

LIVING MEMORY ASSOCIATION

Company number SC 247744

Charity registration number SC 030234

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

Reference and Administrative Details

Company Registration No: SC247744

Charity Registration No: SC030234

Directors: Evelyn Whitfield
Anne Munro
Mark Hayward

Company Secretary: Heather Robertson

Advisory Committee Members: Miles Tubb (Chair)
John McCaughie
Joyce Miller
Donald McGill
Francis Priest
David Donaldson
Maureen Sweeney
Stanley Eadie
Rosalind Gibb (resigned May 2018)
Delphine Tirole (appointed January 2018)
Stephen Davidson (appointed January 2018)
Margaret Maguire (appointed January 2018)

Registered Office: 25 Piershill Terrace
EDINBURGH
EH8 7EY

Solicitors: Shepherd & Wedderburn
Saltire Court
20 Castle Terrace
EDINBURGH
EH1 3JT

Bankers: Bank of Scotland
6 Picardy Place
EDINBURGH
EH1 3JT

Independent Examiner: Christopher Spalding C.A. (ICAS)
James Anderson & Co
Chartered Accountants
Pentland Estate
Straiton
EDINBURGH
EH20 9QH

Report of the Directors (Continued)
For the Year ended 31 March 2018

The trustees who are also the directors present their annual report and financial statements of the charity for the year ended 31 March 2018.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006(as amended), the Companies Act 2006, the Memorandum and Articles of Association 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).

Objectives and Activities

The objectives of the charitable company are to bring people together in order that through reminiscence and oral history work they can be actively involved in their community, share their memories, learn from one another, feel valued and respected and give their knowledge of the past to younger generations. Information gathered is archived and accessible to the public.

Aims

To use reminiscence and community history to:-

- Help alleviate loneliness amongst older people
- Bring different generations together
- Bring those of different backgrounds together
- Increase the capacity of others to undertake their own reminiscence projects
- Make use of the creative arts in the presentation of memories collected
- Build up a new archive for future generations
- Offer opportunities through volunteering
- Present information collected to the wider public

Activities

We are achieving our aims through the following activities:-

- Use of high profile premises at Our Little Shop of Memory in Ocean Terminal Shopping Centre
- Running a series of reminiscence groups both at the centre and in venues across the city
- Running a home visitation scheme for those who are housebound
- Running a training programme in reminiscence skills
- Running cross generational projects
- Running arts and drama projects
- Supporting a team of volunteers from all backgrounds
- Collecting, documenting and archiving memories and material collected
- Presenting a series of exhibitions and producing books and websites containing material collected
- Working in collaboration with organisations from all sectors across the city

We evaluate our work through a continuous process of monitoring and evaluation which examines the delivery of the programme, its quality and whether or not our targets have been achieved. Interim findings are analysed and used to change how we do things if necessary and reflect new knowledge and insights. We collect data using the following indicators; examine the extent to which people are engaging with the project, use of baseline surveys, feedback forms, group discussion and registers of people attending. The review process continually tracks and checks that our targets are being achieved within the planned timescales.

Report of the Directors (Continued)
For the Year ended 31 March 2018**Achievements & Performance**

This year has been very much about building and expanding our work at The Little Shop of Memory using reminiscence and community history to make a real difference to the quality of life of older people. As well as the two to three general reminiscence groups we facilitate each week we have continued with our popular weekly craft group, run by Frances Priest with support from Craft Scotland. A new monthly singing group has also been started by Joyce Miller which is very informal and relaxed. It has proved to be a great success with Hermann Rodriguez taking a lead in some of the groups. We also run regular 'drop ins' which are open to all. We made the decision to keep the unit open to the general public while groups are running. This works extremely well as visitors from near and far, sit down and join us for a spot of reminiscing. We really are open to all.

We continue to work on projects bringing older and younger people together and have had some great school class visits, particularly from Trinity Primary, Newhaven Primary and Leith Academy. These are always fun and the young people bring a real buzz and enthusiasm to the place. A certain ringing in the ears too, afterwards! Older people have also been going into schools and Stan Eadie has been a regular visitor at Newhaven Primary working on a project run alongside Newhaven Community History Group.

Our main funder remains The Big Lottery. It is always a pleasure to receive a visit from those who award us grants so it was a bit of an honour to be chosen as the final stop on the 'Great Big Walk' in Scotland. This series of walks was made to raise awareness of projects funded by the Big Lottery and bring people together. It was, to be honest, very emotional for one and all as the young walkers spoke of being inspired by the older people they met at our unit. We were certainly left with a warm glow at the end of the day.

