

SHARED CARE SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31st March 2008

SHARED CARE SCOTLAND

For the Year Ended 31st March 2008

Respite

Restful

Experience

Saving

Premature

Institutional

Treatment

for

Exhaustion!

SHARED CARE SCOTLAND

FINANCIAL STATEMENTS

For the Year Ended 31st March 2008

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SHARED CARE SCOTLAND

CHAIR'S INTRODUCTION

For the Year Ended 31st March 2008

The past year has been a busy and successful one for Shared care Scotland: you will read in the body of this report in more detail what we have been doing.

I am pleased to say that we have continued to get out and about, finding out how respite and short breaks are developing in different areas of Scotland. We continue to develop positive working relationships with other organisations that have an interest in the development of respite and short break services. An example of this was the development of a Joint Working Agreement with the Coalition of Carers in Scotland, as well as our continuing partnership with our fellow national carer organisations.

The development of our online short break information service ("OSBIS") continues to go well and it will "go live" in the summer of 2008. We have high hopes that OSBIS will provide easily accessible and comprehensive information about a large number of services available in Scotland.

Following the Scottish parliamentary election in May 07, we now have a new Government led by the Scottish National Party. Thanks to strong lobbying by many individuals and organisations, Short Breaks received a high profile during the campaigning period and pledges were made to increase the volume of provision available to support carers, particularly those most in need. We will be looking carefully at how these pledges are met, particularly as the introduction of "Concordat" agreements between the Scottish Government and Local Authorities will see a significant change in their funding relationship. How this change will impact upon the development of respite and short breaks remains to be seen and Shared Care Scotland will be paying attention to this in the coming months and years.

Colin Beveridge
Chair

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS

For the Year Ended 31st March 2008

The Directors present their report and audited financial statements for the year ended 31st March 2008.

Reference and Administrative Information

Charity Name: Shared Care Scotland

Charity registration number: SC005315

Company registration number: SC161033

Registered Office and
Operational address: Dunfermline Business Centre
Izatt Avenue
Dunfermline
Fife
KY11 3BZ

Board of Directors

Silvie MacKenzie (Resigned 30/10/07)

Elizabeth McDade (Resigned 30/10/07)

Colin Beveridge Chair

Susan Barnard Deputy Chair

Philip Bryers (Appointed 30/10/07)

Elspeth Murray (Appointed 30/10/07)

Margaret Petherbridge (Appointed 29/11/07)

Mary Yates

David Eade Treasurer

Chief Executive

Don Williamson

Office Administrator

Lesley Gudgeon

Administrative Assistant

Elizabeth Watret

Auditors

Thomson Cooper, 3 Castle Court, Carnegie Campus, Dunfermline, Fife, KY11 8PB

Bankers

Bank of Scotland, 1 Bothwell Street, Dunfermline, Fife, KY11 3AG

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Structure, Governance and Management

The organisation is a charity limited by guarantee, incorporated on 16th October 1995 which has been granted by exemption, under Section three of the Companies Act 1985, from including 'Limited' in its name. The company was established under a Memorandum of Association which set the objects and powers of the charity and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Our Values

As an organisation we want to be:

- for everyone with an interest in improving short break and respite services
- accessible and connected to those who use, manage, provide, plan or make policy on services
- responsive, responsible and accountable
- useful, practical and helpful
- a positive 'forum' where people can work collaboratively together to exchange ideas and experiences and develop new approaches
- constantly innovating and campaigning, working at the leading edge, challenging and supporting the decision takers to raise their game
- a learning organisation evolving and developing with experience
- independent, ambitious, successful

Objectives and Activities

Shared Care Scotland believes that carers and the people they care for should have access to high quality short breaks whenever there is a need for a break from the caring relationship. We believe that people have the right to choose a service which is designed to meet their individual needs. Our purpose is therefore to advance the development of policy and practice which achieves these goals.

