(A Scottish Charitable Incorporated Organisation "SCIO")

# **ANNUAL REPORT AND ACCOUNTS**

Year Ended 31 MAY 2020

Charity No. SC046550

Akkounted Limited
Chartered Accountants
10 Abbey Park Place
Dunfermline
KY12 7NZ

# STATEMENT OF FINANCIAL ACTIVITIES

# For the year ended 31 May 2020

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#### ANNUAL REPORT OF THE TRUSTEES

#### For the year ended 31 May 2020

The Trustees present their report along with the financial statements for the SCIO for the year ended 31 May 2020. The financial statements have been prepared in accordance with the accounting policies set out on page 10 and comply with the SCIO's constitution, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)...

#### **OBJECTIVES AND ACTIVITIES**

The organisation's purposes are:

- To advance education by providing tuition in the form of writing workshops and classes, materials, and facilities to service users, increasing the levels of literacy, self-esteem and aspiration in under-resourced young people aged 8 -18;
- To advance arts, heritage and culture by facilitating the creation and publication of written, visual and artistic material by service users;
- To provide recreational activities with the object of improving conditions of life for under resourced students aged 8 to 18 by providing facilities, materials and tuition which would otherwise be beyond their means;
- To promote equality and diversity by striving to close the literacy gap between the catchment area's service users and the rest of Scotland through creative and educational activities;
- To relieve those who by reason of financial hardship would be otherwise unable to engage extra-curricular English language literacy or creative tuition by providing appropriate facilities, materials and tuition.

The principal activity in pursuit of the charitable objects will be the implementation of writing workshops and the opening and operation of a writing and mentoring centre that improves literacy, self-esteem and fosters aspiration among under-resourced students from 8 -18.

#### **ACHIEVEMENTS AND PERFORMANCE**

During the 2019/20 school year, our programmes continued to grow. We added five schools to our growing list of partner schools (Portobello High School, Drummond Community High School, Wardie Primary, Victoria Primary and Trinity Primary) to bring the total of schools we work with to eleven. The continued growth of the Super Power Agency is made possible with the help of our dedicated volunteer corps now numbering 250 people. During our workshops volunteers are offering advice, guidance, reading and editing support to the pupils. Volunteers also help outside of the classroom to type, edit, and design our publications to get them ready for printing. With their help, we were able to publish nine books this year.

In total we were able to offer 205 hours of literacy support to 1,010 young people with the help of 136 volunteers during the year. Our offer to schools now consists of three very distinct programmes, all aimed at helping pupils build their writing skills, self-confidence and self-esteem. Our eight-week intensive writing workshops help young people in primary and high schools build their writing skills as well as confidence in their writing and in themselves. This year 553 young people became published authors with essays, stories and poems published in nine books which we self-publish through Super Power Books. Portfolio editing workshops are conducted in high schools with S4 and S5 pupils. We bring in volunteers who offer their advice, listen to pupils, and help edit their writing pieces which the pupils will submit for their National Assessments. We worked with 424 pupils at Leith Academy and Broughton High School in our portfolio editing workshops. Finally, our storytelling workshops are aimed at primary school pupils, providing them with a high energy 2 - 3 hour workshop where they are allowed to be as creative and imaginative as they wish to be crafting a group story and then writing their own individual ending. We worked with thirty-three primary school pupils at Victoria Primary and hope to expand these workshops to other primary schools when we are able.

## ANNUAL REPORT OF THE TRUSTEES (continued)

## For the year ended 31 May 2020

#### **CURRENT SCHOOL PARTNERS**

#### **Primary Schools**

Leith Primary Victoria Primary Wardie Primary Trinity Primary Lorne Primary Craigentinny Primary

Hermitage Park Primary

#### Secondary Schools

Broughton High School Portobello High School Drummond High School Leith Academy

## YOUTH WRITING PUBLICATIONS 2019/20

- 1. We Are Portobello' by S2 and S3 pupils at Portobello High School
- 2. That is Not a Poem' by S1 pupils at Leith Academy
- 3. Quick! Bring the Cheesemobile' by S1 pupils at Leith Academy
- 4. Netflixt!' A comedy magazine by our new afterschool writers club at Leith Academy
- 5. Outsiders' by S1 pupils at Broughton High School
- 6. We Got Told to Write a Book' by S2 pupils at Drummond Community High School
- 7. Earth 4000 and Space Interianation: The Book of Super Science' by P7 pupils at Trinity Primary
- 8. Xadia's Amazing Stories: The Book of Superpowers' by P7 pupils at Victoria Primary
- 9. Adventures on the Worlds of Elliptica, Zorg, and Irdon: The Book of Super Sorcery' by P7 pupils at Wardie Primary

