



RICHMOND HOUSE CRIEFF

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2021

SCIO (Scottish Charitable Incorporated Organisation)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Irene Anderson
Alfred Francis
John Greer
Alice MacDonald
Margaret McPhater
Julian Schad

Charity Number

Charity Registration No. SC000685 (Scotland)

Operational Address

Richmond House
Drummond Terrace
Crieff
PH7 4AF

Statutory Auditor

Henderson Loggie LLP
Chartered Accountants & Statutory Auditors
11-15 Thistle Street
Edinburgh
EH2 1DF

Bankers

Bank of Scotland
1 Galvelmore Street
Crieff
PH7 4DN

Solicitors

J & H Mitchell W.S
51 Atholl Road
Pitlochry
PH16 5BU

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**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
TRUSTEES REPORT**

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 was reviewed in early 2021 to reflect the role of the charity in providing services for the community. It is now described 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 – distributing basis.
- 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 pertains to the operation of the charity for the year ended 30th June 2021.

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.

In addition we also run a number of community based activities namely weekly health walks and a monthly Carers’ Café.



**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
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 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. In August 2021 the charity chose to engage the services of a business management company, CCA Ltd to support the role of the Principal Officer in the governance of the charity and for fundraising activities for a period of 12 months. Colin Crawford, one of the Directors of CCA Ltd, is experienced in the field of health and social care as well as previous connections with the charity. 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 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 and taking action on 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.



**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
TRUSTEES REPORT (Continued)**

MAIN ACHIEVEMENTS

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.

Our main achievements of the year have been as follows:

- 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 from March 2020 to August 2020. The managers and staff were incredible in ensuring safe ways of working and maintaining staff rotas through overtime to ensure agency staff were not employed during the period as this had been identified as a source of COVID transfer. This ensured that we had no outbreaks of COVID within Richmond House. 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 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.
- As lockdown eased, following Government guidelines, we began welcoming families to visit relatives in Richmond House. Strict adherence to the relevant guidance as outlined in the "Open with Care" was adhered to. Unfortunately as the numbers in the community rose again we had to close the Care Home again in Dec 2020 in line with the 2nd lockdown guidance. In consultation with families we closed 4 days prior to the national lockdown in order to protect our residents and staff. The home opened again early in 2021 and has continued to accept visitors in line with national guidance.
- Our large interactive smart table has been very much used during these intense periods of lockdown, and the sensory garden and summer house have provided a welcome and safe area for residents to enjoy the freedom of the garden with all the benefits of nature to enjoy.
- We were lucky that the staff and residents were prioritised in the vaccination programme with the first being given in December 2020. All residents and most of the staff chose to receive this. The second vaccine was given in March 2021. The Board of trustees recognise the strain of the regular testing being carried out on staff and are grateful of their support and selfless dedication to the care of the residents.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
TRUSTEES REPORT (Continued)**

MAIN ACHIEVEMENTS (continued)

- A service of reflection was carried out before Christmas of 2020, a time for the residents and staff alike to take time to reflect on the past year and provide a collective sense of community and commitment to each other. Although our relatives and families were unable to attend due to the restrictions, they were sent a star and invited to write a message on it to their loved one. These were placed on the Memory Tree during the service. We are very grateful for the Rev Genevieve Evans, to have given her guidance and support to us.
- During the pandemic we recognised that there were many individuals in the community who were socially isolated in their own homes. We applied for funding as an anchor organisation to work with Strathcare in addressing this. In February 2021 we instigated the “Chat and Treat” Service which involved their volunteers delivering afternoon teas to local residents who were referred by the statutory agencies. When the project ended in May 2021 a total of 350 teas were supplied to 55 individuals. This gave the volunteer the chance to build a relationship with the individual. Some of the friendships have continued long after the project ended with benefits to both the individual and the volunteer.
- One of our other initiatives was to start weekly health walks for individuals in the local community. These were supported by Live Active Leisure and Paths for All who provided walk leader training for staff and volunteers. Although the start was delayed due to the COVID restrictions until April 2021 these have been well attended with over 20 attending on a weekly basis. Some of the walk leaders also undertook additional training in order to support people with a diagnosis of dementia which gives respite to unpaid carers. These have recently been accredited as Dementia Friendly. At the end of the walks we have a cup of tea and chat in the local Royal British Legion Clubrooms.
- In May 2021 we were approached by representatives from Perth and Kinross Council and Carers Voice who had identified the need for some support for unpaid carers in the local area. The discussions lead to the launch, in National Carers Week, of a Carers Café which is hosted by Richmond House in the local Royal British Legion Hall and attended by representatives of agencies that can support carers on a monthly basis. Although in the early stages this is also popular with over 10 people attending each month. The feedback from the people who attend has been very positive.
- We have also redesigned our website to reflect the developments in the charity more accurately (www.richmondcommunity.org)
- During the year Richmond House SCIO managed to successfully access £240,293 from 8 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.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
TRUSTEES REPORT (Continued)**

