

**TREFOIL HOUSE**

**Company Registered in Scotland No. SC231196  
Charity number SC013744**

**Annual Report and Financial Statements  
For the year ended 31 December 2010**

**TREFOIL HOUSE**  
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**For the year ended 31 December 2010**

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**Executive Committee**

Peter Nussey (Chairman)  
Anne Sked  
Eddie Frizzell  
Duncan McCreath  
Michael Gilbert  
Margaret Dawson

**President**

Lord Selkirk of Douglas

**Secretary**

David McArthur

**Chief Executive**

David McArthur

**Registered Office**

C/o 160 Dundee Street  
Edinburgh  
EH11 1DQ

**Independent Examiner**

John McLeod  
Director of Audit, Tax and Advisory  
RSM Tenon Limited  
160 Dundee Street  
Edinburgh  
EH11 1DQ

**Solicitors**

Gillespie Macandrew WS  
31 Melville Street  
Edinburgh  
EH3 7JQ

**Bankers**

Bank of Scotland  
1 Castle Terrace  
Edinburgh  
EH1 2DP

**Charity No. SC231196**

## **TREFOIL HOUSE**

### **Executive Committee's Report**

#### **For the year ended 31 December 2010**

The Executive Committee presents its report and audited financial statements for the year ended 31 December 2010.

The legal and administration information set out on the contents page forms part of this report.

The functions of Company Secretary and Registered Office are provided by RSM Tenon Limited 160 Dundee Street, Edinburgh, EH11 1DQ.

#### **Structure, Governance and Management**

##### **Governing Document**

Trefoil House is a Company Limited by Guarantee and is registered under the Companies Act 2006. The Governing Documents are the Memorandum and Articles of Association. The company was incorporated on 7 May 2002 and was recognised as a charity by the Inland Revenue with effect from the same date.

Every member of the Company undertakes to contribute such amount as may be required, not exceeding £1, in the event of the Company winding up.

##### **Organisation**

The members of the Company form the Trefoil Council which is composed of no less than fifteen members and no more than forty.

The role of the members is to maintain an overview of the governance of the Company, nominate and vote the appointment of trustees to the Council and Executive Committee and to act in the best interests of the Company. The Trefoil Council meets every six months.

The business of the Company is managed by the Executive Committee which is composed of no less than five trustees and no more than ten who are also by default members of the Trefoil Council. The Executive Committee is responsible for the strategic management of the Company and overseeing the appropriate implementation of that strategy by the Chief Executive. The members of the Executive Committee are directors of the Company and are trustees for the purpose of charity law.

##### **Appointment of members and the Executive Committee**

The recruitment process for individuals to serve as members or trustees is initiated when they are nominated for appointment by members of the Trefoil Council. The nomination of individuals to serve as members or trustees is initiated by members who propose membership for an individual or membership and appointment as a trustee to the Executive Committee.

Prospective members submit a CV stating their willingness to serve the Company. The candidates must demonstrate that they are bringing added value to the Trefoil Council and/or Executive Committee by providing specific expertise and an appropriate time commitment. The candidate must also conform to the Eligibility Requirements for Directors under the terms of the Companies Act 2006.

The following Directors are demitting office in the forthcoming year; Mrs Anne Sked and Mr Duncan McCreath. Ms Linda Brown has been co-opted by the Board as Directors and will be presented for ratification by the Members at the next AGM. Mr Robert Scott has been nominated as a Director and will attend the AGM for ratification by the Members. Mr Scott will provide the property management expertise previously provided by Mr McCreath. Mr Nussey the Trefoil Chairman will announce his intention to demit Office at the 2011 AGM to be effective by the AGM in 2012.

##### **Induction and training of trustees and the Executive Committee**

Trefoil House operates a structured induction and ongoing educational process for all members. The aim of the induction process is to ensure that members understand fully their commitment, obligations, liabilities and accountabilities. The required level of understanding is achieved by issuing the individual with a comprehensive information pack, allowing them time for reading and following this up with an induction period of no less than six hours with the Chief Executive. In addition to this they will also spend time with the Chairman and other members.

Members of the Executive Committee serve for an initial period of three years following which they may be re elected for a further tenure of 3 years. Only one additional term may be served and no member may hold appointment for more than 6 years.

