

ANSWER PROJECT
(A Company Limited by Guarantee)

FINANCIAL STATEMENTS

31ST MARCH 2024

Registered number: SC 212773

Charity number SC029271

ANSWER PROJECT

COMPANY INFORMATION

31st March 2024

COMPANY NUMBER	SC 212773
CHARITY NUMBER	SCO29271
DIRECTORS	E Aitken (appointed 04/09/2023) C Cook M Cook R Cook S Omale M Young
SECRETARY	R Cook
REGISTERED OFFICE	15a West End, West Calder EH55 8EH
INDEPENDENT EXAMINER	Brian Maloney, FCCA, 15a West End, West Calder EH55 8EH
SOLICITOR	Sneddon & Sons, East Main Street, Whitburn

The directors are pleased to present their annual trustees report together with the financial statements of the charity for the year ended 31 March 2024 which are also prepared to meet the requirements for a directors report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Structure Governance & Management

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are collectively referred to as directors.

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Objects of the Charity, Principal Activities and Organisation of our Work
The principal objectives of the charity is to contribute to the raising of the quality of life for the wide cross section of people in the west of West Lothian.

The charity is organised so that the directors meet regularly to manage its affairs. Any risks to which the charity may be exposed have been reviewed and systems have been established to mitigate those risks.

Risk Management

The board of directors have conducted a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Directors and Directors Interests

The directors hold no share capital as the charity is limited by guarantee.

Achievements and Performance

With the construction of the day centre and the front foyer completed in earlier years the directors embarked on a campaign to consolidate the charity's position both financially and to encourage usage of the various facilities on offer.

Reserves Policy

The present level of funding is adequate to support the continuation of activities for the foreseeable future. During the Covid 19 pandemic the trustees have kept the reserves policy under constant review to ensure that the pandemic did not have a negative impact on the charity's financial position.

ANSWER PROJECT

DIRECTORS REPORT (CONT'D)
YEAR ENDED 31ST MARCH 2024**Responsibilities of Board of Directors**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the company for that period. In preparing those financial statements, the directors should follow best practice and;

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 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 regularities.

Independent Examiner

Brian Maloney of Brian Maloney & Co was appointed as independent examiner and the directors recommend that Brian Maloney remains in office until further notice.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Board of Directors on 2nd Sept 24 and signed on its behalf by;

Director

Robert L Cook
.....

Date

2nd Sept 2024
.....

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF ANSWER PROJECT
FOR THE YEAR ENDED 31 MARCH 2024**

I report on the financial statements of the above charity for the year ended 31 March 2024 which comprise the Statement of Financial Activities, Balance Sheet and related notes.

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's trustees consider that the audit requirement of Regulation 10(1) (a) to (c) 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.

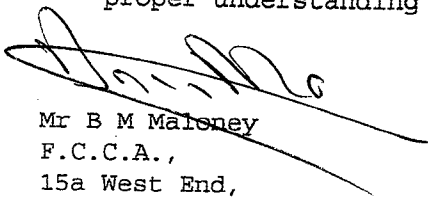
Basis of Independent Examiner's statement

My examination is 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 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.



Mr B M Maloney
F.C.C.A.,
15a West End,
West Calder
EH55 8EH

Date

02/09/2024

Statement of Financial Activities
(including income & expenditure account)
for the year ended 31st March 2024

	Note	Unres'd £	Restricted £	2024 £	2023 £
Income					
Donations & Legacies	4	12,138	3,450	15,588	10,795
Income from charitable activities					
Operation of Day Centre	5	112,989	14,562	127,551	106,523
Income from other trading activities	6	1,305	-	1,305	3,040
Total Income		126,432	18,012	144,444	120,358
Expenditure					
Operation of Day Centre	15	127,527	23,963	151,490	140,852
Total Expenditure		127,527	23,963	151,490	140,852
Net Incoming Resources before Transfers		(1,095)	(5,951)	(7,046)	(20,494)
Gross Transfers between Funds		-	-	-	-
Net Movement in Funds		(1,095)	(5,951)	(7,046)	(20,494)
Reconciliation of Funds					
Total Funds Brought Forward		4,171	297,114	301,285	321,779
Total Funds Carried Forward		3,076	291,163	294,239	301,285

Movements in funds are shown in note 12.

