



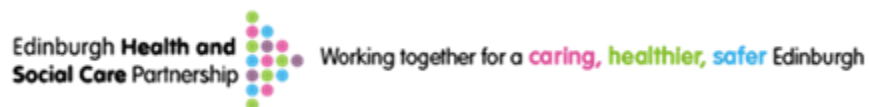
ACE IT SCOTLAND SCIO

TRUSTEES REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

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 2021.

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, Treasurer (Appointed September 2018)
David Bell (Appointed December 2019)
Mike Reid (Appointed December 2020)
Tony Wringe (Appointed March 2021)
Ciara Mitchell (Appointed March 2021)
Claire Brown (Appointed March 2021)

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
83 George Street
Edinburgh EH2 3ES

Payroll Provider

Haines Watts
3 Quality Street
Edinburgh EH4 5DP

Independent Examiner

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

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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, with advice from a number of subcommittees. The Board must have a minimum of three and maximum of nine trustees. During the period covered by the report there were a minimum of four and maximum of eight trustees. The trustees of the charity meet as a Board on a regular basis, approximately every three months. Employees 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 Human Resources Subcommittee. 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 an interest in 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 employees 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 receives remuneration.

1.5 Risk management

Major risks to the charity are identified and managed on an ongoing basis. The Risk Subcommittee advise the Board in this regard. Both strategic and operational risks are considered and reviewed and updated at least annually. The Trustees ensure appropriate mitigants are in place to reduce the chance of a risk arising and the potential damage resulting.

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.

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- 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 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 comprising weekly sessions to the residents of a number of care homes in Edinburgh.

2. Business review

2.1 Review of activities

The charity recorded a successful, if at times challenging, 12 months despite the emergence of Covid-19 and its associated restrictions on everyday life.

The core of the charity's work is connecting older people with trained volunteers to deliver personalised one to one coaching to reduce their digital exclusion. To do so effectively, the charity has had to redevelop and consolidate its IT coaching services and volunteer network to provide new remote ways of working. It has also created new partnerships within the community, as well as strengthening existing partnerships.

With the support of its core funder, the Edinburgh Integration Joint Board (EIJB) and others (see paragraph 3.4 below), the charity has continued to deliver and develop this model, supporting, at the end of the financial year, a total of 22 active partnerships and 350 individual learners.

Despite the challenges this has presented, it has been pleasing to note that relationships between volunteers and learners have sustained and strengthened, and that the charity's partnerships are about more than just digital learning. The charity's team of 30 volunteers has been bolstered by the arrival of new faces who bring a wide range of experience and knowledge.

As a smaller organisation, much of the charity's strength is drawn from working in partnership with a wide range of organisations. Through this work, the charity has been able to reach many new learners. Organisations worked with during the year include: Changeworks; Edinburgh Headway Group; NHS South East Older People's Mental Health Team; Edinburgh Health & Social Care Partnership; Milan Senior Welfare Organisation; Redhall Walled Garden; Castle Rock Edinvar; Port of Leith Housing Association; LifeCare; Libertus Services; Active Inquiry; Pilmeny Development Project; Eric Liddell Centre; EVOC; and, Job Centre Plus.

The charity is hugely grateful to our volunteers and a range of partners for their ongoing support, financial and otherwise, which has enabled the charity to continue to connect people and communities in Edinburgh through delivering the charity's services at a vital time.

2.2 Service delivery

As noted above, a new IT Coaching helpline was set up as an interim replacement for the charity's normal face to face delivery method, with trained volunteers offering a similar level of coaching remotely by phone or video-calling. This helpline has become an essential service for many of the charity's learners. This service is expected to continue as an adjunct to face to face learning, once this can safely resume. Additional funding will then be sought from other sources to enable the charity to

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explore options for delivery. It is hoped the helpline can signpost learners to the charity's in-person service in the future.

In May 2020, after careful research into the local community and identifying numerous beneficiaries, ACE IT unveiled the charity's new Tech Library service. With funding secured from the Wellbeing Fund (administered by The Hunter Foundation), the charity purchased twenty-one Android Samsung Galaxy tablet devices. These devices were made available to local partner organisations to lend to their users. Rather than simply handing out devices, the charity sought to provide one-to-one support to Tech Library beginners. Its role was therefore to provide trained volunteers and employees to assist learners to make the most of the equipment. This was provided via an initial telephone appointment with one of the charity's team on the day of delivery and ongoing support via the ACE IT Coaching Helpline.