## TREFOIL HOUSE

### Executive Committee's Report (continued)

For the year ended 31 December 2010

#### Management

The Executive Committee meets quarterly with the Chief Executive in attendance. The meeting reviews the activities of the previous quarter, addresses current issues and amends or confirms the strategic way ahead. The Chief Executive is responsible for implementing the agreed strategy within delegated authority approved by the Executive Committee. The delegated authority will include the range of financial expenditure, the ability to commit to contracts and the method of feedback to the Executive Committee or a delegated subcommittee.

The Chief Executive ensures compliance with the Trefoil Mission and provides the leadership focus throughout the Strategic and Operational areas of the Company. Specifically his role is to develop and implement strategies which will support the achievement of the Mission. In addition he monitors and controls the financial activities of the Company.

Trefoil has sub-contracted the role of the General Manager. The self employed contractor deals with all day to day management issues including administration of the Holiday Grant Fund, financial accounting, logistical support and co ordination of the fundraising effort.

#### Connected bodies

Trefoil House has no connected bodies.

#### Risk management

The Executive Committee is responsible for the identification and management of risk. With the assistance of the management, a formal review of the risks facing the charity takes place bi annually. The development of a strategic plan is crucial to safeguarding the future of the charity and securing adequate funding and a considerable amount of time and effort is being directed towards In addition, the condition of the buildings comprising Trefoil estate is under constant review and where necessary, remedial action taken. Internal control risks are minimised by the implementation of formal written policies and guidance, detailed terms of reference for all committees and procedures for authorisation of all transactions and projects. The chief area of risk resides with the security of the Trefoil estate and buildings during the period when they are for sale/rent and are unoccupied. A security plan is in place and has been implemented.

#### Objectives and Activities

The Charitable Objects as set out in The Memorandum of Association continue to be –

“To relieve the distress and sickness of physically handicapped children and adults by the provision of respite accommodation and recreational and educational facilities and generally by aiding, assisting and promoting the benefit of all such persons in any manner which is charitable”.

The objects are:

“To aid, assist and promote, to their advantage, the interests of children and young people (the expression “children and young people meaning persons under the age of 25 years at the time they first apply to the Company for assistance) with special needs, including but not limited to physical disability, caring obligations, other disadvantages or learning and psycho-social needs (or a combination thereof) and to foster their independence, confidence and assertiveness”.

The change is also reflected in the Trefoil Mission Statement:

***Trefoil works to enhance the quality of life of Children and Young People in need of Care, Support or Development.***

## TREFOIL HOUSE

### Executive Committee's Report (continued)

For the year ended 31 December 2010

A key principle underpinning our objects is the relationship with the statutory authorities and specifically the avoidance by Trefoil of any direct or indirect subsidy in favour of Statutory Authorities, or the provision of services which are a statutory obligation. Trefoil will continue to facilitate the objects by expanding the strategy employed in previous years of developing a series of collaborative initiatives. These initiatives will build on previous successes in joint working with other charities.

#### Governance

There were no changes in the Executive Committee or its governance in the year.

Engagement with the Members has continued and provides an opportunity to reinforce their role and to formalise the engagement of the Executive Committee with them.

**Current Strategy** The ongoing strategies of collaboration with other charities; grant awards and personal development grants continue. The outputs from the previous Business Plan remain extant. These are:

- 1 That neither the House nor the estate supported the purpose of the charity by the provision of a revenue stream and whilst vacant would attract security and maintenance costs. This resulted in the Executive Council directing that the House and estate should be sold or leased to an appropriate client.
- 2 To actively seek a series of collaborative ventures with other well-established charities both at home and abroad with the same or similar objectives and in parallel to continue and develop the Trefoil Grant system for holidays and personal development plans.

The approach taken regarding the policy of collaboration is to spread the risk of these collaborative ventures between major and minor charities that operated in a mix of domestic and foreign projects.

The operational implications and the application of the Trefoil involvement with other charities will be provided later in this document. The engagement processes are in various stages of development however the underpinning principles for involvement are now well understood by all of the stakeholders within Trefoil as well as our partner organisations.

There are elements crucial to the sustainability of Trefoil which remain under development these are Fundraising and Media Management. The conceptual elements are well advanced and these will be implemented within the early part of 2011. These elements are mutually dependant and their appropriate exploitation is vital to the future work of Trefoil.

#### Collaborative Projects

There are four underpinning principles governing the collaboration with other charities:

- 1 The target client group must conform to the Trefoil objects.
- 2 Trefoil will be involved in the statement of requirement for the project and the system of delivery.
- 3 The project will not replace or subsidise an element of provision which is the obligation of the statutory authorities.
- 4 The involvement and obligation of all parties will be clearly articulated in a formal contract or service level agreement.

