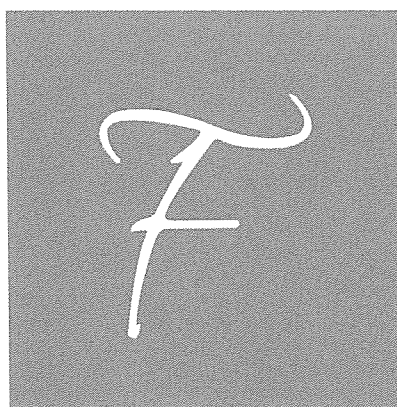


Charity Registration No. SC047929 (Scotland)

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2019



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**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees Andrew Pennycook (Chairperson)
Tracey Lamb (Secretary)
Graham Forbes (Treasurer)
Fiona Wilks (Vice Treasurer)
Lindsay McMillan

Charity number (Scotland) SC047929

Principal address The Gateway
North Methven Street
PERTH
PH1 5PP

Accountants Sandra C Paterson C A
Finlaysons
Chartered Accountants
4 Albert Place
PERTH
PH2 8JE

Bankers Bank of Scotland
Banking Direct Scotland
41 South Gyle Crescent
EDINBURGH
EH12 9BB

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO) (ALSO KNOWN AS S.H.I.P.) CONTENTS

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SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO) **(ALSO KNOWN AS S.H.I.P.)** **TRUSTEES' REPORT**

FOR THE PERIOD ENDED 31 MARCH 2019

The trustees present their report and financial statements for the period ended 31 March 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The focus of SHIP is to improve the quality of life for children with additional support needs and physical and sensory disabilities and those who care for them. We promote the health, education and wellbeing of our young people through play and leisure activities, supporting them and where possible encouraging social integration with the community. We also endeavour to support the families and carers of our children. When children come to SHIP they are supported at all times by our highly committed, trained volunteers and staff who ensure that the individual needs of the child are met within a safe, structured environment.

Our vision is to provide support, inclusive experiences and rewarding opportunities to an increasing number of children with additional support needs and their families across Perth and Kinross. To do this we aim to advance the opportunities for learning for children with ASN; to provide respite for parents, carers and families of children with ASN; to support the wellbeing of children with ASN as well as their parents, carers, and families and to provide opportunities for volunteers from the community to support children with ASN on a one-to-one basis.

Achievements and performance

2018/19 has been another successful year for SHIP, including the following highlights:

- The charity changed its status to a SCIO – Scottish Charitable Incorporated Organisation.
- Continuation of our three weekly youth clubs in Perth and our Active Monkey's group are going from strength to strength. Numbers are high with waiting lists for two of the evenings.
- In January 2018 SHIP opened a new Youth Club in Kinross and have welcomed 15 children to the club. They have been supported by local volunteers, staff, parents/carers from Kinross. The club runs alongside a parent support group.
- Saturday clubs have been very successful throughout the year, with increased demand for the groups. The groups now run every second Saturday afternoon.
- Holiday club is extremely popular with sessions throughout the holidays and has a waiting list for sessions. SHIP supported 30 children and their families every day for seven weeks, this equates to 9,750 hours of holiday respite provided.
- Ship supports 110 families and has offered a total of 12,555 hours of inclusive activities and respite throughout the year.

Volunteers

We are extremely grateful to our wonderful team of volunteers whose participation and support play a vital role in the success of the charity. Currently we have 95 volunteers supporting the services. They are a highly motivated talented group of young people. The groups are supported by volunteers who go through a 6 week training session to give them the skills and knowledge to support the young people. The service could not run without their skills and dedication. One of the SHIP volunteers won the Saltire Volunteer of the year award for their hard work and dedication to the children and young people. We ran a volunteer team building day out which was well attended with approx. 40 volunteers.

Staff

In January 2018 we appointed a new manager, Nicola Schelbert, to replace Claire Moir. In 2018/19 services were delivered by Nicola, Heather and 20 part time staff and sessional staff. The committee acknowledges how lucky we are to have the support of such a highly committed and talented team of staff.

