REGISTERED COMPANY NUMBER: CS002465 (Scotland) REGISTERED CHARITY NUMBER: SC046647

Report of the Trustees and

Financial Statements

for the Year Ended 30 June 2020

<u>for</u>

The Michael Tracey Project

T B Dunn & Co Statutory Auditor 308 Albert Drive Pollokshields GLASGOW G41 5RS

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Report of the Trustees for the Year Ended 30 June 2020

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 June 2020. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the organisation are:

- i) The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.
- ii) The relief of those in need by reason of age, ill-health, disability, financial hardship or disadvantage.

Main activities are:

The provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily attended. This will be achieved through providing social opportunities for young people and adults aged 16 to 30 years old with learning difficulties and/or learning disabilities.

The relief of those in need by providing short break respite to families by providing outreach support, respite with the clients homes or outsourced accomodation thus allowing the parents/carers of these clients some time to relax and have time to themselves.

STRATEGIC REPORT

Achievement and performance

Charitable activities

The Charity was growing over the first 9 months and the majority of the supports we delivered were community based which was in high demand at the time. We were able to recruit more staff over the first 9 months due to the demand being there. When COVID hit we had to cancel all community based support and had an excess of staff. We had to furlough some staff as well as link with another organisation for a short time to share staff as we had an excess of staff and they were short staffed due to shielding and majority of their services being independent living.

We spoke with the local authority to discuss our staffing issue and managed to support them with crisis services which allowed the charity to expand into more independent living services this has allowed us to become more financially stable in this new financial year.

Financial review

Reserves policy

The cashflow for The Michael Tracey Project has improved during the year which has allowed the charity to retain one months worth of normal running costs in order to meet commitments and cover any unexpected expenditure.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It has a single tier structure and as such the trustees are the members of the charity.

Report of the Trustees for the Year Ended 30 June 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

Any person, nominated individual or body who/which wishes to become a Charity Trustee must sign a written application for Charity Trusteeship; and for a corporate body, that application must be signed by an appropriately authorised officer of that body who will remain as the representative of that corporate body until such time as the corporate body informs the Board otherwise.

The application will then be considered by the Board at its next Board meeting. There is a minimum of three and a maximum of six trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CS002465 (Scotland)

Registered Charity number

SC046647

Registered office

1061-1063 Tollcross Road Glasgow G32 8UQ

Trustees

Miss C O'Donnell
D Roberts (resigned 31.3.21)
Ms L Elder (resigned 31.3.21)
Ms J Taylor (resigned 1.9.19)
Ms E Craig (resigned 31.3.21)
S Taylor - Pearson (appointed 1.9.19) (resigned 31.3.21)
Ms C Butler (appointed 31.3.21)
D Campbell (appointed 31.3.21)
Ms C Jolly (appointed 31.3.21)

Auditors

T B Dunn & Co Statutory Auditor 308 Albert Drive Pollokshields GLASGOW G41 5RS

Advisers

John McIlvenney John Pearson

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of The Michael Tracey Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland"

Report of the Trustees for the Year Ended 30 June 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, TB Dunn & Co, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 20 August 2021 and signed on the board's behalf by:

Miss C O'Donnell - Trustee

Report of the Independent Auditors to the Trustees and Members of The Michael Tracey Project

Opinion

We have audited the financial statements of The Michael Tracey Project (the 'charitable company') for the year ended 30 June 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2020 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate;
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Report of the Independent Auditors to the Trustees and Members of The Michael Tracey Project

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate and proper accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Report of the Independent Auditors to the Trustees and Members of The Michael Tracey Project

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and the trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Mark W Blair FCCA (Senior Statutory Auditor)

for and on behalf of T B Dunn & Co

Statutory Auditor

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

308 Albert Drive

Pollokshields

GLASGOW

G41 5RS

20 August 2021

Statement of Financial Activities for the Year Ended 30 June 2020

	Notes	Unrestricted fund £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM Charitable activities	3	£	L	L	L
Respite Care		565,594	-	565,594	298,767
EXPENDITURE ON					
Charitable activities Respite Care	4	557,780	-	557,780	294,603
NET INCOME		7,814	-	7,814	4,164
RECONCILIATION OF FUNDS					
Total funds brought forward		357	-	357	(3,807)
TOTAL FUNDS CARRIED FORWARD		8,171	-	8,171	357