Throughout the year we have been busy regularly updating and posting on social media which has been of tremendous benefit in spreading the word about our work. Barry Davidson has been helping us to expand this side of our operation. We now have a YouTube channel which showcases our photographic archive and an ever expanding series of Podcasts. This is very exciting as some of these episodes have been reaching around 5000 people. It is great to think these fantastic stories and memories are now being heard all around the world.

In October we were officially part of The 'Fun Palaces Festival' which brings arts and science into the community. We ran a themed weekend of dance memories. The Little Shop of Memory hosted workshops, a film show, exhibition and a talk on the history of dance halls by Doctor James Nott from St Andrew's University. On the Sunday we had a 'pop up' dance hall in a neighbouring empty unit. We had live singing by Tony Delicata, our own Joyce Miller and a Frank Sinatra impersonator. It was a great two days. Dancing is such a rich subject for reminiscence.

We also had involvement in two Edinburgh Festival Fringe shows. Over the year we undertook interviews for 'Bella Freak' a project that has grown out of the organisation Disability History Scotland. The transcribed interviews were developed into a script which made a powerful piece of theatre about experiences, memories and thoughts on disability.

We also worked with Gregg Lloren on his Masters Degree show at The Edinburgh Art College. Our audio memories and old photos of Leith were combined with 360 degree videos of modern Leith. It was something different being part of an art exhibition in the Fringe and we will be working again with Gregg next year, this time looking at reminiscence and virtual reality.

We decided to revamp our Thelma magazine for 2018. It was a great opportunity to look at new ways to present content and also to create a new look. Issues are now themed. Our first issue concentrated on our photographic archive and the spring issue was all about cinema. Delphine Tirole has given us a clean stylish design that makes the magazine look highly professional.

Report of the Directors (Continued)
For the Year ended 31 March 2018**Achievements & Performance (Continued)**

We have continued to offer training this year to a whole variety of organisations including Age Scotland and Edinburgh and Lothians Racial Equalities Council. Our training continues to give others the skills and confidence to run their own reminiscence projects to help improve the quality of life of older people.

We have been fortunate this year to have the support of a number of other funders whose input is pivotal to our work and ongoing development. These include The Voluntary Action Fund, The Robertson Trust, The Prevention Investment Fund administered by Edinburgh Voluntary Organisations Council, The Corra Foundation and The Cordis Trust. We remain indebted to Ocean Terminal for the 'in kind' support they give to our work which has been the catalyst for so much new and exciting projects.

We finish, as ever, thanking the older people we work with and their carers for all their input and the fun they bring to each day.

We also thank our volunteer team. Their input, ideas and work is vital to how Thelma operates. There are more than a few comments in our Visitors Book at Ocean Terminal thanking them for their help and knowledge. We are not surprised. They make us what we are.

Financial Review

The financial statements follow on pages 8 to 17. Incoming resources for the year were £152,205 (2017 - £165,782). Resources expended totalled £158,833 (2017 - £175,253).

The deficit for the year on the restricted fund of £10,453 arose as grants received in a previous period were expended in the current year. The details of movements on the restricted grants are shown at note 13.

Reserves Policy

The unrestricted fund closed with a deficit for the year of £3,108 and an accumulated positive balance of £8,907 (2017 - £12,015). The Board are pleased that the targets set at the beginning of the financial year for the level of unrestricted income were reached and will continue to monitor this area going forward.

In line with good practice, Living Memory Association's financial policy remains to maintain reserves at a level which allows the company to operate from year to year. At 31 March 2018 our total funds stand at £16,637 of which £7,730 refers to restricted funds.

The Board of Directors are aware that unrestricted reserves are not sufficiently large and to this end a budget has been prepared which demonstrates that the balance held on the unrestricted fund will increase during the year to 31 March 2019. This will be achieved through income generated through training, provision of services and fundraising activities.

Report of the Directors (Continued)
For the Year ended 31 March 2018**Future plans**

We look forward to exciting projects in the year ahead including two new projects funded by the Heritage Lottery Fund. The first will take place in West Lothian recording memories of brass bands and the second is a project to commemorate the end of WW1 which will include an exhibition in November at Ocean Terminal.

Structure Governance and Management*Governing Document*

Living Memory Association is a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association.

Recruitment and appointment of new directors

Living Memory Association directors are appointed at the Company's Annual General meeting. The directors are recruited to maintain a balance of skills within the committee. New directors are briefed on their legal obligations, the contents of the Memorandum & Articles of Association, the committee and decision making processes, the business plan and the recent financial performance of the charity.

Organisational Structure

The directors are assisted by the advisory committee and the chair in the running of the charity, these positions are held by members of the charity. Two of the directors work as volunteers and therefore are involved with the day to day management of the company. The directors and advisory committee meet on average eight occasions a year to carry out management and financial reviews.