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

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ANSWER PROJECT
BALANCE SHEET
at 31st March 2024

	Note	£	2024	£	2023	£
Fixed assets						
Tangible assets	7		289,445		300,695	
Current assets						
Debtors & Prepayments	8	4,537		9,835		
Cash at bank and in hand		8,554		1,229		
		13,091		11,064		
Liabilities: Creditors: amounts falling due within one year	9	(8,297)		(10,251)		
Net current assets			4,794		813	
Net Assets			294,239		301,508	
Liabilities: Creditors: amounts falling due within one year	10		-		(223)	
			294,239		301,285	
Funds						
Unrestricted Fund	12	3,076		4,171		
Restricted Fund	12	291,163		297,114		
Total Funds			294,239		301,285	

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2023. The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for;

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 2/9/24 and were signed on its behalf by;

Robert Z Cook
.....
(Trustee)

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been consistently applied throughout the year and in the preceding year.

Basis of Preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, Accounting & Reporting by Charities; Statement of Recommended Practice applicable to charities preparing their accounts in accordance with The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (amended 1 January 2019) (Charities SORP FRS 102). The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and The Companies Act 2006.

Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming Resources

All incoming resources are included in the statement of financial activities where the charity is entitled to the income and the amounts can be quantified with reasonable accuracy.

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.

Tangible fixed assets

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Equipment	33.33% reducing balance
Heritable Property	2% straight line
Furniture & Fittings	20% reducing balance

Allocation of Support Costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. The bases on which support costs have been allocated have been set out in note 15.

Going Concern

At the time of approving the financial statements the directors (also known as trustees for the purposes of charity law) have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future.

Thus the directors continue to adopt the going concern basis of accounting in preparing the financial statements. The directors consider that there are no material uncertainties about the charitable company's ability to continue as a going concern.

2 Cashflow Statement Exemption

The charity has utilised the exemption conferred by SORP (FRS 102) in not preparing a cashflow statement for the year.

3 Taxation

As a charity, Answer Project is exempt from tax on income and gains falling within Sections 466 to 493 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that they are applied to its charitable objects. No tax charges have arisen in the Charity.

4 Donations & Legacies

	Unrestricted £	Restricted £	2024 £	2023 £
Donation - Friends of Answer	356	-	356	496
- Other	11,782	-	11,782	3,952
HMRC Gift Aid	-	-	-	287
Coalfields Regeneration Trust	-	-	-	1,800
The Wood Foundation	-	2,500	2,500	2,750
Whitburn Academy (YPI Scot)	-	500	500	-
Pinewood School	-	-	-	250
Pinewood School	-	-	-	542
WLC Councillors Disb (Xmas 23)	-	450	450	-
WLC Councillors Disb (Xmas 22)	-	-	-	518
WLC Councillors (Other)	-	-	-	200
	12,138	3,450	15,588	10,795

5 Income from Charitable Activities

	Unrestricted £	Restricted £	2024 £	2023 £
WLC (Day Centre)	79,519	-	79,519	77,679
WLC (Transport Grant)	-	4,722	4,722	4,246
Hugh Fraser Foundation	-	-	-	3,000
JTH Charitable Trust	-	500	500	-
M & G prudential	-	3,500	3,500	-
Screwfix Foundation	-	5,000	5,000	-
Barchester Healthcare	-	840	840	-
Client Fee Income	31,810	-	31,810	19,533
Sundry Income	1,660	-	1,660	2,065
	112,989	14,562	127,551	106,523

6 Income from Other Trading Activities

	Unrestricted £	Restricted £	2024 Total £	2023 £
Fundraising	-	-	-	1,565
Rental Income	1,305	-	1,305	1,475
	1,305	-	1,305	3,040

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Notes to the Accounts

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7 Tangible fixed assets

Cost	Heritable Property £	Equipment £	Furniture & Fittings	Total £
1st April 2023	448,136	48,697	15,061	511,894
Additions	-	-	-	-
Disposals	-	-	-	-
31st March 2023	448,136	48,697	15,061	511,894
Depreciation				
1st April 2023	155,418	43,509	12,272	211,199
Charge for Year	8,963	1,729	558	11,250
31st March 2024	164,381	45,238	12,830	222,449
Net book amount				
31st March 2024	283,755	3,459	2,231	289,445
1st April 2023	292,718	5,188	2,789	300,695

