

Scottish Charity Number: SC044029

**Elsie Normington Foundation
Annual Report and Financial Statements
for the year ended 31 March 2020**

Elsie Normington Foundation

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Elsie Normington Foundation

Report of the Trustees for the year ended 31 March 2020

The Trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31 March 2020.

Reference and Administrative Information

Trustees:

Elsie Normington - *Chairperson*
Rosie Jardin – *Vice Chairperson*
Alistair Dodds – *Treasurer* (resigned February 2020)
Jonathan Innes – *Treasurer* (appointed June 2019)
Liz Syred – *Secretary*
Hele Bull (resigned June 2019)
Bill Dickson (appointed March 2020)
Andrew Grzesinski (resigned May 2019)
Ian Matheson (appointed June 2019)
Anne McCreadie
Thom Macleod (appointed March 2020)
Sheila Proudfoot (resigned February 2020)
David Sutherland – *Chairperson of the Haven Centre Fundraising Appeal*
(appointed June 2019)
Richard Syred (resigned October 2019)

Advisors:

Gordon Fyfe – PR Advisor
John Gallon – Learning Disability Advisor
Liz Sutherland – Smithton Residents Association Advisor
Arlene Johnstone – NHS Highland Advisor

Registered Office:

Ardcorran
Old Craigton Road
North Kessock
Inverness
IV1 3YD

Website:

www.enfoundation.co.uk

Charity Number:

SC 044029

Independent Examiner:

Ruaraidh Morrison BA (Hons) CA
Morrison Accountancy Limited
32 Torbreck Road
Inverness
IV2 4DF

Bankers:

Clydesdale Bank
Academy Street
Inverness
IV1 1JN

Elsie Normington Foundation

Report of the Trustees for the year ended 31 March 2020

Reference and Administrative Information (continued)

Solicitors: Murchison and Law
Solicitors and Estate Agents
5 Ardross Terrace
Inverness
IV3 5NQ
www.murchisonlaw.co.uk

Objectives and Activities

1. The relief and promotion of those in need by reason of learning disability through the provision of housing, other facilities and services to young people with a learning disability, and their parents and carers.
2. The provision of recreational facilities and the organisation of recreational activities with the object of improving the life of young people with a learning disability, and their parents and carers.
3. The advancement of education for young people with a learning disability through the provision of facilities and services which will improve the nature of their lives.

Review of our Achievement and Performance

Elsie Normington Foundation (ENF) has continued to pursue the vision of developing a specialist integrated centre called the Haven Centre - to serve children and young people with severe learning disabilities and complex needs in the Highlands. This centre will provide a specialist play centre and respite flats to offer social opportunities and overnight social care for these young people.

Achievements and Performance

1. ENF convened Board meetings every six weeks throughout the years. Each Trustee had areas of responsibility to action and report at these meetings.
2. ENF employed Rona Matheson as a part time community fundraiser. She has consistently been successful at raising funds through a wide range of social and fundraising events and also been successful at recruiting new volunteers who help at events and also run with their own fundraising ideas. Rona also has done several public speaking engagements and been very successful at raising funds through these occasions.
3. ENF employed a Marketing Co-ordinator, Iain Boyd through the Scotgrad Scheme which was managed by Highlands and Islands Enterprise. This was a very successful post, and much was achieved in developing a contemporary marketing approach and rebranding current materials. Although his post finished in January 2020, he has continued to support the Haven Appeal remotely as a Volunteer which has been greatly appreciated.
4. ENF also employed a Co-ordinator Martin Baldwin who started his post in February 2020. The purpose of this post was to co-ordinate and improve administration systems for ENF and also apply for Grant Funding Applications for the Haven Appeal.
5. Many meetings were convened with Highland Council officials regarding the site development and planning permission was received on 26 March 2020. The Business Plan has been updated to reflect various changes as the project continues to evolve and develop.
6. A visit was made to the Scottish Parliament where Elsie Normington, Chairperson gave a short presentation to a cross party group of MSPs regarding the Haven Centre. All MSPs present were most supportive of the project. This was followed up by further meetings at Constituency Offices with various Government Ministers and MSPs.
7. ENF was regularly highlighted in the local Inverness Courier and the Foundation is most grateful for this ongoing coverage which has kept public interest in the project.

Elsie Normington Foundation

Report of the Trustees for the year ended 31 March 2020

Achievements and Performance (continued)

8. Governance - Sheila Proudfoot, Alistair Dodds and Helen Bull resigned after serving two terms of three years. David Sutherland, Ian Matheson and Jonathan Innes were elected to the Board. Thom Macleod and Bill Dickson were appointed to the Board. David Sutherland was appointed as the Chair of the Haven Appeal. Arlene Johnston from NHS Highland was appointed as NHS Advisor to replace Eilidh McMillan. John Gallon was appointed as Advisor for people with learning disabilities. Liz Sutherland was appointed as Advisor from Smithton Residents Association.

Financial Review and Reserves Policy

The charity's principal source of funding through grants, donations and fundraising. There was a surplus for the year of £70,096 (2019: £6,398). At the year-end there were total funds of £276,637 (2019: £206,541) The trustees believe that they will be able to meet expenses as they arise.

Approved by the trustees on 7 December 2020 and signed on their behalf by:



Elsie Normington
Chairperson/Trustee

Elsie Normington Foundation

Report of the Independent Examiner for the year ended 31 March 2020

I report on the accounts of the charity for the year ended 31 March 2020 which are set out on pages 5 to 8.

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 trustees consider that the audit requirement of Regulation 10(1) (d) of the 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 (as amended). 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 (as amended), and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations (as amended)

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.



