

**ACE IT SCOTLAND SCIO**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**  
**Scottish Charity No. SC036315**

## **ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019**

### **TRUSTEES' REPORT**

The trustees of ACE IT Scotland SCIO present their report together with the financial statements of the charity for the year ended 31 March 2019.

On 19 June 2018, ACE IT SCOTLAND LTD, a company limited by guarantee, received notification from the Office of the Scottish Charity Regulator (OSCR) that its application for conversion into a Scottish Charity Incorporated Organisation (SCIO) had been successful and, on 3 August 2018, all records at Companies House were closed and the charity was registered as ACE IT Scotland SCIO by OSCR. At that date, the assets and liabilities of the charity were transferred from the company to the SCIO. As both the charitable company and SCIO remain the same in terms of its purposes and activities, the results of both have been combined for the year ended 31 March 2019, the reporting period in which the change occurred.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution and applicable legal and accounting requirements.

### **Reference and Administrative Details**

The trustees serving during the year and since the year end were as follows except where stated:

Glenda M Watt OBE, Chairperson (Appointed June 2016)  
John Docherty (Appointed July 2016 Resigned February 2019)  
Margaret Fraser (Appointed June 2016 Resigned January 2019)  
Colin Moss (Appointed March 2018)  
Dithe Fisher (Appointed May 2018)  
Graham Golding (Appointed June 2018)  
Michael Mackie (Appointed September 2018)  
David Bell (Appointed December 2019)

#### **Address:**

25 Nicolson Square  
Edinburgh  
EH8 9BX

#### **Bankers**

Bank of Scotland  
St Andrew Square  
Edinburgh EH2 2AD

Virgin Money  
9 Castle Street  
Edinburgh EH2 3AH

#### **Independent Examiner**

Elizabeth Anne Adrain FCCA  
6 Pitbauchlie Bank  
Dunfermline  
Fife KY11 8DP



## **ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019**

### **Structure, Governance and Management**

The charity is a SCIO, governed by a constitution and controlled by a Board of Trustees. It is a registered charity, number SC0363150.

On 3 August 2018, the charity converted from ACE IT SCOTLAND (SC279749), a company limited by guarantee, to a Scottish Charitable Incorporated Organisation (SCIO). At that date, the charitable activities and all assets and liabilities were transferred to the SCIO from the company and all the directors of the company became trustees of the new SCIO.

All strategic decisions affecting the charity are undertaken by the Board. The Board must have a minimum of three and maximum of nine trustees. There are currently six trustees. The trustees of the charity meet as a Board on a regular basis, approximately every eight weeks. Members of staff are invited to attend Board meetings as required. The day to day management of the charity is delegated to the general manager.

### **Trustees**

Prospective trustees are required to submit a curriculum vitae and a covering letter explaining the skills they can bring to the organisation. If they meet the criteria required, they will be interviewed by the chairperson and general manager. Successful candidates are then put forward for Board approval and stand for election by the members at the next Annual General Meeting.

Trustees have a good understanding of what is involved in being a trustee of a charity and the practical work of the ACE IT Scotland SCIO.

New trustees are briefed by the chairperson and the general manager on their legal obligations, the content of governing documents, the functions of the Board and decision-making processes, the charity's activities and future plans, and recent financial performance of this charity. During induction, trustees also meet staff and other trustees. Trustees must attend governance training provided by an independent organisation, such as EVOC (Edinburgh Voluntary Organisations' Council), and are also encouraged to attend training events suitable to their role within the activities of the charity.

All trustees give their time freely and no expenses are reimbursed to them. Details of staff costs are disclosed in note 10 to the financial statements.

### **Risk Management**

The trustees conduct a review of the major risks to which the charity is exposed on an annual basis. Where appropriate, systems and procedures are in place to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for the authorisation of transactions and projects. Health and safety policies and procedures are in place commensurate with the charity's operations.

As part of the process of converting to a SCIO, the trustees considered many areas including the risks to the charity and how they should be managed. Following on from this, a detailed review of the charity's policies and procedures has been started. During the current year health and safety, equal opportunities, banking and payment procedures, and recruitment have been considered, as well as data protection (which has been subject to a change in legislation).