Our Programme Coordinator, Calum McDonald, resigned from his post effective 28 November, 2019. Even though he resigned before the beginning of winter school term, we were able to move forward with our planned workshops because of the strength of our volunteer corps. We piloted a new initiative in which our long-time and more seasoned volunteers would lead our workshops in a paid contract capacity with the support of Super Power Agency staff. We started the Teaching Writers Corps with our first recruit, a long-time volunteer and children's book author who was looking for more experience working directly in classrooms. With the confidence gained through volunteering with the Super Power Agency felt he could lead workshops so it was a natural fit. After a few days of training and with the support with our volunteer coordinator, our first recruit led two workshops with one of our new school partners, Trinity Primary. The workshops were a success and seventy pupils wrote the book, Earth 4000 and Space Interianation: The Book of Super Science. We plan to recruit more volunteers to be workshop leaders for the Teaching Writers Corps which will help us deliver our workshops to more schools and expand our reach without overextending our staff.

We recruited two new board members, Elaine Moran and Carrie Rees. Board members Merryn Somerset Webb and Jonathan Reed resigned from the board at the beginning of 2020.

Funds raised over the year amounted to just over £135,663 with the majority of funding coming from recurring donors to the Super Power Agency. Expenditures for the year came to £114,134. We had no major expenditures during the fiscal year.

## ANNUAL REPORT OF THE TRUSTEES (continued)

#### For the year ended 31 May 2020

#### EFFECT OF THE PANDEMIC ON THE ORGANISATION

Unfortunately, due to the pandemic we had to cancel our workshops with Leith, Lorne, Craigentinny, and Hermitage Park Primaries (175 pupils in total) and Liberton High School (40 pupils) which were to start at the end of March. Our hope is to resume these workshops in 2021.

We were able to conduct an online pen pals project during this time. We worked with three of our school partners to carry out an electronic letter exchange between 33 pupils at Leith, Wardie and Victoria Primaries and 33 of our volunteers. The pen pals exchanged between three to four letters about their lives during lockdown before the school year brought the project to a close.

Our volunteer coordinator was put on furlough through the HMRC Furlough Scheme. She will be returning on part-time furlough in August leading up to her once again working with us full-time in November.

#### FINANCIAL REVIEW

The charity generated total income of £135,663 (2019: £81,737) and recorded expenditure of £114,134 (2019: £118,303). There was net income of £36,985 (2019: net expenditure of £23,036) on unrestricted funds and net expenditure of £15,456 (2019: £13,530) on restricted funds, before transfers.

#### Reserves Policy

The trustees have adopted a reserves policy through which we aim to build and maintain a minimum level of unrestricted reserves equivalent to three months of running costs.

As of the end of the year, total funds amounted to £45,231 (2019: £23,702), of which £38,822 was unrestricted (2019: £73 deficit), including £7,792 (2019: £18,036) as designated fixed assets, and £6,409 was restricted (2019: £23,775).

#### **Risk Management**

The Trustees have assessed the major risks to which the SCIO is exposed, in particular those relating to the operations and finances of the SCIO and are satisfied that systems are in place to manage exposure to those risks.

#### **FUTURE PLANS**

Covid-19 and social distancing rules are changing the landscape of education in schools. We believe our work will be more important than ever as schools work to support pupils as they return from their months-long hiatus from school AND the effects of the lockdown on their mental health. To provide targeted support to schools, our theme for our workshops this year will be 'Writing for Wellbeing', aimed at helping young people deal with and express their feelings about the 'new normal' we all live in through writing.

We are currently in talks with our school partners discussing the best way the Super Power Agency can add value and resources to help their pupils during the new school year. We are also working with the Scottish Tech Army, a group of technology professionals helping us build an online writing workshop portal so our volunteers can continue to work and provide support to pupils virtually. Our hope is this new platform will help us during this school year and beyond as we work to expand our programmes to other schools and communities beyond Edinburgh.

We had begun the search for a space to create our youth writing centre. The search for a space was put on hold due to Covid-19. The ban on group gatherings would impact our work at any writing centre we open so we will continue to hold off on the search until restrictions caused by the pandemic are lifted.

