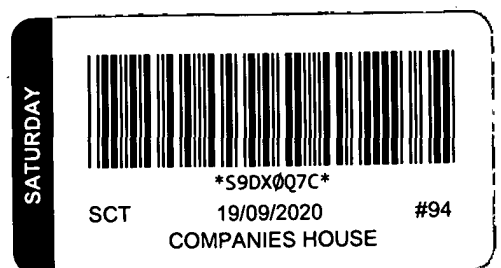


# PILTON YOUTH & CHILDREN'S PROJECT

*Registered Number: SC207455*

**Annual Report**

**For the year ended 31 March 2020**



**PILTON YOUTH & CHILDREN'S PROJECT**  
**Registered Number: SC207455**

**Annual Report**

**For the year ended 31 March 2020**

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**Auditor**

Mazars LLP, Statutory Auditor  
Apex 2, 97 Haymarket Terrace  
Edinburgh, EH12 5HD

**Directors**

Loraine Traylor  
Roger Candy  
David Phillips  
Arabella Kornahrens  
Mark Wilson  
Ricky Armstrong  
Megan Binns  
Lauren Purdie (appointed 30 October 2019)  
John Nicholson (appointed 26 August 2020)  
Morag MacPherson (appointed 26 August 2020)

**Secretary**

Deborah McMillan

**Bankers**

The Royal Bank of Scotland Plc  
12 North West Circus Place  
Edinburgh, EH3 6SX

**Registered Office**

The Greenhouse  
33 West Pilton Brae  
Edinburgh, EH4 4BH

**Company Number:** SC207455

**Charity Number:** SC003353

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Directors' Report**

**For the year ended 31 March 2020**

The Directors present their report and the audited financial statements for the year ended 31 March 2020.

#### **Governing Documents**

The organisation is a charitable company limited by guarantee, founded in 1997, incorporated on 24 May 2000 and registered as a charity on 25 May 2000. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

#### **Recruitment and Appointment of the Board of Directors**

The Directors of the company are also charity Trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

#### **Directors Induction and Training**

Many of the Directors are familiar with the work of the charity, having had involvement either personally or professionally prior to joining the Board of Directors. New Directors are encouraged to meet with the management team to familiarise themselves with the charity and the context within which it works. Additionally at every Board Meeting a member of the staff team will make a presentation on a piece of their work, and answer questions.

There is an expectation the Directors attend our Open Days and visit our groups and clubs throughout the year. All new Directors are given our Memorandum and Articles of Association and our latest financial statements. Directors are invited to attend our review of service and in-service training. Feedback from new Directors suggests that they get all relevant information and the charity is welcoming.

#### **Organisational Structure**

Pilton Youth & Children's Project has a Management Committee of up to 15 members who meet regularly and are responsible for the strategic direction and policy of the charity. At present the Committee has 8 members who are local residents or from a variety of professional backgrounds relevant to the work of the charity. The Board meets 8 times a year (every 6 weeks) as well as additional sub-group meetings to focus on themes such as fundraising and strategic development. Our Board meetings are focused on a set template, including matters arising, Project Manager's report (reporting on the service, strategic aspects, human resources and a fundraising update) and then a finance report from our Business Manager including updated management accounts. Our management team provide monthly updates to the Chairperson and also liaises with the Board on any ad-hoc issues and concerns.

#### **Risk Statement**

The Management Committee has conducted a review of the major risks to which the charity is exposed. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a business plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, visitors and children and young people to the Project.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Directors' Report**

**For the year ended 31 March 2020**

#### **Impact of the COVID-19 coronavirus**

Although the PYCP centre closed in March 2020 in line with Government guidelines, the organisation quickly adapted to the changing circumstances and needs of the community. Many families were forced into increased poverty, as people lost jobs and there was a gap in Universal Credit applications being processed. Some families were very isolated due to shielding status and children were no longer receiving school meals. Grant funders were extremely supportive and worked with us to negotiate some alternative use of funds, enabling us to help families with IT support for online learning, or helping us deliver food and essentials packages. We also applied to a range of COVID-19 specific funds to this end. All of our core staff team started to work from home, communicating with each other, partners and young people digitally. We continued to offer the majority of our services this way, including 1:1 support and group work.