FINANCIAL REVIEW

We are pleased to have generated a surplus of £160,479 for the year to 30th June 2021. This in turn increased the net assets of the charity to £1,036,703 at 30th June 2021, £99,256 of which was restricted

The total level of income for the year was £1,014,052, which was an increase of £223,433 over the previous year. The increase was due to significant grant funding and increased fees income from a consistent improvement in occupancy.

Richmond House is dependent on grant income to supplement resident fees income. Without grant income there would have been a significant deficit for the year.

The Reserves Policy continues to be set at a level of between 3 months and 6 months. The unrestricted free reserves at 30th June 2021 were £292,284, which would have been 4 months of running costs. The charity plans to improve resilience by increasing the reserves to 6 months of running costs.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
TRUSTEES REPORT (Continued)**

FUNDERS & 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:

- The Robertson Trust awarded a three year grant in 2019/20 towards a share of the cost of the Depute Manager. The balance of the staff post was met from a grant award from an anonymous donor.
- Gannochy Trust awarded us a grant to fund training, particularly to encourage young people into the care sector
- The Foundation Scotland, Community Response, Recovery and Resilience Fund awarded us a grant, which allowed us to start our walking groups that have been so beneficial to the Strathearn community.
- The National Lottery Community Fund – awarded us funds for a variety of projects which will benefit the local community. As a lead anchor group we were able to support other groups and statutory bodies to fund projects such as a path to make a sensory garden more accessible and the Chat and Treat Service to reduce social isolation by delivering afternoon teas to individuals confined to their own homes during lockdown.
- Towards the end of the financial year we were also awarded funds from the Adapt and Thrive Fund managed by Firstport. This will provide funding to allow us to plan for the future of the charity as we recover from the COVID 19 pandemic.

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.

RISKS AND UNCERTAINTIES FACING THE CHARITY

Our main risk and uncertainty continues to be the Covid 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 pandemic.

The occupancy of the home has been over 98% over the last year and we have a considerable waiting list.

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. We have in 2021 had to replace our aging boilers. 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.

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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
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 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 outwith the meetings. During the COVID pandemic the meetings were held on Zoom and were increased to reflect for increased decision making during this time.

The Board meetings were attended by the Principal Officer and Mr Crawford who both have significant experience in the field of Health and Social Care which informed the Board and updated them on the current guidance. They also provided a link to the management of the charity activities.

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.

It was reviewed in May 2021 to reflect the changing activities of the charity and make it more gender neutral.

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 with regard to Trustee responsibilities. Attendance at educational seminars is encouraged.

Our Board comprises of 6 Trustees who have a range of skills and experience which are an advantage to the organisation. The latest was Mr Francis who joined in May 2020 and gave the Board and 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 trustees who served during the year and up to the date of signature of the financial statements were:

Mrs I Anderson
Mr A Francis
Mr J Greer
Mrs A MacDonald
Mrs M McPhater
Mr J Schad

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 ANNUAL REPORT AND FINANCIAL STATEMENTS
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TRUSTEES REPORT (Continued)**

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

Henderson Loggie LLP were appointed during the year and a resolution to reappoint Henderson Loggie LLP 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:


John Greer – 2022-02-17, 12:09:40 UTC

Mr J Greer
Chairperson

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021**

STATEMENT OF TRUSTEES RESPONSIBILITIES

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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
INDEPENDENT AUDITOR'S REPORT**