In 2006-07 the Board of Directors and staff of Shared Care Scotland reviewed the values and core business of the organisation and agreed that efforts over the next 3-years should focus on the following activities:

- **Collaborating** with others on the advancement of high quality, flexible, person-centred short break and respite services
- **Providing accessible, up-to-date information and advice** to those who use, provide or plan services
- Identifying and **supporting the wider application of good practice** through research, learning programmes, practice exchange events and development projects
- **Strengthening the involvement of carers and service users** in improving policy and practice at all levels
- Making and **sustaining connections** at the local, regional and national levels
- **Demonstrating excellent governance**, efficiency and effectiveness within Shared Care Scotland

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Achievements and Performance

The following report provides an outline review our performance against these core areas for the period April 2007 to March 2008. A more detailed performance report is available on the Shared Care Scotland website: www.sharedcarescotland.org.uk. A copy of our Strategic Plan for 2008-11 can also be downloaded from our website.

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Collaboration, Supporting Good Practice & Involvement

What we did

We held two Sharing Practice Network workshops involving 57 participants across 20 local authority areas, five Community Health Partnerships and eight voluntary organisations. We also piloted a web-based networking forum for lead officers within Shared Care Scotland's website.

We hosted four 'road show' events in Edinburgh, Glasgow, Perth and Aberdeen to help people engage with the Scottish Government's Respite Care Guidance consultation. 78 people attended in total.

We produced guidance on the Government's spending review announcements and the implications of the Concordat, National Outcomes and Single Outcome Agreements.

We signed a three-year joint working agreement with the Coalition of Carers in Scotland (COCIS). The agreement is supported with a work plan setting out the action we will take together to support improvements in the planning and delivery of respite and short break provision.

We co-hosted a conference with COCIS to take views on the draft Respite Care Guidance. We submitted a report of this event to the Scottish Government as part of our response to the Guidance consultation. 50 people attended this event.

We began work on producing a Guide to Developing a Short Break Bureau by commissioning research into existing Bureau models of service planning. A steering group was formed to advise this work and the guide is due to be published in September 08.

Information & Advisory Services

What we did

We developed a new online directory of short break services and began registering service providers. 100 different services were contacted and added to the directory. OSBIS (Online Short Break Information Service) will be officially launched via a new website – www.carerbreaksscotland.com - during Carers Week June 2008.

We responded to 153 telephone and written enquiries. 98 of these were specifically to seek help with finding suitable short break services and the remainder were of a more general nature.

We produced and distributed a new DVD based resource, 'Something to Look Forward to', providing advice to carers and service users who have little or no experience of using short break services. 74 copies of the DVD have been sold and we have distributed approximately 100 free of charge to carer centres and other support services.

We significantly expanded the content of our website with new sections covering good practice case study examples, a glossary of different short break services, and advice on local campaigning. We are now receiving between 1200 and 1600 'hits' per month.

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Information & Advisory Services (Cont)

What we did (Cont)

We held a national conference in Dunfermline bringing carers and service users together with providers, commissioners and policy makers to exchange news, views and good practice. 131 people attended and we achieved 100% positive feedback on our Key Performance Indicator - 'Value for Time'.

We issued three 'Breaking News' newsletters during the year and circulated these to over 1500 individuals on each occasion.

Sustaining and Developing Connections

What we did

In partnership with the National Carer Organisations we launched a joint Scottish Manifesto for Carers to raise the profile of carers in the run up to the local and parliamentary elections. This campaign produced specific, tangible commitments within most of the party manifestos most significantly, as it transpired, the Scottish National Party manifesto. We sustained efforts throughout the year to press home the importance of respite care and we were pleased that the new Scottish Government/COSLA Concordat has identified this area of support as a key strategic commitment.

We contributed to the work of the Scottish Government's Respite Task Group and provided regular briefings to the Minister for Health and Community Care, MSP's and Civil Servants on matters relating to short breaks and respite care.

