

REGISTERED COMPANY NUMBER: SC303566 (Scotland)
REGISTERED CHARITY NUMBER: 039457

The Big Space-Melrose Ltd
Report of the Trustees and
Financial Statements for the Year Ended 30 June 2019



Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

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for the Year Ended 30 June 2019**

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The Big Space-Melrose Ltd

Report of the Trustees for the Year Ended 30 June 2019

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 2019. 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Charitable Purpose

- To promote the care and education of children in need of care during out of school hours and school holidays
- To promote the provision of facilities for the recreation and other leisure time occupation of such children in the interests of social welfare with the object of improving their conditions of life.
- To advance the education and training of persons providing such care and education recreational facilities.

Activities

The aim of The Big Space is to provide out of school and holiday care to children from Melrose Primary School, aged 4 to 12. We offer the children a safe and happy environment in which to relax and play, or do homework. These activities take into account the age, developmental needs, and pattern of attendance of the children. Children are regularly involved in planning activities, and healthy choice snack menus.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the year, The Big Space has provided care to children from more than 100 different families. The charity strives to provide a flexible service to meet the needs of parents in a world of flexible working, in particular taking account of the shift work patterns of Borders General Hospital, one of the main employers in the area. Due to demand, we opened our summer holiday club to children in neighbouring villages such as Earlston, Tweedbank, St Boswells and Galashiels.

FINANCIAL REVIEW

Financial position

The main source of funding of the charity is the fees charged to parents and carers who use the services provided. Fee income during the year increased from £60,953 to £76,847.

The main costs of the charity relate to the staff employed to look after the children.

We are grateful to Borders Council for the use of premises at a minimal cost.

Reserves policy

We maintain reserves at a level to ensure that staff can be paid and that the charity can adapt and invest as appropriate in order to continue to meet its objectives effectively in the future.

FUTURE PLANS

The charity aims to continue to provide excellent wrap around care to children. Since the end of the financial year, the club has grown significantly to meet the ever-increasing demand for affordable childcare. The committee are implementing an online booking systems with a view to streamlining the booking process and reducing unpaid invoices.

We are very grateful to our core of loyal hardworking staff without whom there would be no Big Space. Balancing staff costs with provision of affordable childcare is a challenge. We continue to aspire to pay the Living Wage to staff and over recent years have awarded pay increases at significantly more than the cost of inflation to move towards this. In 18/19 a bonus was paid to staff to reflect this aspiration.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Big Space Melrose Ltd is a charitable company limited by guarantee incorporated on 17th June 2006 (Co. No. SC303566) and is governed by a Memorandum and Articles of Association. It is a registered Scottish charity (No. 039457).

The Big Space-Melrose Ltd

Report of the Trustees for the Year Ended 30 June 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Big Space is a non-profit-making registered charity, set up and run by a voluntary committee. The committee members are usually parent/carer users of The Big Space who have children at Melrose Primary School but volunteers can be sought from the wider community. The Big Space employs a manager and qualified childcare practitioners and support workers. Our manager reports directly to our chairperson, who in turn consults the other committee members at regular meetings.

Employment vacancies are advertised locally. Staff and volunteers are selected with a range of qualifications, skills and experience relevant to the clubs Aims and Objectives. Successful applicants then have a formal induction, and probationary period of six months.

The committee members (the trustees) are appointed by parents at the Annual General Meeting or co-opted by the committee to fill casual vacancies during the year.

Committee members and employees are appointed following reference and PVG checks. We advertise in the school newsletter that board meetings are open to all interested parties. Following application to join, potential members have an informal interview with members of the board.

