

Charity Registration No. SC000685 (Scotland)

RICHMOND HOUSE CRIEFF
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020
SCIO (Scottish Charitable Incorporated Organisation)

RICHMOND HOUSE CRIEFF

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees Mr J Greer
Mrs I Anderson
Mr J Schad
Mrs A MacDonald
Mrs M McPhater
Mr A Francis (Appointed 4 May 2020)

Charity number (Scotland) SC000685

Principal address Richmond House
Drummond Terrace
Crieff
Perthshire
United Kingdom
PH7 4AF

Auditor Azets Audit Services
5 Whitefriars Crescent
Perth
United Kingdom
PH2 0PA

Bankers Bank of Scotland
1 Gavelmore Street
Crieff
Perthshire
United Kingdom
PH7 4DN

Solicitors J & H Mitchell WS
51 Atholl Road
Pitlochry
Perthshire
United Kingdom
PH16 5BU

RICHMOND HOUSE CRIEFF

CONTENTS

	Page
Trustees report	1 - 8
Statement of trustees responsibilities	9
Independent auditor's report	10 - 12
Statement of financial activities	13
Balance sheet	14
Statement of cash flows	15
Notes to the financial statements	16 - 25

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT

FOR THE YEAR ENDED 30 JUNE 2020

The trustees present their report and financial statements of Richmond House Crieff for the year ended 30 June 2020.

Objectives and activities

Richmond House, Crieff operates as a Scottish Charitable Incorporated Organisation (SCIO) with the charity number SC000685, within the terms of its governing document, a written constitution, and all references in this report refer to that document.

The charity came into existence in its present form following transformation from the long established unincorporated charity called "Crieff and District Auxiliary Association", and continues to operate in the same manner from the same premises, which is also the address of the principal office.

The Charitable Purpose as described in the governing document is the administration, maintenance and conduct of the care home for the elderly, known as Richmond House, together with provision ancillary thereto for the benefit of the elderly in Crieff and district, or from elsewhere, and power to do anything which is intended to further such charitable purposes. The operation of the residential care facility is the main and sole purpose of the charity. The charity operates on a non profit – distributing basis.

The charity is regulated by the Office of the Scottish Charities Regulator (OSCR), the Care Inspectorate with staff undertaking regulated care being registered with the Scottish Social Services Council (SSSC). With the support of our regulators we aim to continue improving the level of care and governance standards that we can. We are also members of Scottish Care who are a membership organisation body who represents independent social care providers in Scotland.

Main activities undertaken

As indicated above, the main activity of the charity can be stated quite simply. We continue to provide a service of care, comfort and support in safe surroundings for those elderly and dependent persons who choose to make Richmond House their home, either permanently or on a short term respite basis. This care provision, together with appropriate stimulatory interests and activities also affords reassurance to the families and acquaintances of the residents.



RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Organisational structure

Richmond House, Crieff is a SCIO. Administration of the charity is the responsibility of a volunteer Board of Trustees, appointed or elected as per the constitution. The Trustees receive no remuneration and they convene on a regular basis. Sub committees attend to specific aspects of governance. No conflict of interest of loyalty with regard to any outside matter or third party exists within the trustee body. We confirm that any potential conflict must be declared.

The Principal Officer, Registered Care Manager and trained care staff perform the day-to-day functions of the care home and are encouraged to interface with the trustees. Office administration is required to deal with business and contractual matters. As required, input from outside agencies can be sought on specific matters.

The Principal Officer delivers the strategies approved by the Trustees and supports the Chair and trustees with the governance arrangements. The Principal Officer supports the Chair to ensure the governance of the charity (including trustee meetings) is discharged to the highest standards. The charity has a Treasurer who undertakes the role to ensure the safeguarding of the charity's assets and leads the stewardship of the finances on behalf of the Board.

Short and long term aims of the charity

Both in the short and long term our aims remain unaltered, namely to continue to provide a high standard of care and support to our elderly residents within a safe and comfortable environment.

Social care has been at the forefront of the COVID-19 pandemic and our aim has been to ensure the health and wellbeing of our residents in our care home during the last year. The long term aim will be to make our residential services financially sustainable while looking at expanding the activities we provide to adults in the community.

The charity has began considering the activities which will provide the best positive outcomes for those adults living in the community with health issues and/or social needs. Discussions have been held with statutory bodies including local NHS and Social Work teams as well as being involved in engagement events within the area. Following feedback we hope to apply for funding to start implementing a range of community services in the future including befriending, health walks, friendship groups and a community hub as well as encouraging Crieff and Strathearn to become a "dementia friendly community".