During the year we entered into discussions with NAAPS (National Association of Adult Placement Services) with a view to providing office accommodation to their new Scotland Development Worker.

We contributed to a multi-agency initiative to review and develop better short break opportunities for people with autism, and provided support to the project coordinator.

We continued to be involved in the Grampian based Carers Research Partnership and facilitated one of their consultative events. We were involved in discussions about evolving this group into an independent organisation with charitable status. This will be taken forward in 2008.

We were successful in obtaining £12,000 of funding to host a young carers short break event in 2008. We began planning this event in partnership with the Scottish Young Carers Service Alliance. The residential will take place in Aviemore in April 2008. We have also been asked on to the Steering Group for the first National Young Carers Festival, planned for September 2008.

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Governance & Performance Measurement

What we did

We strengthened the knowledge and experience available to the organisation by recruiting three new Board Directors and two new Advisors – one to advise on Young Carers and the other on matters relating to Black and Minority Ethnic communities. A further two Directors were also appointed by the Board subject to approval at the 2008 AGM.

We revised our Board recruitment procedures and produced new Board Induction materials. These include updated role descriptions for Board members.

We held a Board Away Day to review Shared Care Scotland's overall aims and direction and from this produced an updated Strategic Plan for the period 2008-11.

We introduced new more systematic procedures for staff performance reporting and we updated all staff job descriptions.

We introduced a new KPI to help us measure the 'value' attached to Shared Care Scotland services. The KPI is 'Value for Time' and this is now being used to evaluate courses and events.

We developed a new database for monitoring the source, type and volume of telephone and written enquiries. This will help to improve our efficiency and effectiveness in dealing with new enquiries as well providing useful information on what services are in greatest demand. This will be further developed in 2008 to become a 'real time' enquiry tracking monitoring and reporting database.

Making a difference

All of our efforts are aimed at supporting caring relationships by working to improve the choice, quality and availability of short breaks. We work collaboratively with those who plan, commission, provide and use services to achieve the following outcomes:

- Greater choice and flexibility in short break and respite service provision;
- More personalised services appropriate to the needs and circumstances of carers and care recipients
- More equitable access to services across Scotland, irrespective of condition or disability, age, gender or ethnicity
- Carers empowered and enabled to contribute to decision making at all levels
- Carers and service users taking more responsibility for ensuring the services they receive are successful.

For those organisations that plan, commission or provide services our activities are designed to achieve the following outcomes:

- The wider application of good practice through regular opportunities for sharing knowledge, information and experience
- An increased focus on supporting care managers to apply their expertise in more flexible ways
- Improved planning and provision of services and more effective use of resources

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Financial Review

At 31st March 2008 Shared Care Scotland's expenditure for the year was £120,788 compared with an income of £129,015.

In 2007-08, approximately 80% of our income was core Scottish Government grant with 20% raised from other sources. This is in line with Shared Care Scotland's targets with regard to diversifying income.

During the year we received confirmation of a further three-year block of Scottish Government Section 10 funding taking us to the end of March 2011. We anticipate funding of £97,389 in 2008-09, £109,744 in 2009-2010 and £112,508 in 2010-2011. This funding is for core activities and Shared Care Scotland will need to source additional funding for project related work and any increase in staffing.

The £97,389 of Section 10 core funding for next year is £6,517 less than received in 2007-08 and in order to balance the budget it is likely we will need to draw on our reserves fund. At this time we anticipate a deficit of £5,000 and therefore this would be the amount required from our reserve account.

Reserves Policy

The purpose of our Reserves Policy is to ensure that Shared Care Scotland has sufficient funds available to cope with any fluctuations of income or emergency demands. The Board of Directors decides the level of reserves based on their analysis of the current and anticipated operating and funding environment. The level of reserves is reviewed annually by the Business and Finance Committee with advice from the auditors.