As a care provider, we are regulated by the Care Commission and are inspected regularly by them. Committee members and employees undergo PVG checks before taking up post.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees fulfil this duty by regular discussion of risks and review and monitor controls in place.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC303566 (Scotland)

Registered Charity number

039457

Registered office

The Annexe
Melrose Primary School
Melrose
Borders
TD6 9SB

Trustees

K E Blackledge (resigned 3.6.19)
Mrs J C Guthrie (resigned 5.12.18)
H Shand (resigned 3.6.19)
A Brown
D Wheelans
S Wade
Ms C L Crawford
Mr B J Murdock
Ms C F Smith
Ms C L Taylor
Ms L Bain (appointed 31.5.19)

The Big Space-Melrose Ltd

**Report of the Trustees
for the Year Ended 30 June 2019**

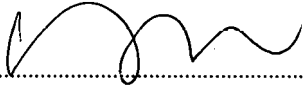
REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Alison Harold
Chartered Accountant (CA)
Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

This report has been prepared in accordance with the special provisions of Part 15 of Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 6th March 2020 and signed on its behalf by:



.....
Ms C L Taylor - Trustee

**Independent Examiner's Report to the Trustees of
The Big Space-Melrose Ltd**

I report on the accounts for the year ended 30 June 2019 set out on pages five to fourteen.

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's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) 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 the independent examiner's report

My examination was 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 seeking explanations from you as 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 connection with 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 to comply with Regulation 8 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.



Alison Harold
Chartered Accountant (CA)
Gall Robertson CA
Tweedside Park
Tweedbank
Galashiels
Selkirkshire
TD1 3TE

Date: 6/3/20.....

The Big Space-Melrose Ltd

**Statement of Financial Activities
for the Year Ended 30 June 2019**

	Notes	Unrestricted fund £	Restricted funds £	30.6.19 Total funds £	30.6.18 Total funds £
INCOME AND ENDOWMENTS FROM					
Charitable activities					
Out of school club		76,845	-	76,845	62,953
EXPENDITURE ON					
Charitable activities					
Out of school club		69,328	-	69,328	66,495
NET INCOME/(EXPENDITURE)		<u>7,517</u>	<u>-</u>	<u>7,517</u>	<u>(3,542)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>23,483</u>	<u>1,650</u>	<u>25,133</u>	<u>28,675</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>31,000</u></u>	<u><u>1,650</u></u>	<u><u>32,650</u></u>	<u><u>25,133</u></u>

The notes form part of these financial statements

The Big Space-Melrose Ltd

**Balance Sheet
30 June 2019**

	Notes	Unrestricted fund £	Restricted funds £	30.6.19 Total funds £	30.6.18 Total funds £
FIXED ASSETS					
Tangible assets	7	118	-	118	387
CURRENT ASSETS					
Debtors	8	9,097	-	9,097	8,844
Cash at bank and in hand	9	30,382	1,650	32,032	19,275
		<u>39,479</u>	<u>1,650</u>	<u>41,129</u>	<u>28,119</u>
CREDITORS					
Amounts falling due within one year	10	(8,597)	-	(8,597)	(3,373)
NET CURRENT ASSETS		<u>30,882</u>	<u>1,650</u>	<u>32,532</u>	<u>24,746</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>31,000</u>	<u>1,650</u>	<u>32,650</u>	<u>25,133</u>
NET ASSETS		<u>31,000</u>	<u>1,650</u>	<u>32,650</u>	<u>25,133</u>
FUNDS	11				
Unrestricted funds				31,000	23,483
Restricted funds				<u>1,650</u>	<u>1,650</u>
TOTAL FUNDS				<u>32,650</u>	<u>25,133</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 June 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

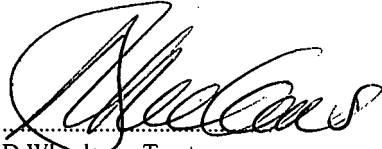
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The Big Space-Melrose Ltd

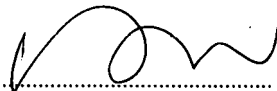
**Balance Sheet - continued
30 June 2019**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 6th March 2020 and were signed on its behalf by:



D Wheelans - Trustee



Ms C L Taylor - Trustee

The Big Space-Melrose Ltd

Notes to the Financial Statements for the Year Ended 30 June 2019

1. 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 2015)', 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.