Achievements and performance

During the period of this report the charity has continued to operate the residential care services from Richmond House as in previous years while planning the expansion of services in the community to meet the needs of adults who may be vulnerable due to social and/or health issues. The main focus during the year has been to provide care and support to our residents during the period of the COVID-19 pandemic in a safe environment while still being able to operate in a financially stable situation. The challenge of the COVID-19 pandemic has been the focus of the charity, however it has highlighted the excellent levels of care, support and professionalism of our staff during the period.

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Achievements and performance (cont.)

2020 was a year of significant change, with Mr Welsh our long standing Chairman deciding that he should retire and focus on his family. We cannot under-estimate how appreciative residents, families, staff and trustees have been of Mr Welsh's service to Richmond House and the community. We wish that we could have had a more formal event to express our thanks but Covid-19 managed to stop this happening too! We also had a change of Manager at the charity. In October 2019 we appointed Alison Kindness as our interim Registered Manager of the care home and in January 2020 we appointed Stacy Rogers as our permanent Registered Manager. In order to strengthen the charity we appointed Alison Kindness to the Principal Officer post of the charity to lead the delivery of the new strategy approved by the Board of Trustees.

Our main achievements of the year has been as follows:

- Our main achievement has been to ensure the safety of residents and staff during the period of the Covid-19 pandemic. We closed the care home to families, visitors, trustees and all but essential trades. The managers and staff were incredible in ensuring safe ways of working and maintaining staff rotas through overtime in order to ensure agency staff were not employed during the period. The care staff also had to support the residents during this period as many were confused and did not know why their families were not visiting. We managed to ensure only 1 resident during the year passed away who had COVID as a reason for death. We did our best to ensure families and residents were given the opportunity to see each other by virtual means or by encouraging window and garden visits as guidance allowed. We also managed to keep in touch with families and friends by producing a weekly newsletter which was sent to the families which gave updates on the situation and information about their loved ones. Our profile on Facebook during this period was increased significantly as staff and residents were seen in regular videos and pictures in Richmond House.
- Richmond House successfully implemented a number of significant staff changes during the year, including a new management structure and the recruitment of new managers and staff to deliver improved services for residents and families. The staff group were supported by management as new ways of working to improve residents' care and wellbeing were implemented. The staff group also were supported with a range of training including support to complete SVQs in social care and training to support the requirements of the SSSC.
- The management of staff was significantly improved following the recruitment of new managers for the charity. The staff contracts were reviewed and all staff received new employment contracts and staff handbooks.
- The financial arrangements of the charity were reviewed and new improved practices including the implementation of a new cloud based accounting system which will enable Trustees to have access to information in "real time". The Principal Officer undertook a review of all contracts and made significant savings while improving the services and equipment provided. The charity achieved an operating surplus before the losses on disposal of assets of £61,464. This compared favourably to the previous years loss of £5,563.
- During the year Richmond House SCIO managed to successfully gain £149,098 from 6 different funders. This was a significant change to the financial strategy of the charity. Although the majority of income will continue to be achieved from residents fees the charity plans to supplement this with a higher amount of income from other sources, including grants.
- The charity has taken the opportunity of the situation created by COVID-19 pandemic by reviewing ways of working including ways of connecting with residents and their families. These have received positive feedback from the families who even although they have found the situation challenging have said they felt supported and informed. A large interactive smart table and digital devices are now available for residents to enjoy during their stay in Richmond House. The main IT used by the charity to administer its operations has also been upgraded and additional devices for staff purchased.

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Financial review

We are pleased to have generated a surplus of £43,910 for the year to 30 June 2020. This was achieved by management of costs, a reduction of £45,582 in costs compared to the previous year. The total level of income for the year was £790,619, an increase of £21,445. The increase was due to significant grant funding which covered the reduced levels of residential fees caused by lower levels of occupancy. The funds of the charity increased by £43,000 to £876,223 on the 30th June 2020.