## ANNUAL REPORT OF THE TRUSTEES (continued)

## For the year ended 31 May 2020

#### STRUCTURE GOVERNANCE AND MANAGEMENT

#### Constitution

Super Power Agency is a Scottish Charitable Incorporated Organisation, charity number SC046550, incorporated under its constitution and recognised as a charity on 16 May 2016.

#### Trustees, Recruitment and Appointment of New Trustees

The Board of Trustees is responsible for the management of the charity and the safeguarding of its assets. Trustees are recruited to the Board with a view to cultivating a mix of skills and experiences across a broad range of relevant disciplines.

The Trustees are elected, appointed or co-opted in accordance with the terms of the Constitution. The maximum number of Trustees is 12 and the minimum number is 8.

#### **Induction and Training of new Trustees**

New Trustees are often already familiar with the practical work of the charity. On appointment new Trustees are introduced to the existing trustees and briefed on the charity's current activities. Previous Trustee Meeting Minutes and Annual Accounts are available to all new Trustees.

#### **Organisational Structure**

The Trustees meet regularly, to oversee the operation of the Charity and determine its strategic direction and policies. A scheme of delegation is in place whereby the day-to-day responsibility for operation and administration rests with the Chief Executive Officer, Gerald Richards.

## ANNUAL REPORT OF THE TRUSTEES (continued)

## For the year ended 31 May 2020

## INFORMATION

#### **Charity Number**

SC046550

#### Trustees

Jack Simpson

Chairman

Valerie Lindsay

Maxine Sloss

Merryn Somerset Webb

(resigned 4 March 2020)

Ryan Van Winkle Phoebe Grigor

Nick Reid

Elaine Moran Carrie Rees

Treasurer

#### **Key Staff**

Gerald Richards

Chief Executive Officer

Claire Heffernan

Volunteer Coordinator

## Registered and Principal Office

John Knox House 41 High Street

Top Floor

Edinburgh

EH1 1SR

## Independent Examiner

Alan Couper

Akkounted Limited

47 Fergusson Road

Dunfermline

Fife

**KY11 8NA** 

### **Bankers**

CAF Bank

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

## ANNUAL REPORT OF THE TRUSTEES (continued)

## For the year ended 31 May 2020

#### RESPONSIBILITIES OF THE TRUSTEES

Charity law requires the board of trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity as at the balance sheet date and of its income and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- · select suitable accounting policies and then apply them consistently;
- · observe the methods and principles in the Charities SORP:
- · make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the 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 company and to enable them to ensure that the financial statements comply with charity law. 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.

Approved by the Trustees on 10 December 2020 and signed on behalf of the Trustees by:

Jack Simpson, Trustee

#### INDEPENDENT EXAMINERS REPORT

## For the year ended 31 May 2020

I report on the financial statements for the year ended 31 May 2020, set out on pages 8 to 16.

#### Respective responsibilities of the Trustees and the Independent Examiner

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

#### Basis of independent examiner\*s report

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

#### Independent examiner's statement

In 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 (as amended); and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations (as amended)

have not been met; or

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

Alan Couper, CA

Akkounted Limited

47 Fergusson Road

Dunfermline

Fife

**KY11 8NA** 

## STATEMENT OF FINANCIAL ACTIVITIES

## For the year ended 31 May 2020

		Unrestricted Funds	Restricted Funds	2020 Total	2019 Total
	Note	£	£	£	£
INCOME AND ENDOWNMENTS FROM:					
Charitable activities					
Grants and donations	2	59,029	73,988	133,017	81,737
Job retention scheme reimbursement		2,647	-	2,647	
		61,676	73,988	135,663	81,737
EXPENDITURE ON:					
Raising funds	3			-	3,654
Charitable activities	3	24,691	89,443	114,134	114,649
		24,691	89,443	114,134	118,303
Net (expenditure) / income for the year		36,985	(15,456)	21,529	(36,566)
Transfer between funds		1,910	(1,910)		
Net movement in funds in the year		38,895	(17,366)	21,529	(36,566)
Reconciliation of funds:					
Total funds at 31 May 2019		(73)	23,775	23,702	60,268
Total funds carried forward at 31 May 2020	10	38,822	6,409	45,231	23,702

There are no recognised gains or losses other than the results for the period as set out above. All the activities of the charity are classed as continuing.

The notes on pages 10 to 17 form an integral part of these accounts.