Going Concern

The directors have assessed a period of 12 months from the date of approval of the financial statements and consider that no material uncertainties exist that cast significant doubt about the ability of the company to continue as a going concern. Thus the directors adopt the going concern basis of accounting in preparing the financial statements.

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.

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.

Plant and machinery	- 20% on cost
Computer equipment	- 25% on cost

Tangible assets are initially recorded at cost, and are subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. If there is an indication that there has been a significant change in depreciation rate, useful life or residual value of tangible assets, the depreciation is revised prospectively to reflect the new estimates.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other comprehensive income and accumulated in capital and reserves, except to the extent it reverses a revaluation decrease of the same asset previously recognised in profit or loss. A decrease in the carrying amount of an asset as result of revaluation is recognised in other comprehensive income to the extent of any previously recognised revaluation increase accumulated in capital and reserves in respect of that asset. Where a revaluation decrease exceeds the accumulated revaluation gains accumulated in capital and reserves in respect of that asset, the excess shall be recognised in profit or loss.

Impairment

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

When it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that are largely independent of the cash inflows from other assets or groups of assets.

The Big Space-Melrose Ltd

Notes to the Financial Statements - continued for the Year Ended 30 June 2019

1. ACCOUNTING POLICIES - continued

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.

Pension costs and other post-retirement benefits

The charitable company has operated a defined contribution pension scheme under the UK government's auto-enrolment initiative since January 2017. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Financial instruments

Financial instruments are recognised in the company's balance sheet when the company becomes party to the contractual provisions of the instrument.

Basic financial assets, which include debtors, 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 including trade creditors and intra-group 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.

Provisions

Provisions are recognised when the entity has an obligation at the reporting date as a result of a past event; it is probable that the entity will be required to transfer economic benefits in settlement and the amount of the obligation can be estimated reliably. Provisions are recognised as a liability in the statement of financial position and the amount of the provision as an expense.

Provisions are initially measured at the best estimate of the amount required to settle the obligation at the reporting date and subsequently reviewed at each reporting date and adjusted to reflect the current best estimate of the amount that would be required to settle the obligation. Any adjustments to the amounts previously recognised are recognised in profit or loss unless the provision was originally recognised as part of the cost of an asset. When a provision is measured at the present value of the amount expected to be required to settle the obligation, the unwinding of the discount is recognised in finance costs in profit or loss in the period it arises.

The Big Space-Melrose Ltd

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2019**

2. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	30.6.19	30.6.18
	£	£
Depreciation - owned assets	269	335
	<u> </u>	<u> </u>

3. TRUSTEES' REMUNERATION AND BENEFITS

Any Trustees who have children attending sessions pay fees at the same rate as other parents and guardians.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 June 2019 nor for the year ended 30 June 2018.

4. PENSION COSTS

	30.6.19	30.6.18
	£	£
Wages and salaries	53,228	51,424
Other pension costs	372	207
	<u> </u>	<u> </u>
	<u>53,600</u>	<u>51,631</u>

The average monthly number of employees during the year was as follows:

	30.6.19	30.6.18
Staff	7	9
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

Defined contribution pension costs and liability are all allocated to unrestricted funds.

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Out of school club	60,953	2,000	62,953
EXPENDITURE ON			
Charitable activities			
Out of school club	64,145	2,350	66,495
	<u> </u>	<u> </u>	<u> </u>
NET INCOME/(EXPENDITURE)	(3,192)	(350)	(3,542)

RECONCILIATION OF FUNDS

Total funds brought forward	26,675	2,000	28,675
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The Big Space-Melrose Ltd

Notes to the Financial Statements - continued
for the Year Ended 30 June 2019

5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
TOTAL FUNDS CARRIED FORWARD	<u>23,483</u>	<u>1,650</u>	<u>25,133</u>

6. VOLUNTEERS

The committee is run by volunteers without whom the charity could not continue.