#### **Objects of the Charity, Principal Activities and Organisation of our work**

The charity's principal activity during the year continued to be to offer children and young people aged between 5 and 18 years old residing in Forth Ward in Edinburgh an innovative programme of personal and social development. It aimed to provide opportunities to pursue activities and interests, not as an end in themselves, but as part of a wider development process through which children and young people learn about themselves and their relationship with the society in which they live.

#### **The Project's objectives and principal activities are to:**

- Work with the children and young people to promote their social, emotional and physical well-being as they move from childhood to adulthood.
- Ensure children and young people's needs are being met through the resources of the Project, their families, the local community and other organisations.



#### **The strategies employed to assist the charity to meet these objectives include the following:**

- Provide a range of groups, clubs and individual work that gives children and young people an opportunity to try new activities, make friends, offer support and develop new skills,
- Support children and young people in the local primary and secondary schools either through group or individual work,
- Work in partnership with other agencies to secure the widest range of services that best suit the needs of the child or young person.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Directors' Report**

**For the year ended 31 March 2020**

#### **Achievements and Performance**

The main area of charitable activity is the provision of youth and children's services for the Forth Ward, North West Edinburgh.

#### **Open Groups and Clubs**

We provide open groups and clubs 5 days and 7 evenings per week in the project building. In any one school term we run around 12 different clubs as well as outreach provision with partners in the area. For our younger children we offer a play based approach, in line with Government agenda regarding the benefits of play for child development. We also offer a range of youth work based activities for ages 11 – 18, offering young people a safe space to develop skills, explore issues and reduce risk taking and harmful behavior.

406 different children and young people participated in open access clubs and groups over the year. Evaluations showed positive outcomes such as making friends, growing in confidence and learning new skills.

#### **Intensive Support**

We offer individual and group based support to children and young people in Forth Ward. This can cover a range of issues such as low self-esteem, difficulties with peers and family issues and is on a referred basis. It involves using a range of strategies and activities to engage young people, giving them a safe space to work through issues with a trusted adult. Many of our referrals come from Craigroyston High School, Broughton High School as well as Forthview and Pirniehall Primaries. This work includes primary to secondary school transition support and our "Roots and Branches" nurture group work.

44 young people received intensive 1:1 support and reported outcomes such as getting on better at school, feeling more able to ask for help, having more positive family relationships, a reduction in self harming and feeling less anxious. We supported 26 young people through our "Roots and Branches" nurture group programme and as a result all participants have reported an increase in confidence, having made new friends in the group, feeling more positive about school and learning about keeping safe.

#### **Alternatives to Crime**

Youth crime and anti-social behaviour has long been an issue in our locality, but this has peaked in the last few years with motorbike crime (theft and dangerous driving) being especially prevalent. PYCP's FACENorth (Focusing on Alternatives to Crime, Edinburgh North) Project began in April 2015 and has had a range of successes in engaging with these groups of young people in the area. We provide a range of activities and respond to the needs of each young person involved in the project, including diversionary activity sessions, a twice weekly "Scheme of Work" programme is where we offer a range of projects such as gardening, community clean ups and construction. We also combine "Scheme of Work" with residential experiences. In 2019/20, 91 young people received support from this service.

#### **Employability/ Volunteering**

Since recruiting our Volunteer Development Worker in 2018 we have worked on developing a more integrated approach to volunteering as well as expanding and diversifying our volunteer team. We have developed resources to support volunteers through their induction and initial training, which have been successfully used for 24 volunteers over the year. Diversity is a key value. Our current team of volunteers range in age from 19 to 70+ and come from a variety of backgrounds. We also support two volunteers with a learning disability. We have found that volunteers get involved for a variety of reasons, from those at the start of their careers looking to gain more experience, through people looking to do something different and work with new groups of people in their spare time, to retired people looking to give something back to the community. Some volunteers have stayed with us for a shorter time, this has been mostly because they were seeking, and have found paid work in a related sector. We are pleased to have supported volunteers to do this.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Directors' Report**

**For the year ended 31 March 2020**

#### **School Holiday Provision**

The Project offers a range of building based and outreach activities in school summer holidays that are both fun and informative. In the Summer of 2019 we had **540** children and young people who came along to fun clubs, activities and trips – totaling **3000** spaces! Examples of trips and activities included tennis, horse riding, yoga, Indian dancing and sessions with the National Galleries and Science Festival. Following from success of previous years we again offered a hot nutritious meal to all children and young people in the local area, providing **2500** 'PY Dinners' and 'PY Suppers'. For many young people this is a lifeline when families on low income struggle without free school meals. This also enables young people to get support from youth workers when they need it.



