



Providing care and support in
Crieff and Strathearn since 1898

ANNUAL REPORT AND FINANCIAL STATEMENT FOR THE YEAR ENDED 30TH JUNE 2023



Providing care and support in
Crieff and Strathearn since 1898

SCIO (Scottish Charitable incorporated Organisation)

RICHMOND HOUSE CRIEFF

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs Irene Anderson Mr Simon Dawe Mr Alfred Francis Mr John Greer Mrs Alice Macdonald Mrs Mary Mcphater Dr Susan Wylie
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 Galvelmore Street Crieff Perthshire United Kingdom PH7 4DN
Solicitors	J & H Mitchell WS 51 Atholl Road Pitlochry Perthshire United Kingdom PH16 5BU

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**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
TRUSTEES REPORT (Continued)**

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 Purposes are stated in the governing document as:

- 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 charity operates on a non-profit making basis and any surpluses made are not distributed.
- The provision of services and activities in the community of Crieff and District with the object of improving the conditions of life for the persons for whom the services or activities are primarily intended and tackling social isolation.

The charity is regulated by the Scottish Charities Regulator (OSCR) and 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 which is a membership organisation body that represents independent social care providers in Scotland.

MAIN ACTIVITIES UNDERTAKEN

This report and financial statement pertain to the operation of the charity for the year ended 30th June 2023.

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.

The charity recognises that most individuals want to remain in their own homes in the community for as long as possible, so the charity runs a number of community-based activities to support them in this desire while maximising their full potential to maintain their independence. We hold several activities to support unpaid carers in their challenging role.



**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
TRUSTEES REPORT (Continued)
ORGANISATIONAL STRUCTURE**

Richmond House, Crieff is a SCIO. Leadership of the charity is the responsibility of a volunteer Board of Trustees, appointed or elected as per the Constitution. The Trustees, who convene on a regular basis, receive no remuneration. Sub committees attend to specific aspects of governance. No conflict of interest of loyalty regarding 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 and professionals can be sought on specific matters. Arrangements for setting pay and remuneration of key management personnel are determined by the National Care Home Contract.

The Principal Officer delivers the strategies approved by the Trustees and supports the Chair and Trustees in ensuring the Charity is governed to the highest standards. The charity has a Treasurer who leads the financial stewardship of charity assets 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 individuals within a safe and comfortable environment whether that be in their own home or in our residential care home.

The global pandemic posed many challenges for social care with greater emphasis on infection control and the need for care homes to replicate more of a clinical setting. However, while our aim has always been to ensure the health and wellbeing of our residents in our care home we have tried to maintain a cosy, homely, setting while adhering to statutory guidelines.

We have developed a range of community activities aimed at supporting those adults living in the community with health issues and/or social needs as well as the unpaid carers who look after them. The role of carer can be stressful leading to isolation so we continue to work with statutory agencies to address these challenges.

The charity's long-term aim is to make our residential services financially sustainable while continuing to broaden the range of activities we provide to adults in the community.



**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
TRUSTEES REPORT (Continued)**

MAIN ACHIEVEMENTS

During the period of this report the charity has continued to operate residential care services from Richmond House as in previous years, while establishing a number of community-based services to meet the needs of individuals who may be vulnerable as well as their unpaid carers.

The main focus of the year was to strengthen the links between the residential care home and the wider community. We have achieved this by increasing contact between the residents of the care home and participants of our community activities, enabling them to take part in activities available in the wider community of Strathearn. We also developed our intergenerational work by re-establishing links with the local schools and nursery.

By developing these community based services we have sought to increase the resilience of local citizens, reducing their feelings of social isolation and loneliness.

2023 will be the 125th Anniversary of our Charity and we are proud to have continued to support the people of Strathearn during this time.

