

**Charity Registration No. SC025366 (Scotland)**

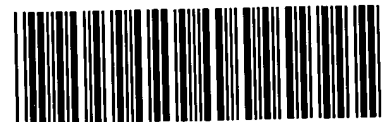
**Company Registration No. SC236539 (Scotland)**

**Families Outside**

**Annual report and financial statements**

**for the year ended 31 March 2022**

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**Financial Statements  
Families Outside**

**Legal and administrative information**

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<b>Trustees</b>	L Bendle	
	D Mackie	
	K Havelock	
	A Anderson	(appointed 22 September 2021)
	M Bell	
	J Browne	(appointed 22 September 2021)
	V Caiger	
	A Fraser	
	K Morgan	(appointed 22 September 2021)
	R Murray	
	J Stevenson	(appointed 22 September 2021)
<b>Secretary &amp; Chief Executive</b>	Prof N Loucks OBE	
<b>Charity number (Scotland)</b>	SC025366	
<b>Company number</b>	SC236539	
<b>Registered office</b>	17 Gayfield Square Edinburgh EH1 3NX	
<b>Auditor</b>	Henderson Loggie LLP 11 - 15 Thistle Street Edinburgh EH2 1DF	
<b>Bankers</b>	Royal Bank of Scotland 239 St Johns Road Edinburgh EH12 7XA	

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Families Outside**

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## **Financial Statements**

### **Families Outside**

#### **Trustees' report (including directors' report)**

**for the year ended 31 March 2022**

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The Trustees present their annual report and financial statements for the year ended 31 March 2022.

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 Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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 (FRS 102)" (effective 1 January 2019).

#### **Objectives and activities**

Families Outside "the charity" works to improve outcomes for children and families who are affected by imprisonment in Scotland. The charity carries out this purpose through aiding the relief of poverty, hardship, suffering, and distress among partners, children, and dependents of persons involved within the criminal justice system.

Families Outside is the only national organisation that works exclusively on behalf of children and families affected by imprisonment in Scotland. We exist because imprisonment of a family member has a negative impact on the social, emotional, financial, and (for children and young people) educational development of the remaining family members, leading to disadvantage, exclusion, and increased risk of future offending and imprisonment.

Our vision is for families affected by imprisonment to be able to live lives free from stigma and disadvantage. We seek to ensure that these families are afforded the recognition, respect, and compassion they need to alleviate the disadvantages they face due to this experience; also enabling them, where appropriate, to provide support to their relative in prison and on release.

The charity's long-term key objectives are to ensure that:

- A. Developed with their input, families affected by imprisonment can readily access appropriate information and support at the time they need it. This in turn will improve their experience with the criminal justice system and mitigate its impact on them.
- B. Policy makers, decision makers, and relevant service providers will be well-informed about the issues facing families affected by imprisonment. They will recognise these families within their remit and take the needs of these families into account in the decisions they make and the services they provide.
- C. Families Outside will provide a sustainable/viable service as long as the demand for its work is evident.

In order to achieve these outcomes, our aims are summarised by the following actions:

- Provide and increase direct support and information to families.
- Raise awareness and influence policy and practice regarding families affected by imprisonment.
- Ensure viability, effectiveness and impact of the organisation.

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**Families Outside**

**Trustees' report (including directors' report) (continued) for**  
**the year ended 31 March 2022**

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Families Outside's profile and reputation are well-established, with positive relationships built with key statutory and voluntary agencies in the criminal justice sector and beyond. This has been aided by the opportunity to contribute actively to a range of Scottish Government and Scottish Prison Service policy and practice initiatives.

The Regional Family Support Coordinators and Families Outside managers work closely with the Scottish Prison Service and Community Planning Partnerships to assist in the development and implementation of policy and practice with regard to families affected by imprisonment. This continued during the ongoing COVID-related lockdown restrictions, during which we worked closely with the Scottish Prison Service and Scottish Governments to share families' experiences of video calls and to improve communication to families regarding the return to in-person visits.