#### **Residential Trips**

We provided a range of residential services throughout the year, for all ages. These activities give young people the opportunity to have new experiences, develop skills and confidence, as well as forming new friendships.

#### **Transactions and Financial Position**

The net income before other recognised gains and losses on ongoing activities for the year ended 31 March 2020 was £4,486 (2019: £20,393). At 31 March 2020 £10,198 (2019: £23,353) of restricted income had been received which had not been expended at the year end and has been carried forward to fund future expenditure.

#### **Principal Funding Sources**

The principal funding sources for the charity are currently grants income from The City of Edinburgh Council. Monies have also been received from various other trusts and companies which include Radio Forth Cash for Kids, Tom Farmer Foundation, The National Lottery Community Fund, The Robertson Trust, First Foundation, Aberdeen Asset Management, KPE4, William Wates, Gannochy Trust and Walter Scott Trust. Without their support the organisation would not have been able to carry out all of its activities.

#### **Reserves Policy**

The Directors consider it prudent to maintain general reserves sufficient to enable the charity to meet its short term cash flow requirements and match their risk management policy. The Directors consider this to equate to between 3 and 6 months expenditure. The reserves held, are currently considered to be adequate for this purpose.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Directors' Report**

**For the year ended 31 March 2020**

#### **Plans for Future Periods**

Following an uncertain time regarding our funding from City of Edinburgh Council; this was approved finally for another 3 years in June 2020, following an extension from March 2020 while the new grant programme was developed. Due to the uncertainty of ongoing local authority funding, we diversified our income sources and continued to be successful in fundraising from a range of Trusts and Foundations. We also continued to develop relationships with corporate partners, especially important in generating unrestricted funds so that we can continue to build our reserves and to encourage "in kind" support, further reducing costs.

#### **Statement of Directors' Responsibilities**

The Directors are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of the year. In preparing those financial statements the Directors are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgments and estimates that are responsible and prudent;
- c) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements; and
- d) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

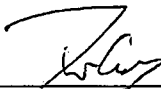
#### **Statement as to disclosure of information to auditors**

So far as the Directors are aware, there is no relevant audit information of which the charity's auditor is unaware and each Director has taken all the steps that he or she ought to have taken as a Director in order to make himself or herself aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

#### **Auditors**

Mazars LLP will be proposed for reappointment in accordance with Section 487 (2) of the Companies Act 2006.

This report has been prepared in accordance with Part 15 of the Companies Act 2006 relating to small companies and was approved by the Board of Directors on 26/8/20 and signed on its behalf by

  
\_\_\_\_\_  
Roger Candy Director

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Independent Auditor's Report to the Directors and Members**

**For the year ended 31 March 2020**

#### **Opinion**

We have audited the financial statements of Pilton Youth & Children's Project for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Directors use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Independent Auditor's Report to the Directors and Members**

**For the year ended 31 March 2020**

#### **Other information**

The Directors are responsible for the other information. The other information comprises the information included in the Annual Report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors remuneration specific by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Directors Report and from the requirement to prepare a Strategic Report.

#### **Responsibilities of Directors**

As explained more fully in the Statement of Directors responsibilities set out on page 6, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Independent Auditor's Report to the Directors and Members**

**For the year ended 31 March 2020**

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditors under Section 44(1)(C) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

#### **Use of the audit report**

Our audit work has been undertaken so that we might state to the charity's Directors those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its Trustees, as a body, for our audit work, for this report, or for the opinions we have formed.