The main achievements of the year are as follows;

Care Home

- We were visited by the Care Inspectorate in Nov 2022. The inspector was pleased with the improvements that had been made within the care home.
- Our Activity Co-ordinator focused on re-establishing the links between the care home and the wider community to ensure that the residents continued to feel part of the community in which they live. This involved working with other charities such as Generating Opportunities on their life story project, Great British Birdwatch, local charity Remake on a climate cafe and the Adventure Circus where they learned circus skills.
- We continue to work with Hospital Radio Perth and Radio Earn.
- Intergenerational work is important to us, and we have established links with St Dominic's Primary School and Morrison's Academy.
- Our garden has been a source of pleasure particularly for those isolated from their loved ones. We have been lucky to receive a generous donation of plants and seeds from the local park and a local business. The residents have great fun choosing the seeds and plants they want for the garden and watched them grow over the summer. In the autumn we harvested the produce which was made into chutneys for family and friends as well as being eaten in the home.
- In May 2023 the residents celebrated the Coronation of King Charles III by holding a party at Richmond House for all the residents, their families and friends together with participants of the community activities. It had been planned to be held in the garden but unfortunately inclement weather forced us to bring it indoors.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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TRUSTEES REPORT (Continued)**

- This year we have been able return to our monthly trips on the community bus. Our trips have included outings to Balhousie Castle, Lochearnhead and the local pumpkin farm at Halloween.
- Importantly this financial year we have undertaken an extensive refurbishment programme within the home with very generous financial support. This has considerably improved the home environment and ensures it continues to be welcoming and enjoyed by our residents and fit for purpose for our staff.
- This year we were also lucky to be awarded the inaugural Tony Barker award for our work with community groups and intergenerational work.



Community Activities

- The weekly health walks have continued to go from strength to strength. We now have around 30 people attending every week to spend time walking in the local area then having a chat over a cup of tea at the end. Over the year we have provided support to many individuals who are recovering from cancer, joint surgery, stroke, heart conditions and mental health issues as well as social isolation. We also have "Dementia Friendly Accreditation" from Paths for All for our walks as our walk leaders undergo specialised training in working with individuals who have a cognitive impairment. Many friendships have been established at the group which extend beyond the group itself.
- Our Carers Café takes place monthly in the local Royal British Legion Clubrooms. This is hosted by Richmond House but is supported by Perth and Kinross Council, Carers Voice and PKAVS Carers Hub. This has become well established as a support group for unpaid carers with around 20 people attending every month. Many friendships and informal support networks have also been established at this group which provide wider benefits.
- We believe in putting our participants at the heart of our work and their opinions are regularly sought and welcome. While the participants enjoy walking in our local area they asked if we could carry out walks further afield. Access to transport was a problem in the local area but thanks to an award from the Community Mental Health and Wellbeing Fund we were able to hire a coach monthly and "Health Walks on Tour" was established. We visited Scone Palace for the Snowdrop Festival, The Kelpies and the Riverside Park in Perth. Each trip involves a walk, tailored to meet the

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
TRUSTEES REPORT (Continued)**

individuals' needs, supported by trained walk leaders. They are then followed by a chat over some light refreshments. 40 people attend on a regular basis.

- We are keen to ensure that more of our local community becomes Dementia Friendly. Since December we have been working in partnership with the Greenscape Team from PKC, Paths for All and the Friends of MacRosty Park to make the local MacRosty Park Dementia Friendly. It has involved much collaborative working to improve the signage as well as the environment and we applied for Dementia Friendly Accreditation in Autumn 2023. If successful it will be the first park with accreditation in Perth and Kinross and only the second park in Scotland.



FINANCIAL REVIEW

We are pleased to have generated an overall surplus of £61,181. The unrestricted deficit for the year amounted to £46,806 largely due to loss of income while rooms were unavailable during refurbishment.

Income for the year totalled £1,076,994 which was an increase of £178,080 over the previous year. The increase was due to significant grant funding and increased fees income with a consistent improvement in occupancy.

Richmond House is dependent on grant income to supplement resident fees income for certain projects.

The target reserves policy continues to be set at a level capable of covering between 3 months and 6 months operating expenses. At 30th June 2023 the unrestricted net current asset was £300,737 which would have been sufficient to cover between 3 and 6 months of running costs. The charity plans to gradually improve resilience by increasing and formalizing the reserves to 6 months of running costs.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023
TRUSTEES REPORT (Continued)**

FUNDERS & PARTNERS

We were awarded a number of grants in the year to support both the care home and community activities. 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:

- The Gannochy Trust who awarded us funds to support and develop the community activities
- The Tayside Health and NHS Innovation Fund who also supported the community activities
- Versus Arthritis, Let's Move Together supported the Health Walks
- The Community Mental Health and Wellbeing Fund allowed us to continue our "Health Walks on Tour" project
- The local Co-op provided funds for activity materials in Richmond House
- We were also successful in becoming one of the local causes supported by the membership scheme at the local Co-op throughout the year and will receive our award in the Autumn.
- We were very fortunate to receive a generous anonymous grant which has allowed us to carry out our refurbishment programme at Richmond House far more extensively and ahead of schedule than would have been possible otherwise.