## **ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019**

### **Objectives / Principal Activities**

The objectives of the charity are to promote, maintain, improve and advance the education of older people to promote and advance their active involvement as citizens for the public benefit.

In furtherance thereof the charity seeks to:

- Promote the recognition of the 50+ age group, but particularly older people who are 65+, as a valuable resource, who are able to offer life experiences, maturity, skills and time.
- Develop the skills and self-confidence of older people to enable them to use those skills to benefit the community.
- Provide support to older people who contribute skills to the community during their later years.
- Advance human rights and promotion of equality and diversity of older people.

To meet these objectives, the core activities of the charity continue to be:

- The delivery sessions in accordance with learners' needs relating to information technology, whether in the form of events, training programmes or one to one tuition at our premises or externally.
- The delivery of the 'Moose in the Hoose' project i.e. weekly sessions to the residents of five care homes in Edinburgh.

### **Achievements and performance**

The charity has continued to successfully provide its core objectives to a high standard.

To expand its service offerings and promote increased awareness of the charity, the following actions took place:

- The suggested minimum donation for the one to one training sessions was reduced from £10 to £5, successfully attracting new learners.
- A grant has been applied for and received from the National Lottery - Awards for All Scotland for an outreach worker. Recruitment has been ongoing and this post will be filled shortly.
- A pilot for the Work.Wise.Women programme took place. This initiative was developed in response to the need to support those who, due to the increase in the retirement age, have to work longer or return to paid work. Free training was offered to women over 50, focussing on the skills that would support these people back to work. As a result of its success, the Work.Wise.Women programme has now become an integral part of the charity's event calendar being offered 3 times per annum.
- A new series of events in partnership with Changeworks, a registered charity, began in December 2018.
- A coffee morning was held at the Cornerstone Centre at St John's Church, Edinburgh in November 2018 rather than being held at the office premises, extending the charity's reach to other older people.
- The charity website and current branding were reviewed and found to be not fit for purpose. Research was carried out as to the charity's requirements and, having decided how these could be met in the most cost effective manner, development work began. This has been a major project involving staff, trustees, experienced website volunteer and volunteer students from Napier University. The new branding and website will be launched at the Annual General Meeting on 2 December 2019.



## **ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019**

### **Financial Review**

Results for the year ended 31 March 2019 are given in the Statement of Financial Activities on page 9. The assets and liabilities are detailed on the Balance Sheet on page 10. The Statement of Financial Activities shows a net surplus of £18,910 (2018 net deficit £1,485). Unrestricted funds now total £17,143, with restricted funds of £16,372.

The current financial year was an important one for the charity in terms of funding. The charity was required to submit an application to the Edinburgh Integration Joint Board for funding for the three years to 31 March 2022. A great deal of work was carried out on the charity's application by staff and trustees and everyone involved in the charity was delighted to receive notification in December 2018 that a grant of £62,225 had been awarded for each of the three years to 31 March 2022. This award provides the charity with a solid base from which it can continue to provide an excellent service and respond to users' needs.

### **Reserves Policy**

As a charity with a sizeable portion of its funding coming from grants, the charity is constantly aware of the need to accumulate unrestricted funds to help reduce risks and overcome situations arising from any potential anticipated or unanticipated difficulty. The Board of Trustees therefore will continue to work towards building and retaining the charity's unrestricted funds at a level equivalent to three months' core running costs.

### **Plans for the Future**

The trustees are positive about the future of the charity and its ability to grow.

To do so, the charity will continue to raise and invest sufficient funds in order to meet the charities objectives and where possible expand the activities undertaken. It will continue to widen the range of funders and participate in fundraising activities with an emphasis on obtaining more unrestricted funds.

The trustees' review of policies and procedures is ongoing and will ensure that the charities exposure to risk continues to be minimised.

One staff member left in February 2019 and another retired in March 2019. The trustees are grateful for their valuable contribution over the years. These changes allowed the trustees to revisit the charity's staffing requirements. A new development co-ordinator and an outreach worker were employed in April and May 2019 respectively and this has allowed the charity to focus on increasing the number of residents using our services in care homes, successfully delivering the Work.Wise.Women programme and meeting the needs of learners in the one to one sessions.

The success of all the services provided continues to be heavily dependent on the support of our dedicated volunteers. To ensure that the expectations of the increased users of the services are met, a recruitment campaign for volunteers and staff is ongoing.