8 Debtors

	2024 £	2023 £
Sundry Debtors	3,422	8,638
Prepayments	1,115	1,197
	4,537	9,835

9 Creditors; Amounts falling due within 12 months

	2024 £	2023 £
Sundry Creditors	3,964	4,586
Pension Deficit Reduction Plan Payments	275	1,607
Accruals	4,058	4,058
	8,297	10,251

10 Creditors; Amounts falling due within 12 months

Pension Deficit Reduction Plan Payments	-	223
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Notes to the Accounts

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11 Share Capital

The company is limited by guarantee and does not have a share capital.

12 Movement in Funds

	As At 1 April 2023 £	Transfer of Funds	Incoming Resources £	Outgoing Resources £	As At 31 March 2024 £
Unrestricted Fund					
Day Centre	4,171	-	126,432	(127,527)	3,076
	4,171	-	126,432	(127,527)	3,076
Restricted Funds					
Building Fund	289,121	-	-	(8,504)	280,617
WLC (Transport Grant)	1,753	-	4,722	(5,510)	965
Crerar Trust	964	-	-	(964)	-
Coalfields Reg Trust	1,181	-	-	(619)	562
The Woods Foundation	1,691	-	2,500	(576)	3,615
Whitburn Academy	-	-	500	(500)	-
Barchester Health Care	-	-	840	(840)	-
Croftmalloch Primary	49	-	-	(49)	-
Allison	92	-	-	(92)	-
WLC Councillors Xmas	23	-	450	(450)	-
Almond Housing Ass'n	1,360	-	-	(1,320)	40
VSGWL Hardship Fund	903	-	-	(228)	675
M & G prudential	-	-	3,500	(672)	2,828
Screwfix Foundation	-	-	5,000	(3,639)	1,361
JTH Charitable Trust	-	-	500	-	500
	297,114	-	18,012	(23,963)	291,163
TOTAL FUNDS	301,285	-	144,444	(151,490)	294,239

Unrestricted Funds

The purpose of the day centre fund is primarily to fund the day centre activities.

Restricted Funds

The purpose of the building fund was primarily to fund the completion of the day centre.

WLC (Transport Grant) - purpose of this fund was to provide funding towards the charity's transportation costs.

Allison Fund - to help the day centre acquire 12 chairs.

The Woods Foundation - fund received through the Youth & Partnership Initiative (YPI) and used on Answer's garden revamp project.

Crerar Trust - funds used to provide assistance with caretaker's salary.

Croftmalloch Primary School - to help Day Centre acquire 5 chairs

VSGWL Hardship Fund provided support during Covid 19 pandemic.

12 Restricted Funds (cont'd)

West Lothian Councillors funded a Xmas Party for pensioners.
Whitburn Academy (FPI Scotland) matched funding used for spending on the garden project.
Barchester Healthcare provided funding for a Christmas Panto, Christmas Outing and Christmas Parties for service users at Answer House.
Hugh Fraser Foundation provided funds to assist with the payroll costs of the care assistant and caretaker.
Almond Housing Association provided funds to aid the purchase of assisted technology for use by clients of the Day Centre.
Coalfields Regeneration Trust provided IT equipment upgrade.
M & G Prudential provided funds to assist with payment of caretaker's salary.
Screwfix Foundation provided funds towards upgrading the alarm system and flooring for the activity room.
JTH Charitable Trust provided funds to assist with payment of the caretaker's salary.

13 Trustee Remuneration & Related Party Transactions

No remuneration was received by any director during the year (2023 - nil).
No travel costs were reimbursed to any member of the board of directors during the year (2023- nil).

14 Staff Costs and Numbers

Staff Costs were as follows:

	2024	2023
	£	£
Salaries and Wages	94,972	93,125
Social Security Costs	411	229
Pension Costs (included Admin Costs)	417	293
	<u>95,800</u>	<u>93,647</u>

No employee received emoluments of more than £60,000.