**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
TRUSTEES' REPORT (CONTINUED)**

FOR THE PERIOD ENDED 31 MARCH 2019

Training

This year we have accessed training for our staff and volunteers through NHS Tayside, Epilepsy, NHS Speech and Language, PECS & Makaton and First Aid. All our staff are First Aid, Epilepsy, Nutria and Moving and Handling trained.

Funding

We have been awarded grants from Perth and Kinross Council, The Gannochy Trust, Better Breaks, The Robertson Trust and Henry Duncan (The Corra Trust). These have been vital to allow us to continue to offer services throughout Perthshire.

Fundraising and Donations

The charity has continued to receive generous support from the local community and businesses and would like to thank everyone who has supported us through fundraising and donations. Kinnoull Rotary, Perth Rotary and Perth High School gave us very generous donations for which we are very grateful. We had a very successful Christmas party and raffle which not only raised vital funds but brought the whole SHIP community together. SHIP has gained Gift Aid Status which allows us to claim gift aid on sponsors events.

Trustee's payment and expenses

There were no payments or expenses during the year to Trustee's.

Financial review

As detailed in the Accounts, the charity made a net surplus of £62,740 on unrestricted funds, this includes a balance of £50,092 transferred on the closure of the unincorporated charity, Support Help and Integration in Perthshire, Charity No SC000797. The committee thank all bodies and individuals that have provided funds to support the charity. The committee recognises that the charity has a set of responsibilities to the staff that it employs and to the users of the services. We have therefore adopted a policy of working towards building a reserve of funds that would enable the charity to run for six months without additional funding.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
TRUSTEES' REPORT (CONTINUED)**

FOR THE PERIOD ENDED 31 MARCH 2019

Structure, governance and management

Support, Help and Integration in Perthshire (SCIO), (S.H.I.P.) is a Scottish Charitable Incorporated Organisation. The charity was registered with the Office of the Scottish Charity Regulator on 14 November 2017 to carry on the work of the former charity, Support Help and Integration in Perthshire, Charity number SC000797.

The trustees who served during the period and up to the date of signature of the financial statements were:

Andrew Pennycook (Chairperson)

Tracey Lamb (Secretary)

Graham Forbes (Treasurer)

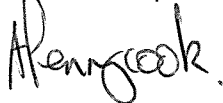
Fiona Wilks (Vice Treasurer)

Lindsay McMillan

The affairs of the charity are conducted by a management committee appointed by the members. The management committee hold meetings throughout the year. At each Annual General Meeting all of the management committee retire from office and are eligible for re-election.

The charity's members are parents, regular carers and children with a disability who use the charity's services and are admitted to membership by the management committee.

The trustees' report was approved by the Board of Trustees.



Andrew Pennycook (Chairperson)

Trustee

Dated: 26 September 2019

**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)

I report on the financial statements of the charity for the period ended 31 March 2019, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements 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 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any 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 financial statements.

Independent examiner's statement

In connection with my examination, no other matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Sandra C Paterson

Sandra C Paterson C A
Member of the Institute of Chartered Accountants of Scotland
Finlaysons
Chartered Accountants
4 Albert Place
PERTH
PH2 8JE

Dated: 27 September 2019

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 MARCH 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
<u>Income and endowments from:</u>				
Donations and legacies	2	71,753	110,624	182,377
Other income	3	77,554	-	77,554
Total income		<u>149,307</u>	<u>110,624</u>	<u>259,931</u>
<u>Expenditure on:</u>				
Charitable activities	4	86,567	70,098	156,665
Net income for the year/ Net movement in funds		<u>62,740</u>	<u>40,526</u>	<u>103,266</u>
Fund balances at 14 November 2017		-	-	-
Fund balances at 31 March 2019		<u><u>62,740</u></u>	<u><u>40,526</u></u>	<u><u>103,266</u></u>

The statement of financial activities includes all gains and losses recognised in the period.

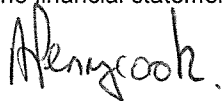
All income and expenditure derive from continuing activities.