Key management remuneration

The directors consider the board of directors and the advisory committee as comprising the key management personnel of the charity, in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All directors give of their time freely and no director remuneration was paid in the year. The pay of senior staff is reviewed annually and is benchmarked against pay within the charitable sector.

Risk Management

The board of directors regularly reviews the major risks to the charity. The challenge in generating ongoing funding is a major risk faced by the charity due to the reliance placed on core funding to meet the charity's obligations.

The directors are confident that:

- The risk assessment procedures undertaken are satisfactory.
- The major risks to which the charity is exposed have been identified.
- Suitable action has been taken to mitigate these risks.

Report of the Directors (Continued)
For the Year ended 31 March 2018**Share Capital**

The company is limited by guarantee and has no share capital.

Statement of Responsibilities of the Directors

The charity's directors are responsible for preparing a directors' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity directors to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

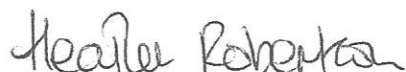
The directors are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent Examiner

Christopher Spalding C.A. has indicated his willingness to continue in office and a resolution proposing his re-appointment will be put to the Annual General Meeting.

This report was approved by the board on 14 September 2018 and signed on its behalf:

Heather Robertson
Secretary



**Independent Examiner's Report to the Trustees of Living Memory Association
For the Year ended 31 March 2018**

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 8 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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.

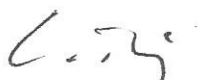
Basis of Independent examiner's statement

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 by 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 Regulationshave 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.



Christopher Spalding C.A. (ICAS)
James Anderson & Co
Chartered Accountants
Pentland Estate
STRAITON
Edinburgh
EH20 9QH

14 September 2018

Statement of Financial Activities
(Incorporating Income & Expenditure Account)
For the Year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:					
Donations	5	9,655	-	9,655	6,363
Charitable activities - <i>Grants</i>	6	-	131,952	131,952	140,921
- <i>Other</i>	7	10,598	-	10,598	18,498
Total income		<u>20,253</u>	<u>131,952</u>	<u>152,205</u>	<u>165,782</u>
Expenditure on:					
Charitable activities	8	<u>16,428</u>	<u>142,405</u>	<u>158,833</u>	<u>175,253</u>
Total expenditure		<u>16,428</u>	<u>142,405</u>	<u>158,833</u>	<u>175,253</u>
Net income / (expenditure)		3,825	(10,453)	(6,628)	(9,471)
Transfer between funds	13	<u>(6,933)</u>	<u>6,933</u>	-	-
Net movement in funds		(3,108)	(3,520)	(6,628)	(9,471)
Reconciliation of funds:					
Total funds brought forward		<u>12,015</u>	<u>11,250</u>	<u>23,265</u>	<u>32,736</u>
Total funds carried forward	13	<u>8,907</u>	<u>7,730</u>	<u>16,637</u>	<u>23,265</u>

Balance Sheet
As at 31 March 2018

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	9	573	915
Current assets			
Debtors	10	1,000	1,000
Cash at bank & on hand		20,623	30,054
		21,623	31,054
Liabilities			
Creditors: amounts falling due within one year	11	5,559	8,704
Net current assets		16,064	22,350
Net assets		16,637	23,265
The funds of the charity			
Unrestricted fund	13	8,907	12,015
Restricted funds	13	7,730	11,250
		16,637	23,265

The notes at pages 10 to 17 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

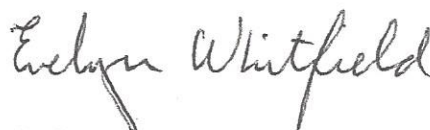
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

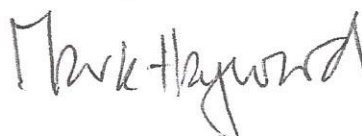
These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 14 September 2018 and were signed on its behalf by:

Evelyn Whitfield **Director**



Mark Hayward **Director**



Notes to the Financial Statements
For the Year ended 31 March 2018**1. Statutory information**

Living Memory Association is a private company, limited by guarantee with charitable status and registered in Scotland. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The company's registration number and registered office address can be found on the Reference and Administrative Details page.

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

2. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

The financial statements have been prepared in accordance with 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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Living Memory Association meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention.

b) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

c) Donated services

In accordance with the Charities SoRP (FRS102) general volunteer time is not recognised in the accounts. Information regarding the contribution of volunteers is provided in the Report of the Directors.

d) Income

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and grants are recognised when they have been communicated in writing with notification of both the amount and settlement date. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the bank.

Income received in advance of a service being provided is deferred until the criteria for income recognition are met.

Notes to the Financial Statements (Continued)**e) Expenditure**

Expenditure is recognised 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.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

Expenditure on charitable activities includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates and comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

f) Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

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 in the notes to the financial statements.

g) Tangible fixed assets and depreciation

Expenditure is capitalised as a fixed asset where it represents either a fixed asset or enhancement to an existing asset. Depreciation is provided at the following annual rates in order to write off each asset over its expected useful life less estimated residual value.

