in their sole discretion think fit.

## **Financial review**

During the period under review, the total income was £103,014 (2019: £94,351) and the total expenditure was £108,539 (2019: £81,963).

Expenditure was incurred during the period amounting to £37,753 relating to the lease and renovation of new premises for the Centre. In connection with this, funds were raised amounting to £27,335. Further such income and expense will arise in the following period.

The Memorandum of Association prohibits the payment of any dividends.

## **Investment powers and policy**

The Memorandum of Association allows the company to invest in those securities and property as the directors think fit.

## **Reserves policy**

It is intended to maintain an acceptable level of reserves so as to absorb any setbacks, to take advantage of any opportunities, to avoid any serious disruption and to secure long term viability.

## **Directors' responsibilities in relation to the financial statements**

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom generally accepted accounting practice.

Company law requires the directors to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Make sound judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charity and hence of taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the directors:

N Edwards

D Dinwoodie

10<sup>th</sup> December 2020

**Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 March 2020**

	<b>No tes</b>	<b>Unrestric ted Funds</b>	<b>Restrict ed funds</b>	<b>Total funds 2020</b>	<b>Total funds 2019</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Grants and donations	2	4,412	30,335	34,747	12,124
Classes		45,717	-	45,717	61,541
Other income		22,550		22,550	20,686
Investment income	3	-	-	-	-
<b>Total incoming resources</b>		<u>72,679</u>	<u>30,335</u>	<u>103,014</u>	<u>94,351</u>
<b>RESOURCES EXPENDED</b>					
<b>Cost of generating funds:</b>					
Fundraising costs of grants and donations	4	-	-	-	-
<b>Core programme costs</b>					
Core programme staff costs		31,232	-	31,232	39,249
Other core programme costs		40,331	36,976	77,307	42,714
<b>Governance costs</b>		-	-	-	-
<b>TOTAL RESOURCES EXPENDED</b>		<u>71,563</u>	<u>36,976</u>	<u>108,539</u>	<u>81,963</u>
<b>Net incoming (outgoing) resources before transfers</b>		1,116	(6,641)	(5,525)	12,388
Gross transfer between funds		-	-	-	-
<b>NET INCOME FOR THE YEAR</b>		1,116	(6,641)	(5,525)	12,388
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>54,629</u>	<u>8,449</u>	<u>63,078</u>	<u>50,690</u>
<b>Total funds carried forward</b>		<u>55,745</u>	<u>1,808</u>	<u>57,553</u>	<u>63,078</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

### Balance Sheet as at 31 March 2020

	Notes	2020 £	2019 £
<b>Current assets</b>			
Cash at bank and in hand		57,553	63,078
<b>Creditors:</b> amounts falling due within one year		-	-
<b>Net current assets</b>		<u>57,553</u>	<u>63,078</u>
<b>Total assets less current liabilities</b>		<u>57,553</u>	<u>63,078</u>
<b>The funds of the charity</b>			
<b>Unrestricted funds : general</b>	9	55,745	54,629
<b>Restricted funds</b>	9	<u>1,808</u>	<u>8,449</u>
<b>Total charity funds</b>		<u>57,553</u>	<u>63,078</u>

As at 31 March 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities 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 the small companies regime and also with section 44 of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006.

N Edwards

D Dinwoodie

Signed **xx xxxxxxxx** 2020

## **Notes forming part of the financial statements for the year ended 31 March 2020**

### **1. Accounting policies**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### **Cash flow statements**

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### **Incoming resources**

Income from donations and grants, including capital grants, is included in incoming resources when these are receivable, except as follows:-

- When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable.

#### **Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and those incurred in trading activities that raise funds.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

## Taxation

The company is a registered charity, and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

## Fund accounting

### Funds held by the charity are either:

- *Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the directors.
- *Designated funds* – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- *Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

## 2. Grants and donations

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
N Pilley	1,000	-	1,000	-
Postcode Community Trust	-	-	-	10,911
Polwarth Preloved	985	-	985	-
New premises appeal		27,335	27,335	-
Edinburgh & Lothian Trust	-	1,000	1,000	-
Foundation Scotland	-	2,000	2,000	-
Various	<u>2,427</u>	-	<u>2,427</u>	<u>1,213</u>
	<u>4,412</u>	<u>30,335</u>	<u>34,747</u>	<u>12,124</u>

### 3. Investment income

The company had no investment income in the year nor in the previous year.

### 4. Fundraising costs of grants and donations

	<b>Unrestricted funds £</b>	<b>Restricted funds £</b>	<b>Total funds 2020 £</b>	<b>Total funds 2019 £</b>
Support costs	-	-	-	-

### 5. Allocation of support

	<b>Core programme costs £</b>	<b>Governance £</b>	<b>Total £</b>
Salaries and sessional fees	61,010	-	71,794
New premises renovations	37,753	-	37,753
Other office costs	<u>9,776</u>	-	<u>10,169</u>
	<u>108,539</u>	<u>=</u>	<u>81,963</u>

### 6. Employees

There were no full time employees during the year and there were four part time employees.

### 7. Director remuneration and related party transactions

Some directors of the Pregnancy and Parents Centre are paid for their services in leading sessions and this is noted below. Directors who are paid for their services are not permitted to take part in meetings at which the setting of sessional fees is discussed and they are paid at a rate equivalent to other facilitators. They are required to account for their time and invoice in the same way as other facilitators.

Daisy Dinwoodie - sessional fees	<u>£6,460</u>
Nadine Edwards - sessional fees	<u>£480</u>

## 8. Analysis of charitable funds

Analysis of fund movements

	<b>Balance 2019 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Balance 2020 £</b>
General funds	54,629	72,679	(71,563)	55,745
Restricted funds	8,449	30,335	(36,976)	1,808

## 9. Analysis of net assets between funds

	<b>General fund £</b>	<b>Restricted funds £</b>	<b>Total £</b>
Cash at bank	55,745	1,808	57,553
Current liabilities	=	=	=
	<u>55,745</u>	<u>1,808</u>	<u>57,553</u>

## 10. Legal status of the company

The charity is a company limited by guarantee and has no share capital. Every member of Pregnancy and Parents Centre undertakes to contribute to the assets of the company in the event of a winding-up while he/she is a member, or within one year after he/she ceases to be a member, for payment of the liabilities of the company contracted before he/she ceases to be a member, such amounts as may be required not exceeding £1.