The average monthly number of employees during the year were:

2024	2023
Number	Number
<u>6</u>	<u>6</u>

The charity contributes to a multi-employer defined benefits scheme. Details of this scheme are outlined in note 18 of the financial statements. on page 12.

15 Analysis of Expenditure on Costs of Charitable Activities

	Day Centre Services 2024 £	Total 2024 £	Total 2023 £
Direct Costs - Food & Cards	8,049	8,049	6,890
Kitchen Equipment & Consumables	269	269	197
Staff Costs (Including Pension)	76,640	76,640	74,918
Premises Costs	16,118	16,118	12,675
Transport Costs (incl'd volunteers exp)	5,810	5,810	5,302
General, Office & Communications	4,773	4,773	2,981
Training	518	518	270
Depreciation	9,000	9,000	9,803
Bank Charges	4	4	20
Charitable Donations & Presents	5	5	143
Events, Outings & Activities	2,492	2,492	1,429
Support Costs (See Note 16)	27,653	27,653	26,054
Other Costs	59	59	-
Publicity & Recruitment	100	100	170
	<u>151,490</u>	<u>151,490</u>	<u>140,852</u>

16 Support Costs

	General Support £	Governance Function £	Total 2024 £	Basis of Apportionment
General Staff Costs	19,160	-	19,160	Staff Time
Premises Costs	4,030	-	4,030	Floor Area
General Office & Communications	1,193	-	1,193	Usage
Depreciation	2,250	-	2,250	Usage
Independent Examiners Fee	-	1,020	1,020	Governance
	<u>26,633</u>	<u>1,020</u>	<u>27,653</u>	

17 Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 31 March 2024 as represented by:			
Tangible fixed assets	7,039	282,406	289,445
Current Assets	4,334	8,757	13,091
Current Liabilities	(8,297)	-	(8,297)
Net Assets at 31 March 2024	<u>3,076</u>	<u>291,163</u>	<u>294,239</u>

**ANSWER PROJECT
NOTES TO THE ACCOUNTS**

18 Pensions

The charity participates in TPT Retirement Solution, a multi employer scheme. The scheme is a defined benefit scheme in the UK. It is not possible for the charity to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme, therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in The Pensions Act 2004. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out in the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last man standing' arrangement. Therefore the charity is potentially liable for other participating employers obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out with an effective date of 30 September 2020. This actuarial valuation was certified on 21 December 2021 and showed assets of £153.3M liabilities of £160M and a deficit of £6.7M. To eliminate this funding shortfall the trustees and the participating employers have agreed that additional contributions will be paid.

	2024	2023
	£	£
Present Value of Provision	275	1,830

Reconciliation of Opening and Closing Provisions

Provision at start of period	1,830	3,362
Unwinding of Discount Factor	52	58
Deficit Contributions Paid	(1,607)	(1,560)
Remeasurements -impact of changes in assumptions	-	(30)
	<u>275</u>	<u>1,830</u>

Where the scheme is in deficit and where the charitable company has agreed to deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the arrangement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

ANSWER PROJECT
Appendix I
Year ended 31st March 2024

	2024 £	2023 £
Income		
Grants & Donations	109,669	95,720
Cafe Income, Clients Fees & Other	34,775	23,073
Fundraising	-	1,565
	<hr/> 144,444	<hr/> 120,358
 Charitable Expenditure		
Direct Costs	8,049	6,890
Wages & Nat Ins	95,383	93,354
Pension (Including Admin Costs)	417	293
Training	518	270
Advertising	100	170
Transport Costs	1,072	1,911
Transport Costs - Volunteer Expenses	4,306	3,160
Volunteer Expenses	432	230
Telephone	1,690	709
Postage & Stationery	1,368	1,151
Heat & Light	5,295	4,984
Repairs and Upkeep	6,203	2,305
Insurance	2,630	2,391
Outings, Games & Entertainment	2,492	1,429
Cleaning	6,289	6,360
Bank Charges	4	20
Sundry expenses (incl'd care commission fees)	2,972	2,011
Accountancy	1,020	960
Depreciation	11,250	12,254
	<hr/> 151,490	<hr/> 140,852
 Net (Deficit)/Surplus for Year	 <hr/> (7,046)	 <hr/> (20,494)