  
Craig Maxwell (Sep 16, 2020 16:53 GMT+1)

Craig Maxwell (Senior Statutory Auditor)  
for and on behalf of Mazars LLP  
Chartered Accountants and Statutory Auditor

Apex 2 -  
97 Haymarket Terrace  
Edinburgh  
EH12 5HD

Date: Sep 16, 2020

# **PILTON YOUTH & CHILDREN'S PROJECT**

## **Statement of Financial Activities (Incorporating Income and Expenditure Account)**

**For the year ended 31 March 2020**

	Note	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £
<b>Income and endowments from:</b>							
Investment income		390	-	390	234	-	234
Donations and legacies		15,325	-	15,325	7,988	-	7,988
Charitable activities		121,870	276,352	398,222	124,558	281,915	406,473
<b>Total</b>		<b>137,585</b>	<b>276,352</b>	<b>413,937</b>	<b>132,780</b>	<b>281,915</b>	<b>414,695</b>
<b>Expenditure on:</b>							
Charitable activities	3	119,944	289,507	409,451	67,917	326,385	394,302
<b>Total</b>		<b>119,944</b>	<b>289,507</b>	<b>409,451</b>	<b>67,917</b>	<b>326,385</b>	<b>394,302</b>
<b>Net income/ (expenditure)</b>	5	<b>17,641</b>	<b>(13,155)</b>	<b>4,486</b>	<b>64,863</b>	<b>(44,470)</b>	<b>20,393</b>
<b>Reconciliation of funds:</b>							
Total funds brought forward		111,186	23,353	134,539	46,323	67,823	114,146
Total funds carried forward	11	<b>128,827</b>	<b>10,198</b>	<b>139,025</b>	<b>111,186</b>	<b>23,353</b>	<b>134,539</b>

The notes on pages 13 to 21 form part of these financial statements

# **PILTON YOUTH & CHILDREN'S PROJECT**

## **Balance Sheet**

**As at 31 March 2020**

		<b>2020 £</b>	<b>2019 £</b>
<b>Fixed assets</b>			
Tangible fixed assets	<b>7</b>	<u>50,210</u>	<u>27,369</u>
		50,210	27,369
<b>Current assets</b>			
Debtors	<b>8</b>	3,690	487
Cash and cash equivalents		<u>176,408</u>	<u>181,549</u>
		180,098	182,036
<b>Creditors: Amounts falling due within one year</b>	<b>9</b>	(21,378)	(11,040)
<b>Net current assets</b>		<u>158,720</u>	<u>170,996</u>
<b>Creditors: Amounts falling due after one year</b>	<b>10</b>	(69,905)	(63,826)
<b>Net assets</b>		<u>139,025</u>	<u>134,539</u>
<b>The funds of the charity</b>			
Unrestricted funds	<b>11</b>	128,827	111,186
Restricted funds	<b>11</b>	10,198	23,353
<b>Total funds</b>		<u>139,025</u>	<u>134,539</u>

The financial statements have been prepared in accordance with Part 15 of the Companies Act 2006 relating to small companies and were approved by the Board of Directors on 26 AUGUST 2020 and signed on its behalf by:

  
 Roger Candy  
 Director

Company number: SC207455

The notes on pages 13 to 21 form part of these financial statements

**PILTON YOUTH & CHILDREN'S PROJECT**

**Statement of Cash Flows**

**For the year ended 31 March 2020**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities:</b>		
Net movement in funds	4,486	20,393
Adjustments for:		
Depreciation	5,686	3,422
Increase in debtors	(3,203)	(184)
Increase/(decrease) in creditors	16,417	(3,687)
Interest received	(390)	(234)
<b>Net cash flows provided by operating activities</b>	<b>22,996</b>	<b>19,710</b>
<b>Cash flows from investing activities:</b>		
Purchase of tangible fixed assets	(28,527)	(627)
Interest received	390	234
<b>Net cash used in investing activities</b>	<b>(28,137)</b>	<b>(393)</b>
<b>Net (decrease)/increase in cash and cash equivalents during the reporting period</b>	<b>(5,141)</b>	<b>19,317</b>
 Cash at bank and in hand at 1 April	 <b>181,549</b>	 <b>162,232</b>
Cash at bank and in hand at 31 March	<b>176,408</b>	<b>181,549</b>

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Notes to the Financial Statements**

**For the year ended 31 March 2020**

#### **1. ACCOUNTING POLICIES**

##### **General Information**

Pilton Youth and Children's Project is a private company limited by guarantee and a charity registered in Scotland. The registered office is 33 West Pilton Brae, Edinburgh, EH4 4BH.

##### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention, and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland (FRS102), Accounting and Reporting by Charities: 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 (FRS102) (effective 1 January 2015), and the Companies Act 2006. Pilton Youth and Children's Project meets the definition of a public entity under FRS102.

##### **Going Concern**

Pilton Youth and Children's Project reported a net income of £4,486 and had total funds of £139,025 as at 31 March 2020.

The Directors have robust processes in place to monitor and assess financial performance of the charity. The Directors have prepared financial projections for the period of 12 months from the date of signing the financial statements. The financial projections indicate that the charity will be able to discharge its liabilities as they fall due for a period of no less than 12 months from approval of these financial statements.

The Directors have considered the impact on the current operations in light of the COVID-19 pandemic as outlined in the Director's Report, and believe that this will not change the above assessment.

##### **Expenditure**

Expenditure on charitable activities 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.

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

All costs are allocated between the expenditure categories of the Statement of Financial Activities ("SoFA") on a basis designed to reflect the use of the resource.

##### **Income**

Income is recognised in the year in which it is receivable.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

## **PILTON YOUTH & CHILDREN'S PROJECT**

### **Notes to the Financial Statements (continued)**

**For the year ended 31 March 2020**

#### **Income (continued)**

Income from charitable activities includes grant income. Grant income provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when grants are received in advance of the period to which they relate.

#### **Value Added Tax**

Value Added Tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

#### **Fund Accounting**

Unrestricted funds are available for use at the discretion of the Directors in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the directors for particular purposes.

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

#### **Tangible Fixed Assets**

Tangible fixed assets are held at cost, less depreciation and impairment losses, and depreciation is provided at the following annual rates in order to write off the cost of each asset over its estimated useful life.

Property improvements	- 10% straight line
Computer equipment	- 33% straight line
Fixtures and fittings	- 10% straight line
Motor vehicles	- 10% straight line

#### **Operating Leases**

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

#### **Taxation**

Pilton Youth and Children's Project has been recognised by HM Revenue and Customs as a charity for the purposes of Section 505, Income and Corporation Taxes Act 1998. Accordingly the charity is potentially exempt from taxation in respect of income or capital gains to the extent that such income or gains are applied to charitable purposes. Pilton Youth and Children's Project's trading subsidiary company is subject to Corporation Tax in the same way as any other commercial organisation. Surpluses, where they arise, are paid to Pilton Youth and Children's Project under gift aid and taking account of any applicable reserves policy.

**PILTON YOUTH & CHILDREN'S PROJECT**  
**Notes to the Financial Statements (continued)**

**For the year ended 31 March 2020**

**Debtors**

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

**Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**Creditors**

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**Pensions**

Pension costs charged in the financial statements represent contributions paid in respect of money purchase pension scheme.

**Judgments in applying accounting policies and key sources of estimation uncertainty**

In the application of the charity's accounting policies, which are described in note 1, the Directors are required to make judgements, estimates and assumptions about the carrying amount of the assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are not considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to account for estimates are recognised in the period in which the estimate is revised, if the revisions affects only that period, or in period of revision and future periods if the revision affects both current and future periods.

The following are the charity's key sources of estimation uncertainty:

**Accruals**

The charity considers whether there have been any past transactions for which an obligation is likely to arise however, no record of liability has been received at the reporting date.

**Tangible fixed assets**

The annual depreciation charge for tangible fixed assets is sensitive to residual values of the assets and changes in the estimated useful economic lives, which are assessed annually. See note 7 for the carrying amount of the property, plant and equipment and note 1 for the useful economic lives.