## **BALANCE SHEET**

## As at 31 May 2020

		2020		2019
	Note	£	£	£
FIXED ASSETS			No contraction	******
Tangible assets	6		7,792	18,036
CURRENT ASSETS				
Bank		26.500		4,410
Debtors	7	13.700		7,802
	_	40.200		12,212
CURRENT LIABILITIES				
Amounts falling due within one year	8	(2.760)		(6,546)
			37,439	5,666
NET ASSETS		-	45,231	23,702
FUNDS		9		
Unrestricted - General			31.030	(18,109)
Unrestricted - Designated			7,792	18,036
Restricted			6,409	23,775
Total funds carried forward at 31 May 2020	10		45,231	23,702

Approved by the Board of Trustees on 10 December 2020 and signed on their behalf by

Jack Simpson, Trustee

#### NOTES TO THE ACCOUNTS

### For the year ended 31 May 2020

#### 1. ACCOUNTING POLICIES

#### **Basis of Accounting**

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value. The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The charity constitutes a public benefit entity as defined by FRS 102.

At 31 March 2020 the general fund is in surplus by £31,030 and general funds in surplus by £38,882. The trustees expect the charity to be able to meet its liabilities as they fall due for a period of at least 12 months from approval of the accounts. Given this, they conclude the charity is a going concern and continue to adopt the going concern basis for preparing the accounts.

#### Income

All income is included in the Statement of Financial Activities when the charity has entitlement, it is probable that the resources will be received and the monetary value be measured with sufficient reliability.

#### Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Irrecoverable VAT is charged against the category of resource expended for which it was incurred. The following specific policies are applied to particular categories of expenditure:

Costs of raising funds comprise those costs directly associated with generating donations and fundraising income.

Charitable activity expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them, including governance costs. Indirect expenditure is allocated between activities based on staff time.

• Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

## **Tangible Fixed Assets**

Assets are initially recorded at cost and only assets over £500 are capitalised. Depreciation is provided in annual instalments over the estimated useful lives of the assets. The rates of depreciation are as follows:-

· Motor vehicles

- 25.00% straight line per annum

Computer equipment

- 33.33% straight line per annum

### Restricted funds

Unrestricted funds are income receivable without specified purpose and are available as general funds.

### Designated funds

This fund represents the net book value of fixed assets.

## NOTES TO THE ACCOUNTS (continued)

## For the year ended 31 May 2020

## 1. ACCOUNTING POLICIES (continued)

## Restricted funds

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through terms of appeal.