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
BALANCE SHEET

AS AT 31 MARCH 2019

	Notes	2019 £	£
Current assets			
Cash at bank and in hand		108,141	
Creditors: amounts falling due within one year	8	<u>(4,875)</u>	
Net current assets			<u>103,266</u>
Income funds			
Restricted funds	9		40,526
Unrestricted funds			<u>62,740</u>
			<u>103,266</u>

The financial statements were approved by the Trustees on 26 September 2019



Andrew Pennycook (Chairperson)
Trustee

**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2019**

1 Accounting policies

Charity information

Support, Help and Integration in Pethshire (SCIO) is an unincorporated charity governed by its constitution. The principal address of the charity is The Gateway, North Methven Street, Perth, PH2 5PP.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

**SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2019**

1 Accounting policies **(Continued)**

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements

1.6 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

1.7 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.8 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2019

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total
	2019 £	2019 £	2019 £
Donations and gifts	15,214	-	15,214
Grants	56,539	110,624	167,163
	<u>71,753</u>	<u>110,624</u>	<u>182,377</u>
Grants receivable for core activities			
Perth & Kinross Council	38,308	925	39,233
Better Breaks Fund	-	32,821	32,821
The Robertson Trust	-	10,000	10,000
The Carra Foundation	10,000	-	10,000
SCVO Employment grant	8,231	-	8,231
Gannochy Trust	-	26,352	26,352
National Lottery	-	40,526	40,526
	<u>56,539</u>	<u>110,624</u>	<u>167,163</u>

3 Other income

	Unrestricted funds
	2019 £
Transfer from Support Help and Integration in Perthshire (SC000797)	50,092
Youth club fees	27,462
	<u>77,554</u>

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2019

4 Charitable activities

	2019 £
Staff costs	102,514
Rents	4,465
Training	1,404
Office costs	4,151
Transport	2,926
Trips	1,853
Other Youth club expenses	950
Volunteers' expenses	18,033
Clothing costs	1,268
Website expenses	602
Sundry expenses	3,458
	<u>141,624</u>
Share of support costs (see note 5)	11,032
Share of governance costs (see note 5)	4,009
	<u>156,665</u>
Analysis by fund	
Unrestricted funds	86,567
Restricted funds	70,098
	<u>156,665</u>

5 Support costs

	Support costs £	Governance costs £	2019 £
Staff costs	11,032	-	11,032
Legal and professional	-	1,609	1,609
Independent examiner's fee	-	2,400	2,400
	<u>11,032</u>	<u>4,009</u>	<u>15,041</u>
Analysed between			
Charitable activities	<u>11,032</u>	<u>4,009</u>	<u>15,041</u>

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2019

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the period.

7 Employees

Number of employees

The average monthly number of employees during the period was:

2019
Number

15

Employment costs

2019
£

Wages and salaries	111,373
Social security costs	1,350
Other pension costs	823
	<hr/>
	113,546
	<hr/> <hr/>

8 Creditors: amounts falling due within one year

2019
£

Other taxation and social security	851
Trade creditors	10
Other creditors	1,227
Accruals and deferred income	2,787
	<hr/>
	4,875
	<hr/> <hr/>

SUPPORT, HELP AND INTEGRATION IN PETHSHIRE (SCIO)
(ALSO KNOWN AS S.H.I.P.)
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2019

9 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		Balance at 31 March 2019
	Incoming resources	Resources expended	
	£	£	£
PKC - Perth Decides fund	925	(925)	-
Short Breaks Fund	32,821	(32,821)	-
Gannochy Trust	26,352	(26,352)	-
Robertson Trust - Playscheme 2018-19	10,000	(10,000)	-
National Lottery	40,526	-	40,526
	<u>110,624</u>	<u>(70,098)</u>	<u>40,526</u>

All of the grants received are to provide youth clubs for children with additional support needs.

10 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	2019	2019	2019
	£	£	£
Fund balances at 31 March 2019 are represented by:			
Current assets/(liabilities)	62,740	40,526	103,266
	<u>62,740</u>	<u>40,526</u>	<u>103,266</u>

11 Related party transactions

There were no disclosable related party transactions during the period.