With an increasing learner base and range of services, it was clear that there was a need for more employees. Funding was sought and secured through a REACH grant from the Bank of Scotland Foundation. This has allowed the charity to recruit a new Coaching Coordinator and increase operating days to Monday to Thursday.

Owing to the suspension of care home visiting, the 'Moose in the Hoose' project has been hardest hit by the Covid-19 restrictions. The charity initially responded by keeping in touch with our learners through telephone calls and regular printed newsletters and has now resumed 'Moose' sessions in a new remote delivery method, made possible with the kind help of care home managers and their teams. The project has twice received positive mentions in recent Care Inspectorate reports, and three of the five care home partners are now helping the charity to facilitate remote 'Moose' sessions. The charity expects to resume in-person delivery of sessions in 2021 when restrictions are lifted.

In response to lockdown and the need for many to shield at home, the charity has developed a range of new resources to benefit the public such as: the ACE IT YouTube channel, new help sheets, and a series of learning programmes.

The ACE IT YouTube channel was launched to host a valuable library of resources taken from the charity's range of workshops and presentations, as well as Q&A sessions hosted by knowledgeable volunteers. ACE IT videos have received 19,000 impressions – a 1000% increase - and the most popular video has surpassed 500 views.

The new help sheets have been created by volunteers to cover a wide range of lockdown specific topics such as video-calling, online shopping, email and access to online medical services. This resource has proven valuable for learners and partner organisations alike, particularly for those people required to shield at home and for those who want to access this material to alleviate their digital exclusion.

The new series of ACE IT learning programmes improves the digital skills of older people whilst building their confidence, self-esteem and independence. These programmes were delivered remotely by employees and volunteers over four sessions. The first new programme, ACE IT: Photography, covered setting up a device to take good photographs, editing photographs and securing them safely. Each session was followed by an informative Q&A session where learners were able to learn more. A follow-up programme, ACE IT: Online Basics, covered four main themes: email; searching; social-media; and video-calling. Both these programmes provided positive feedback and unexpectedly high attendance. As a result, the charity plans to continue these through 2021.

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2.3 Communication

A considerable effort has been made to improve all the charity's communication channels.

The ACE IT website (www.aceit.org.uk) has been restructured and was relaunched in October 2020. Since the relaunch, the charity has been tracking the website analytics to provide insights and data that can be used to create a better user experience and to measure the effectiveness of marketing. The highest level of monthly website visits was in April 2021 and the website had 62,500 impressions in Google Search over the last year.

ACE IT Twitter activity has also been increased and, over the 12 months to March 2021, reach has increased by 300% and there has been a 600% increase in people clicking on the charity's profile. During the same time, the ACE IT Facebook pages "likes" has increased threefold. In October 2020 a new ACE IT Instagram channel was launched and so far, the highest reaching post has over 300 impressions.

Regular monthly newsletters are issued to all ACE IT learners, volunteers, team members and organisations in Edinburgh who wish to receive them. These cover the latest ACE IT news, resources, a calendar of upcoming ACE IT events and future plans.

The charity continues to contribute to the development of the Edinburgh Health and Social Care initiative, known as the 'Edinburgh Pact'. Through attendance at workshops and discussion groups, participants explore how to focus on and enhance social justice and empowerment for people who use the charities' services. It is planned to play a significant part in this project over the coming years to further develop the charity's relationship with Edinburgh citizens.

The charity also joined the OSCR Charities Reference Group in 2020. ACE IT interacts directly with OSCR to contribute to its priorities, by providing perspectives from a smaller charity dealing with digital exclusion in older people.

2.4 Fundraising

Due to the uncertainty around Covid-19 restrictions, planned fundraising events for the year were deemed unviable and a financial risk. As a result, these were cancelled at no additional cost to the charity. Although it is planned to revisit these events in due course, the primary focus of the Fundraising Subcommittee will continue to be the identification and securing of additional grant funding.

