

Community Foundation for Planetary Healing CFPH

(A company limited by guarantee)

Scottish Charity No: SC034826

Company No: SC257126

Annual Report & Financial Statements

For the Period

6 October 2012 to 5 October 2013

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Annual Report & Statement of Account

For the year 6 October 2012 to 5 October 2013

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Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

The trustees (who are also the directors of the company for the purposes of company law) present their report together with the financial statements and the independent examiner's report for the year 6 October 2012 to 5 October 2013.

Reference & Administrative Information

Charity and Company Name: Community Foundation for Planetary Healing - CFPH

Charity Number: SC034826

Company Number: SC257126

Registered Office Pirnie Ha', Cockburnhill Road, Balerno, Edinburgh EH14 7JB

Principal Address: 288 Portobello High Street, Edinburgh, EH15 2AS

Trustees Mark Halliday - Chairperson
Emily Boyd - Vice Chairperson (until June 2013)
Claudia Goncalves – Treasurer
Margot Daru-Elliot - Acting Secretary
Stuart Keith (until December 2012)

Honorary Friend and Council Elder Alma Shearer

Company Secretary: Margot Daru-Elliot (acting secretary)

Independent Examiner: Chris Smith BSc (Hons) ACIE

Bankers Royal Bank of Scotland
540a Lanark Road
Edinburgh EH14 5EL

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

Structure, Governance & Management

Governing Document

Community Foundation for Planetary Healing (formally known as the Global Community Foundation for Planetary Healing) is a charitable, company limited by guarantee incorporated on 6 October 2003 and is governed by its Memorandum and Articles of Association.

Membership of the Foundation is open to all persons irrespective of age, sex, ethnicity, nationality, disability orientation, religion or beliefs who apply for membership and are approved by the Directors.

Appointment of Trustees

The Trustees, who are also the Directors of the Company, are elected by the membership at the AGM and serve for a maximum of five years when they retire from office. However, after their term of office has expired Trustees are eligible for re-election. The Trustees may at any time co-opt any person to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM

Organisational Structure

The Trustees, who meet quarterly, are responsible for overseeing the running of the Company. A voluntary project coordinator is responsible for the day to day running of the charity.

Risk Review

The Trustees keep the risks the Trust is exposed to under review and have adopted a number of policies and procedures to, as far as possible, minimise those risks.

Objectives & Activities

The CFPH is an Edinburgh based Voluntary Organization solely run by volunteers. Thirty people from different walks of life share a common vision for the CFPH's aim, values and services supporting the charity on a regular basis.

The charity was set up in 2003 to promote the study and practice of the art of holistic therapy for public benefit, and in particular to foster the psychological, emotional and physical welfare of the community.

Users of the charity's main project are vulnerable adults and largely drawn from those living on state benefits, pensions, or very low income. The immediate challenges service users face include mental health issues, life-limiting illnesses such as cancer, bereavement, stress relating to unemployment or acting as a carer, isolation, addiction problems, physical pain or simply a need of solace.

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

The Foundation achieved its overall aim through the following main activities this year:

1) Holistic Health Project: Accessible Therapies

This project runs during the day, it is aimed at people dealing with well-being issues who are hard to reach and find themselves in an economically disadvantaged position. The therapies complement orthodox medicine helping people regain control of their health and wellbeing when they find themselves going through challenging times with their physical, mental or emotional health. Users contact the CFPH themselves to register in the project and book therapies and some are referred by other health professional agencies.

2) Holistic Library: Self development

Promoting holistic living: To raise awareness and promote holistic self development, the CFPH offers a library where the community can choose from a collection of over 400 holistic books. A small donation given when borrowing a book supports this service. Library members can borrow up to 3 books at a time for a period of 3 weeks and can renew their books via telephone.

3) Nature Programme: For Families

The Nature programme runs at the CFPH's Woodland in Balerno from April to November. It is aimed at having families spending quality time together outdoors, promoting and developing positive health and wellbeing through the provision of a wide range of educational and social activities and opportunities in the woodland. This programme is also by donation.

4) Community Initiative: private therapies, classes, groups and workshops

Flexibility: A private therapy clinic, classes, groups and workshops run late afternoons, evenings and weekends, it is aimed at the wider community in general who are looking to reach or keep the balance within and getting to a place of vibrant well-being. This initiative is run by the team of volunteers who support the CFPH's project on a regular basis. As the therapists run their own private practice themselves, they are flexible with time and location, and some can travel to clients. Clients contact the therapists and facilitators directly to book.