### 2. INCOME FROM CHARITABLE ACTIVITIES

## Formulations	2019 Total	2020 Total	Restricted	Unrestricted	
Christina Mary Hendrie Trust	£	£	£	£	
Christina Mary Hendrie Trust  M Sloss  M Sloss  31,100  - 31,100  National Lottery Fund  The Robertson Trust  The Volant Charitable Trust  The Volant Charitable Trust  The Corra Foundation  The Mill Charitable Trust  The Mebster Charitable Trust  The Webster Charitable Trust  The Winder Foundation					Grants and Donations:
M Sloss National Lottery Fund The Robertson Trust The Robertson Trust The Volant Charitable Trust The Corra Foundation The Corra Foundation The Corra Foundation The Volant Charitable Trust The Spann Spann The Volant Charitable Trust The Volant Charitable Trust The Volant Charitable Trust The Corra Foundation The Corra Foundation The Corra Foundation The Corra Foundation The Volant Charitable Trust The Robert Aladiane Spann The J P Marland Charitable Trust The Robert Haldiane Smith Charitable Found'n The Robert Haldiane Smith Charitable Found'n The Robert Haldiane Smith Charitable Trust The Robert Haldiane Trust The Mallia Trust The Mallia Trust The Mallia Trust The MBILL Charitable Trust The MBILL Charitable Trust The MBILL Charitable Trust The W M Mann Foundation The Nimar Charitable Trust The W M Mann Foundation	14,093	2/	2	-	General Donations
National Lottery Fund The Robertson Trust The Robertson Trust Tides Foundation The Volant Charitable Trust The Vendation The Volant Charitable Trust The Vendation The Pleasance Trust The Wh Mann Foundation The Wh Mann Foundation The W M Mann Foundation	17,500	35,000	35,000	9	Christina Mary Hendrie Trust
The Robertson Trust Tides Foundation Tides Foundation The Volant Charitable Trust The Valant Charitable Trust The Valant Charitable Trust The Robert Haldane Smith Charitable Found'n The Robert Haldane Smith Charitable Trust The Robert Haldane Trust The Robert Haldane Trust The Robert Haldane Smith Charitable Trust The Ologo The Trust The Robert Haldane Smith Charitable Trust The Mall Charitable Trust The Mall Charitable Trust The Mall Charitable Trust The Mall Charitable Trust The Mebster Charitable Trust The Webster Charitable T	727	31,100	= =	31,100	M Sloss
Tides Foundation The Volant Charitable Trust The Corra Foundation Sucknall Solon Bucknall Solon Sucknall Solon Sol	10,000		=	378	National Lottery Fund
The Volant Charitable Trust The Corra Foundation The Corra Foundation  Bucknall Flower	10,000	10,000	10,000	(₩)	The Robertson Trust
The Corra Foundation  Bucknall  5,000  - 5,000  Hobson Charity  - 5,250  Rees & Co  3,000  - 3,000  The J P Marland Charitable Trust  - 3,000  FIXR Ticket  1,000  James Wood Bequest Fund  Nancie Massey Charitable Trust  The Robert Haldane Smith Charitable Found'n  Brewin Dolphin Foundation  James McNab Trust  1,000  James McNab Trust  1,000  Li F Harvey Charitable Trust  1,000  Reed Creative  Entry  Edinburgh Decorative and Fine Arts Society  The ABC Foundation  The W M Mann Foundation  The Webster Charitable Trust  The Webster Charitable Trust  The W M Mann Foundation  - 5,000  - 3,000  - 3,000  - 3,000  - 3,000  - 3,000  - 2,000  - 2,000  - 3,000  - 4,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  - 1,000  -	6,144	-	=	-	Tides Foundation
Bucknall	5,000	10,000	10,000	120	The Volant Charitable Trust
Hobson Charity	-	6,000	6,000		The Corra Foundation
Rees & Co       3,000       -       3,000         V & D Lindsay       3,000       -       3,000         The J P Marland Charitable Trust       -       3,000       3,000         FIXR Ticket       2,291       -       2,291         The Lady Jardine Charitable Trust       -       2,000       2,000         James Wood Bequest Fund       -       -       -         Nancie Massey Charitable Trust       -       -       -       -         Nancie Massey Charitable Trust       - </td <td>-</td> <td>5,000</td> <td>-</td> <td>5,000</td> <td>Bucknall</td>	-	5,000	-	5,000	Bucknall
V & D Lindsay       3,000       -       3,000         The J P Marland Charitable Trust       -       3,000       3,000         FIXR Ticket       2,291       -       2,291         The Lady Jardine Charitable Trust       -       2,000       2,000         James Wood Bequest Fund       -       -       -         Nancie Massey Charitable Trust       -       -       -         Nancie Massey Charitable Trust       -       -       -       -         The Robert Haldane Smith Charitable Found'n       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -        -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -       -	-	5,250	5,250	1 <del>.0</del> /8	Hobson Charity
The J P Marland Charitable Trust - 3,000 3,000 FIXR Ticket - 2,291 - 2,291 The Lady Jardine Charitable Trust - 2,000 2,000 James Wood Bequest Fund Nancie Massey Charitable Trust	-	3,000	· · · · · ·	3,000	Rees & Co
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FIXR Ticket       2,291       -       2,290         The Lady Jardine Charitable Trust       -       2,000       2,000         James Wood Bequest Fund       -       -       -         Nancie Massey Charitable Trust       -       -       -         The Robert Haldane Smith Charitable Found'n       -       -       -         Brewin Dolphin Foundation       -       1,500       1,500         Granton       1,500       -       1,500         James McNab Trust       1,000       -       1,000         James McNab Trust       1,000       -       1,000         IF Harvey Charitable Trust       1,000       -       1,000         IF Harvey Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Found	1,000	3,000	3,000	12//	The J P Marland Charitable Trust
The Lady Jardine Charitable Trust  James Wood Bequest Fund  Nancie Massey Charitable Trust  The Robert Haldane Smith Charitable Found'n  Brewin Dolphin Foundation  Granton  J.500  James McNab Trust  I,500  James McNab Trust  I,000  I F Harvey Charitable Trust  I,000  I F Harvey Charitable Trust  I,000  Reed Creative  I,000  Emma Hawkins  Bells Hunter  Cruach Trust  ECHT  Edinburgh Decorative and Fine Arts Society  The ABC Foundation  The Ettrick Charitable Trust  I,000  The Pleasance Trust  The Webster Charitable Trust  The W M Mann Foundation  The Cothers \$1,000  The Others \$1,000  The Others \$1,000  Tothers \$1,000  The Others \$1,000  Tothers \$1	=		4	2,291	FIXR Ticket
