



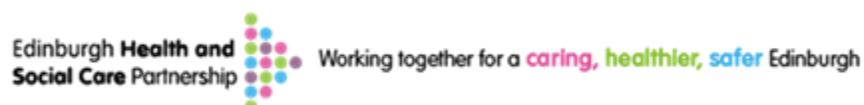
ACE IT SCOTLAND SCIO

TRUSTEES ANNUAL REPORT & FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2020

Scottish Charity No. SC036315

Supported by:



ACE IT SCOTLAND SCIO

1. Structure Governance and Management

1.1 The trustees of ACE IT Scotland SCIO present their report together with the financial statements of the charity for the year ended 31 March 2020.

On 3 August 2018, ACE IT SCOTLAND LTD, a company limited by guarantee, became a Scottish Charity Incorporated Organisation (SCIO) and the assets and liabilities of the charity were transferred from the company to the SCIO. As both the charitable company and SCIO were the same in terms of its purposes and activities, the results of both were 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.

1.2 Reference and Administrative Details

The trustees serving during the report period were as follows, except where stated:

Glenda M Watt OBE, Chairperson (Appointed June 2016)
Graham Golding (Appointed June 2018)
Michael Mackie (Appointed September 2018)
David Bell (Appointed December 2019)

Colin Moss (Appointed March 2018) (Resigned July 2020)
Dithe Fisher (Appointed May 2018) (Resigned Sep 2020)

Address:

25 (BF03) 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

1.3 Constitution

The charity is a SCIO, regulated by a constitution and governed by a Board of Trustees. It is a registered charity, number SC036315.

All strategic decisions affecting the charity are undertaken by the Board. The Board must have a minimum of three and maximum of nine trustees. During the period covered by the report six trustees sat on the Board. 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 manager.

1.4 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 the 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 ACE IT Scotland SCIO.

New trustees are briefed by the chairperson and the manager on their legal obligations, the content of governing documents, the functions of the Board and decision-making processes, the charity's activities and its 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 member received remuneration. Details of staff costs are disclosed in note 10 to the financial statements.

1.5 Risk management

Major risks to the charity are identified and managed on an ongoing basis. This covers both strategic and operational risks and is subject to at least an annual review. The Trustees ensure appropriate mitigants are in place to reduce the potential damage or chance of a risk occurring.

1.6 Objectives and 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.

To enable the above 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.

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

- The delivery of sessions in accordance with learners' needs, whether in the form of events, workshops, coaching 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.

2. Business review

2.1 Challenges

Despite facing several significant challenges and changes over the period under review, the charity began a review of its policies, updating its strategy and business plan with assistance from staff, members and volunteers and increased the output and impact of projects throughout the reporting period.

2.2 Relocation to new premises

In early summer 2019 the charity received notice from landlords that owing to a planned refurbishment, office headquarters at Hanover Street, Edinburgh would be unavailable from 1 October 2019. This location had served as both the charity office space and as a learning delivery space where much project work was carried out.

Although new premises were found within the Methodist Church at 25 Nicolson Square, Edinburgh our relocation led to a short suspension of one to one coaching sessions during September and October 2019. The office is easily accessible by public transport and has accessibility with full ground level accessible ramps, lift access to all floors and a large onsite café.

The charity has used the on-site café for delivery of some coaching sessions which represented a cost saving on meeting room hire for service delivery. Although the café has proved valuable in making our sessions a more attractive 'destination' for learners, it's unexpected temporary closure in February 2020 has caused short-term disruption to service delivery. Coaching sessions are carried out in meeting rooms within the Methodist Church, but these do incur a significant hourly hire rate.

During relocation, the charity experienced a 4-month period without a landline telephone number. This was the result of the inability of the network provider to provide a connection and limited the ability of learners to contact us. As many learners were unable to contact us by email (one of the reasons people come the coaching sessions is to learn how to use email) output and impact targets were affected.