Families Outside's Support & Information Helpline continues to provide immediate support to families and to the professionals who work with them. It is the first port of call for many families, who receive the support and information they need or can then be linked to further support, including to our regional family support staff. The Helpline also underpins the organisation's influencing activity through provision of current, direct information about the experiences of people with family members caught up in the criminal justice system. We use feedback from the calls to inform the Scottish Prison Service and other relevant bodies of the issues families raise and to identify and highlight good practice. Families and the people supporting them can access the Helpline through its freephone telephone number, webchat, e-mail, social media, and text.

We are also increasing our use of social networking such as Facebook and Twitter, which provides valuable interaction with service users and professionals alike. We now have 5,863 'followers' on Twitter and 1,808 followers on Facebook, for example, which are increasing their value to us as a means of campaigning and communication. We also have Instagram and LinkedIn accounts though use these on a comparatively limited basis at present.

## Financial Statements

### Families Outside

#### Trustees' report (including directors' report) (continued) for

the year ended 31 March 2022

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#### Achievements and performance

Key achievements and performance of Families Outside during the year in respect of core activities include:

- **Regional support:** We offer direct support to children and families affected by imprisonment throughout Scotland through our Regional Family Support Coordinators (RFSCs). In 2021/2022, our Regional Family Support Team supported 376 referrals (770 individuals made up of 417 adults and 353 children) with 7,296 enquiries. Referral figures remain lower than pre-pandemic levels, but the frequency of client contact remains higher.
- **Helpline:** We provide a national freephone Support & Information Helpline, email and text support, and webchat service, supporting 1,190 individuals with 2,488 contacts from families and professionals in 2021/2022.
- **Group work and peer support:** 124 people took part in 64 online or in-person activity sessions in 2021/2022. We also supported the Denis Law Legacy Trust in Aberdeen to engage with an additional 52 children, young people, and adults in 14 StreetSport project activities. Support this year included peer-focused activities for adults for the first time such as visual journaling, online yoga, a joint project with GOGA (Get Out Get Active) Tayside, and Connections to Nature sessions.
- **Regional contact:** Our RFSCs link on a regional basis with prisons, Local Authorities, and locally-based statutory and voluntary services. This ensures we have local knowledge, regional input to development of policy and practice, and identifiable staff members for referrals from local contacts;
- **Training/awareness-raising:** We offer training to prison staff, teachers, police, Children's Panel Members, social workers, social work and psychology students, health professionals, and more. This includes training on child protection and the impact of imprisonment on children. In a normal year, we provide training to about 3,000 participants each year throughout Scotland and beyond. In 2021/22, we were delighted to have three training modules accredited by CPD UK, which we now offer alongside less formal awareness-raising sessions. In total, our formal training and informal awareness-raising reached 1,064 participants – still low compared to pre-pandemic levels but with plans to embed a formal programme of delivery in future. We also developed and delivered four induction videos for families, which are now a standing resource on our website.
- **Prison Visitors' Centres:** We are responsible for the national coordination of development and oversight of family visitors' centres at prisons across Scotland on behalf of the National Prison Visitor Centre Steering Group and funded by the Scottish Government (Justice, Early Years, and Health).
- **Practice Learning:** Families Outside supports social work student placements, this year providing six long-term placements to students from four Scottish Higher Educational Institutions, increasing staff capacity and generating income while raising awareness of key issues amongst professionals supporting families affected by imprisonment.
- **Policy & practice:** We develop policy and practice with local and national statutory agencies as well as internationally through our membership of COPE (Children of Prisoners Europe) and INCCIP (International Coalition for Children of Incarcerated Parents, as Chair). This year, we contributed to 21 policy consultations and research projects, the most prominent of which included work alongside HM Chief Inspector of Prisons for Scotland and Chair of the Scottish Human Rights Commission as co-Chairs of the Independent Review of the Response to Deaths in Prison Custody. This included setting up and supporting a Family Advisory Group that contributed to the Review for its duration and created a model for future direct participation.
- **Publicity:** We develop and distribute resources for families and professionals, including publications such as booklets for children; online publications/videos; website; regular updates via social media.
- **Support for other organisations:** We work with families through cross-referral, training, and sharing of information and practice, particularly through delivery of training and through our role as National Coordinator for prison visitor centres.
- **Events:** We regularly provide exhibitions/presentations/workshops at conferences and other events. This remained slower than usual in 2021/22 but included development and delivery of four inductions webinars to families as well as online delivery of the annual National Prison Visitor Centre conference, with 200 people registering to attend.

