

“Give them the chances they deserve”



Elsie Normington
FOUNDATION

Elsie Normington Foundation

Annual Report 2013-2014

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TRUSTEES

Office Bearers

Elsie Normington	Chairperson
Richard Syred	Secretary
Graham Cooper	Treasurer

Helen Bull	Trustee
Alistair Dodds	Trustee
Andrew Grzesinski	Trustee
Anne McCreadie	Trustee
George Normington	Trustee
Sheila Proudfoot	Trustee
Liz Syred	Trustee

Eilidh MacMillan Advisor, NHS

PROFESSIONAL SERVICES

Bank

Clydesdale Bank, 15 Academy Street, Inverness IV1 1JN

Solicitor

Andrew A Murchison, Director
Murchison Law, Solicitors, 5 Ardross Terrace, Inverness, IV3 5NQ
www.murchisonlaw.co.uk

Independent Auditor

Alan Geddes CPFA
Birchwood, Balnakyle, Munlochy, Ross shire IV8 8PF

Consultant

Alan Jones, 62 Boswell Road, Inverness IV2 3EJ
[www. Alanjonesassociates.org.uk](http://www.Alanjonesassociates.org.uk)

WEBSITE

www.enfoundation.co.uk

SOCIAL NETWORK

[www.facebook/elsienormingtonfoundation](https://www.facebook.com/elsienormingtonfoundation)

GOVERNANCE

Elsie Normington Foundation is a Scottish Charity which was set up in November 2012 to promote the welfare of children and young people who have learning disabilities.

It is regulated by the Office of the Scottish Charity Regulator (OSCR) and was officially recognized as a Scottish Charity by OSCR on 28th May 2013.

The Foundation is a Scottish Charitable Incorporated Organisation (SCIO) and has a governing document.

At the end of the year, the Foundation had ten Trustees and one advisor from NHS.

During the year, there were several changes in the Board: Susan McCreadie, Paula Mackay, Jim Eglinton and Linda Schubert all stood down for various personal reasons.

We welcomed new Board Members: Liz Syred, Anne McCreadie, Sheila Proudfoot, Graham Cooper and Alistair Dodds.

An Advisor who specializes in Learning Disability was also welcomed from NHS.

The Chairperson, inducted the new Board Members and informed them of the ENF history and current status. Relevant information was provided to each new Trustee and portfolios of interests were discussed and appointed.

Regular Board Meetings have been convened throughout year as the Consultation and Business Planning evolved for the Haven Centre.

ENF is grateful to the Merkinch Community Centre for the free use of their premises and hospitality to the Board Meetings.

OBJECTIVES AND ACTIVITIES

Objectives

To establish a strong and committed Board of Trustees

To commission an Options Appraisal and Business Plan for the Haven Centre.

To raise the profile of the Foundation and collate a needs analysis

Activities

New Trustees were appointed with a distinctive interest in the vision and commitment to the cause

Funding was secured through two grant giving agencies to commission this piece of work, which was delivered by Consultant, Alan Jones.

Considerable work was completed over several months consulting with Parents of disabled children / young people; Professionals in Education, Health and Social Work; Professionals in the Third Sector to secure the data required to determine the business case.

There was also considerable discussion and negotiation with the Highland Council regarding the prime piece of land in 45 Murray Road, Smithton, Inverness which had come on the open market. As a result of this discussion, Highland Council purchased the land and is currently holding it for the Foundation until the relevant funds are raised.

There is ongoing discussion with Highland Council and other Agencies who will partner with the Foundation in this project.

Many Highland Council Councillors were contacted to gain their support for the project. The Smithton / Culloden Community Council and the Residents Association were both contacted and were very supportive of the project.

In June 2014 the Business Plan was signed off by the Trustees and agreed as an appropriate document to drive forward the vision for The Haven Centre.

An official Launch of the Foundation was held in Eden Court Theatre with eight choirs performing and there was a full house for the event. Draft architectural drawings of the Haven Centre were displayed in the Theatre Foyer. The vision was cast for 'The Haven Centre' and as a result, many people came forward to help with community fundraising. There was a swell of opinion that it should become an annual event.

Throughout the year there has been significant community fundraising efforts delivered by volunteers.

FUTURE PLANS

Future Plans

Meetings

Convene at least five Board meetings throughout the year.