A key part in the development and growth of the charity involves the rebranding of the charity and a new website which is not only easy to use, but informative and up to date for members, users and potential users of the charity's services, funders and other interested parties. As noted earlier, this major project has now been completed and the new website and charity branding will be officially launched at the 2019 Annual General Meeting.

## **ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019**

### **Plans for the future (cont'd)**

The trustees are currently preparing a new strategy for the charity, together with a plan for how the strategy will be implemented. These will provide greater clarity, focus and direction for the charity by making clear where the charity is now, where it is going and what needs to be done to get there. The Board of Trustees will shortly be seeking views from the members on their visions for the charity going forward.

It is also important to note that due to a substantial increase in rent, the charity was unable to remain in its Hanover Street premises. After a search, new office space with training rooms was found in the City of Edinburgh Methodist Church in Nicolson Square, Edinburgh. The charity moved in October 2019. Although rentals are higher than at Hanover Street, the new premises offers a variety of different training rooms and catering facilities, allowing increased flexibility as the charity grows. This location is also easily accessible to older people.

### **Financial Contributions**

The trustees are always grateful for the generosity of funders and to individuals who make donations to the charity. This year funding toward significant pieces of work were received as follows:

- The Edinburgh Integration Joint Board towards the running costs of ACE IT and the 'Moose in the Hoose' project.
- The Edinburgh & Lothian Trust Fund towards training, equipment and volunteer expenses.
- CGI towards the staff salaries for the 'the Moose in the Hoose' project.
- WG Edwards Charitable Foundation towards the running of the pilot Work.Wise.Women programme.
- The National Lottery – Awards for All Scotland towards staff and other expenditure of the charity.
- Misses Robinson Charitable Trust towards the general support of the charity.



## ACE IT SCOTLAND SCIO - ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2019

### Trustees' Responsibilities in relation to the Financial Statements

The trustees are responsible for preparation of the Annual Report including the financial statements for each financial year, in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities Statement of Recommended Practice;
- Make judgements and estimates that are reasonable and prudent;  
State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) and the constitution. 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.

### Statement of Disclosure of Information to the Independent Examiner

As far as the members and trustees are aware:

- There is no relevant information of which the charity's independent examiner is unaware; and
- The members and trustees have taken all the steps they ought to have taken to make themselves aware of any relevant information, and to establish that the independent examiner is aware of the information.

Approved by trustees and signed on their behalf by:



GLENDAM WATT OBE  
Chairperson

Date: 2/12/19

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ACE IT SCOTLAND SCIO FOR THE YEAR ENDED 31 March 2019**

I report on the financial statements of the charity for the year ended 31 March 2019 which are set out on pages 9 to 17.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the financial statements 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 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 financial statements as required 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

### **Independent examiner's statement**

In the course of 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 financial statements which accord with the accounting records and 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 financial statements to be reached.

*Elizabeth Adrain*

ELIZABETH ANNE ADRAIN FCCA

Date: 2/12/19

Address: 6 Pitbauchlie Bank, Dunfermline, Fife KY11 8DP



**STATEMENT OF FINANCIAL ACTIVITIES for the year to 31 March 2019**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>INCOME FROM:</b>					
Donations and legacies	2	8,120	79,507	87,627	78,032
Charitable activities	2	2,123	-	2,123	627
Investments	2	86	-	86	64
<b>TOTAL INCOME</b>		<b>10,329</b>	<b>79,507</b>	<b>89,836</b>	<b>78,723</b>
<b>EXPENDITURE ON:</b>					
Charitable Activities	4,15	5,891	65,035	70,926	80,208
<b>TOTAL EXPENDITURE</b>		<b>5,891</b>	<b>65,035</b>	<b>70,926</b>	<b>80,208</b>
<b>NET SURPLUS/(DEFICIT) IN THE YEAR/ NET MOVEMENT IN FUNDS</b>		<b>4,438</b>	<b>14,472</b>	<b>18,910</b>	<b>(1,485)</b>
Gross transfers between funds	8	-	-	-	-
Total funds brought forward		12,705	1,900	14,605	16,090
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>17,143</b>	<b>16,372</b>	<b>33,515</b>	<b>14,605</b>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