2.3 Branding and Website

The re-branding exercise, voluntarily undertaken by Napier University students in 2018/19 has been successfully rolled out. This new branding is included in signage, roller banners, flyers and business cards along with updating of all current documentation. The brand redesign was enthusiastically received by learners and members of the public.

With the help of a website volunteer and the events coordinator, the website was updated with our new branding, revised content and changes to its layout.

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A review of our social media output was also undertaken. An improved social media presence and an up to date website will continue to drive engagement with potential new users, whilst spreading the word about the charity's work to stakeholders and other organisations.

2.4 Personnel changes

In May 2019, a new development coordinator and an outreach worker were recruited. In August 2019, the events coordinator left, and due to the disruption caused by the change of premises, this role was not filled until December 2019.

With funding from a National Lottery Community Grant Awards for All, a new 15hr per week outreach worker who had a background in further education with adults, was recruited in December 2019.

The manager left the charity in February 2020 and the previous development coordinator was recruited to the post. The vacant development coordinator position was filled by the previous outreach worker.

The charity gained one new trustee who has a background in organisational strategy development.

Seven new volunteers joined us during the year, three for 'Moose in the Hoose' and four for IT coaching and with thanks, we said farewell to three volunteers.

2.5 Strategy and Business Plan

Updating our strategy and business plan began in May 2019. The process continued with staff and stakeholder engagement sessions during December 2019 and further development of the document followed.

3. Service activity

Although we have faced a number of disruptions, the service activity over the report period has continued and, in some areas, exceeded our expectations. Services could not be delivered without the supportive guidance of our staff and the expertise of the committed volunteers. A total of 1612 hours was provided by the volunteers while 4228 hours was worked by employed staff.

3.1 One to One Coaching

These sessions were delivered by staff and volunteers at Hanover Street until September 2019 and subsequently, from the new premises at Nicolson Square. The coaching rooms at Nicolson Square are well equipped with free Wi-Fi, refreshments and are accessible for anyone with mobility needs.

Our opening hours and coaching times reflect the needs of older learners and learning sessions are person-centred. These are differentiated from other computer training services within the city. The charity offers the coaching for as long as each person needs rather than to a prescribed timeframe.

A growing area of topics are covered and an addition of four new volunteer coaches has widened the breadth of advice available. New volunteers bring fresh expertise, enabling us to adapt to growing demands and trends. Examples of this would be the surge in learners interested in setting up video calling and online shopping. Feedback is sought from each learner after their session which helps highlight any opportunities for improvement or new subject areas to be covered in the future.

During our report period we had 155 distinct learners and our output was 480 coaching sessions against our target of 576. We achieved 98% satisfied learners from 365 surveys.

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3.2 'Moose in the Hoose'

With an increased staffing focus on this project, session attendance has been improved by building on existing close relationships with care home staff and residents. In comparison to the previous year (2018/19), 'Moose in the Hoose' enjoyed an impressive increase in attendance of over 40%. By February 2020, the charity was regularly exceeding its attendance target of 30 residents per week. During the report period we had 83 learners and 1142 learner sessions against our target of 1440 sessions, plus a 100% satisfaction rate from 24 resident surveys. In addition, the Drumbrae Care Home received a Care Inspectorate report on 23 December 2019 which highlighted; "Residents particularly enjoyed their IT classes from "Moose in the Hoose"

'Moose in the Hoose' learner quotes:

'I find the sessions interesting. It brings new things to your mind and that is definitely a good thing. It's great when somebody has the patience to show you how to do something new'

'Australia used to be a long way away but now it's just a keyboard away'

3.3 Work Wise Women

The six-week sessions of this pilot project ran in 2018 and were delivered on tablet devices. With the help of EIJB funding, we purchased laptops to better reflect a real office working environment.

Learning materials used during the pilot sessions were reviewed and substantially improved. As a result, this course is now more structured and contains additional material pertinent to employability skills. During the course, a wide range of topics were covered including online safety, Microsoft Office software, writing CVs and cover letters, how to complete online forms and searching for vacancies.

Referrals are received from local organisations such as High Riggs Job Centre and Skills Development Scotland. Feedback from learners has been overwhelmingly positive and several attendees gained work upon completion of the course.