Convene at least four Fundraising meetings throughout the year.

Consultant Fundraiser

A sub group was appointed to contact various Consultants who could provide professional advice, support and deliver a large amount of Funding Applications. This group was commissioned to interview and appoint an appropriate Consultant for the work of raising large grants towards the £4 million target to build The Haven Centre.

Many of these large applications will take approximately six months or more to receive a decision. Progress will continue to be reviewed.

Community Fundraising

There are over forty local people who have volunteered to help with Community Fundraising, many of whom have suggested excellent and innovative ideas.

We expect this voluntary help to continue as these events assist in raising money and the profile for the Foundation. A range of events are already planned for the next year.

Project Management

The Foundation has invited a Project Manager to speak at the AGM and this talk will give insight into the role which may be required during the development of the Project. Consideration will be given to what role and tasks will be required in overseeing the work.

Partner Dialogue

We will continue dialogue with the Highland Council and other Third Sector Partners regarding involvement in the project.

Corporate Involvement

It is anticipated that stronger connections will be forged with the Business community which will also be a fundraising arm of the project.

Report

I report on the financial statements of the charity for the year ended 31st March 2014 which are set out on page 7

Respective responsibilities of Trustees and Examine

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 ("the 2005 act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations") The charity's trustees consider that the audit requirement of Regulation 10(1)(d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under section (44)(1)(C) of the 2005 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 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The random nature of the sources of income make it difficult to 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 connection with my examination, no matter has come to my attention other than that is disclosed below:-

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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 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.

The matters which have come to my attention are as follows:

- A number of items of income could not be identified as being paid into the bank. This was because they were all paid into the bank account and not differentiated separately. The charity trustees are aware of the importance of maintaining full records of such transactions going forward.
- During the year items of income have simply been paid into the bank account as and when received. As a result there is not always an audit trail as to where all the sums have necessarily originated or whether all sums paid to the charity have been handed over. The trustees of the charity are aware a more robust system of receipting all income received will require to be implemented to protect all concerned.
- It is noted that the Trust has in place Public Liability Insurance obtained through the Highland Council

**STATEMENT
OF FINANCIAL
ACTIVITIES**

**GRANTS
RECEIVED**

Financial Report

Final Accounts 01/04/13 - 31/03/14

Income

Donations	6719.16
Grants	13000.00
Sale of Goods	265.00
Concerts	2000.00
Book Sales	1204.50
Events	2594.00
Miscellaneous	900.00
Total	£27582.66

Expenditure

Professional Fees	425.38
Insurance	98.56
Web Page	736.00
Stationery	309.86
Marketing	1412.34
Total	£2982.14

SURPLUS £23,700.52

Grants

Two grants were secured during the year in order to commission the Business Plan

£10,000 was received from Awards for All Lottery Funds

£3,000 was received from Highland Council Discretionary Fund

Statement of Disclosure to Examiner of Accounts

The Trustees have provided all information required in order to facilitate a financial examination of the accounts. We have taken all necessary steps to furnish the examiner with any information which is required to complete this examination.

Approved by the Trustees on Wednesday 27th August 2014 and signed on their behalf by:

Elsie Normington, Chairperson

FUNDRAISING ACTIVITIES

Fundraising Report

A wide range of fundraising events have been held throughout the year and we are most grateful to all those motivated volunteers who have organized events and also helped in a variety of ways.

The Group meet every two months and share updates and ideas. There is a great sense of pride, ownership and involvement.

Some examples of events:

Eden Court Theatre Launch / Raffle / Door Collection

Car Boot Sale and Craft Fair

Spinathon at Tesco with Singing Groups and Bag Packers

Smithton Church craft fair and concert

Glachbeg Croft Music Festival

Pamper Night with Crabtree & Evelyn

Pop-up Charity Shop for a week

Christmas carol singing and selling Silent Doorbell Books

Singing for Pleasure concerts, raffle and collection

Coffee Morning

Selling marmalade, pancakes, framed photos, goodie baskets

DRAFT ARCHITECTURAL DRAWINGS

FOR THE HAVEN CENTRE



**ARCHITECT
DETAILS**

Architect

Colin Armstrong Associates

Pavilion

1 Fairways Business Park

Inverness

IV2 6AA

www.colinarmstrong.com



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