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**Trustees' report (including directors' report) (continued) for**  
**the year ended 31 March 2022**

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In addition to the above, we achieved the following:

- Reached our 30th year of work on behalf of children and families affected by imprisonment;
- Continued adaptation of our services to support remote working as well as transitions into blended models of support and engagement;
- Supported the UNCRC Incorporation Bill and ongoing efforts towards its implementation;
- Created and delivered our first ever family induction series of webinars, subsequently converted into a standing online resource for families;
- Co-chaired the Independent Review of the Response to Deaths in Prison Custody, supporting a Family Advisory Group throughout the process;
- Merged our Cross-Party Group with another to create a new Group on Women, Families, and Justice;
- Successfully raised funding for and commenced research into the financial impact of imprisonment on families and a project on sustaining relationships between children and young people in care who have a brother or sister in prison;
- Fed into key local, national, and international strategy groups [including the Boards of Children of Prisoners Europe (COPE, as Secretary General through June 2022) and the International Coalition for Children with Imprisoned Parents (INCCIP, as Chair)];
- Commenced new work focusing on four 'pillars' to underpin our work, namely Communication, People, Income & Fundraising, and Digital Technology;
- Restructured our organisation in an effort to reduce running costs;
- Supported our staff to adjust to the transition out of lockdown and into a hybrid model of working;
- Dealt with unprecedented levels of staff vacancies and recruitment.

We also launched new publications including:

- two new publications for children called *My Story*, written by a 9-year old girl with a parent in prison, and a photobook and accompanying video for younger children called *My Visit*;
- a new edition of our In Brief series called "In their own words: listening to experts by experience", focusing on supporting children to share their experience;
- a third edition of our *Framework for Support for Families Affected by the Justice System* and revised *Supporting Document*;
- our annual Impact Report;
- the *Independent Review of the Response to Deaths in Prison Custody*, including a separate report about families alongside the main Inquiry document; and
- Lockwood, K., Long, T., Loucks, N., Raikes, B., and Sharratt, K. (2021) "A double-edged sword: children's experiences of visiting a parent in prison in Scotland." *The Probation Journal*;
- Helped organise and chair an online international conference on behalf of the International Coalition for Children with Incarcerated Parents (INCCIP);
- Played an active role in the annual Children of Prisoners Europe (COPE) awareness-raising campaign, 'Not My Crime, Still My Sentence';
- Supported 100 families across 24 local authorities with the Scottish Government Winter Hardship Fund;
- Continued our involvement in the New Routes Public Social Partnership, led by the Wise Group;
- Continued an active role with NHS Scotland's Childhood Adversity Hub and the Criminal Justice Voluntary Sector Forum (including the Executive Group); and
- Continued as Chair of the International Coalition for Children with Imprisoned Parents (INCCIP).

## **Financial Statements**

### **Families Outside**

#### **Trustees' report (including directors' report) (continued) for the year ended 31 March 2022**

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The transition out of the pandemic and its related restrictions has proved more challenging than we anticipated, with staff across a number of sectors reviewing their priorities and moving to other roles and recruitment of new staff exceptionally difficult. This led to a higher proportion of staff vacancies than normal, increasing pressure on an already well-stretched staff team, but it also led to an influx of new energy into our work that we look forward to embracing in the coming year. The cost of living crisis in the new financial year will add strain to our work, to our staff team, and to the families we support, and the Board, managers, and staff are working hard to prepare for this.