#### Sale or rent of Trefoil House

Throughout the majority of the reporting year the House remained unoccupied as lease negotiations progressed with Saint Columbas Hospice. The negotiations were protracted however after some 21 months an acceptable lease solution which satisfied both parties was achieved. Therefore the aspiration within the Business Plan to eliminate the costs of maintaining the House and the Estate has been achieved.

The land surrounding the house (excluding gardens) will not be leased and will continue to be used under a rental agreement by Edinburgh Guides.

## TREFOIL HOUSE

### Executive Committee's Report (continued)

For the year ended 31 December 2010

#### Achievements and performance

During the first six months of the year we were without our Chief Executive (David McArthur) as he was called for duty in Afghanistan, as a Colonel in the TA. Our Director Maggie Dawson kindly agreed to cover his duties.

Our aim is generally to aid, assist and promote the interests of children and young people with special needs and help to advance their educational opportunities, social skills development and vocational training and otherwise supporting their personal development. In pursuance of our mission, we have made the following grants in 2010:-

**Project Development and Holiday Grant Applications** – In 2010 a target of £35,000 was set for the provision of grants to assist individuals and projects with a wide spectrum of special needs to take a holiday or in the form of a development grant. In the twelve months to 31 December 2010, grants amounting to £37,045 were distributed with a further number being carried forward to next year. Together those held over and budget figures for 2011 we are likely to exceed the 2010 target and the budget will be adjusted accordingly.

Holiday applications were received from all over the UK, and holidays for which Trefoil has provided finance, include adventure breaks at the Calvert Trust, caravan and camping holidays, family trips abroad to Disneyland Paris and Florida and individual vacations across Europe.

Collaborative Projects with other well-established charities both at home and abroad with the same or similar objectives included:-

**PUSH Scotland** – To support young people who have special needs and disabilities in the Perth area which covers a 3 year project to the value of £3,779.05.

**WAGGGS** – To support projects in Honduras, Nicaragua and Chad based upon the requirement to support the Guiding movement in these countries. Both projects were very positive in their effect on the self esteem of the children and young women who took part, the contribution from Trefoil was £5,900.00 in 2010, with a further £10,000.00 to be made payable early in 2011.

**Stobhill Hospital "Skye" Project** - A grant of £6,150 has been awarded to the Skye project at Stobhill Hospital (residential accommodation for children with behavioural issues) for the formation of a garden.

**Royal Hospital for Sick Children Edinburgh (RHSC)** – Although attempts were made to progress this project the withdrawal of Government Funding for the main build elements of the re-provision made any efforts nugatory. Funding was reallocated by Trefoil for general use. RHSC have been advised to re-apply for funding should the situation be resolved with Government.

**Royal Hospital for Sick Children, Glasgow (RHSCG)** – We have been asked to fund the acquisition of computer equipment for the educational needs of children patients in the sum of £8,050. The funding has been used to revolutionise the provision of educational support within both the long and short stay areas. The funding has provided ten laptops with specialist infection control covers for individual use. The grant also purchased two Smart Boards for group working.

**Girl Guide Competition** – Following receipt of a legacy of £20,000, it was proposed that £5,000 be set aside over a 10 year period for the provision of a cash prize for Guides in the Edinburgh area who have done the most to promote equality and diversity amongst their peers with special needs. The Guides are continuing to develop a model for the competition.

**Fundraising** – The three fundraising events were held during the year; the Trefoil House Golf Day, sales by volunteers and the Trefoil House Quiz Night were once again successful and generated a net income in excess of £7,800. We continue to explore new ventures in line with our needs and it is through the hard work and diligence of our key supporting Members that we are able to achieve these results. Fundraising and Media exploitation will be a main effort feature of the forthcoming year's activities.

#### Financial Review

The current activities of the charity are restricted to the provision of grants. The main income of the year was from investments including property of £59,331 (2009:£73,446) with the balance being derived from donations and fundraising. In 2009 the charity benefitted from legacies of over £41,000. As a result of the reduced income, high property maintenance costs and major legal and professional fees relative to the property, a substantial operating deficit has arisen.

## TREFOIL HOUSE

### Executive Committee's Report (continued)

#### For the year ended 31 December 2010

The net outgoing resources for the year amounted to £142,724 (2009: £60,270) but after investment gains, both realised and unrealised, the net decrease in funds amounted to £17,467 (2009: increase £52,122). As a consequence our total funds at the end of the year were £1,886,287 (2009: £1,903,754).

