

DUNCAN PLACE

**Annual Report and Accounts
for the Period Ended 31st January 2019**

Duncan Place Annual Report and Accounts for the Period Ended 31st January 2019

Trustees' Report

Board of Trustees and Administration Details

The Duncan Place Resource Centre Users Group was established in January 2014 to formalise the previous users group. Its purpose was to feed into the programme of activities developed by The City of Edinburgh Council's Community, Learning and Development staff to be delivered from Duncan Place Resource Centre in Leith.

The Council closed the Duncan Place building in early September 2014 and the Users Group continued to meet to explore possibilities to reopen the building. When a way forward became clear they began work to establish a new incorporated organisation with the aim of taking ownership of the building and then to manage and operate the building, currently owned by the Council.

On 25th January 2018, Duncan Place, a Scottish Charitable Incorporated Organisation (No. SC048100) was formed to take the project forward.

The charity is governed by its constitution and the structure of the charity consists of members who appoint up to five members of the board of trustees. In addition, the board may appoint up to four individuals as charity trustees to ensure a spread of skills and experience. The elected members must always be the majority of the board.

The current trustees are Carol Leslie, Fiona Clandillon, Colm Kavanagh, Keith Murray and Steve Paige. Former trustees who served during the year are Nicola Lamberton, who resigned on 27th August 2018 and Ian Taylor, who resigned on 16th of January 2019.

The principal office of the charity is c/o Leith Dockers Club Ltd, 17-17a Academy Street, Edinburgh EH6 7EE.

The Objects of the Charity

The Organisation was formed to benefit the community of people who live and / or work or volunteer in the locality surrounding Duncan Place known locally as Leith, or who have an active interest in the activities organised by the organisation with the following purposes:

To advance citizenship and community development within and for the benefit of the community of Leith by delivering a diverse range of services and initiatives without distinction of gender, sexuality, political, religious or other opinion, with the object of improving their conditions of life.

The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the Leith community.

Trustees' Annual Report

The Trustees present their report and financial statements for the period to 31 January 2019. They are pleased to report that the work of the former Duncan Place Resource Centre Users Group and the now incorporated Duncan Place charity has been successful with funding now in place for both the refurbishment of the building and the start up costs.

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Trustees' Report (continued)

A part time development manager was appointed in September 2018 for the year prior to re-opening, to co-ordinate the project. The Duncan Place board and staff member continue to work with many local third sector organisations, small enterprises and community groups to develop this fantastic community hub which will be a huge asset to the community in Leith.

The Duncan Place building is currently undergoing a major refurbishment so all work to date is in preparation to deliver on these purposes.

At the start of the financial year the funds remaining in the bank account in the name of the Duncan Place Resource Centre Users Group were gifted to the charity.

Duncan Place worked closely with the City of Edinburgh Council, Scottish Government and The Lottery Community Fund. Funds from Scottish Government and the Edinburgh Council for refurbishment of the Duncan Place building have been secured. These have gone directly to the Council to undertake the necessary work. The grant from The Lottery Community Fund to, support the start-up phase, cover the first five years.

Upon completion of refurbishment, ownership of the building will transfer to Duncan Place who will make available affordable community and rentable space in line with its charitable objects.

Financial review

The accounts have been prepared on the Receipts and Payments basis. Receipts for the year totalled £52,703 and payments were £13,216, resulting in a cash reserve of £39,487. These funds arise from a donation to the charity, combined with restricted grant funds, for redevelopment requirements over the coming year.

It is an overriding objective of Duncan Place for the charity to establish itself and become wholly self-sufficient. As a result of this, the charity has every intention to build up a financial reserve of three months' operating costs to ensure that Duncan Place is able to fully maintain the building to a high standard, to allow the charity to smooth over any receipts fluctuations or rental voids, or to cover any other unforeseen circumstances which may develop at any point in the future after the ownership and stewardship of the building is transferred into the Charity.

Approved by the Board of Trustees and signed on its behalf

Signed
Carol Leslie



Date 13-3-19

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2019

Independent Examiner's Report to the Trustees of Duncan Place

I report on the accounts of the charity for the period ended 31st January 2019, which are set out on pages 4 and 5.

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.

The 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. 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 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, and

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

Signed Stanley Wynd

Date 19.13.19

Stanley Wynd ACIS FCIE
122 Giles Street
Edinburgh
EH6 6BZ

Duncan Place
Receipts and Payments Account for the Period Ended
31st January 2019

	Restricted funds £	Unrestricted funds £	Total 2018/19 £
<u>Receipts</u>			
Grants & donations	51,993	-	51,993
Other income	-	710	710
Total receipts	<u>51,993</u>	<u>710</u>	<u>52,703</u>
<u>Payments</u>			
Fundraising expenses:			
Survey costs	35	-	35
Consultancy	1,500	-	1,500
Payments for charitable activities:			
Staff costs	6,888	-	6,888
Volunteer costs	2,482	-	2,482
Travel and meetings	48	-	48
Conference costs	299	-	299
Office and telephone	546	-	546
Insurance	299	-	299
Miscellaneous expenses	84	-	84
Purchase of fixed assets:			
Office equipment	1,035	-	1,035
Total payments	<u>13,216</u>	<u>-</u>	<u>13,216</u>
Transfers	-	-	-
Surplus/(deficit) for year	38,777	710	39,487
Cash funds brought forward	-	-	-
Cash funds carried forward	<u>38,777</u>	<u>710</u>	<u>39,487</u>

**Duncan Place
Receipts and Payments Account for the Period Ended
31st January 2019**

Bank and cash on hand

	2018/19 £
Opening balance	-
Surplus / (deficit) for year	39,487
Closing balances	39,487

Restricted funds

	Balance at 25/01/2018	Received	Paid	Transfers	Balance at 31/01/2019
Duncan Place	-	18,762	(4,451)	-	14,311
Big Lottery Fund	-	33,231	(8,765)	-	24,466
	-	51,993	(13,216)	-	38,777

Duncan Place

A donation received from the Duncan Place Resource Centre Users Group , given to the charity on incorporation as a SCIO. The funds were given primarily to directly benefit user groups and, in relation to the efforts to save Duncan Place, reimbursing the expenses of the committee members and to pay for professional expertise. These restrictions were lifted in February 2019.

Big Lottery

A grant from the Big Lottery Fund to complete the fit out and support revenue start up costs of the redeveloped Duncan Place building in Leith. Part of a five year funding program.

Assets and liabilities

The charity had office equipment valued at the year end at approximately £827. In addition to the cash on hand and in the bank, this makes up the charity's total assets. There were liabilities totalling £206, representing amounts due to HM Revenue and Customs.

Trustee expenses

The members of the Board of Trustees did not receive any remuneration in the year. A total of £2,489 was paid for childcare and travel expenses to one trustee.

Approved by the Board of Trustees and signed on its behalf

Signed
Carol Leslie

Date 13-3-19