James Wood Bequest Fund       -       -       -         Nancie Massey Charitable Trust       -       -       -         The Robert Haldane Smith Charitable Found'n       -       -       -         Brewin Dolphin Foundation       -       1,500       1,500         Granton       1,500       -       1,500         James McNab Trust       1,000       -       1,000         I F Harvey Charitable Trust       1,000       -       1,000         Walker Family Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Webster Charitable Trust       -       -       -	-		2,000		The Lady Jardine Charitable Trust
The Robert Haldane Smith Charitable Found'n  Brewin Dolphin Foundation  Granton  James McNab Trust  James Mc	2,000	-	% 2 <b>≠</b> 2	-	James Wood Bequest Fund
Brewin Dolphin Foundation         -         1,500         1,500           Granton         1,500         -         1,500           James McNab Trust         1,000         -         1,000           I F Harvey Charitable Trust         1,000         -         1,000           Walker Family Charitable Trust         1,000         -         1,000           Reed Creative         1,000         -         1,000           Emma Hawkins         1,000         -         1,000           Bells Hunter         -         -         -           Cruach Trust         -         -         -           ECHT         -         -         -           Edinburgh Decorative and Fine Arts Society         -         -         -           The ABC Foundation         750         -         750           The Ettrick Charitable Trust         1,000         -         1,000           The Nimar Charitable Trust         1,000         -         1,000           The Webster Charitable Trust         -         -         -           The W M Mann Foundation         -         -         -	2,000		0#1	-	Nancie Massey Charitable Trust
Granton       1,500       -       1,500         James McNab Trust       1,000       -       1,000         I F Harvey Charitable Trust       1,000       -       1,000         Walker Family Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Pleasance Trust       -       -       -         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other € \$1,000       -       -       -         Other € \$1,000       -       -       -         Other € \$1,000       -       - <td>2,000</td> <td>2</td> <td>343</td> <td></td> <td>The Robert Haldane Smith Charitable Found'n</td>	2,000	2	343		The Robert Haldane Smith Charitable Found'n
Granton       1,500       -       1,500         James McNab Trust       1,000       -       1,000         I F Harvey Charitable Trust       1,000       -       1,000         Walker Family Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Pleasance Trust       -       -       -         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other € \$1,000       -       -       -         Other € \$1,000       -       -       -         Other € \$1,000       -       - <td>7047.4000.0 E</td> <td>1,500</td> <td>1,500</td> <td><u> </u></td> <td>Brewin Dolphin Foundation</td>	7047.4000.0 E	1,500	1,500	<u> </u>	Brewin Dolphin Foundation
James McNab Trust       1,000       -       1,000         I F Harvey Charitable Trust       1,000       -       1,000         Walker Family Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Pleasance Trust       -       -       -         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other € \$1,000       -       -       -         Other € \$1,000       -       -       -	_			1,500	Granton
F Harvey Charitable Trust				1,000	James McNab Trust
Walker Family Charitable Trust       1,000       -       1,000         Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       -       -       -       -         The MBILI Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other C 61 000       -       -       -       -	-		-		I F Harvey Charitable Trust
Reed Creative       1,000       -       1,000         Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       -       -       -         The MBILI Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Pleasance Trust       -       -       -         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other C 51 000       -       -       -       -	1,000		7.43		Walker Family Charitable Trust
Emma Hawkins       1,000       -       1,000         Bells Hunter       -       -       -         Cruach Trust       -       -       -         ECHT       -       -       -         Edinburgh Decorative and Fine Arts Society       -       -       -         The ABC Foundation       750       -       750         The Ettrick Charitable Trust       -       -       -         The MBILI Charitable Trust       1,000       -       1,000         The Nimar Charitable Trust       1,000       -       1,000         The Pleasance Trust       -       -       -         The Webster Charitable Trust       -       -       -         The W M Mann Foundation       -       -       -         Other C 51 000       -       -       -       -	2.500,202 21		140		Reed Creative
Bells Hunter Cruach Trust ECHT Edinburgh Decorative and Fine Arts Society The ABC Foundation The Ettrick Charitable Trust The MBILI Charitable Trust The Nimar Charitable Trust The Vebster Charitable Trust The Webster Charitable Trust The W M Mann Foundation			2	1,000	Emma Hawkins
ECHT Edinburgh Decorative and Fine Arts Society The ABC Foundation The Ettrick Charitable Trust The MBILI Charitable Trust The Nimar Charitable Trust The Pleasance Trust The Webster Charitable Trust The W M Mann Foundation	1,000		-	¥	Bells Hunter
Edinburgh Decorative and Fine Arts Society  The ABC Foundation  The Ettrick Charitable Trust  The MBILI Charitable Trust  The Nimar Charitable Trust  The Pleasance Trust  The Webster Charitable Trust  The W M Mann Foundation	1,000		-		Cruach Trust
The ABC Foundation 750 - 750  The Ettrick Charitable Trust	1,000	-	-	7. <del>4</del> 7	ECHT
The ABC Foundation 750 - 750  The Ettrick Charitable Trust	1,000	250			Edinburgh Decorative and Fine Arts Society
The Ettrick Charitable Trust  The MBILI Charitable Trust  The Nimar Charitable Trust  The Pleasance Trust  The Webster Charitable Trust  The W M Mann Foundation	1,000	750		750	
The Nimar Charitable Trust 1,000 - 1,000 The Pleasance Trust	1,000	-	2	521	The Ettrick Charitable Trust
The Nimar Charitable Trust 1,000 - 1,000 The Pleasance Trust	1,000	1 000	-	1,000	The MBILI Charitable Trust
The Pleasance Trust The Webster Charitable Trust The W M Mann Foundation  Other < \$1,000	1,000		-		The Nimar Charitable Trust
The W M Mann Foundation	1,000	.,000	-		The Pleasance Trust
Other < \$1,000	1,000	_	_	-	The Webster Charitable Trust
Other < £1,000	1,000	월	₽		The W M Mann Foundation
5,300 1,238 6,626	-	6,626	1,238	5,388	Other < £1,000
59,029 73,988 133,017	81,737	133,017	73,988	59,029	