With the property now leased out it is anticipated that income will increase in the current year, costs for maintaining the house will reduce substantially and there will be a greater concentration on the company's charitable activities.

#### Investment Policy

The investment portfolio is monitored regularly in conjunction with advice from the investment advisers with the aim of maximising the overall rate of return. The gross income yield achieved during the year was considered satisfactory in view of the Market Conditions. The Investments and Finance Committee which meets quarterly, has the express task of review of financial performance for reporting. Trefoil outsources the Financial Administration of the Charity. The aim of this process was to realise financial savings in terms of the administrative costs, efficiency costs and to improve the financial reporting functions.

#### HR and Salary Committee

To ensure compliance with current employment legislation and employee conditions a Committee has been established, which meets as required and is chaired by the Chairman of the Charity supported by 3 members of the Executive Committee.

#### Reserves

The policy of the Executive Committee is to continue to build up the free reserves to enable Trefoil House to fulfil its objectives and ensure financial stability. The ability to continue to build up the free reserves will be impeded by the requirement to maintain the House and the Estate together with the reduced return on investments and fundraising activities.

#### Training

In order to enable the ongoing education of the trustees, Trefoil will support the attendance of the trustees at a variety of training events. These will cover such relevant areas as, strategy; risk assessment and management and Corporate Governance. The training will be provided by SCVO, an organisation with specific expertise in the Charity Sector and Gillespie Macandrew Solicitors who intend to develop their Charity education/training capability. In addition Trefoil House will facilitate an 'Away Day' directed towards future strategy.

#### Statement of responsibilities of the Executive Committee

Company law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state affairs of the charitable company as at the balance sheet date and its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Executive Committee should follow best practice and

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent,

state whether applicable accounting standards and statements of recommended practice 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 company will continue its activities

The Executive Committee is responsible for maintaining 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

**TREFOIL HOUSE**

**Executive Committee's Report (continued)**

**For the year ended 31 December 2010**

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Executive Committee on 9 May 2011 and signed on its behalf by

Peter Nussey  
Chairman

**TREFOIL HOUSE**

**Independent Examiner's Report to the members and the Executive Committee**

**For the year ended 31 December 2010**

I report on the accounts of the charity for the year ended 31 December 2010 which are set out on pages 8 to 14.

**Respective responsibilities of Executive Committee 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 the 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 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 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.

**John McLeod,  
Director of Audit, Tax and Advisory  
Relevant professional body: Institute of Chartered Accountants Scotland  
RSM Tenon Audit Limited  
160 Dundee Street  
Edinburgh  
EH11 1DQ**

2011

**TREFOIL HOUSE**

**Statement of Financial Activities  
(incorporating Income and Expenditure Account)**

**For the year ended 31 December 2010**

	Notes	2010 Total Funds £	2009 Total Funds £
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income			
Donations	3	10,468	14,015
Legacies		-	41,633
Activities for generating funds			
Fundraising events		7,139	9,065
Rental income		12,876	-
Investment income and interest	2	<u>46,455</u>	<u>73,446</u>
<b>Total incoming resources</b>		<u>76,938</u>	<u>138,159</u>
<b>Resources expended</b>			
Cost of generating funds			
Fundraising and publicity	4	4,231	4,601
Investment management expenses		1,344	3,671
Charitable activities	5	175,757	144,191
Governance costs	6	<u>38,330</u>	<u>45,966</u>
<b>Total resources expended</b>		<u>219,662</u>	<u>198,429</u>
<b>Net (outgoing) / incoming resources before transfers</b>		<u>(142,724)</u>	<u>(60,270)</u>
<b>Net (outgoing)/incoming resources before other recognised gains and losses</b>		(142,724)	(60,270)
Realised gains/(losses) on investment assets		31,925	(1,880)
Unrealised gains on investment assets		<u>93,332</u>	<u>114,272</u>
Net movements in funds		<u>(17,467)</u>	<u>52,122</u>
Total funds brought forward		<u>1,903,754</u>	<u>1,851,632</u>
Total funds carried forward		<u>1,886,287</u>	<u>1,903,754</u>

All results of the company refer to continuing activities and relate to unrestricted funds. The notes on pages 10 to 14 form part of these financial statements.