Scottish Charity No SC036315  
The notes on pages 11 to 17 form part of these financial statements

# ACE IT SCOTLAND SCIO -

## BALANCE SHEET AT 31 March 2019

### FIXED ASSETS

Notes	2019 £	2018 £
5	-	-

Tangible assets

### CURRENT ASSETS

Debtors

6 2,033 372

Cash in bank and in hand

36,335 19,309

38,368 19,681

Creditors amount falling due within one year

7 4,853 5,076

### NET CURRENT ASSETS

33,515 14,605

### TOTAL ASSETS LESS CURRENT LIABILITIES

33,515 14,605

### INCOME FUNDS

Restricted funds

8 16,372 1,900

Unrestricted funds

8 17,143 12,705

33,515 14,605

These financial statements were approved by the Trustees on 2/12/19

*Glenda M Watt CBE*  
Chairperson – Glenda M Watt OBE

Date: 2/12/19

Scottish Charity No SC036315  
The notes on pages 11 to 17 form part of these financial statements



## **1. ACCOUNTING POLICIES**

### **Basis of preparation of financial statements**

On 3 August 2018, ACE IT SCOTLAND LTD, a company limited by guarantee, was registered as ACE IT Scotland SCIO, a Scottish charitable incorporated organisation. At that date, the assets and liabilities of the charity were transferred from the company to the SCIO. As both the charitable company and SCIO remain the same in terms of its purposes and activities, the results of both have been combined for the whole of the reporting period in which the merger occurred. Comparative figures are of those of ACE IT SCOTLAND LTD.

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);
- Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard (FRS) 102 published on 16 July 2014.

ACE IT Scotland SCIO constitutes a public entity under 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 £.
- Under the historic cost convention with items recognised at either cost or at transaction value, unless otherwise stated in the accounting policy note.

At the time of approving the financial statements the trustees believe 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.

The trustees have considered a period of 12months from the date of approval of the financial statements.

### **Charitable funds**

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund.

Funds received for a specific purpose are treated as restricted funds until such times as the restriction is lifted. When this occurs, the relevant funds are transferred from restricted funds to unrestricted funds. Deficit balances on any restricted fund will be met by transfer of unrestricted funds.

## ACCOUNTING POLICIES (cont'd)

### 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 the income will be received. The grant from the Edinburgh Integration Joint Board which supports both the charity's training and 'Moose in the Hoose' projects is allocated between the two projects on a cost basis.

### Expenditure

Expenditure is recognised when a liability is incurred. A detailed breakdown of expenditure is detailed in Note 15.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly. Other costs are apportioned on the basis of estimated usage.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

### Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful lives on a straight line basis as follows:

	Period	Principal annual rate
IT equipment	Year of purchase	100%
Office furniture	5 years	20%

### Cash at bank and in hand

Cash at bank and in hand includes cash in hand short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

### Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments initially recognised at transaction value and subsequently measured at their settlement value.

### Operating leases

Rentals payable under operating leases are charged to income on a straight line basis over the term of the term of the lease.

### Retirement Benefits

Employees are entitled to join a money purchase scheme operated by NEST (National Employment Payment Trust). Payments to the pension scheme are charged as an expense as they fall due.



**2. SURPLUS/ (DEFICIT) IS STATED AFTER CHARGING**

			2019 £	2018 £
Depreciation of tangible fixed assets			-	-
and after crediting:				
<b>Donations and Legacies</b>	Unrestricted £	Restricted £	2019 £	2018 £
Lessons/outreach donations	3,329	-	3,329	3,413
Other donations	184	-	184	1,165
Legacies	1,107	-	1,107	-
Grants	3,500	79,507	83,007	73,454
	<u>8,120</u>	<u>79,507</u>	<u>87,627</u>	<u>78,032</u>

Details of grants received can be found in Note 8.

<b>Charitable Activities</b>	2019 £	2018 £
Fundraising	435	417
Events	110	210
Royalties (see Note 3)	1,578	-
	<u>2,123</u>	<u>627</u>
<b>Investments</b>		
Bank interest	<u>86</u>	<u>64</u>

**3. LOST SONGS OF ST KILDA**

The Lost Songs of St Kilda is a collection of music from the Scottish archipelago of St Kilda recorded by Trevor Morrison. These recordings were gifted to the charity as a thank you and at that time the value of these songs was uncertain.