As with all small residential care homes Richmond House SCIO finances are a major challenge. Small levels of surplus each year are anticipated as long as no major structural issues arise. However, last year was one of the most challenging periods known to us all. Our income from residential fees was significantly reduced for the year, due to the occupancy levels in the summer of 2019 being very low. In addition the cost of PPE and cleaning costs increased significantly from March 2020. Following the recruitment of an experienced Principal Officer and new Registered Care Manager the occupancy levels were addressed. This was offset by substantial levels of grant funding received over the same period. During the past year all contractual agreements have been reviewed and a new accounting system has been implemented to ensure improved management of the charities finances.

Our levels of net assets also improved significantly. The increase from £6,664 to £199,737 was as a result of the surplus achieved and the proceeds of the investment portfolio being transferred into our bank account.

The unrestricted funds is now £861,378 which includes the land and buildings of £647,561 resulting in available reserves of £213,817, with plans to increase these over the next 2 years to the 6 months running costs of the charity. The Reserves Policy continues to be set at a level of between 3 months and 6 months. The restricted funds is now £14,846 and these are monies held for specifically defined purposes.

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Funders and partners

During the year we were awarded a number of grant awards to fund the activities we deliver to the local community. Richmond House SCIO would like to thank all our funders for the financial support and all the groups and organisations who provided assistance and support during the year. The grants awarded were:

First Port awarded a grant of £74,627 from the Third Sector Resilience Fund to support the running costs of the care home during the 3 month period to June 2020.

The Corra Foundation awarded two grants from the Wellbeing Fund of £25,500 and £2,000. These covered the cost of equipment to support visits by families to residents in the garden, a smart tablet and tablets to link residents and families digitally. This fund also provided support to contract additional staff hours to support residents while family and visiting groups were unable to enter the home.

Foundation Scotland awarded a grant of £4,819 to cover the cost of upgrading our technology. This supported new ways of working including mobile working, additional tablets and installing a new cloud financial system.

The Robertson Trust awarded a three year grant of £36,000 towards a share of the cost of the Depute Manager. The balance of the staff post was met from a grant award from a local Strathearn charitable trust.

Perth & Kinross Council awarded £5,152 from the Community Investment Fund for the upgrading of laptops, scanners, monitors and upgrades to the software systems and wifi in the care home.

Richmond House SCIO is committed to working closely with a range of partners for the benefit of the people living in the Crieff area. These included Crieff Kids Week, Crieff Rotary Club, Strathcare, Perth & Kinross Council, Live Active Leisure, Royal British Legion (Crieff Branch), Soroptimists International, Crieff Primary School, St.Dominics Primary School, Morrisons Academy and Crieff Brownies.



Fundraising

The past year was impacted significantly by Covid-19 pandemic. Due to national restrictions we were unable to hold our usual fundraising events and did not receive our usual level of donations.

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Risks and uncertainties facing the charity

Our main risk and uncertainty is the Covid-19 virus, and the impact it could have had on our residents and income had we not taken the decision to control access. We continue to follow the regulations and guidance to mitigate the risk but even this cannot give 100% reassurance. We will continue to maintain our infection control regime and control visitors into the care home and encourage all residents and staff to have the vaccine.

The finances of the care home were fragile with Government grants mitigating the severe cash-flow issues which arose around the start of the Covid-19 pandemic. The Trustees decision to reduce the risk of COVID by refusing new residents until appropriate testing was in place meant reduced occupancy and income. The decision to close our investment portfolio and transfer into cash mitigated the situation.

Apart from the general uncertainties facing the social care sector we are aware that our size and registered number of residents do not allow us to enjoy the benefits of scale in overcoming the high and unavoidable overheads. This may be partially mitigated by many families preferring to place their dependant relative in a smaller less institutional home. We also enjoy favourable comments locally and from visiting health care professionals. We are also aware that we operate from an older property which requires ongoing maintenance, as do the systems within. A major breakdown would be a setback, however we have undertaken a review of the building and will allocate monies for areas of priority e.g. roof To mitigate the financial risks we sold our investments and increased our cash in bank. We have also been successful in gaining income from grants in the past year, and we will seek to improve our finances by applying for further grant income.

Retaining continuity of governance by way of a skilled and enthusiastic trustee body is currently not a problem but as is the case with many charities not guaranteed. The decision of Mr Welsh, the charity's long standing Chairman, to retire was considered a major risk. However, existing Trustees accepted the responsibility of office bearing duties and Mr.Welsh continued to be available for advice and support.

Moving forward the main risk to the charity is occupancy levels and the level of fees set by COSLA as part of the National Care Home Contract for residential care. Without high levels of occupancy and a high proportion of privately funded residents the charity will struggle to break-even each year, even with good control of our costs.

RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

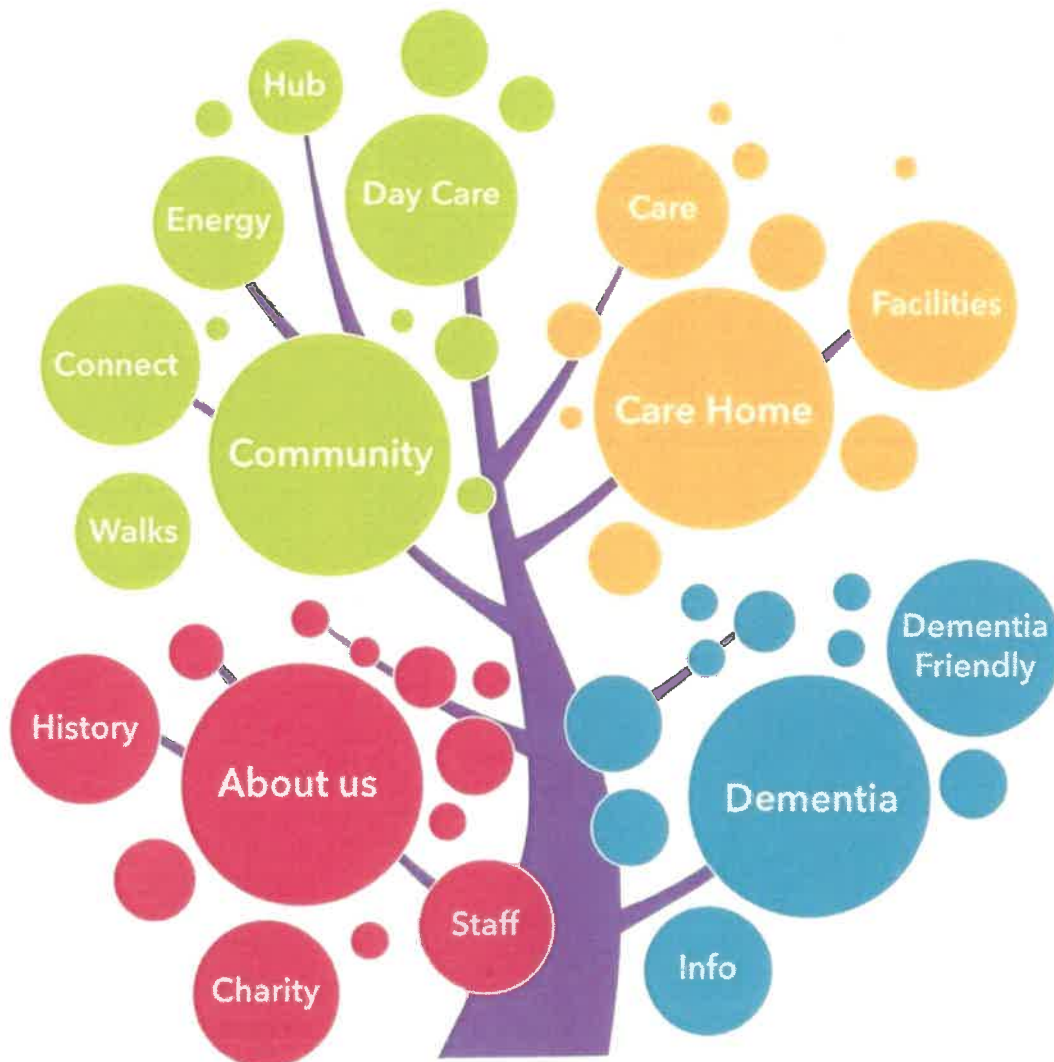
FOR THE YEAR ENDED 30 JUNE 2020

Plans for the future and the trustees' perspective of the future direction

As we are in this period of Covid-19 we are presented with huge challenges in the health and care sector, in particular the concerns for care home residents. We have our complete focus on maintaining the health and wellbeing of our residents, staff and keeping families as connected with their loved ones as best we can.

We also have agreed to consider how the charity can return to its initial purpose and support the most vulnerable people in our community across the Crieff area. We will look to identify the needs of the community and how our charity can be organised to support this. We will also continue to look at opportunities to develop the buildings at Richmond House to create more bedrooms while also improving the fabric of the buildings.

Finally, we are looking to develop partnerships with even more community groups as we raise our profile and build the case for further funding.