Opinion

We have audited the financial statements of Richmond House Crieff (the 'charity') for the period ended 30 June 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and 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 2021 and of its income and expenditure for the period 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 of 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. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, 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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
INDEPENDENT AUDITOR'S REPORT (Continued)**

Matters on which we are required to report by exception

In light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters where the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
 - the financial statements are not in agreement with the accounting records and returns; or
 - certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, 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 liquidate the charity or 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 Acts 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud, is detailed below:

- Enquiring with management about any known or suspected instances of non-compliance with laws and regulations, including Health & Safety, GDPR and employment law, and fraud;
- Review of correspondence with regulators including OSCR and the Health & Safety Executive;
- Review of legal fee expenditure and board minutes;
- Challenging assumptions and judgements made by management in their significant accounting estimates including depreciation, debtor provision and property valuation; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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INDEPENDENT AUDITOR'S REPORT (Continued)**

Because of the field in which the client operates, we identified the following areas as those most likely to have a material impact on the financial statements: Health and Safety; employment law (including the Working Time Directive); GDPR; and compliance with Charities legislation

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK). For instance, the further removed non-compliance is from the events and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognise the non-compliance.

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.

This report is made solely to the members, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members 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, its members as a body, for our audit work, for this report, or for the opinions we have formed.

Henderson Loggie LLP

**Henderson Loggie LLP
Chartered Accountants
Statutory Auditor**

Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006
11-15 Thistle Street
Edinburgh
EH2 1DF

20 February 2022

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
	Notes				
<u>Income from:</u>					
Donations and legacies	3	133,684	143,255	276,939	154,630
Charitable activities	4	733,533	-	733,533	632,202
Other trading activities	5	3,580	-	3,580	-
Investments	6	-	-	-	3,787
Total income		870,797	143,255	1,014,052	790,619
<u>Expenditure on:</u>					
Expenditure on charitable activities	7	794,728	58,845	853,573	729,463
Net gains/(losses) on investments	10	-	-	-	(17,245)
Net movement in funds		76,069	84,410	160,479	43,911
Fund balances at 1 July 2020		861,378	14,846	876,224	832,313
Fund balances at 30 June 2021		937,447	99,256	1,036,703	876,224

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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021**

BALANCE SHEET AS AT 30 JUNE 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	11		<u>649,859</u>		<u>676,487</u>
			649,859		676,487
Current assets					
Debtors	13	158,534		78,002	
Cash at bank and in hand		<u>343,271</u>		<u>180,627</u>	
		501,805		258,629	
Creditors: amounts falling due within one year	14	<u>(74,128)</u>		<u>(58,892)</u>	
Net current assets			427,677		199,737
Creditors: amounts falling due after one year			(40,833)		-
Total assets less current liabilities			<u>1,036,703</u>		<u>876,224</u>
Income funds					
Restricted funds	16		99,256		14,846
Unrestricted funds			<u>937,447</u>		<u>861,378</u>
			<u>1,036,703</u>		<u>876,224</u>

The financial statements were approved by the Trustees and signed on their behalf by:


John Greer – 2022-02-17, 12:09:40 UTC

Mr J Greer
Trustee

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021**

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Cash flows from operating activities					
Cash generated from operations	19		114,676		56,027
Investing activities					
Purchase of tangible fixed assets		(2,032)		(10,502)	
Investment management charges		-		309	
Proceeds on disposal of investments		-		115,892	
Interest received		-		3,787	
Net cash (used in)/provided by investing activities			(2,032)		109,486
Cash flows from financing activities					
Cash inflow from new borrowings		50,000			-
Net cash provided by financing activities			50,000		-
Net increase in cash and cash equivalents			162,644		165,513
Cash and cash equivalents at beginning of year			180,627		15,114
Cash and cash equivalents at end of year			343,271		180,627

RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021

NOTES TO THE FINANCIAL STATEMENTS

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 charity 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.

**RICHMONT HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021**

NOTES TO THE FINANCIAL STATEMENTS (Continued)

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%, 25% and 33% 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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
NOTES TO THE FINANCIAL STATEMENTS (Continued)**

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 ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
NOTES TO THE FINANCIAL STATEMENTS (Continued)

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.