25 learners attended our sessions, (One more than our target.) Of this number, 19 learners completed a survey providing a 95% satisfaction rate.

3.4 Scams Awareness Workshops in partnership with Changeworks

Four sessions of the Scams Workshop were held over the year in a new partnership with ChangeWorks. This is a much-needed service as people over 50 years of age are particularly at risk of financial scams.

The key volunteer on this project collated a wide range of material pertaining to scams from City of Edinburgh Council, OFCOM, Age UK, Action Fraud and Trading Standards to use in delivery of these workshops.

Quotes from learners: "I was interested in how I could avoid being scammed. This workshop reinforced the need to take care with calls and emails. I now feel more informed and can share information with others."

"I came along to the workshop to clear up mixed things I have heard about scams. I feel much better knowing there is someone there to give people knowledge about scams. ACE IT are great at helping those who are vulnerable or don't understand the dangers when using technology"

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We exceeded our target of 24 learners by having 28 people attend the sessions. Of this number, 14 completed a survey providing a 93% satisfaction rate.

3.5 High Tea & IT- Pilot project

High Tea & IT is a unique pilot project aimed at providing a personal and gentle introduction to digital devices to older people in a relaxed social setting. This was delivered in partnership with 'Open Door', a popular local day-centre located in Morningside, Edinburgh. Sessions ran for 2 hours per week and the project ran for 6 weeks.

All 25 attendees enjoyed one to one coaching delivered by both outreach workers and volunteer coaches on newly purchased laptops and tablet devices. Learners were encouraged to use technology for a wide range of purposes. This proved enlightening for some learners, with their new digital skills being put to a variety of uses.

Quotes from learners: 'A very enjoyable, professional six-week course, in a relaxed learning environment with excellent tutors, a friendly atmosphere and well worth attending'. 'Would like to continue with the learning process. A boost to my confidence. Thank you all!'

10 learners attended 25 sessions against our target of 36 sessions.

3.6 Service Interruption Covid-19

The office premises were forced to close on 16 March 2020. This meant a postponement of all face to face services offered by the charity at this location and the need for staff and volunteers to work from home. Care homes were also closed to visitors which impacted the 'Moose in the Hoose' service. All trustees, staff and volunteers have responded positively by switching to working remotely by telephone, video and email to support our learners.

4. Financial Review

4.1 Financial Position

Results for the year ended 31 March 2020 are given in the Statement of Financial Activities below. The assets and liabilities are detailed on the Balance Sheet on page 13. The Statement of Financial Activities shows a net surplus of £1,242 (2019 £18,910). Unrestricted funds now total £22,317, with restricted funds of £12,440.

Subsequent to the period covered by the report the global pandemic has impacted the ability of the charity to deliver its full range of services. As with many other charities, the financial stability of the charity and its long-term viability is a concern. In response, steps have been taken to increase communication with funders and seek other sources of finance. Thus far, funders remain very supportive of the organisation. In particular, the charity's main funder, the Edinburgh Integration Joint Board, signalled that it intends to continue to support the charity and other funders have also helped by extending their deadlines or allowing changes to the purposes for which funds are provided. Funding opportunities are regularly reviewed and the charity has been successful in obtaining both funding for new projects and unrestricted funds which have helped mitigate the impact of reduced donations.

4.2 Reserves Policy

With a sizeable portion of its funding coming from grants, the trustees are aware of the need to accumulate unrestricted funds to help reduce risks and overcome situations arising from any potential

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anticipated or unanticipated difficulty. The charity has therefore established a policy where it attempts to maintain unrestricted funds at a level equivalent to three months' core running costs.