RICHMOND HOUSE CRIEFF

TRUSTEES REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

Structure, governance and management

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr R Welsh (Resigned 16 April 2020)

Mr J Greer

Mrs I Anderson

Mr J Schad

Mrs A MacDonald

Mrs M McPhater

Mr A Francis (Appointed 4 May 2020)

Suitably skilled or interested persons can be elected to serve as Trustees or may be appointed from a local "nominating organisation" with the approval of the Board of Trustees. Any appointee is given information on the history, structure and working practices at Richmond House together with instruction with regard to Trustee responsibilities. Attendance at educational seminars is encouraged.

We are pleased to have Mr Francis join the Board and give the charity the benefit of his experience and knowledge. He is retired but formerly has a background in social care and was an Inspector with the Care Inspectorate. At this juncture, at the end of this particular year of operation we are seeking additional potential persons to the Board who have HR, financial and/or social work expertise.

The Board meets on a regular basis and the proceedings are minuted. Smaller groups can convene to deal with specific matters and the outcome of such deliberation is conveyed to the full Board. As required, the Chairman or other Trustees can be contacted.

The constitution allows the Board specific powers:

1. The investment powers conferred under the Trust Scotland Act 1921 or any Public General Statute amending the same.
2. The power to borrow on the security of the assets of the Charity, both heritable and moveable.
3. The power to make charges, as they think proper, to the residents of the home, consistent with its Charitable purpose.
4. To impose rules and regulations to ensure the efficient of the home and to ensure harmony of the residents.

The trustees report was approved by the Board of Trustees.



Mr J Greer

Chairperson

Dated: 2 August 2021

RICHMOND HOUSE CRIEFF

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 30 JUNE 2020

The trustees are responsible for preparing the Trustees Report and the 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 trustees to prepare financial statements for each financial 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 year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

RICHMOND HOUSE CRIEFF

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF RICHMOND HOUSE CRIEFF

Opinion

We have audited the financial statements of Richmond House Crieff (the 'charity') for the year ended 30 June 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 30 June 2020 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

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

Conclusions relating to going concern

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

RICHMOND HOUSE CRIEFF

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF RICHMOND HOUSE CRIEFF

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees report; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

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

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared financial statements 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 (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

RICHMOND HOUSE CRIEFF

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF RICHMOND HOUSE CRIEFF

Use of our report

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



Neil Morrison (Senior Statutory Auditor)
for and on behalf of Azets Audit Services

31st August 2021

Chartered Accountants
Statutory Auditor

5 Whitefriars Crescent
Perth
United Kingdom
PH2 0PA

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

RICHMOND HOUSE CRIEFF

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £
Income from:					
Donations and legacies	3	132,659	21,971	154,630	7,206
Charitable activities	4	632,202	-	632,202	756,850
Other trading activities	5	-	-	-	237
Investments	6	3,787	-	3,787	4,881
Total income		<u>768,648</u>	<u>21,971</u>	<u>790,619</u>	<u>769,174</u>
Expenditure on:					
Expenditure on charitable activities	7	<u>722,338</u>	<u>7,125</u>	<u>729,463</u>	<u>774,737</u>
Net gains/(losses) on investments	10	<u>(17,245)</u>	<u>-</u>	<u>(17,245)</u>	<u>7,023</u>
Net income for the year/ Net movement in funds		29,065	14,846	43,911	1,460
Fund balances at 1 July 2019		<u>832,313</u>	<u>-</u>	<u>832,313</u>	<u>830,853</u>
Fund balances at 30 June 2020		<u><u>861,378</u></u>	<u><u>14,846</u></u>	<u><u>876,224</u></u>	<u><u>832,313</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

RICHMOND HOUSE CRIEFF

BALANCE SHEET

AS AT 30 JUNE 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	11		676,487		692,203
Investments	12		-		133,446
			<u>676,487</u>		<u>825,649</u>
Current assets					
Debtors	13	78,002		36,664	
Cash at bank and in hand		180,627		15,114	
		<u>258,629</u>		<u>51,778</u>	
Creditors: amounts falling due within one year	14	(58,892)		(45,114)	
Net current assets			<u>199,737</u>		<u>6,664</u>
Total assets less current liabilities			<u>876,224</u>		<u>832,313</u>
Income funds					
Restricted funds	16		14,846		-
Unrestricted funds			861,378		832,313
			<u>876,224</u>		<u>832,313</u>