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, Bertie Bus, Perth & Kinross Council, Perth and Kinross Association of Voluntary Services (PKAVS), Live Active Leisure, Royal British Legion (Crieff Branch), Perth Theatre, Music in Hospitals and Care, Hospital Radio Perth, Soroptimists International, Scallywags Nursery, St.Dominic's Primary School and Morrison's Academy.



**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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TRUSTEES REPORT (Continued)**

FUNDRAISING

In addition to the grant income we have also received a number of donations from local fundraising events and we would like to thank everyone that has supported us.

RISKS AND UNCERTAINTIES FACING THE CHARITY

Staffing has been the major concern, as in common with the rest of the sector it has been difficult to recruit staff when needed. This has been compounded by our rural location, which proves difficult if applicants depend on public transport. We are lucky in that we have a loyal staff group and experience few vacancies and when we do these are usually covered by our own staff increasing worked hours. Occasionally we do need to use agency staff but these are kept to a minimum. At the end of this financial year we are fully staffed with no vacancies.

During this financial year we have commissioned Simon Dawe of SD Consulting to complete a feasibility study of the charity with particular emphasis on the charity's sustainability, strengths, weaknesses and opportunities. His findings were generally favourable but the report reiterated that our size and registered number of residents do not allow us to enjoy the economies of scale that larger providers in this sector enjoy. However the home has clear advantages in terms of setting, personal quality of care, together with a lack of debt and a strong reputation within the local community. The home offers accommodation of a very high standard both in terms of living space and setting.

Many families prefer to place their dependent relative in a smaller more welcoming less institutional home such as Richmond House with far greater continuity of care and better staffing levels. Once the Feasibility Study was completed Simon was approached to become a Trustee and then joined the Board.

Reputation in the community being key we welcome feedback and are pleased to enjoy favourable comments locally and from visiting health care professionals. We are aware that we operate from an older, but nevertheless attractive, property which requires ongoing maintenance, as do the systems within. We have this financial year embarked on a refurbishment programme to update the decoration and flooring within the bedrooms and public areas. This has met with a very positive response from our residents, families and friends.

We have retained continuity of governance with a skilled and enthusiastic trustee body but, as is the case with many charities, this cannot be guaranteed. During the year we have enhanced our Board by the addition of a local General Practitioner and a Chartered Management accountant who is experienced in analysis of the sector.

Moving forward the main risk to the charity is any possible fall in occupancy levels coupled with the continued uneconomic 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 would struggle to break-even each year, even with good cost control.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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TRUSTEES REPORT (Continued)**

HOW THE CHARITY MAKES DECISIONS AND HOW DECISIONS ARE DELEGATED

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

The Board meetings were attended by both the Principal Officer, who has significant experience in the field of Health and Social Care, and the care home manager who informed the Board and updated them on the current guidance as necessary.

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 running of the home and to ensure harmony of the residents.

APPOINTMENT OF TRUSTEES

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 regarding Trustee responsibilities. Trustees are also encouraged to attend training sessions which are specifically designed to support their role within the charity.

Our Board comprises of 7 Trustees who have a range of skills and experience which are an advantage to the organisation.

The trustees who served during the year were:

Mrs I Anderson

Mr S Dawe – co-opted Feb 2023

Mr A Francis

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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TRUSTEES REPORT (Continued)**

Mr J Greer

Mrs A MacDonald

Mrs M McPhater

Dr S Wylie – elected Sept 2022

PLANS FOR THE FUTURE AND TRUSTEE PERSPECTIVE

We have a professional and caring staff team who are focused on supporting our residents' wellbeing. It is clearly key that we continue to offer support to them in the continuing improvements they are making. Staff continuity needs to be maintained for residents as much as possible.