Balance Sheet 30 June 2020

	27.	Unrestricted fund	Restricted fund	2020 Total funds	2019 Total funds
FIXED ASSETS	Notes	£	£	£	£
Tangible assets	10	2,028	=	2,028	1,570
CURRENT ASSETS					
Debtors	11	82,131	-	82,131	-
Cash at bank and in hand		8,238	-	8,238	13,612
		00.260	-	00.260	12.612
		90,369	-	90,369	13,612
CREDITORS					
Amounts falling due within one year	12	(84,226)	- 9	(84,226)	(14,825)
NET CURRENT ASSETS		6.142		<u> </u>	(1.212)
NET CURRENT ASSETS		6,143		6,143	(1,213)
TOTAL ASSETS LESS CURRENT					
LIABILITIES		8,171	;-	8,171	357
NET ASSETS		8,171		8,171	357
1,21,160210		====		====	====
FUNDS	14				
Unrestricted funds				8,171	357
TOTAL FUNDS				0.171	257
TOTAL FUNDS				8,171	357

The financial statements were approved by the Board of Trustees and authorised for issue on 20 August 2021 and were signed on its behalf by:

C O'Donnell - Trustee

<u>Cash Flow Statement</u> for the Year Ended 30 June 2020

	Notes	2020 £	2019 £
Cash flows from operating activities	_		
Cash generated from operations	1	(4,331)	14,769
Net cash (used in)/provided by operating activity	ties	(4,331)	14,769
Cash flows from investing activities			
Purchase of tangible fixed assets		(1,043)	(1,213)
Net cash used in investing activities		(1,043)	(1,213)
Cash flows from financing activities Loan repayments in year Net cash provided by/(used in) financing activity	ties	<u> </u>	(1,120)
Change in cash and cash equivalents in the reporting period Cash and cash equivalents at the beginning		(5,374)	12,436
of the reporting period		13,612	1,176
Cash and cash equivalents at the end of the reporting period		8,238	13,612

Notes to the Cash Flow Statement for the Year Ended 30 June 2020

1.	RECONCILIATION OF NET INCOME TO NET CASH FLO	OW FROM OPER	ATING ACTIV	ITIES
			2020	2019
			£	£
	Net income for the reporting period (as per the Statement of Fi	inancial		
	Activities)		7,814	4,164
	Adjustments for:			
	Depreciation charges		585	275
	Increase in debtors		(82,131)	-
	Increase in creditors		69,401	10,330
	Not such (used in)/provided by appretions		(4.221)	14.760
	Net cash (used in)/provided by operations		(4,331)	14,769
2.	ANALYSIS OF CHANGES IN NET FUNDS Net cash Cash at bank and in hand	At 1.7.19 £ 13,612 13,612	Cash flow £ (5,374) (5,374)	At 30.6.20 £ 8,238 8,238
	Debt			
	Debts falling due within 1 year	(20)		(20)
		(20)		(20)
	Total	13,592	(5,374)	8,218

Notes to the Financial Statements for the Year Ended 30 June 2020

1. STATUTORY INFORMATION

The Michael Tracey Project is a charity registered in Scotland. The charity's registered number and registered office address can be found on the Trustees Report page.

The presentation currency of the financial statements is the Pound Sterling (£).

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The charity receives government grants in respect of the Job Retention Scheme, in relation to Covid-19. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 20% on cost

Computer equipment

- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Page 11 continued...

3.	INCOME FROM CHARITA	BLE ACTIVITIES			***
	Respite care Grants	Activity Respite Care Respite Care		2020 £ 542,381 23,213 565,594	2019 £ 298,767
4.	CHARITABLE ACTIVITIES	SCOSTS			
	Respite Care		Direct Costs £ 515,026	Support costs (see note 5) £ 42,754	Totals £ 557,780
5.	SUPPORT COSTS			Gavamanaa	
	Respite Care		Management £ 31,415	Governance costs £ 11,339	Totals £ 42,754
6.	NET INCOME/(EXPENDITU	JRE)			
	Net income/(expenditure) is stat	ed after charging/(crediting):			
	Auditors' remuneration Depreciation - owned assets			2020 £ 2,500 585	2019 £ 275
7.	TRUSTEES' REMUNERATION	ON AND BENEFITS		2020	2019
	Trustees' salaries Trustees' pension contributions t	o money purchase schemes		£ 69,000 1,258 70,258	£ 48,689 493 49,182
	Trustees' expenses			2020	2019
	Trustees' expenses			£ 2,368	£ 1,531

8.	STAFF COSTS			
	Wages and salaries Other pension costs		2020 £ 446,816 4,241 ————————————————————————————————————	2019 £ 229,463 1,430 230,893
	The average monthly number of employees during the year was as follows:	ws:		
	Carers		2020 25	2019 14
	No employees received emoluments in excess of £60,000.			
9.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL AC	Unrestricted fund	Restricted fund £	Total funds £
	INCOME AND ENDOWMENTS FROM Charitable activities Respite Care	298,767	-	298,767
	EXPENDITURE ON Charitable activities Respite Care	294,603	-	294,603
	NET INCOME	4,164		4,164
	RECONCILIATION OF FUNDS			
	Total funds brought forward	(3,807)	-	(3,807)
	TOTAL FUNDS CARRIED FORWARD	357		357