The financial statements were approved by the Trustees on 2 August 2021



Mr J Greer
Trustee

RICHMOND HOUSE CRIEFF

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from operations	20		56,027		12,887
Investing activities					
Purchase of tangible fixed assets		(10,502)		-	
Investment management charges		309		472	
Proceeds on disposal of investments		115,892		11,000	
Interest received		3,787		4,881	
Net cash generated from investing activities			109,486		16,353
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			165,513		29,240
Cash and cash equivalents at beginning of year			15,114		(14,126)
Cash and cash equivalents at end of year			180,627		15,114

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

1 Accounting policies

Charity information

The Charity is registered as an SCIO (Scottish Charitable Incorporated Organisation) as a registered charity with the Office of the Scottish Charity Regulator (OSCR).

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

In common with most businesses the charity is facing potential issues in respect of the Covid-19 pandemic. This is an ongoing situation and the company is adopting a strategy to manage the ever changing situation as effectively as possible.

The directors are satisfied that these events do not currently affect the charity's ability to continue as a going concern and this basis is appropriate for the preparation of the accounts.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Residential fees are recognised when the service has been provided.

Investment income is included when receivable.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

1 Accounting policies

(Continued)

1.5 Resources expended

All expenditure is included on an accruals basis and includes attributable VAT which cannot be recovered, and is reported as part of the expenditure which it relates.

Charitable expenditure 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.

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.

All costs are allocated between the expenditure categories of the statement of financial activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings	2% and 10% per annum straight line
Plant and machinery	10% per annum straight line
Fixtures and fittings	15% per annum straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

1 Accounting policies

(Continued)

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

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

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and 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

Basic financial liabilities, including creditors and bank 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.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustee's believe that there are no critical estimates or judgements affecting the financial statements.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds
	2020	2020	2020	2019
	£	£	£	£
Donations and gifts	5,532	-	5,532	7,206
Grants receivable for core activities	127,127	21,971	149,098	-
	<u>132,659</u>	<u>21,971</u>	<u>154,630</u>	<u>7,206</u>
Grants receivable for core activities				
Third Sector Resilience	74,627	-	74,627	-
Inspiring Scotland	25,500	-	25,500	-
Anonymous Grant	25,000	-	25,000	-
The Robertson Trust	-	12,000	12,000	-
Perth & Kinross Council	-	5,152	5,152	-
Foundation Scotland	-	4,819	4,819	-
The Corra Foundation	2,000	-	2,000	-
	<u>127,127</u>	<u>21,971</u>	<u>149,098</u>	<u>-</u>

4 Charitable activities

	Residential Care	Residential Care
	2020	2019
	£	£
Residents Fees	<u>632,202</u>	<u>756,850</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

5 Other trading activities

	Total	Unrestricted funds
	2020	2019
	£	£
Fundraising events	-	237
	<u> </u>	<u> </u>

6 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Income from listed investments	3,786	4,881
Interest receivable	1	-
	<u> </u>	<u> </u>
	<u>3,787</u>	<u>4,881</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

7 Expenditure on charitable activities

	Charitable activities 2020 £	Governance costs 2020 £	Total 2020 £	Total 2019 £
Staff costs	565,284	-	565,284	588,201
Depreciation and impairment	26,218	-	26,218	27,250
Food	21,580	-	21,580	28,313
Other household costs and Laundry	24,834	-	24,834	44,071
Residents pocket money	-	-	-	154
Rates and water charges	4,873	-	4,873	5,304
Light, heat and power	30,026	-	30,026	26,088
Premises repairs and renewals	16,210	-	16,210	12,143
Property insurance	11,648	-	11,648	10,126
Telephone, fax and internet	2,041	-	2,041	3,083
Postage, stationery and printing	1,085	-	1,085	822
Sundry expenses	984	-	984	4,913
Training	2,609	-	2,609	4,413
Accountancy fees (excluding audit fee)	4,965	-	4,965	5,727
Legal and consultancy fees	4,561	-	4,561	2,408
Bank charges	555	-	555	774
Auditors fee	-	9,120	9,120	7,200
Regulatory costs	-	2,870	2,870	3,747
	<u>717,473</u>	<u>11,990</u>	<u>729,463</u>	<u>774,737</u>
	<u>717,473</u>	<u>11,990</u>	<u>729,463</u>	<u>774,737</u>
Analysis by fund				
Unrestricted funds	710,348	11,990	722,338	774,737
Restricted funds	7,125	-	7,125	-
	<u>717,473</u>	<u>11,990</u>	<u>729,463</u>	<u>774,737</u>
For the year ended 30 June 2019				
Unrestricted funds	<u>763,790</u>	<u>10,947</u>	<u>774,737</u>	<u>774,737</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year the charity received loans to the value of £nil from a trustee (2019 - £12,000) which were interest-free and had no terms of repayment. The balance outstanding at the end of the financial year was £12,000 (2019 - £12,000).