We continue to consider how the charity can address its initial purpose and support the most vulnerable people in our community across Crieff and the surrounding area. We will look to identify need in the community and how our charity can help.

As regards the home itself we are currently looking at opportunities to develop the buildings at Richmond House possibly to create additional accommodation while carrying out an extensive refurbishment scheme.

Finally, we are looking to develop partnerships with even more community groups as we raise our profile and build a compelling case for maintaining and expanding the provision of services as we demonstrate the clear benefits of our work.

STATEMENT AS TO THE DISCLOSURE OF INFORMATION TO THE AUDITORS

The Trustee Board Members who were in office on the date of approval of these Financial Statements have confirmed, as far as they are aware, that there is no relevant information of which the Auditors are unaware. Each of the Trustees have confirmed that they have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that it has been communicated to the Auditors.

AUDITORS

Azets were appointed during the year and a resolution to reappoint Azets as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 485 of the Companies Act 2006.

The trustees' report was approved by the Board of Trustees and signed on their behalf by:



Dr S Wylie
Chairperson

RICHMOND HOUSE CRIEFF

STATEMENT OF TRUSTEES RESPONSIBILITIES

FOR THE YEAR ENDED 30 JUNE 2023

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 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 2023 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

In auditing the financial statements, we have concluded that the Trustees use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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 contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

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.

RICHMOND HOUSE CRIEFF

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

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 is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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 auditor's 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.

Azets Audit Services

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

27th March 2024

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 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 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	3	409	206,003	206,412	447	58,364	58,811
Charitable activities	4	867,824	2,758	870,582	840,103	-	840,103
Total income		868,233	208,761	1,076,994	840,550	58,364	898,914
Expenditure on:							
Charitable activities	5	915,039	100,774	1,015,813	813,333	79,144	892,477
Net (expenditure)/income for the year/ Net movement in funds		(46,806)	107,987	61,181	27,217	(20,780)	6,437
Fund balances at 1 July 2022		964,664	78,476	1,043,140	937,447	99,256	1,036,703
Fund balances at 30 June 2023		917,858	186,463	1,104,321	964,664	78,476	1,043,140

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

All income and expenditure derive from continuing activities.

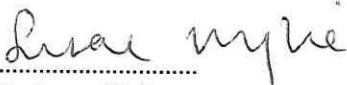
RICHMOND HOUSE CRIEFF

BALANCE SHEET

AS AT 30 JUNE 2023

	Notes	2023		2022	
		£	£	£	£
Fixed assets					
Tangible assets	10		715,839		641,099
Current assets					
Debtors	11	201,693		109,451	
Cash at bank and in hand		286,403		393,708	
		<u>488,096</u>		<u>503,159</u>	
Creditors: amounts falling due within one year	12	<u>(99,614)</u>		<u>(70,285)</u>	
Net current assets			388,482		432,874
Total assets less current liabilities			<u>1,104,321</u>		<u>1,073,973</u>
Creditors: amounts falling due after more than one year	13		-		(30,833)
Net assets			<u><u>1,104,321</u></u>		<u><u>1,043,140</u></u>
Income funds					
Restricted funds	16		186,463		78,476
Unrestricted funds			917,858		964,664
			<u>1,104,321</u>		<u>1,043,140</u>

The financial statements were approved by the Trustees on 26/3/2024



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Dr Susan Wylie
Trustee

RICHMOND HOUSE CRIEFF

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 30 JUNE 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash generated from operations	20		40,121		79,980
Investing activities					
Purchase of tangible fixed assets		(106,593)		(20,376)	
Net cash used in investing activities			(106,593)		(20,376)
Financing activities					
Repayment of bank loans		(40,833)		(9,167)	
Net cash used in financing activities			(40,833)		(9,167)
Net (decrease)/increase in cash and cash equivalents			(107,305)		50,437
Cash and cash equivalents at beginning of year			393,708		343,271
Cash and cash equivalents at end of year			<u>286,403</u>		<u>393,708</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

1 Accounting policies

Charity information

Richmond House is registered as a Scottish Charitable Incorporated Organisation (SCIO) with the Office of the Scottish Charity Regulator (OSCR). The registered office is Richmond House, Drummond House, Crieff, PH7 4AF.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity Constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

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 Income

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 2023

1 Accounting policies (Continued)

1.5 Expenditure

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

Freehold land and buildings	2% and 10% straight line
Plant and equipment	10% straight line
Fixtures and fittings	15%, 25% and 33% 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 the statement of financial activities.