## TREFOIL HOUSE

### Balance Sheet

As at 31 December 2010

	Notes	2010		2009	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	12		536,408		537,285
Investments	13		<u>1,311,701</u>		<u>1,326,444</u>
			1,848,109		1,863,729
<b>Current assets</b>					
Debtors	14	15,526		12,558	
Cash at bank and in hand		<u>51,870</u>		<u>36,493</u>	
		<u>67,397</u>		<u>49,051</u>	
<b>Creditors: amounts falling due within one year</b>					
Creditors	15	<u>29,219</u>		<u>9,026</u>	
<b>Net current assets</b>			<u>38,178</u>		<u>40,025</u>
<b>Net assets</b>			<u>1,886,287</u>		<u>1,903,754</u>
<b>Unrestricted funds</b>	17		<u>1,886,287</u>		<u>1,903,754</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of Section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for:

(i) ensuring that the company keeps proper records which comply with section 386 of the Act and;

(ii) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirement of the Act relating to financial statements, so far as applicable to the company.

The financial statements were authorised for issue by the Executive Committee on 9 May 2011 and signed on its behalf by:

Peter Nussey  
Chairman

The notes on pages 10 to 14 form part of these financial statements

## TREFOIL HOUSE

### Notes to the Financial Statements

For the year ended 31 December 2010

#### 1. Accounting Policies

##### Basis of Accounting

The financial statements have been prepared under the historic cost convention as modified by the revaluation of fixed asset investments and in accordance with the Companies Act 2006, the Charities Accounts (Scotland) Regulations 2006 and follow the recommendations of Accounting and Reporting by Charities Statement of Recommend Practice (SORP) issued in March 2005.

##### Funds

- (i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (ii) Designated funds are unrestricted funds earmarked by the Executive Committee for particular purposes.
- (iii) Restricted funds are donations which require to be used for specific purposes as laid down by the donor and expenditure which meets criteria is charged to these funds.

##### Fixed assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life which is estimated to be 4 years in respect of the office equipment. The heritable property is maintained in a good state of repair and, on the basis of professional advice received, the Executive Committee are of the opinion that the estimated realisable value of the property exceeds the cost and therefore any depreciation charge would be immaterial on an aggregate basis. The Executive Committee review the property annually for indicators of any impairment. Capital items under £3,000 are expended through the statement of financial activities. The Executive Committee regard the property as heritable property, and not investment property, as it is not held for long-term investment and the Executive Committee have made efforts to sell this property.

##### Investments

Investments are revalued at middle market prices at the balance sheet and the gain or loss taken to the Statement of Financial Activities.

##### Incoming resources

Incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be measured with reasonable certainty. In accordance with this policy, legacies are included when the charity is advised by the personal representatives of an estate that payment will be made or property transferred and the amount can be quantified.

No amounts are included in the financial statements for services donated by volunteers.

##### Resources expended

Resources expended are recognised in the period in which they are incurred and exclude recoverable VAT. Where possible, expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

**TREFOIL HOUSE**

**Notes to the Financial Statements**

**For the year ended 31 December 2010**

**2. Investments income and interest**

	2010	2009
	£	£
Income from listed investments	46,444	38,227
Interest receivable from cash deposits	<u>11</u>	<u>35,219</u>
	<u>46,455</u>	<u>73,446</u>

**3. Donations**

	2010	2009
	£	£
General donations	<u>10,468</u>	<u>14,015</u>

**4. Fundraising and publicity**

	2010	2009
	£	£
Special events expense	<u>4,231</u>	<u>4,601</u>

**5. Charitable activities**

	2010	2009
	£	£
Salaries, wages and national insurance	16,745	20,766
Repairs and renewals	38,175	23,599
Heat and light	4,779	3,178
Insurance	9,726	12,976
Rates	1,288	2,100
Motor and travelling expenses	760	448
Depreciation	877	222
Legal and professional fees	38,369	17,415
Management expenses	15,174	9,842
Project development grants	19,619	23,165
Holiday grants	17,366	11,752
Stationery and postage	2,151	4,607
Telephone	2,029	2,810
Miscellaneous expenses	1,510	1,422
Bank charges	254	206
Security	6,213	9,278
Advertising	<u>722</u>	<u>405</u>
	<u>175,757</u>	<u>144,191</u>

## TREFOIL HOUSE

### Notes to the Financial Statements – continued

For the year ended 31 December 2010

**6. Governance Costs**

	2010	2009
	£	£
Salaries, wages and national insurance	35,730	43,366
Accountancy and audit fees	<u>2,600</u>	<u>2,600</u>
	<u>38,330</u>	<u>45,966</u>

**7. Net outgoing resources for the year**

	2010	2009
	£	£
This is stated after charging:		
Depreciation	877	222
Auditor's remuneration	<u>-</u>	<u>2,600</u>

**8. Staff costs and numbers**

	2010	2009
	£	£
Staff costs were as follows		
Salaries and wages	43,220	53,633
Social security costs	4,255	5,499
Pensions	<u>5,000</u>	<u>5,000</u>
	<u>52,475</u>	<u>64,132</u>

No employee received emoluments of more than £60,000.