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

Achievements & Performance

The Charity is celebrating 10 years of its existence this financial year. The steady growth of the Holistic Health Project is an eloquent testimony to the popularity of its service with those in greatest need. The Charity delivers holistic therapies by contribution, sometimes free of charge and a nature programme by donation for people in the community who face financial hardship. The CFPH is recognized as expert in the Holistic field working with disadvantaged groups.

The number of users registered over the years in the Health project has steadily risen from 50 in 2007/2008 to 304 in 1012/2013. Out of 304, 154 are regular users, indicating a high level of need for the service. In this period of growth the CFPH has kept waiting lists and times to a minimum by increasing the weekly sessions available and finding additional volunteer therapists to match this.

Health conditions of users when coming to access the project: Trauma related to violence, Mental Health, Cancer, Asthma, Anxiety, Recovering from substance misuse (alcohol), Sciatica problems, Stroke, High blood pressure, Back pain, Post Polio, ME, Lack of energy, Trauma, Pregnancy, Cerebral Palsy, Arthritis, Depression, Bi-polar, lower back problems, Stomach problems, Low mood, Stress, Chronic Fatigue, I.B.S., Incontinence, Vascular Disease, Autism, Eczema, Learning Difficulties, Exhaustion, Menstrual problems, Heart problems, Allergies, High Cholesterol, Pain, Injury on Spinal cord, Sleeping problems, Psychosis, Aspergers' syndrome, Migraine, Bereavement, P.T.S.D (Post Traumatic Stress Disorder), Functional Movement disorder, Schizophrenia, Trying to stop smoking, chronic pain, A.D.H.D., Recovering from addiction (drugs), Brest cancer, Diabetics, Agoraphobia, Dislocated Neck disk, HIV, Maniac Depressive.

After 9 Months been located in the City Centre and returning to its base in Portobello and with the building work that had to take place in the Portobello premises during that time, the CFPH re-started the project gradually again in Portobello, offering it twice a week for 4 Months and then increasing it to 4 days a week the rest of the year. A total of 333 therapies were delivered during this year. Another 44 therapies were cancelled by clients due to their acute health condition on the day and only 16 therapies were cancelled by volunteer therapists who were unable to attend their volunteering this year.

The Nature Programme offered 9 sessions for families this year from April to October.

This financial year, the CFPH supported the professional development of 17 volunteer therapists and practitioners of holistic health interventions, 4 receptionists, 1 volunteer coordinator and 1 manager. The charity values its volunteers highly, holds the "Investing in Volunteers" awards and offers support and supervision twice a Month. There is currently a waiting list of those wishing to volunteer with the project.

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

Financial Review

The Foundation received income totaling £14,502 (2012: £11,422) primarily from its activities, fundraising and donations. Expenditure for the year was £15,019 (2012: £13,764) which resulted in a deficit of £517 (2012: a deficit of £2,342). The deficit was funded from reserves brought forward from the previous year.

At the 5 October 2013 the Foundation held funds totaling £3,258 of which £2,434 was the value of tangible assets and £100 restricted funds. The Foundation therefore had free reserves of £724. It is the intention of the Trustees to build up and maintain £3,000 in free reserves to allow the Foundation to meet timing differences between receipts & payments and to allow for any exceptional or unforeseen expenditure.

An estimated £49,105 was given this year in kind by volunteer therapists, receptionists, coordinator and volunteer manager of the Holistic Health Project. An estimated £3,499 was given in kind by volunteer facilitator, coordinator and volunteers assistants of the Nature Programme this year.

The building in Portobello was donated free of charge by the co-founders, which is the equivalent of a donation of £7,200 per annum.

The Holistic Health Project offered an average of 12 sessions a week this financial year. Service users contributed to the costs on a sliding scale between £8 and £20 with the average contribution received been around £10. Approximately 10% of the sessions were free given to those who were in acute need when they indicated that they could not afford the smallest contribution of £8.

The CFPH Holistic Health Project is unique in that all of the therapists are volunteers and the sessions cost around 25% of the usual rates charged by commercial therapy centers.

During this financial year, the foundation derived most of its income from donations received, sales from its small corner shop, rental income from the space used by the Community Initiative and other groups at weekends, plus fundraising events run by the volunteers.