At this present time, the Board of Directors of Shared Care Scotland aim to maintain free reserves in unrestricted funds at a level which equates to 5-6 months of unrestricted charitable expenditure. The Directors consider that this level will provide sufficient funds to cover the support and governance costs of the organisation in the event of grants being withdrawn, and would allow sufficient time for alternative sources of funding to be found. Most of Shared Care Scotland's income is derived from a few larger grants and these often take 4-6 months from application to decision.

Plans for the Future

Early in 2007 the Directors and staff completed a comprehensive review of the aims, purpose and values of the organisation and produced a strategic plan for 2007-2010 entitled, 'Sustain, Grow & Innovate'. This plan is updated annually and most recently in September 2007.

The main goal of this three-year strategy is to build the capacity of Shared Care Scotland to respond to the growing demand for information, advice and support, and to introduce new methods of promoting the development of innovative short break services. The plan seeks to consolidate Shared Care Scotland's position as a leading provider of information and support to all those who use, provide, plan or regulate short break and respite care services across Scotland.

The detailed plan can be found on our website: www.sharedcarescotland.org.uk or copies can be obtained from the Shared Care Scotland office.

SHARED CARE SCOTLAND

REPORT OF THE DIRECTORS (CONTINUED)

For the Year Ended 31st March 2008

Monitoring and Evaluation

A detailed list of outcomes for each of the core activity areas will be published with the strategy. A detailed annual work plan and budget will be published in January for the year ahead – April to March – and this will inform the forward job plans for each member of Shared Care Scotland staff. The strategy and work plan will be distributed to Shared Care Scotland members and published on our website. The Board and the Business and Finance Committee will be responsible for monitoring the strategy and work plan.

Shared Care Scotland's Annual Report will be published in October each year to coincide with the Annual General Meeting. .

We will also aim to extend involvement in reviewing and planning our activities through our successful 'Have Your Say' programme of local events. These events bring together our Board members and staff with service users, carers and those who provide and plan services. The annual conference, AGM and website will also provide opportunities for people to input and influence the future shape and direction of Shared Care Scotland.

Don Williamson
Chief Executive

13th October 2008

SHARED CARE SCOTLAND

STATEMENT OF DIRECTORS RESPONSIBILITIES

FOR THE YEAR ENDED 31ST MARCH 2008

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 Charity at the Balance Sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charity will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Directors are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Board of Directors

The Board of Directors, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Auditors

Thomson Cooper were re-appointed as the Charity's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the Board of Directors on 13th October 2008 and signed on its behalf by:

Colin Beveridge (Company Secretary)

SHARED CARE SCOTLAND
FINANCIAL STATEMENTS
For the Year Ended 31st March 2008
INDEPENDENT AUDITORS' REPORT TO THE MEMBERS
OF SHARED CARE SCOTLAND

We have audited the financial statements of Shared Care Scotland on pages 12 to 20 for the year ended 31st March 2008. These financial statements have been prepared under the historical cost convention and the accounting policies set out herein.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Directors and Auditors

As described in the statement of directors' responsibilities on page 10 the directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Auditing Standards (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Opinion

We conducted our audit in accordance with International Auditing Standards (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the company's state of affairs as at 31st March 2008 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985, the Law Reform (Miscellaneous Provision) (Scotland) Act 1990 and the Charities Accounts (Scotland) Regulations 1992.

Thomson Cooper
Registered Auditors
3 Castle Court
Carnegie Campus
Dunfermline
Fife
KY11 8PB

Date: 13th October 2008

SHARED CARE SCOTLAND

Statement of Financial Activities (including Income & Expenditure Account) For the Year Ended 31st March 2008