7. TANGIBLE FIXED ASSETS

	Plant and machinery £	Computer equipment £	Totals £
COST			
At 1 July 2018 and 30 June 2019	<u>4,110</u>	<u>1,400</u>	<u>5,510</u>
DEPRECIATION			
At 1 July 2018	3,757	1,366	5,123
Charge for year	235	34	269
At 30 June 2019	<u>3,992</u>	<u>1,400</u>	<u>5,392</u>
NET BOOK VALUE			
At 30 June 2019	<u>118</u>	<u>-</u>	<u>118</u>
At 30 June 2018	<u>353</u>	<u>34</u>	<u>387</u>

8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.19 £	30.6.18 £
Trade debtors	8,277	8,313
Other debtors	-	265
Tax	554	-
Prepayments	266	266
	<u>9,097</u>	<u>8,844</u>

Up to 30th June 2019, fees were raised in arrears. Debtors therefore includes fees raised for June sessions as well as any previous balances due. A new prepay booking system was introduced in July 2019 and some sessions had been prepaid at the end of June. These amounts are separately disclosed in creditors.

The Big Space-Melrose Ltd

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2019**

9. CASH AT BANK AND IN HAND

	General fund	Awards For All	30.6.19 Total funds	30.6.18 Total funds
	£	£	£	£
Cash in hand	50	-	50	59
RBS bank account	30,332	-	31,982	19,216
	<u>30,382</u>	<u>-</u>	<u>32,032</u>	<u>19,275</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	30.6.19	30.6.18
	£	£
Trade creditors	997	283
Other creditors	92	-
Prepaid income	4,208	-
Accrued expenses	3,300	3,090
	<u>8,597</u>	<u>3,373</u>

Amounts received in advance of sessions are treated as deferred income and prepaid until the period in which the childcare session are utilised.

11. MOVEMENT IN FUNDS

	At 1.7.18	Net movement in funds	At 30.6.19
	£	£	£
Unrestricted funds			
General fund	23,483	7,517	31,000
Restricted funds			
STV Children's Fund	1,650	-	1,650
	<u>25,133</u>	<u>7,517</u>	<u>32,650</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	76,845	(69,328)	7,517
	<u>76,845</u>	<u>(69,328)</u>	<u>7,517</u>

The Big Space-Melrose Ltd

Notes to the Financial Statements - continued
for the Year Ended 30 June 2019

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.7.17 £	Net movement in funds £	At 30.6.18 £
Unrestricted funds			
General fund	26,675	(3,192)	23,483
Restricted funds			
STV Children's Fund	2,000	(350)	1,650
TOTAL FUNDS	<u>28,675</u>	<u>(3,542)</u>	<u>25,133</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	60,953	(64,145)	(3,192)
Restricted funds			
STV Children's Fund	2,000	(2,350)	(350)
TOTAL FUNDS	<u>62,953</u>	<u>(66,495)</u>	<u>(3,542)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.17 £	Net movement in funds £	At 30.6.19 £
Unrestricted funds			
General fund	26,675	4,325	31,000
Restricted funds			
STV Children's Fund	2,000	(350)	1,650
TOTAL FUNDS	<u>28,675</u>	<u>3,975</u>	<u>32,650</u>

The Big Space-Melrose Ltd

**Notes to the Financial Statements - continued
for the Year Ended 30 June 2019**

11. MOVEMENT IN FUNDS - continued

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	137,798	(133,473)	4,325
Restricted funds			
STV Children's Fund	2,000	(2,350)	(350)
TOTAL FUNDS	<u>139,798</u>	<u>(135,823)</u>	<u>3,975</u>

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2019.

13. INDEPENDENT EXAMINER

During the year the charity paid Gall Robertson CA £600 (2018 £312) for independent examination of the accounts, and £2,427 (2018 £1,394) for other accountancy services.

14. GOING CONCERN

The trustees know of no material uncertainties relating to the charity's ability to continue as a going concern.

15. PUBLIC BENEFIT ENTITY

The charity is a public benefit entity.