Whenever there is space available and demand, the CFPH rents the therapy rooms for private therapists for £10 per hour, however, regular volunteers benefit from having access to the space for 50% less for their private work.

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

Future Plans

1. The CFPH Holistic Health Project will continue to work with 154 to 200 vulnerable, low or no income people, opening 47 weeks per year in Portobello. For the coming financial year the charity will double the number of sessions offered per week in order to attend the demand, making it 27 sessions per week.
2. All volunteers will complete a questionnaire about their training needs. The CFPH plans to raise funds to offer training to enhance their work as therapists to continue supporting the Holistic Health Project in the coming year.
3. In the coming year the CFPH will be seeking funds for a part time project coordinator and a part time administrator for the Holistic Health project.
4. The charity will also seek funds for sessional workers, transportation and equipment costs to continue the CFPH Nature Programme for families. This programme runs from April to October on a Monthly basis in Balerno and includes the use of the CFPH's yurt which has a wood burning stove and can accommodate around 20 people.
5. CFPH will launch an appeal to enable it to purchase its own premises outright within the next 2-5 years.
6. We will also continue to run our successful fundraising events this coming year.

Trustees' Annual Report

For the year 6 October 2012 to 5 October 2013

Statement of Trustees' Responsibilities

Company law requires the trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently,
- make judgments and estimates that are reasonable and prudent, and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial accounts comply with the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005. 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.

This report has been prepared in accordance with the provisions for small companies under part 15 of the Companies Act 2006, was approved by the Trustees on 9 December 2013 signed on their behalf by:

.....
Claudia Goncalves, Treasurer

Independent Examiner's Report

I report on the financial statements of the charity for the financial period 6 October 2012 to 5 October 2013 that are set out on pages 11 to 16.

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) 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation (10)(1)(a) to (c) of the 2006 Accounts Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

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

Independent Examiner's Statement

In 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 Regulations; and
 - to prepare accounts which accord with the accounting records and comply with the Regulation 8 of the 2006 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.

Chris Smith BSc (Hons) ACIE
Glascairn Cottage
Aytounhill
Cupar
KY14 6JH

Signed:

Date:

Statement of Financial Activities

(Incorporating Income & Expenditure Account)

For the year 6 October 2012 to 5 October 2013

	Note	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
		£	£	£	£
<u>Incoming Resources</u>					
From generated funds					
Voluntary income	5	8,397		8,397	4,864
Activities for generating funds	6	1,974	-	1,974	676
Investment income		-	-	-	-
From charitable activities	7	3,748	-	3,748	5,159
Other incoming resources		383	-	383	723
			-		
Total Incoming Resources		14,502	-	14,502	11,422
<u>Resources Expended</u>					
Cost of generating funds	8	259	-	259	384
Cost of charitable activities	9	14,400	-	14,400	12,980
Governance		360	-	360	400
			-		
Total Resources Expended		15,019	-	15,019	13,764
Net Incoming (outgoing) Resources before transfers		(517)	-	(517)	(2,342)
Transfers		-	-	-	-
Net Incoming (outgoing) Resources after transfers		(517)	-	(517)	(2,342)
<u>Reconciliation of Funds</u>					
Funds Brought Forward		3,675	100	3,775	6,118
Net income for the year		(517)	-	(517)	(2,342)
Total funds Carried Forward		3,158	100	3,258	3,776

The statement of financial activities includes all gains and losses recognised in the period. All incoming resources and resources expended derive from continuing activities. The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006. The notes on pages 13 to 16 form an integral part of these accounts.

Balance Sheet

As at 5 October 2013

	Note	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
		£	£	£	£
<u>Fixed Assets</u>					
Tangible assets	10	2,434	-	2,434	3,652
<u>Current Assets</u>					
Cash at bank and in hand		1,221	100	1,321	424
<u>Current Liabilities</u>					
Creditors		150	-	150	-
Accruals		347	-	347	300
Net Current Assets		724	100	824	124
Net Assets		3,158	100	3,258	3,776
<u>Funds of the Charity</u>					
Unrestricted funds		3,158	-	3,158	3,676
Restricted funds		-	100	100	100
Total Funds		3,158	100	3,258	3,776

The directors confirm that for the financial period ended 5 October 2013:-

- the company was entitled to exemption under section 477 of the Companies Act 2006, and
- no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the 2006 Companies Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the 2006 Companies Act.

The notes on pages 13 to 16 form an integral part of these accounts.