2.5 People and Governance

Four new trustees joined the Board in the financial year, although one trustee's involvement was delayed pending her relocation to Edinburgh later in 2021. This has been valuable not only for succession planning, but to enhance the knowledge and experience at Board level in areas such as strategic direction, governance, and financial stability.

Over the course of the year, several Board subcommittees were established, covering the areas of human resources, policy, strategy, risk, fundraising, communications, and finance. Each subcommittee has a terms of reference. Subcommittees' members comprise a mix of both trustees and employees. The use of subcommittees has proved very helpful, by allowing these smaller groups to focus on specific areas of work and make recommendations to the Board.

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During the year, a significant amount of work has been achieved in updating the charity's strategic action plan, its suite of policies and monitoring of finances.

There has been one change in role. After the departure of the charity's events coordinator in July 2020, the Human Resources Subcommittee reviewed the job description for that role. As a result, the job description was redesigned with a greater emphasis on the charity's communications channels. In August 2020, a new communications coordinator was appointed to perform these duties.

Continued development of the charity's team members is essential if the charity's learners are to be digitally included. Employees, trustees, and volunteers have completed several learning and development opportunities over the year, in areas such as security and digital footprints, dementia inclusivity, reminiscence training for group activities, trustees' governance roles and responsibilities. An enhanced learning and development programme has been developed for the year to 31 March 2022 and will be implemented once funding has been secured.

2.6 The Future

The Trustees have a positive, if necessarily cautious, outlook for the year ahead. Their key aim is to refurbish the charity's in-house one to one services, whilst building on the remote delivery methods that have proven popular in the past year.

One key area on which the charity will focus is its efforts in securing long-term core funding for the three years to 31 March 2025. This work will be spearheaded by the Fundraising Subcommittee.

In addition, the Trustees' strategy for 2022-25 will be reviewed and updated. Several opportunities for growth and development in the short to mid-term future are already under consideration.

3. Financial Review

3.1 Financial Position

Results for the year ended 31 March 2021 are given in the Statement of Financial Activities on page 11. The assets and liabilities are detailed on the Balance Sheet on page 13. The Statement of Financial Activities shows a net surplus of £24,905 (2020 £1,242). Unrestricted funds now total £28,178, with restricted funds of £31,484. The surplus and restricted funds primarily consist of a grant received from the Bank of Scotland of £22,742, which had not been utilised at 31 March 2021.

During the year the charity has had to respond to the challenges of the Covid-19 pandemic. It is continuing to meet its core objectives by adapting existing services and developing new ones.

The financial stability of the charity and its long-term viability is a key priority for the trustees. The charity's main funder, the EIJB has continued to lend support and other funders have also shown flexibility by extending deadlines or allowing changes to the purposes for which funds are provided. Although there has been a drop in individual donations due to Covid-19 restrictions, the shortfall has been successfully met by a variety of new funders in the financial year. (For more details see paragraph 3.4 below).

3.2 Plans for the Future

The charity will continue to raise and direct sufficient funds to meet the principal objectives of the charity.

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In the current challenging environment, competition for funding has increased and the opportunities for obtaining funding and ad hoc donations have become more limited. The Fundraising Subcommittee has identified and targeted a range of potential donors to raise funds, not only to cover the projected costs of its current service provision but to improve and expand upon it.

Due to Covid-19 restrictions, there have been no face to face lessons for nearly 18 months. It is planned to restart these lessons in September which will renew an income source.

Although no official confirmation has yet been received, there is no reason not to expect that the funding from EIJB will continue at its current level for the year to 31 March 2023. Based on previous years' experience, there is also a reasonable expectation that other funding sources can be accessed.

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

3.4 Financial Contributions

The trustees are always grateful for the generosity of funders and to individuals and organisations who make donations to the charity. The charity's principal source of funding is a grant from the EIJB. The charity also received significant grants and donations from:

- Bank of Scotland Foundation - Reach
- LifeCare
- National Lottery - Awards for All Scotland
- Wellbeing Fund
- Misses Robinson Charitable Trust
- The Souter Charitable Trust
- Baillie Gifford Community Awards

3.5 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.

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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.