**PILTON YOUTH & CHILDREN'S PROJECT**

**Notes to the Financial Statements (continued)**

**For the year ended 31 March 2020**

**2. INCOME FROM ACTIVITIES TO FURTHER CHARITY'S OBJECTIVES**

**Grants Receivable – Educational Programme and Support Services**

	<b>2020 Unrestricted Funds £</b>	<b>2020 Restricted Funds £</b>	<b>2020 Total Funds £</b>	<b>2019 Unrestricted Funds £</b>	<b>2019 Restricted Funds £</b>	<b>2019 Total Funds £</b>
Revenue grants	-	142,244	142,244	-	142,244	142,244
Other grant income	76,334	134,108	210,442	122,370	139,671	262,041
	<u>76,334</u>	<u>276,352</u>	<u>352,686</u>	<u>122,370</u>	<u>281,915</u>	<u>404,285</u>

**3. TOTAL EXPENDITURE BY SPLIT OF ACTIVITY**

	<b>Basis of allocation</b>	<b>Educational Programmes and Support Services £</b>	<b>Governance £</b>	<b>2020 Total £</b>	<b>2019 Total £</b>
<b>Costs directly allocated to activities</b>					
Staff costs	Staff time	288,443	-	288,443	282,919
Centre supplies	Usage	63,904	-	63,904	66,728
Travel	Usage	701	-	701	561
Audit & accountancy fees	Usage	-	4,752	4,752	4,140
<b>Support costs allocated to activities</b>					
Premises	Usage	32,931	-	32,931	28,277
Consultancy	Usage	-	-	-	-
Legal and professional	Usage	-	2,760	2,760	6,053
Bank charges	Usage	-	326	326	2,203
Finance costs	Usage	-	9,948	9,948	-
Depreciation	Usage	5,686	-	5,686	3,422
<b>Total</b>		<u>391,665</u>	<u>17,786</u>	<u>409,451</u>	<u>394,302</u>

# **PILTON YOUTH & CHILDREN'S PROJECT**

## **Notes to the Financial Statements (continued)**

**For the year ended 31 March 2020**

### **4. EXPENDITURE SPLIT BY FUND**

	<b>2020 Unrestricted Funds £</b>	<b>2020 Restricted Funds £</b>	<b>2020 Total Funds £</b>	<b>2019 Unrestricted Funds £</b>	<b>2019 Restricted Funds £</b>	<b>2019 Total Funds £</b>
<b>Costs directly attributable to activities</b>						
Staff costs	37,326	251,117	288,443	36,880	246,039	282,919
Centre supplies	27,331	36,573	63,904	-	66,728	66,728
Travel	-	701	701	-	561	561
Audit and accountancy	4,752	-	4,752	4,140	-	4,140
<b>Support costs allocated to activities</b>						
Premises	32,931	-	32,931	15,219	13,057	28,277
Consultancy	-	-	-	-	-	-
Legal and professional	2,760	-	2,760	6,053	-	6,053
Bank charges	326	-	326	2,203	-	2,203
Finance costs	9,948	-	9,948	-	-	-
Depreciation	4,570	1,116	5,686	3,422	-	3,422
	<u>119,944</u>	<u>289,507</u>	<u>409,451</u>	<u>67,917</u>	<u>326,385</u>	<u>394,302</u>

### **5. NET INCOME**

The net income before other recognised gains and losses are stated after charging:

	<b>2020 £</b>	<b>2019 £</b>
Auditor's remuneration	4,045	3,685
Non-audit fees	455	455
	<u>4,500</u>	<u>4,140</u>

### **6. STAFF COSTS**

There were no expenses reimbursed to any Directors nor any remuneration paid to them. The staff costs of the remaining staff were:

	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	264,261	257,208
Social security costs	13,999	15,369
Pensions	8,079	7,377
	<u>286,339</u>	<u>279,954</u>

**PILTON YOUTH & CHILDREN'S PROJECT**  
**Notes to the Financial Statements (continued)**  
**For the year ended 31 March 2020**

**6. STAFF COSTS (continued)**

No employee earned £60,000 or more.

The average number of staff, employed by the charity during the year was:

	2020 No.	2019 No.
Direct charitable work	18	20
Administrative	<u>2</u>	<u>2</u>
	<u>20</u>	<u>22</u>

The above figures include sessional workers.