Ruaraidh Morrison BA (Hons) CA
Morrison Accountancy Limited
Chartered Accountants and Statutory Auditors
32 Torbreck Road
Inverness
IV2 4DF

Date 7 December 2020

Elsie Normington Foundation

Receipts & Payments Account

Year ended 31 March 2020

	2020			2019		
	General Fund	Retricted Funds	Total Funds	General Fund	Retricted Funds	Total Funds
Receipts						
Donations	75,605	8,015	83,620	47,293	2,400	49,693
Grants	1,000	16,800	17,800	150	-	150
Gift aid recovered	10,163	755	10,918	-	-	-
Concerts and events	10,180	16,154	26,334	12,357	-	12,357
Fundraising sales	2,232	-	2,232	-	-	-
Total receipts	99,180	41,724	140,904	59,800	2,400	62,200
Payments						
Cost of Generating Funds						
Fundraising costs	4,966	3,698	8,664	16,400	-	16,400
Wages and national insurance	5,560	19,226	24,786	5,631	-	5,631
Employers pension	-	477	477	82	-	82
Professional fees	13,137	-	13,137	19,200	-	19,200
Fundraising purchases	600	-	600	-	-	-
Charitable Activities						
Wages and national insurance	4,583	-	4,583	-	-	-
Employers pension	116	-	116	-	-	-
Recruitment costs	171	-	171	162	-	162
Advertising and marketing	2,972	-	2,972	3,819	-	3,819
Event hire	-	-	-	6,230	-	6,230
Office costs	1,337	-	1,337	2,691	-	2,691
Subscriptions	87	-	87	312	-	312
Insurance	160	-	160	216	-	216
Rent	3,372	-	3,372	144	-	144
Independent examination	150	-	150	75	-	75
Accountancy and bookkeeping	2,232	-	2,232	320	-	320
Legal fees	7,964	-	7,964	378	-	378
Total payments	47,407	23,401	70,808	55,660	-	55,660
Surplus for the year	51,773	18,323	70,096	4,140	2,400	6,540
Transfer between funds	(2,903)	2,903	-	-	-	-
Surplus/(deficit) after transfers	48,870	21,226	70,096	4,140	2,400	6,540
Total funds brought forward	204,141	2,400	206,541	200,001	-	200,001
Funds carried forward	253,011	23,626	276,637	204,141	2,400	206,541

Elsie Normington Foundation

Statement of Balances

As at 31 March 2020

	Notes	2020			2019		
		£	£	£	£	£	£
		Opening balance	Surplus for year	Closing balance	Opening balance	Surplus for year	Closing balance
Bank account balance		206,541	70,096	276,637	200,001	6,540	206,541
Total cash balances		206,541	70,096	276,637	200,001	6,540	206,541

Represented by:

Unrestricted funds	4						
General				253,011			204,141
Restricted funds	5						
Haven Appeal				23,626			2,400
Marketing Officer				-			-
				<u>276,637</u>			<u>206,541</u>


Statement of debtors and pledged donations at 31 March 2020

Gift aid debtor			54			-
Pledged donations			725,000			705,000
Pension refund due			116			
			<u>725,170</u>			<u>705,000</u>

Statement of creditors at 31 March 2020

PAYE/NIC and Pension			-			857
Independent Examination			250			150
			<u>250</u>			<u>1,007</u>

The financial statements on pages 5 to 8 were approved by the Trustees on 7 December 2020 and signed on their behalf by the undernoted:


Elsie Normington
Trustee

The notes on page 7 to 8 form part of these financial statements.

Elsie Normington Foundation

Notes to the Financial Statements for the year ended 31 March 2020

1. Accounting Policies

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis of financial statements

The financial statements have been prepared on a receipts and payments basis.

Funds Structure

For the purpose of the Receipts and Payments account as shown on page 5, funds are defined as follows:

- Unrestricted funds comprise grants and other income received for the objects of the charity without further specified purpose and are available as general funds.
- Restricted funds comprise grants and other income received for the objects of the charity as specified by the donor.

2. Related Party Transactions and Trustees' Expenses and Remuneration

The trustees did not receive any remuneration or expenses for their services in the year (2019: £nil), in their capacity as Trustees.

Elsie Normington Foundation

Notes to the financial statements

Year ended 31 March 2020

3. Staff costs and numbers

	2020	2019
Gross salaries	£	£
Employer's Pension contributions	29,369	5,631
	593	82
	<u>29,962</u>	<u>5,713</u>

The charity had two employees (2019: 1).

4. Unrestricted funds

	Balance at 01.04.19 £	Receipts £	Payments £	Transfers £	Balance at 31.03.20 £
General Fund	204,141	99,180	(47,407)	(2,903)	253,011
Total unrestricted funds	<u>204,141</u>	<u>99,180</u>	<u>(47,407)</u>	<u>(2,903)</u>	<u>253,011</u>

Explanation of funds

The General Fund - encompasses all income and expenditure relating to the primary focus activities of the charity, other than those for which funding is restricted.

5. Restricted funds

	Balance at 01.04.19 £	Receipts £	Payments £	Transfers £	Balance at 31.03.20 £
Haven Appeal	2,400	24,924	(3,698)	-	23,626
Marketing Officer	-	16,800	(19,703)	2,903	-
Total restricted funds	<u>2,400</u>	<u>41,724</u>	<u>(23,401)</u>	<u>2,903</u>	<u>23,626</u>

Explanation of funds

The Haven Appeal Fund - represents money raised for the construction and running costs of the proposed Haven Centre.

The Marketing Officer Fund - represents money received for to cover the cost of employing a marketing officer.