1.7 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).

1.8 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.

1.9 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.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

1 Accounting policies

(Continued)

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.

1.10 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.

1.11 Retirement benefits

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

1.12 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

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.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023	2023	2023	2022	2022	2022
	£	£	£	£	£	£
Donations and gifts	409	2,572	2,981	447	1,000	1,447
Grants receivable for core activities	-	203,431	203,431	-	57,364	57,364
	409	206,003	206,412	447	58,364	58,811
Grants receivable for core activities						
Foundation Scotland	-	(4,008)	(4,008)	-	9,288	9,288
Perth & Kinross Council	-	13,269	13,269	-	33,853	33,853
Skipton Building Society	-	-	-	-	2,223	2,223
The Robertson Trust	-	-	-	-	12,000	12,000
Tayside Health	-	18,750	18,750	-	-	-
Versus Arthritis	-	4,420	4,420	-	-	-
Anonymous	-	150,000	150,000	-	-	-
Gannochy Trust	-	21,000	21,000	-	-	-
	-	203,431	203,431	-	57,364	57,364

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

4 Charitable activities

	Unrestricted Funds 2023 £	Unrestricted Funds 2022 £
Residential care	870,582	840,103
	<u>870,582</u>	<u>840,103</u>
Analysis by fund		
Unrestricted funds	867,824	840,103
Restricted funds	2,758	-
	<u>870,582</u>	<u>840,103</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

5 Charitable activities

	Charitable activities 2023 £	Charitable activities 2022 £
Staff costs	722,499	642,688
Depreciation and impairment	31,853	29,136
Temporary staff	13,600	7,135
Food	48,034	39,802
Other household costs, laundry and training	75,956	61,725
Rates and water charges	6,458	5,512
Light, heat and power	29,478	23,518
Premises repairs and renewals	24,373	21,448
Property insurance	25,126	21,624
Telephone, fax and internet	4,760	4,724
Postage, stationery and printing	3,296	3,158
Sundry expenses	7,494	8,666
Training	896	1,749
Accountancy fees (excluding audit fees)	-	360
Legal and consultancy fees	5,089	6,413
Interest paid	282	1,042
	<u>999,194</u>	<u>878,700</u>
Share of governance costs (see note 6)	16,619	13,777
	<u>1,015,813</u>	<u>892,477</u>
Analysis by fund		
Unrestricted funds	915,039	813,333
Restricted funds	100,774	79,144
	<u>1,015,813</u>	<u>892,477</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2023

6 Support costs

	Governance costs £	2023 £
Audit fees	12,725	12,725
Regulatory costs	3,894	3,894
	<u>16,619</u>	<u>16,619</u>
Analysed between Charitable activities	<u>16,619</u>	<u>16,619</u>

Governance costs includes payments to the auditors of £12,725 (2022- £9,703) for audit fees.

7 Trustees

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

No expenses were reimbursed to the trustees in the current or prior year.

There were £nil donations received from a company that the trustees are a director of (2022 - £60).

8 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
	42	37
	<u>42</u>	<u>37</u>
Employment costs	2023	2022
	£	£
Wages and salaries	671,118	598,467
Social security costs	39,089	33,533
Other pension costs	12,292	10,688
	<u>722,499</u>	<u>642,688</u>

The remuneration of key management personnel was formed by four employees (2022 - three) and their total remuneration was £130,570 (2022 - £117,155).