10.	TANGIBLE FIXED ASSETS			
		Fixtures		
		and	Computer	
		fittings	equipment	Totals
	COCT	£	£	£
	COST			
	At 1 July 2019	1,468	498	1,966
	Additions	-	1,043	1,043
		-		
	At 30 June 2020	1,468	1,541	3,009
		-		-
	DEPRECIATION			
	At 1 July 2019	330	66	396
	Charge for year	294	291	585
	Charge for year	254	291	363
	A + 20 I 2020		255	
	At 30 June 2020	624	357	981
				x
	NET BOOK VALUE			
	At 30 June 2020	844	1,184	2,028
		===		
	At 30 June 2019	1,138	432	1,570
11.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
~~*			2020	2019
			£	£
	Trade debtors			L
			47,236	-
	Other debtors		1,819	-
	Prepayments and accrued income		33,076	-
			-	
			82,131	-
				===
12.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	}		
			2020	2019
			£	£
	Other loans (see note 13)		20	20
	Social security and other taxes		80,081	12,172
			00,001	
	Wages control account			344
	Accrued expenses		4,125	2,289
			D	
			84,226	14,825

12	T O A NIC
13.	LOANS

An analysis of the maturity of loans is given below	analysis of the	maturity of l	oans is given	below:
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	An analysis of the maturity of loans is given below:			
	Amounts falling due within one year on demand:		2020 £	2019 £
	Other loans		<u>20</u>	====
14.	MOVEMENT IN FUNDS		Net movement	At
	Unrestricted funds	At 1.7.19 £	in funds £	30.6.20 £
	General fund	357	7,814	8,171
	TOTAL FUNDS	357	7,814	8,171
	Net movement in funds, included in the above are as follows:			
		Incoming resources £	Resources expended £	Movement in funds £
	Unrestricted funds General fund	565,594	(557,780)	7,814
	TOTAL FUNDS	565,594	(557,780)	7,814
	Comparatives for movement in funds			
		At 1.7.18 £	Net movement in funds £	At 30.6.19 £
	Unrestricted funds General fund	(3,807)	4,164	357
	TOTAL FUNDS	(3,807)	4,164	357

Notes to the Financial Statements - continued for the Year Ended 30 June 2020

14. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	298,767	(294,603)	4,164
TOTAL FUNDS	298,767	(294,603)	4,164
A current year 12 months and prior year 12 months combined position	is as follows:		
	At 1.7.18 £	Net movement in funds £	At 30.6.20 £
Unrestricted funds General fund	(3,807)	11,978	8,171
TOTAL FUNDS	(3,807)	11,978	8,171

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General fund	864,361	(852,383)	11,978
TOTAL FUNDS	864,361	(852,383)	11,978

Notes to the Financial Statements - continued for the Year Ended 30 June 2020

15. RELATED PARTY DISCLOSURES

During the year the charity paid the following sums to Include Me 2 Club, a charity in which Mr P McIlvenney is also a trustee:

£8,805 for the provision of office space and £27,849 for clients to attend the social club.

<u>Detailed Statement of Financial Activities</u> for the Year Ended 30 June 2020

for the Year Ended 30 June 2020		
	2020	2019
	£	£
INCOME AND ENDOWMENTS		
Charitable activities		
Respite care	542,381	298,767
Grants	23,213	-
	565,594	298,767
Total incoming resources	565,594	298,767
a comming a social control of the co	303,374	270,707
EXPENDITURE		
Charitable activities		
Trustees' salaries	69,000	48,689
Trustees' pension contributions	1,258	493
Trustees' expenses	2,368	1,531
Wages	377,816	180,774
Pensions	2,983	937
Respite	31,460	47,186
Computer costs	2,292	17
Social and activity clubs	27,849	
an experience experience contains on $\underline{\psi}$. Interesting		
	515,026	279,627
Support costs		
Management		
Insurance	2,175	1,389
Telephone	11,904	3,719
Postage and stationery	3,474	24
Advertising	1,500	=
Sundries	1,964	1,412
Training	1,008	3,406
Office costs	8,805	=
Fixtures and fittings	294	209
Computer equipment	291	66
	31,415	10,225
Governance costs		
Auditors' remuneration	2,500	=
Accountancy and legal fees	8,839	4,751
	-	
	11,339	4,751
Total resources expended	557,780	294,603
	99	-
Net income	7,814	4,164

This page does not form part of the statutory financial statements