4.3 Plans for the Future

The trustees are positive about the future of the charity and its ability to grow. It is clear that the restrictions enforced due to Covid-19 will affect every aspect of services throughout 2020/21. Owing to the face to face nature of the work and the age of our learners who are most at risk, projects such as the One to One Coaching, 'Moose in the Hoose' and Work Wise Women will be postponed. However, the trustees have identified a number of strategic themes to help shape how ACE IT continues to develop:

- Service provision: we will continue to provide services to enhance self-management skills, promote health and well-being and support older people live independent lives and to respond to the challenges of the pandemic, in a variety of ways
- Communication: we will broaden the reach of ACE IT through an effective stakeholder communication and engagement plan
- Sustainability: we will develop a business-minded, innovative and sustainable organisational model with strong governance, risk management and reporting
- Financial strength: we will sustain the charity by developing and executing a comprehensive fundraising strategy
- People: we will work to empower, enable and motivate our staff, volunteers, trustees and members

4.4 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 £62,225
- The Scottish Midland Co-operative Society Ltd £400
- Misses Robinson Charitable Trust (unrestricted) £3,500
- Anonymous individual donor (unrestricted) £2,800

4.5 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.

4.5 Trustees' Responsibilities in relation to the Financial Statements

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.

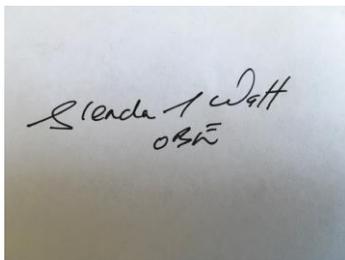
The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

4.6 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:

A photograph of a handwritten signature in black ink on a light-colored surface. The signature reads "Glenda M Watt" in a cursive script, with "OBE" written in block letters below it.

GLENDAM WATT OBE
Chairperson

Date: 26 October 2020

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ACE IT SCOTLAND SCIO FOR THE YEAR ENDED 31 March 2020

I report on the financial statements of the charity for the year ended 31 March 2020 which are set out on pages 11 to 22.

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 ANNE ADRAIN FCCA

Date: 26 October 2020

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

ACE IT SCOTLAND SCIO

STATEMENT OF FINANCIAL ACTIVITIES for the year to 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
INCOME FROM:					
Donations and legacies	2	10,331	62,625	72,956	87,627
Charitable activities	2	701	-	701	2,123
Investments	2	98	-	98	86
TOTAL INCOME		11,130	62,625	73,755	89,836
EXPENDITURE ON:					
Charitable Activities	4,15	5,962	66,551	72,513	70,926
TOTAL EXPENDITURE		5,962	66,551	72,513	70,926
NET SURPLUS/(DEFICIT) IN THE YEAR/ NET MOVEMENT IN FUNDS		5,168	(3,926)	1,242	18,910
Gross transfers between funds	8	6	(6)	-	-
Total funds brought forward		17,143	16,372	33,515	14,605
TOTAL FUNDS CARRIED FORWARD		22,317	12,440	34,757	33,515

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 14 - 22 form part of these financial statementsⁱ

ACE IT SCOTLAND SCIO

STATEMENT OF FINANCIAL ACTIVITIES for the year to 31 March 2019

Prior Year

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

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

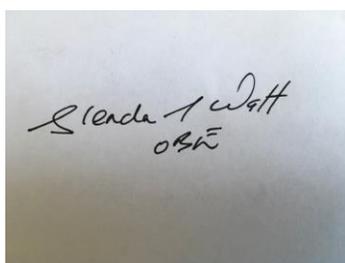
All income and expenditure derive from continuing activities.

ACE IT SCOTLAND SCIO

BALANCE SHEET AT 31 March 2020

FIXED ASSETS	Notes	2020 £	2019 £
Tangible assets	5	-	-
CURRENT ASSETS			
Debtors	6	870	2,033
Cash in bank and in hand		38,573	36,335
		<u>39,443</u>	<u>38,368</u>
Creditors amount falling due within one year	7	4,686	4,853
NET CURRENT ASSETS		<u>34,757</u>	<u>33,515</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>34,757</u>	<u>33,515</u>
INCOME FUNDS			
Restricted funds	8	12,440	16,372
Unrestricted funds	8	22,317	17,143
		<u>34,757</u>	<u>33,515</u>

These financial statements were approved by the Trustees on 26 October 2020



Chairperson – Glenda M Watt OBE

Date: 26 October 2020

Scottish Charity No SC036315
The notes on pages 14 – 22 form part of these financial statements

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

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.