**7. TANGIBLE FIXED ASSETS**

	Property improvements £	Computer equipment £	Fixtures & fittings £	Motor vehicles £	Total £
<b>COST:</b>					
At 1 April 2019	33,516	6,096	6,953	-	45,565
Additions in year	<u>2,080</u>	<u>2,820</u>	<u>1,302</u>	<u>22,326</u>	<u>28,527</u>
At 31 March 2020	<u>35,596</u>	<u>8,916</u>	<u>8,255</u>	<u>22,326</u>	<u>75,092</u>
<b>DEPRECIATION:</b>					
At 1 April 2019	6,704	5,539	6,953	-	19,196
Charge for year	<u>3,489</u>	<u>1,071</u>	<u>11</u>	<u>1,116</u>	<u>5,686</u>
At 31 March 2020	<u>10,193</u>	<u>6,610</u>	<u>6,953</u>	<u>1,116</u>	<u>24,882</u>
<b>NET BOOK VALUE:</b>					
At 31 March 2019	<u>26,812</u>	<u>557</u>	<u>-</u>	<u>-</u>	<u>27,369</u>
At 31 March 2020	<u>25,403</u>	<u>2,306</u>	<u>1,291</u>	<u>21,209</u>	<u>50,210</u>

**8. DEBTORS**

	2020 £	2019 £
Prepayments	978	487
Accounts Receivable	<u>2,712</u>	<u>-</u>
	<u>3,690</u>	<u>487</u>

# **PILTON YOUTH & CHILDREN'S PROJECT**

## **Notes to the Financial Statements (continued)**

**For the year ended 31 March 2020**

### **9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2020 £	2019 £
Accruals and deferred income	14,454	6,156
Pension scheme deficit liability (note 16)	5,877	4,884
Other creditors	1,047	-
	<u>21,378</u>	<u>11,040</u>

### **10. CREDITORS: AMOUNTS FALLING DUE AFTER ONE YEAR**

	2020 £	2019 £
Pension scheme liability (note 16)	68,890	63,826
Other creditors	1,015	-
	<u>69,905</u>	<u>63,826</u>

### **11. MOVEMENTS IN FUNDS**

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
<b>RESTRICTED FUNDS:</b>					
Restricted Funds	23,353	276,352	(289,507)	-	10,198
<i>Total restricted funds</i>	<u>23,353</u>	<u>276,352</u>	<u>(289,507)</u>	<u>-</u>	<u>10,198</u>
<b>UNRESTRICTED FUNDS :</b>					
Designated fund	40,546	-	-	-	40,546
General funds	70,640	137,585	(119,944)	-	87,481
<i>Total unrestricted funds</i>	<u>111,186</u>	<u>137,585</u>	<u>(119,944)</u>	<u>-</u>	<u>128,827</u>
<b>Total funds</b>	<u>134,539</u>	<u>413,937</u>	<u>(409,451)</u>	<u>-</u>	<u>139,025</u>

### **12. PURPOSES OF FUNDS**

#### **Restricted Funds**

Restricted fund income includes monies received from The Robertson Trust, KEP4, Aberdeen Asset Management and Big Lottery and others to provide a range of targeted activities which include 1:1 work and group based support. All such monies, save for £10,198, were expended during the financial year.

#### **Designated Funds**

Designated Fund: The charity has utilised £nil (2019: £nil) of designated funds to cover any future redundancy payments, Statutory Maternity Pay, Statutory Sick Pay and wind down costs likely to impact upon the charity in future periods.

**PILTON YOUTH & CHILDREN'S PROJECT**  
**Notes to the Financial Statements (continued)**  
**For the year ended 31 March 2020**

**13. RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year.

**14. LEGAL STATUS**

The organisation is registered as a private company, limited by guarantee, without any share capital.

**15. OPERATING LEASE COMMITMENTS**

At 31 March 2020 the organisation had annual commitments under non-cancellable operating leases for office equipment as follows:

Expiry date:	2020 £	2019 £
Due in less than one year	1,992	1,992
Between 1 – 5 years	996	2,988
	<u>2,988</u>	<u>4,980</u>

**16. PENSION COMMITMENTS**

The actuarial pension deficit was settled in the year ended 31 March 2017 and a payment plan over 22 years was agreed.