# NOTES TO THE ACCOUNTS (continued)

## For the year ended 31 May 2020

EXPENDITURE		2020 Total	2019 Total
	Note	£	£
Raising funds:			
Professional fees - fundraiser		<b>2</b> €	3,654
Charitable activities:			
Consultancy		4,620	1,337
Staff salaries	4	85,225	72,956
Professional fees		2,139	10,445
Insurance		2,701	2,725
Depreciation		10,243	10,243
Council tax		-	- 60
Heat and light			76
Rent		2.00	1,250
General expenses		946	889
Bank charges		66	40
Refreshments		442	1,765
Telephone		306	121
Printing, postage and stationery		4,026	7,602
IT software and consumables		450	121
Video production			2,200
Charitable activities - Governance costs:			
Independent examination fees		2,970	3,060
		114,134	118,303

Included above is restricted expenditure amounting to £89,443 (2019 - £62,174). All other expenditure was unrestricted.

## 4. STAFF COSTS AND TRUSTEES REMUNERATION

	2020 Total £	2019 Total £
Staff salaries	78,938	69,657
Social security costs	5,379	2,834
Pension costs	908	465
	85,225	72,956

# NOTES TO THE ACCOUNTS (continued)

# For the year ended 31 May 2020

# 4. STAFF COSTS AND TRUSTEES REMUNERATION (CONTINUED)

The average number of employees during the year was as follows: -

	2020 £	<b>2019</b> £
Chief Executive Office Project Coordinators	1 2	1
	3	2

No employee received emoluments of £60,000 or more during the current or previous year. No trustees received any remuneration during the current or previous year. No trustees were reimbursed for any expenditure incurred during the year (2019 - £144). Donations from trustees during the year totalled £34,200 (2019 - £1,300).

# 5. NET INCOME / (EXPENDITURE) FOR THE YEAR

	2020 Total	2019 Total
This is stated after charging: -	£	£
Depreciation		
Independent Examiner's fees	10,243	10,243
	2,970	3,060
	13,213	13,303