Approved by the trustees on 9 December 2013 and signed on their behalf by:

.....
 Claudia Goncalves, Treasurer

Notes to the Financial Statements

For the year 6 October 2012 to 5 October 2013

1 Basis of Preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with:-

- (a) Accounting & Reporting by Charities – Statement of Recommended Practice (SORP 2005),
- (b) Financial Reporting Standard for Smaller Entities (FRSSE) (Effective April 2008),
- (c) The Companies Act 2006
- (d) The Charities & Trustee Investment Act (Scotland) Act 2005, and
- (e) The Charities Accounts (Scotland) Regulations 2006 as amended.

The Charity has no investments that require to be reported at market value.

2 Accounting Policies

2.1 Form of Financial Statements

- (a) Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain one general unrestricted fund for the day-to-day running of the charity.
- (b) Restricted funds may only be used by specific purposes. Restrictions arise when specified by the donor or when funds are raised for specific purposes. See note 4 for details of the restricted funds held by the charity.

2.2 Incoming Resources

- (a) Incoming resources are recognised and included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources; the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.
- (b) Where incoming resources have related expenditure (as with shop sales), the incoming resources and related expenditure are reported gross in the SOFA.
- (c) Grants received in advance and which specifically relate to a future accounting period are treated as deferred income.

2.3 Expenditure & Liabilities

- (a) Expenditure is accounted for on an accruals basis.
- (b) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters

Notes to the Financial Statements

For the year 6 October 2012 to 5 October 2013

2.4 Assets

Tangible fixed assets are capitalized if they have a value greater than £250 and can be used for more than one year. They are valued at cost or, if gifted, at their value on receipt.

2.5 Depreciation

Depreciation is calculated on a straight line basis to write off the cost of tangible assets over their useful economic life as follows:

Heaters, laptop, therapy benches and Yurt – 20%

2.6 Taxation

The charity is not liable to income or capital gains tax on its charitable activities. Irrecoverable VAT is included in the asset cost or expense to which it relates.

3 Trustee Remuneration & Expenses

No remuneration was paid to any trustees (Nil in previous year)

No of pocket expenses were reimbursed to charity trustees (£203 in previous year)

4. Movement in Restricted Funds

During the year the charity maintained the following restricted income fund:

Movement in Restricted Funds					
	Opening balance	Incoming resources	Outgoing resources	Transfers	Closing balance
Children's Project in Brazil	100	-	-	-	100
Total	100	-	-	-	100

Notes to the accounts

For the year 6 October 2012 to 5 October 2013

5. Voluntary Income	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Donations	8,397	-	8,397	2,164
Scottish Community Foundation	-	-	-	1,700
Edinburgh Voluntary Organisations Trust	-	-	-	1,000
Total	<u>8,397</u>	<u>-</u>	<u>8,397</u>	<u>4,864</u>

6. Activities for Generating Funds	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Community Craft/shop sales	353	-	353	371
Various events	1,621	-	1,621	305
Total	<u>1,974</u>	<u>-</u>	<u>1,974</u>	<u>676</u>

7. Incoming Resources from Charitable Activities	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Community Initiative & Health Project	3,152	-	3,152	3,099
Room rental & library	596	-	596	2,060
Total	<u>3,748</u>	<u>-</u>	<u>3,748</u>	<u>5,159</u>

8. Cost of Activities for Generating Funds	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Shop suppliers	-	-	-	24
Cost of fundraising	259	-	259	360
Total	<u>259</u>	<u>-</u>	<u>259</u>	<u>384</u>

Notes to the accounts

For the year 6 October 2012 to 5 October 2013

9. Cost of Charitable Activities	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
Administration	1,940	-	1,940	3,026
Establishment	9,246	-	9,246	3,223
Publicity	160	-	160	253
Bank charges	-	-	-	4
Depreciation	1,217	-	1,217	1,217
Staff costs	-	-	-	400
Community Initiative, Nature & Health Project	1,228	-	1,228	4,857
Other	609	-	609	
Total	14,400	-	14,400	12,980

10. Tangible Assets

Cost

At 6 October 2012

Additions

At 5 October 2013

Depreciation

At 6 October 2012

Charge for the year

At 5 October 2013

Net book value

At 5 October 2013

At 6 October 2012

**Equipment
and Yurt**

£

7,686

7,686

4,034

1,217

5,251

2,434

3,652