Computer equipment – over three years straight line

h) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

Notes to the Financial Statements (Continued)**i) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

k) Pension costs

The charitable company operates a money purchases (defined contribution) scheme. The contributions payable for the year are charged to the Income and Expenditure account.

l) Taxation

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

m) Operating leases

Rentals payable under operating leases are charged to the Income and Expenditure Account on a straight line basis over the period of the lease.

3. Related party transactions

No director received any remuneration during the current or previous year.

Travel & subsistence costs totalling £5,634 (2017 - £3,281) were reimbursed to 6 (2017: 5) key management personnel during the year.

4. Employee information

	2018 £	2017 £
Wages & salaries	98,160	95,404
Social security costs	4,453	4,346
Pension costs	7,313	7,114
	<u>109,926</u>	<u>106,864</u>

The average monthly number of employees during the year was:

	No.	No.
Management	1	1
Charitable	5	5
	<u>6</u>	<u>6</u>

No staff member is remunerated at a level in excess of £60,000 per annum.

The key management personnel of the charity comprise the directors and the advisory committee. Their aggregate remuneration in the year was £81,097 (2017 – £82,300).

Notes to the Financial Statements (Continued)

	2018 £	2017 £
5. Income from donations		
Donations	3,655	6,363
Charitable trusts	6,000	-
	<u>9,655</u>	<u>6,363</u>
6. Income from charitable activities - Grants		
Big Lottery Fund – Memory exchange project	83,906	82,221
Edinburgh Voluntary Organisations'		
Council Prevention Investment Fund	19,846	19,846
The Robertson Trust – Training	12,500	12,500
Heritage Lottery Fund – Our Gala Days	-	8,670
Voluntary Action Fund	9,700	17,684
Corra / Lloyds	6,000	-
	<u>131,952</u>	<u>140,921</u>
7. Income from charitable activities - Other		
Training	6,283	5,922
Services		
- Disability History	-	345
- Saughton	-	9,475
- Dorothy Yorkston	-	1,098
- St Andrew's University	1,500	-
- Edinburgh Council	2,440	-
- Others	375	662
Shop	-	7
Sundry	-	989
	<u>10,598</u>	<u>18,498</u>

Notes to the Financial Statements (Continued)

8. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Salaries	4,163	93,997	98,160	95,404
Employer NIC	264	4,189	4,453	4,346
Pension contributions	235	7,078	7,313	7,114
Staff expenses	-	2,744	2,744	3,229
Volunteer expenses	135	8,243	8,378	8,854
Freelance workers' fee	7,722	4,035	11,757	17,727
Upkeep property, cleaning	707	1,655	2,362	1,715
Rent, rates & storage	-	-	-	2,620
Insurance	-	813	813	841
Materials	588	-	588	35
Training	-	2,784	2,784	4,091
Stationery & office costs	-	4,172	4,172	2,589
Big Lottery - project specific	-	11,036	11,036	10,960
Heritage Lottery Fund - project specific	-	-	-	4,680
Transcription	-	-	-	200
Project evaluation	-	517	517	700
Heat & light	158	-	158	1,420
Telephone	-	80	80	933
Website, publicity & promotion	-	45	45	3,344
Independent examiner's fee	1,764	-	1,764	1,680
Payroll processing	-	655	655	608
Auto-enrolment set up costs	-	-	-	810
Depreciation	185	157	342	112
Sundry	507	205	712	1,241
	<u>16,428</u>	<u>142,405</u>	<u>158,833</u>	<u>175,253</u>

9. Tangible fixed assets

	Computer equipment £
Cost	
31 March 2017	4,617
Additions	-
31 March 2018	<u>4,617</u>
Depreciation	
31 March 2017	3,702
Charge for the year	342
31 March 2018	<u>4,044</u>
Net Book Value	
31 March 2018	<u>573</u>
31 March 2017	<u>915</u>

Notes to the Financial Statements (Continued)

	2018 £	2017 £
10. Debtors		
Rent deposit	<u>1,000</u>	<u>1,000</u>
11. Creditors		
Amounts falling due within one year		
Social security & other taxes	2,296	2,196
Sundry creditors & accruals	<u>3,263</u>	<u>6,508</u>
	<u>5,559</u>	<u>8,704</u>
12. Pension costs		

The company operates a money purchase (defined contributions pension scheme). The assets of the scheme are held separately from those of the charitable company in independently administered funds. The pension cost represents contributions payable by the company to the fund and amounted to £7,313 (2017 - £7,114).

Pension contributions are made in respect of 5 members of staff (2017 – 6).