In preparing these financial statements, the trustees have made the following judgements:

Land and buildings valuation

In the year the trustees have considered whether the value of land and buildings as stated in the accounts remains appropriate. They do not consider there to be any indications of impairment and as such the valuation of the land and buildings is considered appropriate

Provision for bad debts

The provision for bad and doubtful debts inherently involves a degree of estimation uncertainty however is based on client knowledge and historic information.

Depreciation

Tangible fixed assets are depreciated over a period to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Donations and gifts	35,646	1,000	36,646	5,532
Grants receivable for core activities	98,038	142,255	240,293	149,098
	133,684	143,255	276,939	154,630
Grants receivable for core activities				
Adapt and Thrive	-	74,715	74,715	-
Anonymous Grant	-	70,000	70,000	25,000
Foundation Scotland	-	4,820	4,820	4,819
Inspiring Scotland	-	-	-	25,500
Lottery Community Fund	-	37,050	37,050	-
Perth & Kinross Council	13,733	9,670	23,403	5,152
Scottish Gov staff covid bonus	14,305	-	14,305	-
The Corra Foundation	-	-	-	2,000
The Gannochy trust	-	4,000	4,000	-
The Robertson Trust	-	12,000	12,000	12,000
Third Sector Resilience	-	-	-	74,627
	98,038	142,255	240,293	149,098

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS (Continued)**

4 Charitable activities

	Unrestricted Funds 2021 £	Unrestricted Funds 2020 £
Residential care	733,533	632,202
	733,533	632,202

5 Other trading activities

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Sales of meals	3,850	-

6 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Income from listed investments	-	3,786
Interest receivable	-	1
	-	3,787

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS (Continued)

7 Expenditure on charitable activities

	Charitable activities 2021 £	Governance costs 2021 £	Total 2021 £	Total 2020 £
Staff costs	613,475	-	613,475	565,284
Depreciation and impairment	28,660	-	28,660	26,218
Food	29,954	-	29,954	21,580
Other household costs and Laundry	61,110	-	61,110	24,834
Rates and water charges	5,363	-	5,363	4,873
Light, heat and power	22,340	-	22,340	30,026
Premises repairs and renewals	23,556	-	23,556	16,210
Property insurance	11,352	-	11,352	11,648
Telephone, fax and internet	2,714	-	2,714	2,041
Postage, stationery and printing	3,229	-	3,229	1,085
Sundry expenses	3,333	-	3,333	984
Training	3,614	-	3,614	2,609
Accountancy fees (excluding audit fee)	2,839	-	2,839	4,965
Legal and consultancy fees	29,918	-	29,918	4,561
Bank charges	191	-	191	555
Auditors fee	-	8,400	8,400	9,120
Regulatory costs	-	3,525	3,525	2,870
	841,648	11,925	853,573	729,463
	841,648	11,925	853,573	729,463
Analysis by fund				
Unrestricted funds	782,803	11,925	794,728	722,338
Restricted funds	58,845	-	58,845	7125
	841,648	11,925	853,573	729,463
For the year ended 30 June 2020				
Unrestricted funds	717,473	11,990		729,463

8 Related Party Transactions

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

During the year the charity repaid the £12,000 loan from a trustee. (2020 - repayments £nil). The balance outstanding at the end of the financial year was £nil (2020 - £12,000)

During the year 0 (2020 - 2) trustees were reimbursed expenses of £nil (2020 - £355) for items paid for on behalf of the charity.

During the year work to the value of £108 (2020 - nil) was carried out by a company, a director of which is also a trustee.

A donation of £10 was also received from a Trustee for Christmas Cards.

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS (Continued)**

9 Employees

The average monthly number of employees during the year was:

2021 Number	2020 Number
36	36

Employment costs

	2021 £	2020 £
Wages and salaries	566,420	536,005
Social security costs	35,947	21,237
Other pension costs	11,108	8,042
	613,475	565,284

Within wages and salaries a balance of £nil (2020 - £32,339) relates to Temporary staff.

