

Charity number: 1051947
Registered number: 03143819

THE SCOTTS PROJECT TRUST

**TRUSTEES' REPORT AND FINANCIAL
STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2014**

THE SCOTTS PROJECT TRUST
(A company limited by guarantee)

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THE SCOTTS PROJECT TRUST
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES
AND ADVISERS**
FOR THE YEAR ENDED 31 MARCH 2014

Trustees	Mr Tom Hoppe, Chairman Mr Robert Pope Mr Alasdair Paterson Dr Jessica Pocock Mrs Jill Scott Mr Nicholas Ward Mr Martin Galvin Mrs Mary Cottle Mrs Sara Tozzi (appointed 14 December 2013)
Company registered number	03143819
Charity registered number	1051947
Registered office	Scotts Office Delarue Close Shipbourne Road Tonbridge Kent TN11 9NN
Company secretary	Mr Nicholas Ward
Website / email address	www.scottsprojecttrust.org.uk / info@scottsprojecttrust.org.uk
Independent auditors	Creaseys Group Limited Chartered Accountants Statutory Auditors Brockbourne House 77 Mount Ephraim Tunbridge Wells Kent TN4 8BS
Bankers	HSBC 69 High Street Sevenoaks Kent TN13 1LB
Solicitors	Warners Law LLP Bank House Tonbridge Kent TN9 1BL

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES
AND ADVISERS**
FOR THE YEAR ENDED 31 MARCH 2014

Advisers (continued)

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 2014

The trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Scotts Project Trust (the Trust) for the year ended 31 March 2014. 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.

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 Project Office, Delarue Close, Shipbourne Road, 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.

Mr Robert Pope retired as Chairman of the Trust with effect from 31 December 2013; Mr Tom Hoppe was elected in his place.

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, major capital expenditure, as well as reviewing financial and management accounts and budget plans.

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 and in compliance with the requirements of the Care Quality Commission (CQC).

The Supported Living Committee meets four times a year and is responsible to the trustees for overseeing, supporting, and advising on the Supporting Independence Service (SIS).

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.

The Fundraising and Capital Projects Committee develops the strategy to raise the required funds to support the Trust's capital projects.

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.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

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

Risk management

Each year the trustees review the major operational, financial and governance risks to which the Trust is exposed with the systems or procedures in place to mitigate those risks and determine whether any further steps should be taken to manage those risks more effectively. The key risk currently is the uncertainty of the level of local authority financial support.

Objectives and activities

Objective

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

Strategies for achieving objectives

The Trust's strategies include providing:

- a residential care home at St Peter's Row where those with a learning disability can achieve the full development of their individual interests and abilities with an emphasis on involvement in the life and work of the local community;
- a supported living service which provides high quality housing and delivers support to those who choose to live more independently in the community; and
- a Development Centre where those people living at St Peter's Row, the supported living houses and others who live in the local community can develop life and other skills.

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.

Adults with a learning disability, aged 18 or over, are considered for admission to the Trust's houses providing they do not require nursing care. The Trust has a Christian ethos; however, no restrictions are placed on people considered for admission to the Trust's homes by reference to their race, gender, sexual orientation, religion or belief. There are at present, facilities for 15 residents in the registered care home and 9 people in the supported living service. Up to 70 students attend the development centre for a variety of courses during the week; 30 classes are delivered each week.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

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. Most of the volunteering takes place in the development centre supporting activities and events such as the annual show, the Coffee Shop and in teaching sessions.

The Trust continues to be well supported by people living in the local area and the groups which regularly hire our buildings. Students from Tonbridge Grammar School (TGS) have continued to provide energetic support to the weekly sign language club. TGS students also held a photographic workshop involving Development Centre students at which they produced a calendar for friends and families.

During the year, the Friends of Scotts organised an entertaining Wine Evening and Quiz. Miss Clare Tilley, a member of Scotts care staff, also held a successful fundraising talent show featuring talented performers from the local community including several of the Development Centre students.

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 improve its facilities and services.

Grants of £10,000 or more from organisations	£	£
Garfield Weston Foundation	25,000	
Baily Thomas Charitable Fund	40,000	
Jackson Foundation	20,000	
Beatrice Laing Trust	20,000	
Fidelity UK Foundation	15,000	
Oliver Ford Trust	10,000	
Mercers Charitable Foundation	10,000	
Ladham Charitable Trust	<u>10,000</u>	
		150,000
Donations of £10,000 or more from individuals		153,750
Other donations and grants		<u>48,951</u>
		<u>352,701</u>

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

Achievements and performance

St Peter's Row Extension

The trustees are pleased to announce that the extension at St Peter's Row is now complete. The improvements include accessible bedrooms with an adjoining wetroom, a sluice room, storage for wheelchairs and improved sleeping accommodation for staff. An extension to the living area has provided a bright and spacious room. The project was completed on time and within budget with the minimum of disruption to residents.