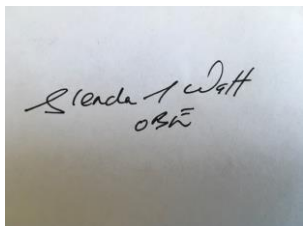
The trustees are responsible for the maintenance and integrity of the charity and the financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

3.6 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: 23rd August 2021

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ACE IT SCOTLAND SCIO
FOR THE YEAR ENDED 31 March 2021**

I report on the financial statements of the charity for the year ended 31 March 2021 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: 23rd August 2021

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

ACE IT SCOTLAND SCIO

STATEMENT OF FINANCIAL ACTIVITIES for the year to 31 March 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
INCOME FROM:					
Donations and legacies	2	10,611	99,172	109,783	72,956
Charitable activities	2	345	-	345	701
Investments	2	58	-	58	98
TOTAL INCOME		11,014	99,172	110,186	73,755
EXPENDITURE ON:					
Charitable Activities	4,15	5,246	80,035	85,281	72,513
TOTAL EXPENDITURE		5,246	80,035	85,281	72,513
NET SURPLUS IN THE YEAR BEFORE TRANSFERS					
		5,768	19,137	24,905	1,242
Gross transfers between funds	8	93	(93)	-	-
NET MOVEMENT IN FUNDS		5,861	19,044	24,905	1,242
Fund balances brought forward		22,317	12,440	34,757	33,515
TOTAL FUNDS CARRIED FORWARD		28,178	31,484	59,662	34,757

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 statements¹

ACE IT SCOTLAND SCIO

STATEMENT OF FINANCIAL ACTIVITIES for the PRIOR 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) BEFORE TRANSFERS		5,168	(3,926)	1,242	18,910
Gross transfers between funds	8	6	(6)	-	-
NET MOVEMENT IN FUNDS		5,174	(3,932)	1,242	18,910
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.

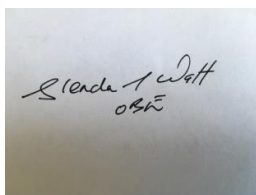
Scottish Charity No SC036315
The notes on pages 14 - 22 form part of these financial statementsⁱⁱ

ACE IT SCOTLAND SCIO

BALANCE SHEET AT 31 March 2021

FIXED ASSETS	Notes	2021 £	2020 £
Tangible assets	5	-	-
CURRENT ASSETS			
Debtors	6	267	870
Cash in bank and in hand		64,243	38,573
		<u>64,510</u>	<u>39,443</u>
Creditors: amount falling due within one year	7	4,848	4,686
NET CURRENT ASSETS		<u>59,662</u>	<u>34,757</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>59,662</u>	<u>34,757</u>
FUNDS			
Restricted funds	8	31,484	12,440
Unrestricted funds	8	28,178	22,317
		<u>59,662</u>	<u>34,757</u>

These financial statements were approved by the Trustees on 23rd August 2021



Chairperson – Glenda M Watt OBE

Date: 23rd August 2021

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.

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 have a reasonable expectation that the charity has or can acquire adequate resources to continue in operational existence for the foreseeable future. The trustees have taken steps to mitigate the operational impact of Covid-19. Although no official confirmation has yet been received, there is no reason not to expect that the funding from EIJB will continue at its current level for the year to 31 March 2023. Based on previous years' experience, there is also a reasonable expectation that other funding sources can be accessed. 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 generally allocated between these projects on a cost basis. In the current year, due to the Covid-19 restrictions and resulting changes in the nature of the charity’s work, the costs attributable to ‘Moose in the Hoose’ are deemed to be immaterial and have not been allocated separately.

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. Direct costs are those relating to a particular activity and are allocated directly to that activity. Indirect costs are those which cannot be allocated directly to a particular activity and are apportioned among activities on the basis of a reasonable assessment of their usage of and contribution to such costs.

As a result of Covid-19 and the need for remote working, certain indirect costs continued to be incurred and have been allocated to activities based on the previous year’s usage in the absence of otherwise meaningful assessment criteria.