No remuneration or reimbursement of expenses was paid during the year to any member of the committee.

The average monthly number of employees during the year was 2 (2009: 2).

**9. Pension costs**

There are defined contribution pension arrangements for one employee, the assets of which are held separately from those of the charity in independently administered funds. The pension costs shown in note 8 represent contributions paid by the charity to these funds.

**10. Holiday grants**

Grants totalling £17,366 (2009: £11,752) as shown in note 5 represent the payment of 46 (2009: 28) holiday grants to individuals, 42 of which exceeded £250.

**11. Taxation**

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

**TREFOIL HOUSE**

**Notes to the Financial Statements – continued**

**For the year ended 31 December 2010**

**12. Tangible fixed assets**

	Heritable Property £	Office Equipment £	Total £
<b>Cost</b>			
Balance at 1 January 2010	763,209	3,736	766,945
Additions in year	<u>-</u>	<u>-</u>	<u>-</u>
Balance at 31 December 2010	<u>763,209</u>	<u>3,736</u>	<u>766,945</u>
<b>Depreciation</b>			
Balance at 1 January 2010	229,431	229	229,660
Charge for year	<u>-</u>	<u>877</u>	<u>877</u>
Balance at 31 December 2010	<u>229,431</u>	<u>1,106</u>	<u>230,537</u>
 Net book value			
At 31 December 2010	<u>533,778</u>	<u>2,630</u>	<u>536,138</u>
At 1 January 2010	<u>533,778</u>	<u>3,507</u>	<u>537,285</u>

**13. Investments**

	2010 £	2009 £
At 1 January 2010 market value	1,326,444	160,413
Additions in year	306,491	1,352,412
Disposals in year	<u>(414,566)</u>	<u>(300,653)</u>
	1,218,369	1,212,172
Unrealised gain on revaluation	<u>93,332</u>	<u>114,272</u>
Market value 31 December 2010	<u>1,311,701</u>	<u>1,326,444</u>
Historical cost 31 December 2010	<u>1,057,261</u>	<u>1,150,525</u>

Investment holdings in excess of 5% of portfolio value are	2010 £	2009 £
2 ½% Treasury stock 2013	-	84,138
2 ½% Treasury stock 2016	116,102	338,962
2 ½% Treasury stock 2020	106,582	103,239
4% Treasury stock 2016	119,696	136,285
European Investment Bank 4.75% bond 2018	81,181	77,951
Henderson Far East Income Limited	86,313	75,438
Sarasin Intl Equity Inc Fund Inc	78,540	-

All investments are listed UK securities

**TREFOIL HOUSE**

**Notes to the Financial Statements – continued**

**For the year ended 31 December 2010**

**14. Debtors**

	2010	2009
		£
Value added tax	6,851	6,112
Sundry debtors and prepayments	7,309	5,080
Tax repayable	<u>1,366</u>	<u>1,366</u>
	<u>15,526</u>	<u>12,558</u>

**15. Creditors: Amounts falling due within one year**

	2010	2009
	£	£
Sundry creditors and accruals	27,591	8,084
Social security and other taxes	<u>1,628</u>	<u>942</u>
	<u>29,219</u>	<u>9,026</u>

**16. Related party transactions**

There were no payments to related parties during the year.

**17. Accumulated funds**

	Movement in resources			
	Balance 1 January 2010	Incoming	Outgoing	
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	1,774,090	76,938	(218,318)	1,632,710
Revaluation fund	<u>129,664</u>	<u>123,913</u>	-	<u>253,577</u>
<b>Total funds</b>	<u>1,903,754</u>	<u>200,851</u>	<u>(218,318)</u>	<u>1,886,287</u>

**18. Share capital**

There is no share capital but the members all undertake to contribute to the assets of the company in the event of the same being wound up during the time he or she is a member, or within one year thereafter, such sum as may be required, not exceeding £1.