Comparative figures

On 3 August 2018, ACE IT SCOTLAND LTD, a company limited by guarantee, was registered as ACE IT Scotland SCIO. As both the charitable company and SCIO remained the same in terms of their purposes and activities, the results of both were combined for the whole of the reporting period, i.e. the year to 31 March 2019.

Going Concern

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. The trustees have taken steps to mitigate the operational impact of COVID -19. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements. The trustees have considered a period of 12 months 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.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

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 these 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.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

ACCOUNTING POLICIES (cont'd)

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 IS STATED AFTER CHARGING

	2020	2019
	£	£
Depreciation of tangible fixed assets	-	-
and after crediting:		

	2020		
	Unrestricted	Restricted	Total
	£	£	£
Donations and Legacies 2020			
Lessons/outreach donations	3,717	-	3,717
Other donations	3,114	-	3,114
Legacies	-	-	-
Grants	3,500		
	<u>10,331</u>	<u>62,625</u>	<u>72,956</u>

	2019		
	Unrestricted	Restricted	Total
	£	£	£
Donations and Legacies 2019			
Lessons/outreach donations	3,329	-	3,329
Other donations	184	-	184
Legacies	1,107	-	1,107
Grants	3,500	79,507	83,007
	<u>8,120</u>	<u>79,507</u>	<u>87,627</u>

Details of grants received can be found in Note 8.

Charitable Activities

	2020	2019
	£	£
Fundraising	-	435
Events	-	110
Royalties (Note 3)	701	1,578
	<u>701</u>	<u>2,123</u>

Investments

Bank interest	<u>98</u>	<u>86</u>
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ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

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.

4. GOVERNANCE COSTS

Governance costs are as follows:

	2020	2019
	£	£
Employment costs	6,748	6,872
Meeting costs	389	131
Telephone	26	-
Printing & postage	16	27
Travel	139	-
	<u>7,318</u>	<u>7,030</u>

5. TANGIBLE FIXED ASSETS

	2020	2019
	£	£
Computer & Equipment		
Cost:		
As at 1 April 2019	21,927	21,927
Additions/ Disposals	-	-
As at 31 March 2020	<u>21,927</u>	<u>21,927</u>

Depreciation:

As at 1 April 2019	21,927	21,927
Disposals	-	-
Charge for the period	-	-
As at 31 March 2020	<u>21,927</u>	<u>21,927</u>

Net Book Value:

As at 31 March 2020	<u>-</u>	<u>-</u>
As at 31 March 2019	<u>-</u>	<u>-</u>

6. DEBTORS

	2020	2019
	£	£
Due within one year		
Other debtors	400	1,578
Prepayments and accrued income	470	455
	<u>870</u>	<u>2,033</u>

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

7. CREDITORS – amounts falling due within one year	2020	2019
	£	£
Sundry creditors	2,142	454
Accruals	2,544	4,399
	<u>4,686</u>	<u>4,853</u>

8. FUNDS OF THE CHARITY

	As at 31March 2019	Incoming Resources	Resources Expended	Transfer of Funds	As at 31March 2020
	£	£	£	£	£
Restricted Funds					
Edinburgh Joint Integration Board	1,958	62,225	(57,509)	-	6,674
Edinburgh & Lothian Trust Fund	577	-	(573)	(4)	-
CGI	4,000	-	(4,000)	-	-
The National Lottery - Awards for All Scotland	9,837	-	(4,071)	-	5,766
Scottish Midland Co-operative Society Ltd	-	400	(398)	(2)	-
	<u>16,372</u>	<u>62,625</u>	<u>(66,551)</u>	<u>(6)</u>	<u>12,440</u>
Unrestricted Funds	<u>17,143</u>	<u>11,130</u>	<u>(5,962)</u>	<u>6</u>	<u>22,317</u>
	<u>33,515</u>	<u>73,755</u>	<u>(72,513)</u>	<u>-</u>	<u>34,757</u>