Incoming Resources	Unrestricted Funds	Restricted Funds	Total 2008	Total 2007
	£	£	£	£
Incoming resources from generated funds:				
<i>Voluntary income:</i>				
Donations	-	-	-	-
<i>Activities for generating funds:</i>				
Membership Fees	-	-	-	-
Conference Fees	1,875	-	1,875	1,440
DVD Project	915	-	915	-
Bank Interest	2,560	-	2,560	2,118
Incoming resources from charitable activities:				
Grants	<u>103,905</u>	<u>19,760</u>	<u>123,665</u>	<u>141,321</u>
Total Incoming Resources	<u>£109,255</u>	<u>£ 19,760</u>	<u>£ 129,015</u>	<u>£ 144,879</u>
 Resources Expended				
Charitable Activities				
Direct charitable expenditure	100,113	9,140	109,253	£114,007
Fundraising and Publicity	2,392	-	2,392	7,042
Governance Costs				
Management and Administration	<u>9,143</u>	<u>-</u>	<u>9,143</u>	<u>10,879</u>
Total Resources Expended	<u>£111,648</u>	<u>£ 9,140</u>	<u>£120,788</u>	<u>£ 131,928</u>
Net Incoming resources before Other recognised gains	£ (2,393)	£ 10,620	£ 8,227	£12,951
Other recognised gains	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	<u>(2,393)</u>	<u>10,620</u>	<u>£ 8,227</u>	<u>12,951</u>
 Reconciliation of Funds				
Total funds brought forward	<u>92,716</u>	<u>-</u>	<u>92,716</u>	<u>79,765</u>
Total funds carried forward	<u>£ 90,323</u>	<u>£ 10,620</u>	<u>£ 100,943</u>	<u>£ 92,716</u>

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

SHARED CARE SCOTLAND

Balance Sheet

As at 31st March 2008

	<u>Notes</u>		As at <u>31/03/08</u>	As at <u>31/03/07</u>
Fixed Assets				
Intangible Assets	8		£ 19,852	£ 26,760
Tangible Assets	9		<u>6,135</u>	<u>7,155</u>
			25,987	33,915
Current Assets				
Stock		432	-	
Debtors	10	1,325	975	
Cash at Bank and in Hand		<u>80,105</u>	<u>90,742</u>	
		81,862	91,717	
Creditors: amounts falling due within one year	11	<u>6,906</u>	<u>(32,916)</u>	
Net Current Assets			<u>74,956</u>	<u>58,801</u>
Net Assets			<u>£ 100,943</u>	<u>£ 92,716</u>
Unrestricted Funds				
General Fund			71,408	£ 68,716
Designated Fund			18,915	24,000
Restricted Funds			<u>10,620</u>	<u>-</u>
Total Funds	14		<u>£ 100,943</u>	<u>£ 92,716</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Directors on 13th October 2008 and signed on its behalf by:

DIRECTOR

DIRECTOR

The notes on pages 14 to 20 form part of these accounts

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

1. **Accounting Policies**

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

a) *Basis of accounting*

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

b) *Fund accounting*

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) *Incoming resources*

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by ways of donations and is included in full in the Statement of Financial Activities when received.
- Grant income. Grants are recognised when the charity becomes unconditionally entitled to the grant.

d) *Resources expended*

Expenditure is recognised on an accrual basis as a liability is incurred.

- 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 costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

e) *Intangible Fixed Assets and Depreciation*

Development costs are valued at cost less accumulated amortisation. Amortisation is calculated to write off the cost in equal annual instalments over their estimated useful lives.

f) *Tangible Fixed Assets and Depreciation*

Tangible fixed assets, comprising equipment, fixtures and fittings and computer equipment are depreciated on the reducing balance basis over their estimated useful lives at the rate of between 25% and 33 1/3% per annum.

g) *Leasing*

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

2. **Incoming Resources from Activities to further the Charity's objects**

Incoming Resources	Unrestricted	Restricted	2008 Total	2007 Total
	£	£	£	£
Scottish Executive Section 10 Grant	103,905	-	103,905	103,906
Scottish Executive Section 9 Grant	-	-	-	37,415
Lloyds TSB	-	8,000	8,000	-
Youthlink	-	11,760	11,760	37,415
	<u>103,905</u>	<u>19,760</u>	<u>123,665</u>	<u>141,321</u>