During the year 2 (2019 - 3) Trustees were reimbursed expenses of £355 (2019 - £1,508) for various items paid for on behalf of the charity.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

9 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	36	36
	<u>36</u>	<u>36</u>
Employment costs	2020	2019
	£	£
Wages and salaries	536,005	550,297
Social security costs	21,237	31,120
Other pension costs	8,042	6,784
	<u>565,284</u>	<u>588,201</u>

Within wages and salaries a balance of £32,339 (2019 - £22,739) relates to Temporary staff.

The remuneration of key management personnel was formed by three employees (2019 - two) and their total remuneration was £59,017 (2019 - £59,314)

No employee was paid more than £60,000 per annum (2019 - none)

10 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Gain/(loss) on sale of investments	(17,245)	7,023
	<u>(17,245)</u>	<u>7,023</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

11 Tangible fixed assets

	Land and buildings £	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 July 2019	721,024	53,035	87,628	861,687
Additions	-	-	10,502	10,502
At 30 June 2020	721,024	53,035	98,130	872,189
Depreciation and impairment				
At 1 July 2019	53,361	40,631	75,492	169,484
Depreciation charged in the year	20,102	2,018	4,098	26,218
At 30 June 2020	73,463	42,649	79,590	195,702
Carrying amount				
At 30 June 2020	647,561	10,386	18,540	676,487
At 30 June 2019	667,663	12,404	12,136	692,203

The property was revalued in April 2015 by Irving Geddes, Estate Agents, at £650,000 which was considered deemed cost.

The historic cost of the property was £189,082.

12 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 July 2019	133,446
Valuation changes	(17,245)
Charges	(309)
Disposals	(115,892)
At 30 June 2020	-
Carrying amount	
At 30 June 2020	-
At 30 June 2019	133,446

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

13 Debtors

	2020	2019
Amounts falling due within one year:	£	£
Trade debtors	75,305	35,206
Prepayments and accrued income	2,697	1,458
	<u>78,002</u>	<u>36,664</u>

14 Creditors: amounts falling due within one year

	2020	2019
	£	£
Trade creditors	3,240	8,093
Other creditors	29,010	14,757
Accruals and deferred income	26,642	22,264
	<u>58,892</u>	<u>45,114</u>

15 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £8,042 (2019 - £6,784).

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 July 2019	Incoming resources	Resources expended	Balance at 30 June 2020
	£	£	£	£
Daycare/respite Fund	-	12,000	(5,330)	6,670
Computer Fund	-	9,971	(1,795)	8,176
	<u>-</u>	<u>21,971</u>	<u>(7,125)</u>	<u>14,846</u>

Daycare/respite Fund

To assist with the development of daycare and respite by funding 50% of the deputy manager's costs.

Computer Fund

To assist with the development of remote working within the charity.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2020

17 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £
Fund balances at 30 June 2020 are represented by:				
Tangible assets	669,987	6,500	676,487	692,203
Investments	-	-	-	133,446
Current assets/(liabilities)	191,391	8,346	199,737	6,664
	<u>861,378</u>	<u>14,846</u>	<u>876,224</u>	<u>832,313</u>

18 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	7,813	7,813
Between two and five years	15,626	23,439
	<u>23,439</u>	<u>31,252</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

	2020 £	2019 £
Cash generated from operations		
Surplus for the year	43,911	1,460
Adjustments for:		
Investment income recognised in statement of financial activities	(3,787)	(4,881)
Loss/(gain) on disposal of investments	17,245	(7,023)
Depreciation and impairment of tangible fixed assets	26,218	27,250
Movements in working capital:		
(Increase) in debtors	(41,338)	(11,397)
Increase in creditors	13,778	7,478
Cash generated from operations	<u>56,027</u>	<u>12,887</u>

21 Analysis of changes in net funds

The charity had no debt during the year.