Prior year	As at 31March 2018	Incoming Resources	Resources Expended	Transfer of Funds	As at 31March 2019
	£	£	£	£	£
Restricted Funds					
Edinburgh Joint Integration 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	-	(2,182)	282	-
The National Lottery-Awards for All Scotland	-	10,000	(163)	-	9,837
	<u>1,900</u>	<u>79,507</u>	<u>(65,035)</u>	<u>-</u>	<u>16,372</u>
Unrestricted Funds	<u>12,705</u>	<u>10,329</u>	<u>(5,891)</u>	<u>-</u>	<u>17,143</u>
	<u>14,605</u>	<u>89,836</u>	<u>(70,926)</u>	<u>-</u>	<u>33,515</u>

Unrestricted funds include a grant from the Misses Robinson Charitable Trust of £3,500 (2019 £3,500) and donations of £2,800 (2019 nil) from an anonymous individual donor.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

9. ANALYSIS OF FUND BALANCES

	2020		Total
	Unrestricted	Restricted	£
	£	£	£
Bank and cash balances	22,151	16,422	38,573
Other net current assets (liabilities)	166	(3,982)	(3,816)
Fixed assets	-	-	-
	<u>22,317</u>	<u>12,440</u>	<u>34,757</u>

Prior Year

	2019		Total
	Unrestricted	Restricted	£
	£	£	£
Bank and cash balances	15,765	20,570	36,335
Other net current assets/(liabilities)	1,378	(4,198)	(2,820)
Fixed assets	-	-	-
	<u>17,143</u>	<u>16,372</u>	<u>33,515</u>

10. STAFF COSTS

	2020	2019
	£	£
Employment Costs		
Salaries	44,688	43,977
Social security costs	-	-
Pension costs	631	229
	<u>45,319</u>	<u>44,206</u>

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

4	4
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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 three members 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 during the year. Expenses incurred on behalf of the charity of £139 (2019 nil) for travel and £26 (2019 nil) for telephone were reimbursed during the year to Glenda Watt and Michael Mackie respectively.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

12. FINANCIAL COMMITMENTS

The charity had no capital commitments at 31 March 2020.

At the reporting end date, the charity had outstanding commitments for future minimum lease payments under a non-cancellable operating lease, which fall due as follows:

	2020	2019
	£	£
Land & Buildings,		
Within one year	7,800	6,653
Within two and five years	7,800	15,600

This lease expires on 31 March 2022.

13. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year (2019 – 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 for years to 31 March 2020 and 2019 are included at pages 21 and 22 respectively.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

15. DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR TO 31 MARCH 2020

		Unrestricted Funds		RESTRICTED FUNDS							Total Funds 2020	Total Funds 2019
		General	Total	EIJB* Training	Moose	CGI	National Lottery	E&L Trust Fund**	Scotmid***	Total		
		£	£	£	£	£	£	£	£	£	£	£
INCOME												
Grants:	Core	0	0	27,877	34348	0	0	0	0	62225	62225	63954
	other	0	0	0	0	0	0	0	400	400	400	15553
	Lessons	3648	3648	0	0	0	0	0	0	0	3648	3139
	Outreach & events	69	69	0	0	0	0	0	0	0	69	300
	Other donations	6614	6614	0	0	0	0	0	0	0	6614	4791
	Fundraising	0	0	0	0	0	0	0	0	0	0	435
	Royalties	701	701	0	0	0	0	0	0	0	701	1578
	Interest Received	98	98	0	0	0	0	0	0	0	98	86
	Total Income	11130	11130	27877	34348	0	0	0	400	62625	73755	89836
EXPENDITURE												
	Salaries & Fees	3156	3156	15831	22538	4000	2068	0	0	44437	47593	47911
	Employers NIC	0	0	0	0	0	0	0	0	0	0	0
	Pension	35	35	237	359	0	0	0	0	596	631	229
	Staff & volunteer training	0	0	0	0	0	0	165	0	165	165	225
	Recruitment costs	0	0	288	287	0	0	0	0	575	575	309
	Volunteer expenses	0	0	80	146	0	350	0	0	576	576	638
	Travel expenses	50	50	312	189	0	0	0	0	501	551	818
	Provisions	10	10	116	45	0	216	0	0	377	387	462
	Rent	1292	1292	6342	2961	0	300	0	0	9603	10895	10236
	Other property costs	11	11	193	150	0	0	0	0	343	354	1636
	Insurance	64	64	276	306	0	0	0	0	582	646	964
	IT Maintenance	542	542	1071	3802	0	0	0	0	4873	5415	4464
	Equipment/consumables	438	438	0	227	0	1137	408	398	2170	2608	598
	Promotions	0	0	334	223	0	0	0	0	557	557	262
	Post, print etc	59	59	165	141	0	0	0	0	306	365	815
	Telephone	86	86	258	98	0	0	0	0	356	442	595
	Miscellaneous	172	172	9	32	0	0	0	0	41	213	179
	Professional services	47	47	247	246	0	0	0	0	493	540	420
	Independent Examiner's Fee	0	0	0	0	0	0	0	0	0	0	0
	Bank Interest & Charges	0	0	0	0	0	0	0	0	0	0	165
	Depreciation	0	0	0	0	0	0	0	0	0	0	0
	Total Expenditure	5962	5962	25759	31750	4000	4071	573	398	66551	72513	70926
	NET SURPLUS	5168	5168	2118	2598	-4000	-4071	-573	2	-3926	1242	18910
	Transfer of Funds	6	6	2598	-2598	0	0	-4	-2	-6	0	0
	Funds brought forward	17143	17143	1958	0	4000	9837	577	0	16372	33515	14605
	FUNDS CARRIED FORWARD	22317	22317	6674	0	0	5766	0	0	12440	34757	33515

* Edinburgh Integration Joint Board

** Edinburgh & Lothian Trust Fund

*** Scottish Midland Co-operative Society Ltd

15. DETAILED INCOME AND EXPENDITURE ACCOUNT (Cont'd)

PRIOR YEAR - reordered in line with the year to 31 March 2020

		Unrestricted Funds		RESTRICTED FUNDS						Total	Total	
		General	Total	EIJB* Training	Moose	CGI	WG Edwards**	National Lottery	E&L Trust Fund***	Total	Funds 2019	Funds 2018
INCOME		£	£	£	£	£	£	£	£	£	£	
Grants:	Core	0	0	25607	38347	0	0	0	0	63954	63954	63954
	other	0	0	0	0	4000	0	10000	1553	15553	15553	6000
Lessons		3139	3139	0	0	0	0	0	0	0	3139	3393
Outreach & 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
Staff & volunteer training		0	0	0	0	0	0	0	225	225	225	0
Recruitment costs		0	0	0	309	0	0	0	0	309	309	0
Volunteer expenses		0	0	4	284	0	0	0	350	638	638	488
Travel expenses		59	59	552	176	0	31	0	0	759	818	796
Provisions		79	79	145	171	0	67	0	0	383	462	173
Rent		1226	1226	6193	2596	0	221	0	0	9010	10236	8806
Other property costs		164	164	1063	409	0	0	0	0	1472	1636	-98
Insurance		96	96	371	497	0	0	0	0	868	964	874
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
Promotions		16	16	151	95	0	0	0	0	246	262	371
Post, print etc		146	146	252	242	0	175	0	0	669	815	437
Telephone		119	119	356	120	0	0	0	0	476	595	1084
Miscellaneous		71	71	35	73	0	0	0	0	108	179	501
Professional services		31	31	140	249	0	0	0	0	389	420	360
Independent Examiner's fee		0	0	0	0	0	0	0	0	0	0	0
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		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 brought forward		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

* Edinburgh Integration Joint Board

** Edinburgh & Lothian Trust Fund

*** WG Edwards Trust -Work.Wise. Women