There were no employees whose annual remuneration was more than £60,000.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

9 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

10 Tangible fixed assets

	Freehold land and buildings £	Plant and equipment £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 July 2022	721,024	73,411	100,162	894,597
Additions	-	45,947	60,646	106,593
At 30 June 2023	721,024	119,358	160,808	1,001,190
Depreciation and impairment				
At 1 July 2022	113,667	48,015	91,816	253,498
Depreciation charged in the year	20,102	4,125	7,626	31,853
At 30 June 2023	133,769	52,140	99,442	285,351
Carrying amount				
At 30 June 2023	587,255	67,218	61,366	715,839
At 30 June 2022	607,357	25,396	8,346	641,099

Land and buildings with a cost of £189,082 were revalued in April 2015 to £650,000 which was considered deemed cost by Irvine Geddes, independent valuers not connected with the Charity on the basis of market value. The valuation conforms to International Valuation Standards and was based on recent market transactions on arm's length terms for similar properties

11 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Trade debtors	156,998	88,460
Prepayments and accrued income	44,695	20,991
	201,693	109,451

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

12 Creditors: amounts falling due within one year

	Notes	2023 £	2022 £
Bank loans	14	-	10,000
Other taxation and social security		11,510	11,726
Trade creditors		40,008	22,462
Other creditors		21,053	8,219
Accruals and deferred income		27,043	17,878
		<u>99,614</u>	<u>70,285</u>

13 Creditors: amounts falling due after more than one year

	Notes	2023 £	2022 £
Bank loans	14	-	30,833
		<u>-</u>	<u>30,833</u>

14 Loans and overdrafts

	2023 £	2022 £
Bank loans	-	40,833
	<u>-</u>	<u>40,833</u>
Payable within one year	-	10,000
Payable after one year	-	30,833
	<u>-</u>	<u>40,833</u>

The charity obtained a £50,000 bank loan as part of the Government supported Bounce Back Loan Scheme in response to the COVID-19 pandemic. The loan is guaranteed by the UK Government. The loan is repayable over six years with a repayment holiday in the first 12 months. The interest rate on the loan is 2.5% however no interest is payable in the first 12 months.

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 £12,292 (2022 - £10,688).

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

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:

	Balance at 1 July 2021 £	Movement in funds		Balance at 1 July 2022 £	Movement in funds		Balance at 30 June 2023 £
	£	Incoming resources £	Resources expended £	£	Incoming resources £	Resources expended £	£
Community Activity Fund	94,024	35,382	(53,692)	75,714	58,761	(88,787)	45,688
IT Fund	4,846	-	(2,084)	2,762	-	(1,216)	1,546
Training Fund	386	-	(386)	-	-	-	-
Covid additional resources Fund	-	22,982	(22,982)	-	-	-	-
Refurbishment Fund	-	-	-	-	150,000	(10,771)	139,229
	99,256	58,364	(79,144)	78,476	208,761	(100,774)	186,463

Community Activity Fund (formerly Daycare/respite fund)

To develop and provide community activities, daycare and respite.

IT Fund (formerly Computer Fund)

To assist with the development of remote working and provide better information and communication technology. Depreciation is offset against the capital expenditure in the year.

Refurbishment Fund

To refurbish the care home. Depreciation is offset against the capital expenditure in the year.

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

17 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 30 June 2023 are represented by:						
Tangible assets	617,121	98,718	715,839	637,799	3,300	641,099
Current assets/(liabilities)	300,737	87,745	388,482	357,698	75,176	432,874
Long term liabilities	-	-	-	(30,833)	-	(30,833)
	<u>917,858</u>	<u>186,463</u>	<u>1,104,321</u>	<u>964,664</u>	<u>78,476</u>	<u>1,043,140</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:

	2023 £	2022 £
Within one year	10,468	9,784
Between two and five years	41,872	39,138
In over five years	4,220	13,608
	<u>56,560</u>	<u>62,530</u>

19 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

20 Cash generated from operations

	2023 £	2022 £
Surplus for the year	61,181	6,437
Adjustments for:		
Depreciation and impairment of tangible fixed assets	31,853	29,136
Movements in working capital:		
(Increase)/decrease in debtors	(92,242)	49,083
Increase/(decrease) in creditors	39,329	(4,676)
Cash generated from operations	<u>40,121</u>	<u>79,980</u>

RICHMOND HOUSE CRIEFF

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2023

21 Analysis of changes in net funds

	At 1 July 2022	Cash flows	At 30 June 2023
	£	£	£
Cash at bank and in hand	393,708	(107,305)	286,403
Loans falling due within one year	(10,000)	10,000	-
Loans falling due after more than one year	(30,833)	30,833	-
	<u>352,875</u>	<u>(66,472)</u>	<u>286,403</u>