On 8 September 2016, a licence agreement was signed with DECCA, a division of Universal Music Operations Ltd, allowing them to utilise these recordings. A CD was then produced and launched. The term of the licence is 15 years, with an option to renew for a further 15 years. If DECCA opt to renew the licence, a minimum of £1,500 will be due to the charity. The charity received a non-returnable advance of £10,000 royalties. DECCA also paid the charity's £1500 of legal fees for the transaction, recoupable out of future royalties earned. After discussions with Decca, television charges originally set against royalties earned have recently been waived. As a result, the royalties earned exceeds the advance royalties and legal fees, leaving royalties due to the charity of £1,578 at the 31 March 2019.

## ACE IT SCOTLAND SCIO - NOTES TO THE FINANCIAL STATEMENTS - 31 March 2019

### 4. GOVERNANCE COSTS

Governance costs are as follows:

	2019	2018
	£	£
Employment costs	6,872	7,834
Meeting costs	131	100
Advertising	-	250
Printing & postage	27	93
Sundry	-	26
	<u>7,030</u>	<u>8,303</u>

### 5. TANGIBLE FIXED ASSETS

Computer & Equipment	Total
2019	2018
£	£

#### Cost:

As at 1 April 2018	21,927	21,927
Additions Disposals	-	-
As at 31 March 2019	<u>21,927</u>	<u>21,927</u>

#### Depreciation:

As at 1 April 2018 Disposals	21,927	21,927
Charge for the period	-	-
As at 31 March 2019	<u>21,927</u>	<u>21,927</u>

#### Net Book Value:

As at 31 March 2019	-	-
As at 31 March 2018	-	-

### 6. DEBTORS

2019	2018
£	£

#### Due within one year

Other debtors	1,578	-
Prepayments and accrued income	455	372
	<u>2,033</u>	<u>372</u>

### 7. CREDITORS – amounts falling due within one year

2019	2018
£	£

Sundry creditors	454	1,444
Accruals	4,399	3,632
	<u>4,853</u>	<u>5,076</u>



## ACE IT SCOTLAND SCIO - NOTES TO THE FINANCIAL STATEMENTS - 31 March 2019

### 8. FUNDS OF THE CHARITY

	As at 31 March 2018	Incoming Resources	Resources Expended	Transfer of Funds	As at 31 March 2019
	£	£	£	£	£
Restricted Funds					
Edinburgh Integration Joint Board	-	63,954	(61,714)	(282)	1,958
Edinburgh & Lothian Trust Fund	-	1,553	(976)	-	577
CGI	-	4,000	-	-	4,000
WG Edwards Charitable Foundation	1,900	-	(2182)	282	-
The National Lottery-Awards for All Scotland	-	10,000	(163)	-	9,837
	1,900	79,507	(65,035)	-	16,372
Unrestricted Funds	12,705	10,329	(5,891)	-	17,143
	14,605	89,836	(70,926)	-	33,515

Unrestricted funds include a grant from the Misses Robinson Charitable Trust of £3,500 (2018 £3,500).

### 9. ANALYSIS OF FUND BALANCES

	Unrestricted	2019 Restricted	Total	2018 Total
	£	£	£	£
Bank and cash balances	15,765	20,570	36,335	19,309
Other net current assets/(liabilities)	1,378	(4198)	(2,820)	(4,704)
Fixed assets	-	-	-	-
	17,143	16,372	33,515	14,605

### 10. STAFF COSTS

	2019 £	2018 £
<b>Employment Costs</b>		
Salaries	43,977	57,162
Social security costs	-	1,013
Pension costs	229	207
	44,206	58,382

The average number of weekly staff employed during the year  
All staff are employed on a part time basis.

4 4

Defined contribution scheme: A stakeholder pension scheme for staff is operated. The assets of the scheme are held separately from those of the charity in an independently administered fund (National Employment Saving Trust). The scheme had one member in the financial year.

No employees received in excess of £60,000 during the year.

**11. TRUSTEES REMUNERATION AND EXPENSES**

None of the trustees (or any person connected with them) received any remuneration or benefits from during the year, nor were any expenses reimbursed to them.