Tonbridge School

The students and staff of the Development Centre have been working in collaboration with Tonbridge School to the benefit of both organisations. Tonbridge School students have been able to use their volunteering time at Scotts for their Duke of Edinburgh awards and the Scotts students have enjoyed the lively contribution to their sessions in Journalism, Art and IT. In addition, Scotts' students have enjoyed visits to Tonbridge School and taken part in activities organised by the boys. The trustees look forward to continuing the relationship with Tonbridge School.

Scotts News

The journalism students produce a quarterly newsletter which is distributed to families, friends, professionals and supporters. Each issue contains news and articles about daily activities at the Trust. Fundraising events and information are also included. These articles and other information can also be found on the Scotts website www.scottsprojecttrust.org.uk.

Governance

An additional trustee has been appointed; part of their role is to take specific responsibility for safeguarding.

Kitchens

The planned refurbishment of the kitchens in the residential care houses has been deferred until the summer of 2014 to allow for the completion of the extension to House 3 at St Peter's Row.

The Expansion of Supported Living Service

A Supported Living Working Group has been established to discuss the best way to develop the service. An area of Tonbridge has been identified by this group as the preferred location for building or converting properties suitable for further housing.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

Financial review

The results of the year are as follows:

	2014 £	2013 £
Operating (deficit)/surplus	(57,789)	25,324
Net income from donations and fundraising events:		
Unrestricted	47,776	24,443
Restricted	292,342	77,484
Net income	282,329	127,251

During the year the Trust incurred a deficit of £57,789 before including grants, donations, fundraising income and associated tax relief.

Donations, grants and income from fund raising events, with the associated tax relief, amounted to £47,776 during the year. The Trust also received £292,342 for capital projects including donations and grants of £187,402 specifically for the St Peter's Row extension.

The Trust incurred capital expenditure of £349,211 during the year (2013: £114,716).

Reserves

At the year end, the Trust held unrestricted free reserves of £529,114 (2013: £531,534).

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 £1,803,159 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 future

The main project for the financial year 2014-15 will be the completion of the landscaping to the garden at St Peter's Row following the building work. The gardens contribute to the tranquil environment which residents enjoy.

The trustees recognise the importance of maintaining its property to a high standard; continuing the refurbishment of kitchen and bathroom facilities at St Peter's Row remains a priority.

The Friends of Scotts are working hard to provide funds for the refurbishment programme and will be holding two fundraising events this year. The first will be a quiz night held in the Hall and the second will be a major event in London.

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TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2014

The trustees are pleased to have the support of both The Wildernesse Golf Club and Knole Park Golf Club whose captains have nominated the Trust as their Charity of the year.

Plans for the expansion of supported living facilities will be developed this year. The trustees will investigate the most advantageous way to proceed so that more adults with a learning disability have the opportunity to live in the community as independently as possible.

The vision, strategy and facilities for the Development Centre will be reviewed. Growing numbers mean that some teaching spaces come under pressure particularly where space is required for additional staff and wheelchairs.

There will be a review of trusteeship and governance to ensure that the board of trustees has the appropriate balance of skills and experience to provide strategic direction and effective governance.

Statement of trustees' responsibilities

The trustees (who are also directors of Scotts Project 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 Trust 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 Trust 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 (continued)
FOR THE YEAR ENDED 31 MARCH 2014

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 _____ and signed on their behalf by:

T. Hoppe
Chairman of trustees

THE SCOTTS PROJECT TRUST

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SCOTTS PROJECT TRUST

We have audited the financial statements of The Scotts Project Trust for the year ended 31 March 2014 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, 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 2014 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.

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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE SCOTTS PROJECT TRUST

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.

Roger Ward FCA (Senior statutory auditor)

for and on behalf of

Creaseys Group Limited

Chartered Accountants
Statutory Auditors

Brockbourne House
77 Mount Ephraim
Tunbridge Wells
Kent
TN4 8BS
Date:

THE SCOTTS PROJECT TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2014

	Note	Restricted funds 2014 £	Un-restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income: donations and gifts		307,877	44,824	352,701	111,013
Activities for generating funds:					
Fundraising events		845	5,730	6,575	7,008
Delarue Hall hire		-	18,654	18,654	19,455
Investment income		-	4,388	4,388	7,437
Incoming resources from charitable activities	2	-	1,112,465	1,112,465	1,152,572
Total incoming resources		308,722	1,186,061	1,494,783	1,297,485
Less: Cost of generating funds					
Fundraising expenses		16,380	2,778	19,158	16,094
Delarue Hall costs		-	15,139	15,139	16,203
		16,380	17,917	34,297	32,297
Net incoming resources available for charitable application		292,342	1,168,144	1,460,486	1,265,188
Other resources expended					
Charitable activities	3	7,064	1,154,261	1,161,325	1,120,483
Governance costs	6	-	16,832	16,832	17,454
Total charitable expenditure		7,064	1,171,093	1,178,157	1,137,937
Total resources expended		23,444	1,189,010	1,212,454	1,170,234
Net income / (Expenditure) before transfers, carried forward		285,278	(2,949)	282,329	127,251

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STATEMENT OF FINANCIAL ACTIVITIES (continued)
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2014

	Note	Restricted funds 2014 £	Un- restricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Net income / (Expenditure) before transfers, brought forward		285,278	(2,949)	282,329	127,251
Transfers between funds	12	(255,730)	255,730	-	-
Net movement in funds for the year	7	29,548	252,781	282,329	127,251
Total funds at 1 April 2013		204,156	2,543,617	2,747,773	2,620,522
Total funds at 31 March 2014		233,704	2,796,398	3,030,102	2,747,773

The notes on pages 15 to 22 form part of these financial statements.

THE SCOTTS PROJECT TRUST
(A company limited by guarantee)
REGISTERED NUMBER: 03143819

BALANCE SHEET
AS AT 31 MARCH 2014

	Note	£	2014 £	£	2013 £
Fixed assets					
Tangible assets	9		2,267,283		2,012,082
Current assets					
Debtors	10	105,053		100,060	
Cash at bank and in hand		792,315		697,710	
			<u>897,368</u>	<u>797,770</u>	
Creditors: amounts falling due within one year	11	(134,549)		(62,079)	
Net current assets			<u>762,819</u>		<u>735,691</u>
Net assets			<u>3,030,102</u>		<u>2,747,773</u>
Charity funds					
Restricted funds	12		233,704		204,156
Un-restricted funds	12		<u>2,796,398</u>		<u>2,543,617</u>
Total funds			<u>3,030,102</u>		<u>2,747,773</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 behalf, by:

and signed on their

T. Hoppe
Chairman

E. N. Ward
Trustee

The notes on pages 15 to 22 form part of these financial statements.

THE SCOTTS PROJECT TRUST

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, 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.

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.

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.

THE SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

1. Accounting policies (continued)

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 of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

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

	Total funds 2014 £	Total funds 2013 £
Residential home fees	605,360	653,815
Supported living fees and rental income	232,319	247,963
Development centre fees	274,786	250,794
	<u>1,112,465</u>	<u>1,152,572</u>

Residential home fees are stated after deducting £72,250 (2013 - £77,369) which has been allocated to the Development Centre income for services provided by the Development Centre.

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

THE SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

3. Analysis of resources expended by activities

	Activities undertaken directly (Note 4) 2014 £	Support costs (Note 5) 2014 £	Total 2014 £	Total 2013 £
Residential home	641,569	63,153	704,722	698,859
Supported living	169,097	46,329	215,426	187,471
Development centre	185,601	55,576	241,177	234,153
	<u>996,267</u>	<u>165,058</u>	<u>1,161,325</u>	<u>1,120,483</u>

4. Direct costs

	Residential home £	Supported living £	Develop- ment centre £	Total 2014 £	Total 2013 £
Food and household	22,377	132	5,580	28,089	27,383
Establishment	57,161	8,253	9,945	75,359	72,254
Other direct costs	37,955	6,870	8,853	53,678	43,631
Profit on disposal of fixed assets	-	-	-	-	(1,256)
Wages and salaries	435,546	126,368	125,492	687,406	685,732
National insurance	34,816	8,695	6,737	50,248	50,992
Pension cost	4,458	1,188	1,831	7,477	7,614
Depreciation	49,256	17,591	27,163	94,010	91,191
	<u>641,569</u>	<u>169,097</u>	<u>185,601</u>	<u>996,267</u>	<u>977,541</u>

5. Support costs

	Residential home £	Supported living £	Develop- ment centre £	Total 2014 £	Total 2013 £
Legal and professional	2,032	1,893	1,893	5,818	6,165
Other support costs	10,245	5,225	5,175	20,645	15,257
Wages and salaries	46,545	36,173	44,540	127,258	112,643
National insurance	3,808	2,711	3,510	10,029	7,569
Pension cost	523	327	458	1,308	1,308
	<u>63,153</u>	<u>46,329</u>	<u>55,576</u>	<u>165,058</u>	<u>142,942</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

6. Governance costs

	Total funds 2014	Total funds 2013
	£	£
Auditors' remuneration	4,200	4,200
Auditors' other services	1,920	1,674
Administration and secretarial	8,701	11,580
Legal and professional fees	2,011	-
	<u>16,832</u>	<u>17,454</u>

7. Net income / (Expenditure)

This is stated after charging:

	2014	2013
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	94,010	91,191
Auditors' remuneration	4,200	4,200
Auditors' remuneration - non-audit	1,920	1,674
Pension costs	8,785	8,922
	<u>8,785</u>	<u>8,922</u>

During the year, no trustees received any remuneration (2013 - £NIL).