The remuneration of key management personnel was formed by three employees (2020 - three) and their total remuneration was £82,870 (2020 - £59,017)

No employee was paid more than £60,000 per annum (2020 - none)

10 Net gains/(losses) on investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Gain/(loss) on sale of investments	-	(17,245)

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NOTES TO THE FINANCIAL STATEMENTS (Continued)**

11 Tangible fixed assets

	Land and buildings £	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation				
At 30 June 2020	721,024	53,035	98,130	872,189
Additions	-	-	2,032	2,032
At 30 June 2021	<u>721,024</u>	<u>53,035</u>	<u>100,162</u>	<u>874,221</u>
Depreciation and impairment				
At 30 June 2020	73,463	42,649	79,590	195,702
Depreciation charged in the year	20,102	1,837	6,721	28,660
At 30 June 2021	<u>93,565</u>	<u>44,486</u>	<u>86,311</u>	<u>224,362</u>
Carrying amount				
At 30 June 2021	<u>627,459</u>	<u>8,549</u>	<u>13,851</u>	<u>649,859</u>
At 30 June 2020	<u>647,561</u>	<u>10,386</u>	<u>18,540</u>	<u>676,487</u>

The property was revalued in April 2015 by Irving Geddes, Estate Agents, at £650,000 which was considered deemed cost. Property improvements of £71,024 are included in the cost.

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

12 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	106,170	75,305
Prepayments and accrued income	52,364	2,697
	<u>158,534</u>	<u>78,002</u>

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	21,282	3,240
Other creditors	17,049	29,010
Accruals and deferred income	26,630	26,642
Bank loan – Government Bounce Back loan	9,167	-
	<u>74,128</u>	<u>58,892</u>

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS (Continued)**

14 Creditors: amounts falling due after one year

	2021 £	2020 £
Bank loan – Government Bounce Back loan	40,833	-
	<u>40,833</u>	<u>-</u>

Analysis of maturity of loan

	2021 £	2020 £
Within one year	9,167	-
Between one and five years	40,000	-
More than five years	833	-
	<u>50,000</u>	<u>-</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.

14 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 £11,108 (2020 - £8,042).

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
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NOTES TO THE FINANCIAL STATEMENTS (Continued)**

15 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 2020 £	Incoming resources £	Resources expended £	Balance at 30 June 2021 £
Community Activity Fund (formerly Daycare/respice Fund)	6,670	129,585	(42,231)	94,024
IT Fund (formerly Computer Fund)	8,176	-	(3,330)	4,846
Training Fund	-	4,000	(3,614)	386
Covid additional costs Fund	-	9,670	(9,670)	-
Restricted Funds	<u>14,846</u>	<u>143,255</u>	<u>(58,845)</u>	<u>99,256</u>

Community Activity Fund (formerly Daycare/respice Fund)

To develop and provide community activities, daycare and respice

IT Fund (formerly Computer Fund)

To assist with the development of remote working and provide better information and communication technology

Training Fund

To provide staff and volunteer training

Covid additional costs Fund

To mitigate the additional costs of the Covid pandemic

16 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Fund balances at 30 June 2021 are represented by:				
Tangible assets	645,163	4,696	649,859	676,487
Current assets/(liabilities)	333,117	94,560	427,677	199,737
Creditors due > 1 year	(40,833)	-	(40,833)	-
	<u>937,447</u>	<u>99,256</u>	<u>1,036,703</u>	<u>876,224</u>

**RICHMOND HOUSE CRIEFF ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2021
NOTES TO THE FINANCIAL STATEMENTS (Continued)**

17 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:

	2021 £	2020 £
Within one year	9,214	7,813
Between one and five years	37,866	15,626
More than five years	22,498	-
	69,578	23,439

Lease payments recognised as an expense totalled £7,819 (2020: £6,923)

18 Cash generated from operations

	2021 £	2020 £
Surplus for the year	160,479	43,911
Adjustments for:		
Investment income recognised in statement of financial activities	-	(3,787)
Loss/(gain) on disposal of investments	-	17,245
Depreciation and impairment of tangible fixed assets	28,660	26,218
Movements in working capital:		
(Increase) in debtors	(80,532)	(41,338)
Increase in creditors	6,069	13,778
Cash generated from operations	114,676	56,027