**12. FINANCIAL COMMITMENTS**

The charity had no capital commitments at 31 March 2019.

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:

	2019 £	2018 £
Land & Buildings,		
Within one year	6,653	6,000
Within two and five years	15,600	750

**13. RELATED PARTY TRANSACTIONS**

There were no disclosable related party transactions during the year (2018 – none).

**14. TAXATION**

The company has recognised charitable status from HMRC. There is no tax charge in the accounts.

**15. DETAILED INCOME AND EXPENDITURE ACCOUNT**

A detailed income and expenditure account is included at page 17.



# ACE IT SCOTLAND SCIO - NOTES TO THE FINANCIAL STATEMENTS - 31 March 2019

## 15. INCOME AND EXPENDITURE ACCOUNT

	Unrestricted Funds		Restricted Funds							TOTAL FUNDS 2019	TOTAL FUNDS 2018
			EIJB***		CGI	WG	National	E&Ltrust			
	General	Total	Training	Moose	Moose	Edwards	Lottery	Fund **	Total	2019	2018
INCOME	£	£	£	£	£	£	£	£	£	£	£
Grants: Core - EIJB	0	0	25607	38347	0	0	0	0	63954	63954	63954
Other	0	0	0	0	4000	0	10,000	1553	15553	15553	6000
Lessons - Hanover Street	3139	3139	0	0	0	0	0	0	0	3139	3393
Outreach work/events	300	300	0	0	0	0	0	0	0	300	230
Other Donations	4791	4791	0	0	0	0	0	0	0	4791	4665
Fundraising	435	435	0	0	0	0	0	0	0	435	417
Royalties	1578	1578	0	0	0	0	0	0	0	1578	0
Interest Received	86	86	0	0	0	0	0	0	0	86	64
Total Income	10329	10329	25607	38347	4000	0	10000	1553	79507	89836	78723
EXPENDITURE											
Salaries & Fees	3252	3252	14654	28317	0	1688	0	0	44659	47911	59902
Employers NIC	0	0	0	0	0	0	0	0	0	0	1013
Pension	22	22	153	54	0	0	0	0	207	229	207
Recruitment costs	0	0	0	309	0	0	0	0	309	309	0
Staff Training & Conferences	0	0	0	0	0	0	0	225	225	225	0
George Street property costs	164	164	1063	409	0	0	0	0	1472	1636	-98
Rent	1226	1226	6193	2596	0	221	0	0	9010	10236	8806
Insurance	96	96	371	497	0	0	0	0	868	964	874
Travel	59	59	552	176	0	31	0	0	759	818	796
Volunteer Expenses	0	0	4	284	0	0	0	350	638	638	488
IT Maintenance	440	440	474	3550	0	0	0	0	4024	4464	5086
Equipment/consumables	5	5	0	29	0	0	163	401	593	598	20
Miscellaneous	71	71	35	73	0	0	0	0	108	179	451
Promotional & Marketing	16	16	151	95	0	0	0	0	246	262	371
Provisions	79	79	145	171	0	67	0	0	383	462	173
Post, Print & Stationery	146	146	252	242	0	175	0	0	669	815	437
Storage	0	0	0	0	0	0	0	0	0	0	50
Telephone	119	119	356	120	0	0	0	0	476	595	1084
Independent Examiner's Fee	0	0	0	0	0	0	0	0	0	0	0
Professional Fees & Services	31	31	140	249	0	0	0	0	389	420	360
Bank Interest & Charges	165	165	0	0	0	0	0	0	0	165	188
Depreciation	0	0	0	0	0	0	0	0	0	0	0
Total Expenditure	5891	5891	24543	37171	0	2182	163	976	65035	70926	80208
NET SURPLUS/(DEFICIT)	4438	4438	1064	1176	4000	-2182	9837	577	14472	18910	-1485
Transfer of Funds	0	0	-1064	782	0	282	0	0	0	0	0
Funds b/f	12705	12705	0	0	0	1900	0	0	1900	14605	16090
FUNDS CARRIED FORWARD	17143	17143	0	1958	4000	0	9837	577	16372	33515	14605

\* WG Edwards trust - Work.Wise.Women

\*\* Edinburgh & Lothian Trust Fund

\*\*\*Edinburgh IntegrationJoint Board