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 and bank deposits 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. Financial assets classified as receivable within year are not amortised.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

ACCOUNTING POLICIES (cont'd)

Operating leases

Rentals payable under operating leases are charged to income on a straight-line basis over 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 IS STATED AFTER CHARGING

	2021	2020
	£	£
Depreciation of tangible fixed assets and after crediting:	-	-
	2021	Total
	Unrestricted	Restricted
	£	£
Donations and Legacies 2021		
Lessons/outreach donations	1,340	-
Other donations	9,271	-
Legacies	-	-
Grants	-	99,172
	<u>10,611</u>	<u>99,172</u>
		109,783
	2020	
	£	£
Donations and Legacies 2020		
Lessons/outreach donations	3,717	-
Other donations	6,614	-
Legacies	-	-
Grants	-	62,625
	<u>10,331</u>	<u>62,625</u>
		72,956

Details of grants received can be found in Note 8.

Charitable Activities

	2021	2020
	£	£
Fundraising	-	-
Events	-	-
Royalties (Note 3)	345	701
	<u>345</u>	<u>701</u>
Investments		
Bank interest	58	98

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

Charitable expenditure includes governance costs which are assessed as follows:

	2021	2020
	£	£
Employment costs	8,164	6,748
Meeting costs	-	389
Telephone	13	26
Printing & postage	69	16
Travel	-	139
	<u>8,246</u>	<u>7,318</u>

5. TANGIBLE FIXED ASSETS

	2021	2020
	£	£
Computer & Equipment		
Cost:		
As at 1 April 2020	21,927	21,927
Additions/ Disposals	-	-
As at 31 March 2021	<u>21,927</u>	<u>21,927</u>
Depreciation:		
As at 1 April 2020	21,927	21,927
Disposals	-	-
Charge for the period	-	-
As at 31 March 2021	<u>21,927</u>	<u>21,927</u>
Net Book Value:		
As at 31 March 2021	<u>-</u>	<u>-</u>
As at 31 March 2020	<u>-</u>	<u>-</u>

6. DEBTORS

	2021	2020
	£	£
Due within one year		
Other debtors	-	400
Prepayments and accrued income	267	470
	<u>267</u>	<u>870</u>

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

7. CREDITORS – amounts falling due within one year	2021	2020
	£	£
Sundry creditors	2,884	2,142
Accruals	1,964	2,544
	<u>4,848</u>	<u>4,686</u>

8. FUNDS OF THE CHARITY

	As at 31March 2020	Incoming Resources	Resources Expended	Transfer of Funds	As at 31March 2021
	£	£	£	£	£
Restricted Funds					
Edinburgh Joint Integration Board	6,674	62,225	(60,157)	-	8,742
Wellbeing Fund	-	11,705	(11,612)	(93)	-
LifeCare	-	2,500	(2,500)	-	-
The National Lottery - Awards for All Scotland	5,766	-	(5,766)	-	-
Bank of Scotland Foundation - Reach	-	22,742	-	-	22,742
	<u>12,440</u>	<u>99,172</u>	<u>(80,035)</u>	<u>(93)</u>	<u>31,484</u>
Unrestricted Funds	<u>22,317</u>	<u>11,014</u>	<u>(5,246)</u>	<u>93</u>	<u>28,178</u>
	<u>34,757</u>	<u>110,186</u>	<u>(85,281)</u>	<u>-</u>	<u>59,662</u>

Prior year	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)	-	-
Scottish Midland Co-operative	-	400	(398)	(2)	-
The National Lottery-Awards for All Scotland	9,837	-	(4,071)	-	5,766
	<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>

Unrestricted funds for the year to 31 March 2021 include donations from the Misses Robinson Charitable Trust of £3,500 (2020 £3,500), the Souter Charitable Trust £2,700 and a Baillie Gifford Community Award of £2,000.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

9. ANALYSIS OF FUND BALANCES

	2021		Total
	Unrestricted	Restricted	
	£	£	£
Bank and cash balances	28,607	35,636	64,243
Other net current liabilities	(429)	(4,152)	(4,581)
Fixed assets	-	-	-
	<u>28,178</u>	<u>31,484</u>	<u>59,662</u>

Prior Year

	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>

10. EMPLOYEES COSTS

	2021	2020
	£	£
Employment Costs		
Salaries	56,020	44,688
Social security costs	-	-
Pension costs	908	631
	<u>56,928</u>	<u>45,319</u>

The average number of weekly employees employed during the year

4

4

All employees are employed on a part time basis.