3. **Total Resources Expended**

	Direct Charitable Expenditure	Fundraising	Governance	2008 Total	2007 Total
	£	£	£	£	£
Costs directly allocated to activities					
Staff Costs	72,748	-	-	72,748	68,780
Staff Expenses	4,802	-	-	4,802	6,631
Conferences & Training	6,564	-	-	6,564	10,704
Rent, Rates & Office Costs	11,658	-	-	11,658	9,155
Subscriptions	370	-	-	370	2,631
Bank Charges	109	-	-	109	27
Administration	19	-	-	19	348
Young Carers Costs	1,140	-	-	1,140	-
I.T. Costs	1,081	-	-	1,081	6,911
Postage & Telephone	-	-	1,458	1,458	2,571
Stationery, Printing & Photocopying	-	-	1,562	1,562	2,889
Professional Fees	2,400	-	2,095	4,495	2,011
Depreciation	9,395	-	-	9,395	9,853
Amortisation of Capital grant	(1,033)	-	-	(1,033)	(1,033)
Newsletter Publication	-	146	-	146	663
Campaign and Communication	-	2,246	-	2,246	6,379
Support Costs to allocated activities					
Audit Fee	-	-	4,028	4,028	3,408
Total Resources Expended	<u>109,253</u>	<u>2,392</u>	<u>9,143</u>	<u>120,788</u>	<u>131,928</u>

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

4. Net Incoming Resources for the year

This is stated after charging:

	<u>2008</u>	<u>2007</u>
	£	£
Depreciation	9,395	9,853
Auditors' Remuneration	4,028	3,408
Amortisation of Capital Grant	<u>(1,033)</u>	<u>(1,033)</u>

5. Staff Costs and Numbers

Staff costs were as follows:

	<u>2008</u>	<u>2007</u>
	£	£
Salaries and Wages	44,014	41,920
Social Security Costs	18,196	19,516
Pension Costs	<u>10,538</u>	<u>7,344</u>
	<u>£ 72,748</u>	<u>£68,780</u>

The average number of employees during the year was 1 chief executive and 2 administrative members of staff.

6. Trustee Remuneration & Related Party Transactions

No members of the board of directors received any remuneration during the year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year. (2007-nil)

7. Taxation

The company is a registered charity and is not subject to Corporation Tax on its income.

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

8. **Intangible Fixed Assets**

	<u>Development Costs</u>
<u>Cost</u>	
As at 1st April 2007	£ 33,449
Additions	-
Disposals	<u>(219)</u>
As at 31st March 2008	<u>£ 33,230</u>
 <u>Amortisation</u>	
As at 1st April 2007	£ 6,689
Charge for Year	<u>6,689</u>
As at 31st March 2008	<u>£ 13,378</u>
 <u>Net Book Value</u>	
As at 31st March 2008	<u>£ 19,852</u>
As at 31st March 2007	<u>£ 26,760</u>

9. **Fixed Assets**

	<u>Office Equipment</u>	<u>Fixtures & Fittings</u>	<u>Computer Equipment</u>	<u>Total</u>
<u>Cost</u>				
As at 1st April 2007	£ 12,021	£ 3,876	£ 35,240	£51,137
Additions	<u>-</u>	<u>-</u>	<u>1,686</u>	<u>1,686</u>
As at 31st March 2008	<u>£ 12,021</u>	<u>£ 3,876</u>	<u>£ 36,926</u>	<u>£ 52,823</u>
 <u>Accumulated Depreciation</u>				
As at 1st April 2007	£ 9,951	£ 3,441	£ 30,590	£ 43,982
Charge for Year	<u>520</u>	<u>110</u>	<u>2,076</u>	<u>2,706</u>
As at 31st March 2008	<u>£ 10,471</u>	<u>£ 3,551</u>	<u>£ 32,666</u>	<u>£ 46,688</u>
 <u>Net Book Value</u>				
As at 31st March 2008	<u>£ 1,550</u>	<u>£ 325</u>	<u>£ 4,260</u>	<u>£ 6,135</u>
As at 31st March 2007	<u>£ 2,070</u>	<u>£ 435</u>	<u>£ 4,650</u>	<u>£ 7,155</u>