During the year, no trustees received any benefits in kind (2013 - £NIL).

During the year, one of the trustees received a reimbursement of £612 (2013: £744) for gardening expenses.

THE SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2014

8. Staff costs

Staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	814,664	798,375
Social security costs	60,277	58,562
Other pension costs	8,785	8,922
	<u>883,726</u>	<u>865,859</u>

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

	2014	2013
	No.	No.
Residential home	21	22
Supported living	5	4
Development centre	4	5
Finance and administration	6	4
	<u>36</u>	<u>35</u>

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

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9. Tangible fixed assets

	Freehold property £	Motor vehicles £	Furniture fittings and equipment £	Assets under con- struction £	Total £
Cost or valuation					
At 1 April 2013	2,244,584	62,143	337,468	7,977	2,652,172
Additions	1,185	-	31,965	316,061	349,211
Disposals	-	-	(4,039)	-	(4,039)
	<u>2,245,769</u>	<u>62,143</u>	<u>365,394</u>	<u>324,038</u>	<u>2,997,344</u>
Depreciation					
At 1 April 2013	409,535	31,643	198,912	-	640,090
Charge for the year	33,075	12,428	48,507	-	94,010
On disposals	-	-	(4,039)	-	(4,039)
	<u>442,610</u>	<u>44,071</u>	<u>243,380</u>	<u>-</u>	<u>730,061</u>
Net book value					
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>
At 31 March 2013	<u>1,835,049</u>	<u>30,500</u>	<u>138,556</u>	<u>7,977</u>	<u>2,012,082</u>

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).

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

In the event of the Trust either wishing to or being compelled to dispose of the community hall and parking area, they must first be offered, free of charge, to the Tonbridge and Malling Borough Council.

Assets under construction relate to the extension to House 3 at St Peter's Row.

10. Debtors

	2014 £	2013 £
Fees receivable	62,296	71,705
Other debtors	-	206
Prepayments and accrued income	42,757	28,149
	<u>105,053</u>	<u>100,060</u>

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11. Creditors:
Amounts falling due within one year

	2014	2013
	£	£
Accounts payable	99,529	21,397
Other taxation and social security	14,430	14,988
Other creditors	-	1,467
Accruals and deferred income	20,590	24,227
	<u>134,549</u>	<u>62,079</u>

12. Summary of funds

	Brought forward	Incoming resources	Resources expended	Transfers in/out	Carried forward
	£	£	£	£	£
General funds	2,543,617	1,186,061	(1,189,010)	255,730	2,796,398
Restricted funds	204,156	308,722	(23,444)	(255,730)	233,704
	<u>2,747,773</u>	<u>1,494,783</u>	<u>(1,212,454)</u>	<u>-</u>	<u>3,030,102</u>

The carried forward restricted funds of £233,704 include £216,017 which the donors have specified must be used for the Trust's capital expenditure programme.

The transfer is in respect of capital expenditure on the St Peter's Row extension.

13. Analysis of net assets between funds

	Restricted funds	Un-restricted funds	Total funds	Total funds
	2014	2014	2014	2013
	£	£	£	£
Tangible fixed assets	-	2,267,284	2,267,284	2,012,083
Current assets	233,704	663,666	897,370	797,769
Creditors due within one year	-	(134,552)	(134,552)	(62,079)
	<u>233,704</u>	<u>2,796,398</u>	<u>3,030,102</u>	<u>2,747,773</u>

Free reserves as noted in the Trustees' Report comprise unrestricted current assets and creditors due within one year.

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14. Contingent liabilities

A grant of £50,000 towards the purchase of The Oaks and The Willows is subject to the donor's right to require full or partial repayment if either house is sold prior to 19 November 2014.

15. Capital commitments

At 31 March 2014 the company had capital commitments as follows:

	2014	2013
	£	£
Contracted for but not provided in these financial statements	25,000	-

16. 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 £8,785 (2013: £8,922). Contributions totalling £nil (2013: £1,467) were payable to the fund at the balance sheet date and are included in creditors.