Defined contribution scheme: A stakeholder pension scheme for employees 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 £19 (2020 £26) for telephone and postage and £nil (2020 £139) for travel were reimbursed during the year to the Treasurer and the Chairperson respectively.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

12. FINANCIAL COMMITMENTS

The charity had no capital commitments at 31 March 2021.

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:

	2021	2020
	£	£
Land & Buildings,		
Within one year	7,800	7,800
Within two and five years	-	7,800

This lease expires on 31 March 2022.

13. RELATED PARTY TRANSACTIONS

There were no disclosable related party transactions during the year (2020 – 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 2021 and 2020 are included at pages 21 and 22 respectively.

ACE IT SCOTLAND SCIO – NOTES TO THE FINANCIAL STATEMENTS

15. INCOME AND EXPENDITURE FOR THE YEAR TO 31 MARCH 2021

	UNRESTRICTED FUNDS		RESTRICTED FUNDS					Total Funds 2021	Total Funds 2020
	General	Total	EIJB*	Wellbeing Fund	National Lottery	LifeCare	BOS - Reach **		
	£	£	£	£	£	£	£	£	£
INCOME									
Grants: Core	0	0	62225	0	0	0	0	62225	62225
other	0	0	0	11705	0	2500	22742	36947	400
Lessons	0	0	0	0	0	0	0	0	3648
Telephone helpline	980	980	0	0	0	0	0	980	0
Outreach & events	360	360	0	0	0	0	0	360	69
Other donations	9271	9271	0	0	0	0	0	9271	6614
Compensation	0	0	0	0	0	0	0	0	0
Fundraising	0	0	0	0	0	0	0	0	0
Royalties	345	345	0	0	0	0	0	345	701
Interest received	58	58	0	0	0	0	0	58	98
Total Income	11014	11014	62225	11705	0	2500	22742	99172	73755
EXPENDITURE									
Salaries & fees	3179	3179	46068	2423	3131	1219	0	52841	47593
Employers NIC	0	0	0	0	0	0	0	0	0
Pensions	81	81	679	64	48	36	0	827	631
Staff & volunteer training	0	0	0	0	0	135	0	135	165
Recruitment costs	0	0	460	0	0	0	0	460	575
Volunteer expenses	0	0	0	0	387	0	0	387	576
Travel expenses	0	0	0	0	0	0	0	0	551
Provisions	0	0	0	0	0	0	0	0	387
Rent	1170	1170	6147	0	0	0	0	6147	10895
Other property costs	0	0	0	0	0	0	0	0	354
Insurance	44	44	392	0	0	0	0	392	646
IT maintenance	484	484	3772	0	0	778	0	4550	5415
Equipment/consumables	0	0	961	8322	1750	332	0	11365	2608
Promotions	0	0	287	31	450	0	0	768	557
Post, print etc	162	162	760	41	0	0	0	801	365
Telephone	60	60	327	533	0	0	0	860	442
Miscellaneous	34	34	0	198	0	0	0	198	213
Professional services	32	32	304	0	0	0	0	304	540
Independent examiner's fee	0	0	0	0	0	0	0	0	0
Bank interest & charges	0	0	0	0	0	0	0	0	0
Depreciation	0	0	0	0	0	0	0	0	0
Total Expenditure	5246	5246	60157	11612	5766	2500	0	80035	85281
NET SURPLUS	5768	5768	2068	93	-5766	0	22742	19137	1242
Transfer of Funds	93	93	0	-93	0	0	0	-93	0
Funds brought forward	22317	22317	6674	0	5766	0	0	12440	33515
FUNDS CARRIED FORWARD	28178	28178	8742	0	0	0	22742	31484	34757

* Edinburgh Integration Joint Board

** Bank of Scotland Foundation Reach grant

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*		CGI	National Lottery	E&L Trust Fund**	Scotmid***	Total		
			Training	Moose							
	£	£	£	£	£	£	£	£	£	£	
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	3648	3648	3139
Outreach & events	69	69	0	0	0	0	0	0	69	69	300
Other donations	6614	6614	0	0	0	0	0	0	6614	6614	4791
Fundraising	0	0	0	0	0	0	0	0	0	0	435
Royalties	701	701	0	0	0	0	0	0	701	701	1578
Interest Received	98	98	0	0	0	0	0	0	98	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

End of report