10. **Debtors**

	<u>2008</u>	<u>2007</u>
Other Debtors	<u>£ 1,325</u>	<u>£ 975</u>

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

11. **Creditors: amounts falling due within one year**

	<u>2008</u>	<u>2007</u>
Trade Creditors	275	5,844
Taxation and Social Security	1,481	1,176
Other Creditors	<u>5,150</u>	<u>25,896</u>
	<u>£ 6,906</u>	<u>£32,916</u>

12. **Deferred Income**

Included in Other Creditors (Note 11) are the following deferred grants

	<u>2008</u>	<u>2007</u>
Capital Grant brought forward	£ 1,033	£2,066
Additions in Year	<u>-</u>	<u>-</u>
Amortisation of Capital Grant	£ 1,033	£2,066
Release of Revenue Grant	1,033	1,033
	<u>-</u>	<u>-</u>
Capital Grant carried forward	<u>£ -</u>	<u>£ 1,033</u>

13. **Analysis of Net Assets between funds**

	General Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Intangible Fixed Assets	-	19,852	-	19,852
Tangible Fixed Assets	6,135	-	-	6,135
Current Assets	81,577	285	-	81,862
Current Liabilities	(6,906)	-	-	(6,906)
Net Assets at 31/03/08	<u>80,806</u>	<u>20,137</u>	<u>-</u>	<u>100,943</u>

14. **Movement In Funds**

	At 1 April 2007	Incoming Resources	Transfers	Outgoing Resources	At 31 March 2008
	£	£	£	£	£
Restricted Funds	-	19,760	-	9,140	10,620
Unrestricted Funds					
General Funds	68,716	108,340	6,000	111,648	71,408
Designated Funds	24,000	915	(6,000)	-	18,915
Total Funds	<u>92,716</u>	<u>129,015</u>	<u>-</u>	<u>120,788</u>	<u>100,943</u>

SHARED CARE SCOTLAND
Notes to the Accounts
For the Year Ended 31st March 2008

15. Pensions

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension costs charged represents contributions payable by the company to the fund and amounted to £10,538 (2007 - £7,344).

SHARED CARE SCOTLAND

Detailed Income and Expenditure Account

For the Year Ended 31st March 2008

<u>Income</u>	<u>Year to 31/3/08</u>	<u>Year to 31/3/07</u>
Scottish Executive Grants	£ 103,905	£ 141,321
Other Grants	19,760	-
Conference, Workshops & Seminars	1,875	1,440
Bank Interest	2,560	2,118
Other Income	915	-
	<hr/>	<hr/>
	129,015	144,879
<u>Administrative Expenses</u>		
Staff Costs	£72,748	£68,780
Staff Expenses	4,802	6,631
Conferences and Training	6,564	10,704
Rent, Rates and Office Costs	11,658	9,155
Subscription and Conference Fees	370	2,631
Bank Charges	109	27
IT Costs	1,081	6,911
Young Carers Costs	1,140	-
Administration	19	348
Depreciation	9,395	9,853
Amortisation of Capital Grant	(1,033)	(1,033)
Insurances	-	-
Newsletter Publication	146	663
Campaign and Communication	2,246	6,379
Accountancy Fees	4,028	3,408
Professional Fees	4,495	2,011
Postage and Telephone	1,458	2,571
Stationery, Printing and Photocopying	<u>1,562</u>	<u>2,889</u>
	<hr/>	<hr/>
	120,788	131,928
Surplus for the Year	<u>£ 8,227</u>	<u>£ 12,951</u>