

REGISTERED COMPANY NUMBER: SC020282 (Scotland)

REGISTERED CHARITY NUMBER: SC020282

Receipts and Payments Account for the Year Ended 31 March 2025

for

Harlawhill Day Care Centre

G Spratt Accountancy Ltd  
Accountants  
Abbeylands  
High Street  
Dunbar  
EH42 1EH

Harlawhill Day Care Centre  
Detailed Receipts and Payments Accounts For the Year Ended 31 March 2025

	Note	2025 £	2024 £
<b>INCOME</b>			
East Lothian Council Grant		143,376	131,828
Members Income		43,546	43,444
Scottish Government Bus Subsidy		854	938
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		187,776	176,210
 <b>EXPENDITURE</b>			
Employee Costs		138,465	124,108
Utility Costs		9,442	9,514
Telephone		1,031	969
Insurance		1,531	1,344
Vehicle Costs		5,484	5,071
ELC Lunch Payments		11,898	9,432
Provisions		1,940	2,636
Cleaning Costs		771	1,123
Property Costs		120	120
Office/Admin Costs		1,747	1,220
Other Costs	1	3,436	3,702
		<hr/>	<hr/>
		175,865	159,239
		<hr/>	<hr/>
 <b>Surplus</b>		11,911	16,971
		<hr/>	<hr/>
 Bank Balance @ 31/3/2024		55,742	38,771
 Transfer to Reserve		(25,000)	-
		<hr/>	<hr/>
 <b>Bank Balance @ 31/3/2025</b>	2	<u><u>42,653</u></u>	<u><u>55,742</u></u>

Harlawhill Day Care Centre

Notes to the Accounts for the Year Ended 31 March 2025

1. Other Costs	2025 £	2024 £
TV Licence	170	159
Independent Examination Fee	750	600
Care Inspectorate	1,711	1,711
East Lothian Day Centre Association	100	100
Scottish Social Services Council Fees	80	80
Medical Expenses	32	20
Staff / Volunteer Gifts	297	570
Website Expenses	171	120
Bank Charges	100	-
Kitchen Equipment	25	52
Staff 30 <sup>th</sup> Anniversary Celebration	-	290
	<hr/>	<hr/>
	3,436	3,702
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2. Reserves Policy

The trustees have established a policy whereby the unrestricted funds not invested in tangible fixed assets held by the charity shall be a minimum of £75,000 being 6 months of the resources expended. At this level the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

Independent Examiner's Report to the  
Trustees of Harlawhill Day Care Centre

I report on the receipts and payments accounts for the year ended 31 March 2025.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention :

(1) which gives me reasonable cause to believe that, in any material respect, the requirements

- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*C. Spratt Accountancy Ltd*

  
G Spratt Accountancy Ltd  
Abbeylands  
High Street  
Dunbar  
East Lothian EH42 1EH

Date: 10/9/2025

# HARLAWHILL DAY CARE CENTRE

## Trustees' Annual Report

2025

As Chair, I am very pleased to report on another very busy and eventful year for the reporting period of April 2024 to April 2025.

Our members have enjoyed another year of many special events and celebrations. Among the many highlights were the Easter Bonnet Parade, D Day celebrations, Halloween, Burns Day and Valentines Day as well as all the regular celebrations for our members' special birthdays and anniversaries. Something new for this year was a French Day and an Italian Day which were a huge success, and more are planned. Christmas, always a highlight, had a full calendar of events in December – favourite entertainers and lots of special lunches, both here and also out to the Eskmills in Musselburgh and the Royal Musselburgh Golf Club.

There were two fund raisers before Christmas too. At the end of October we had our main fundraising event at the British Legion, when everyone was entertained by a number of the very talented singers who regularly perform for us. Members, families, friends, staff and Trustees enjoyed this event, and much welcomed funds were raised towards our new bus fund. The other event was our Craft Fair held on 2<sup>nd</sup> December. For the first time, this event was held during the day to enable our members to be involved and also to see many pieces of their work being admired and snapped up. Our much sought after calendars, with all the paintings created by our members, also helped raise funds for our member's activities, selling out almost immediately.

However, perhaps the biggest highlight of this year was the installation of our new toilets. They were completed on 11th October. To enable this to happen, our service moved to the Castlepark Bowling Club for one week. This temporary arrangement worked very well, and we were grateful to them for making us so welcome. The Bowling Club generously allowed us to use their premises free of charge and, in addition made a generous donation to our Centre. Thanks are also due to Thomas Knight & Son, who carried out the work on the toilets to such a high standard.

Throughout the year, of course, the care and support to our members continued. But, in addition to this, the staff was able to extend care to disabled people in the community who were unable to attend the Centre, and their carers. This service was able to be provided by funds from the Scottish Government's Carers Act and has been a very valued service. Funding for this service has been extended for another year and is being developed further.

However, while there were many good memories to look back on throughout the year, it wasn't without its challenges. For a prolonged period, early this year, the Centre was affected by staff absence due to sickness. It was a difficult time, but the Trustees, Manager and staff worked together and supported each other throughout. The Manager re-organised staff duties and also had support from volunteer bus drivers and after the sickness period ended, we were able to recruit a new member of staff.

Our Centre is part funded by East Lothian Council Health and Social Care Partnership and we receive our funds in quarterly instalments. This sum is augmented by funding applications, fund raising events and donations from companies, groups and individuals. This enables us to continue our wide variety of activities, improve our premises and support our members, families and carers. We are now into the second year of our 6-year contract with East Lothian Council, and the first review of our service is due to take place in October 2025.

One of the key strengths of Harlawhill is the incredible teamwork that makes our Centre so special. First of all, I must start with the Manager, [REDACTED], and the staff here who do such an amazing job caring for and supporting our members. Particularly this year, during the period of staff sickness. I'd also like to thank the volunteers who are so loyal to the Centre and my fellow Trustees who all offer so much of their time and talents throughout the year. Special thanks here are due to our Secretary, [REDACTED], our Treasurer [REDACTED] and to [REDACTED] who spends so much time in the Centre, working with arts and crafts groups, preparing reports and fundraising.

I must also include our grateful thanks to the community of Prestonpans who support us so well and to all the donors, both those who give donations on a regular basis and those who give after single fund raising occasions. These funds contribute to our bus fund and also to funds for our members' entertainment and trips.

And finally, I must just add that this is my final Chair's report as I shall be stepping down today after 13 years as a Trustee and 4 years as Chair. It has been a privilege to be involved with the Centre and I have learned so much about the amazing work the Centre does. I'm so grateful for all the friendships I have made over the years and I shall treasure all the special memories I have of my time here.

