

THE CROFT
(Visitors' Support and Advice
Centre, HMP Barlinnie)
SCIO

SCOTTISH CHARITY NO. SC044589

ANNUAL REPORT
AND
ACCOUNTS

FOR THE YEAR ENDED 31st DECEMBER 2019

REFERENCE AND ADMINISTRATION INFORMATION

Charity Name: The Croft (Visitors' Support and Advice Centre, HMP Barlinnie) SCIO
Charity Registration Number: SC044589
Contact Address: St Enoch's Hogganfield Parish Church
860 Cumbernauld Road
Glasgow
G33 2QW

TRUSTEES

The Trustees who served during the year were as follows –

Mrs Margaret Smith
Mrs Joan Russell
Mrs Margaret Chambers
Liann Weir
Moya Flynn
CarolAnne Keogh
Arlene Gallagher
Heather Kerr

Office Bearers

Chair	Mrs Margaret Smith
Secretary	Mrs CarolAnne Keogh
Treasurer	Mrs Joan Russell

Independent Examiner	Mrs Isabel McDerment (Retired Bank Officer) 1420 Dumbarton Road, Glasgow G14 9DR
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Bankers	Bank of Scotland plc PO Box 1000 BX2 1LB Nationwide
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STRUCTURE, GOVERNANCE AND MANAGEMENT

GOVERNING DOCUMENT.

The Croft is administered as a Scottish Charitable Incorporated Organisation under a constitution (available on request) approved by the Office of the Scottish Charity Regulator in January 2014.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

The Board consists of up to 12 Trustees who are appointed by members at the Annual General Meeting; one third of Trustees retire each year; the Board also has power to co-opt Trustees (up to one third of the total). In addition St Enoch's Hogganfield Parish Church and St Thomas Apostle Roman Catholic Church shall each be entitled to nominate any two persons to serve on the board.

ORGANISATIONAL STRUCTURE

The Board has overall responsibility for the affairs of the charity; day-to-day administration is delegated to the Co-ordinators. The Board meets at least four times each year.

OBJECTIVES AND ACTIVITIES

The advancement of community development, and the relief of those in need by reason of the imprisonment of a family member, by

- providing support and advice to visitors to HMP Barlinnie;
- offering a welcoming space near to the prison with access to personal support and advice specifically targeted for prisoners' families;
- recruiting, training and developing volunteers from the local and wider community;
- and establishing links with service providers and voluntary organisations working with prisoners' families to build partnerships that will enhance the quality of life for visitors to prisoners in HMP Barlinnie.

A more detailed account of activities and achievements during 2014 is appended to this document.

FINANCIAL REVIEW

The work of the charity is funded by grants from the Scottish Government, the Tudor and Volant Trusts and the Church of Scotland "Go For It" Fund. The Board regularly monitors the financial position of the charity.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The members of the Board must prepare financial statements which give sufficient details to enable an appreciation of the transaction of the charity during the financial year. The members of the Board are responsible for keeping proper accounting records which on request, must reflect the financial

position of the charity at that time. This must be done to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charity and must take reasonable steps for the prevention and/or detection of fraud and other irregularities.

Approved by the Trustees and signed on their behalf,

Chair of the Board

Date

INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the charity for the year ended 31st December 2019 which are set out on pages 5 to 7.

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 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. 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

Date

Name: Mrs Isabel McDerment (Retired Bank Officer)
Address: 1420, Dumbarton Road, Glasgow G14 9DR

	Fund 2019	Fund 2018
RECEIPTS		
Grants	112,000.00	56,878.00
Donations	16.72	101.64
Bank Refunds	0.00	125.00
	112,016.72	57,104.64
PAYMENTS		
Costs of generating funds	0.00	0.00
Equipment & Office Supplies	660.75	271.30
Publicity	0.00	3,931.95
Staffing	84,000.00	84,000.00
Staff & Volunteer Expenses	684.56	530.29
Training & Support	0.00	1,125.43
Visit Costs	5,152.37	817.76
Miscellaneous	1,678.78	2,148.24
Governance costs	0.00	0.00
	92,176.46	92,824.97
Excess of Receipts / Payments 2019	19,840.26	-35,720.33

	Total 2019	Total 2018
BALANCES		
Balance Forward	22,595.48	58,315.81
MOVEMENT IN YEAR		
Excess of Receipts 2017	19,840.26	-35,720.33
Bank & Deposit balances carried forward	42,435.74	22,595.48

The accounts were approved by the Trustees on

.....Chair of Board

.....Treasurer

1. BASIS OF ACCOUNTING

These accounts have been prepared on the Receipts & Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended)

2. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

No trustees received any remuneration from the charity. No trustee nor any person related to a trustee had any personal interest in any contract or transaction entered into by the charity during the year.

BANK BALANCES

2018

Bank of Scotland C/A	21,622.81
Nationwide (Treasurers Trust) DA	5,050.01
Cash in hand	<u>47.53</u>
	26,720.35
Add Outstanding Lodgements	
Deduct Cheques to be presented	<u>4,124.87</u>
Total Closing Balance as at 31st December 2017	<u>22,595.48</u>

2019

Bank of Scotland C/A	37,523.79
Nationwide (Treasurers Trust) DA	5,050.01
Cash	<u>4.14</u>
	42,577.94
Add Outstanding Lodgements	0.00
Deduct Cheques to be presented	<u>142.20</u>
	<u>42,435.74</u>