# NOTES TO THE ACCOUNTS (continued)

# As at 31 May 2020

6.	FIXED ASSETS	$\begin{array}{c} \textbf{Motor} \\ \textbf{Vehicles} \\ \pounds \end{array}$	Office Equipment £	Total £
	Cost	<b>2</b> 0	~	~
	At 1 June 2019	30,236	8,053	38,289
	Additions / Disposals in the year		-	-
		30,236	8,053	38,289
	Depreciation			
	At 1 June 2019	17,569	2,684	20,253
	Charge for the year	7,559	2,684	10,243
		25,128	5,368	30,496
	Net Book Value			
	At 31 May 2020	5,107	2,685	7,792
	At 31 May 2019	12,667	5,369	18,036
-	DEDTODO			
7.	DEBTORS		<b>2020</b> £	2019 £
	Prepayments		-	208
	Grant debtors		12,250	6,144
	Other debtors		1,450	1,450
			13,700	7,802
8.	CREDITORS			
			<b>2020</b> £	<b>2019</b> £
	Accruals and deferred income		1,200	1,927
	PAYE and socila security		1,560	4,619
			2,760	6,546
9.	DEFERRED INCOME		2020 £	<b>2019</b> £
	Opening balance brought forward Released in the year		<b>2</b> 0	10,000
		_	<u> </u>	(10,000)
		-		12

## NOTES TO THE ACCOUNTS (continued)

### For the year ended 31 May 2020

10.	MOVEMENT	IN FUNDS
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me tement in teme	At 1 June 2019	Income	Expenditure	Transfers	At 31 May 2020
	£	£	£	£	£
Restricted Funds					
Gordon Fraser Charitable Trust	1,000	9 <del>=</del> 9		(1,000)	-
KPE4	910	-	7-	(910)	į.
Christina Mary Hendrie Trust	638	35,000	(35,638)	-	5
National Lottery	83	-	(83)	-	
The Robertson Trust	10,000	10,000	(20,000)	-	-
Tides Foundation	6,144	-	(6,144)	2	-
The Volant Trust	5,000	10,000	(15,000)	2	-
The Corra Foundation	) <del>=</del> 3	6,000	(6,000)	5	
Hobson Charity	(*C	5,250	A-0	<del>-</del>	5,250
The J P Marland Charitable Trust	141	3,000	(3,000)	-	
The Lady Jardine Charitable Trust		2,000	(2,000)	-	-
Brewin Dolphin Foundation	(2)	1,500	(841)	-	659
Leith Academy	-	738	(738)	-2	<u></u>
Virgin Heart of the Community	7 <del>7</del> %	500	7-	÷	500
	23,775	73,988	(89,444)	(1,910)	6,409
Unrestricted Funds					
General Funds	(18,109)	61,676	(24,691)	12,154	31,030
Designated Funds	18,036	7	2.3	(10,244)	7,792
	(73)	61,676	(24,691)	1,910	38,822
Total Funds	23,702	135,663	(114,135)		45,231

#### **Restricted Funds**

Gordon Fraser Charitable Trust - funding received for laptops. The transfer during the year recognises the capital spend and reallocates it to the fixed asset designated fund.

KPE4 - funding received for laptops. The transfer during the year recognises the capital spend and reallocates it to the fixed asset designated fund.

Christina Mary Hendrie Trust - funding received for the Chief Executive Officer post.

The National Lottery - funding received for the salary costs of a Volunteer Coordinator.

The Robertson Trust - funding received for the salary costs of a Volunteer Coordinator.

Tides Foundation - funding received for the Young Writers/Young Voices Program.

The Volant Trust - funding received through Foundation Scotland for the salary costs of a Volunteer Coordinator.

The Corra Foundation - funding received to support the salary of the Programme Coordinator and Covid-19 support.

Hobson Charity - funding received to support the printing and publication of our books.

The J P Marland Charitable Trust - funds received used to support our Young Writer/Young Voices programme, specially the creation and publishing of 'We Are Portobello'.

The Lady Jardine Charitable Trust - funding received to support Young Writers/Young Voices programme.

Brewin Dolphin Foundation - funding received to support costs of our volunteer programme.

Leith Academy - funding received to support the printing of the second edition to the 'Leither's Guide to Leith'.

Virgin Heart of the Community - funding received to support costs of our volunteer programme.

# NOTES TO THE ACCOUNTS (continued)

# For the year ended 31 May 2020

## 11. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total funds
At 31 May 2020	£	£	£
Tangible fixed assets	7,792	*	7,792
Net current assets	31,030	6,409	37,439
	38,822	6,409	45,231
At 31 May 2019			
Tangible fixed assets  Net current assets	18,036		18,036
Net current assets	(18,109)	23,775	5,666
	(73)	23,775	23,702

## 12. COMMITMENTS

As at the year end the charity had no capital commitments (2019: £nil).

# 13. OPERATING LEASE COMMITMENTS

At 31 May 2020	Land & buildings £	Other £	Total 2020 £	Total 2019 £
Tangible fixed assets	5,400	-	5,400	2,500