#### **Financial review**

The Statement of Financial Activities shows that Families Outside ended the year with net income of £126,957 which compares with net income of £49,984 for the previous year.

The net income for the 2021/2022 financial year is made up of the following:

- unrestricted net income totalling £22,128 (2021: £18,777) which resulted in our unrestricted funds increasing from £276,529 as at 31 March 2021 to £298,657 at 31 March 2022.
- a restricted net income of £104,829 (2021: £31,207) which resulted in restricted funds increasing from £110,198 as at 31 March 2021 to £215,027 at 31 March 2022. The main balances relate to:
  - restricted income of £72,050 from the Promise Partnership placed in reserves to be spent in 2022/23.
  - restricted income of £50,000 from an anonymous donor, placed in reserves to be used in 2022/2023.
  - restricted income of £37,000 from The Robertson Trust, placed in reserves to be used in 2022/2023.
  - restricted income of £12,000 from The Vardy Foundation, placed in reserves to be used in 2022/2023.
  - underspend of £5,738 from funds raised for group work and peer support activities, placed in general peer support costs reserve to be used in future years.
  - underspend of £6,738 from Foundation Berfred for group work and peer support activities, placed in general peer support costs reserve to be used in future years.
  - underspend of £11,666 on the Standard Life research project to be spent in 2022/2023.
  - underspend of £4,837 from Children in Need for the "Street Sport" project, placed in reserves to be used in 2022/2023.
  - underspend of £659 from Scottish Government Winter Hardship fund that will be added to the Discretionary Fund which is used in the same spirit as the Winter Hardship Fund.
  - overspend of £37,500 from an anonymous donor, received and recognised in 2020/2021, but spent in 2021/2022.
  - overspend of £51,757 of funds from Big Lottery, received and recognised in 2020/2021, but spent in 2021/2022.
  - overspend of £5,500 of funds from smaller trusts, received and recognised in 2020/2021, but spent in 2021/2022.
  - overspend of £416 for financial and crisis support for families offset against the existing restricted reserve for the Discretionary Fund.
  - overspend of £686 for digital support for families offset against the existing restricted reserve for the Digital Fund.



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**Trustees' report (including directors' report) (continued) for**  
**the year ended 31 March 2022**

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**Reserves policy**

The total reserves held by the organisation at the year end are comprised of restricted reserves of £215,027 (2021: £110,198) and unrestricted reserves of £298,657 (2021: £276,529), of which £285,872 (2021: £261,366) are free reserves after exclusion of reserves represented by fixed assets.

The Board would like to apply 'best practice' and maintain the free reserves to a level which would cover 90-180 days forecast operating activity. Based on current costs in 2022/2023, the free reserves amount of £285,872 (2021: £261,366) covers just over 90 days worth of operating expenditure. The "operating expenditure" of Families Outside is defined by staff costs, activity costs and office running costs, but excludes any specific funded short term project work.

Although the current level of free reserves of £285,672 (2021: £261,366) is now within the lower threshold of Families Outside's reserves policy, the charity will still endeavor to increase this to the higher end of 120-180 days, or between £433,000 - £650,000 with the higher limit representing the optimal amount.

The practice taken to increase the free reserves will be one that aims for an unrestricted surplus in 2022/2023. However, this will be a measured approach to ensure any building of reserves, though a prudent practice, does not come at the expense of the organisation's activities in supporting families affected by imprisonment. In future years it is intended that a similar strategy will be used until the aim of 120-180 days free reserves is achieved.

The following activities have been identified by Families Outside to achieve the desired reserves level:

- i. maintain a continuous stream of funding applications and requests to cover and exceed existing costs within the financial year.
- ii. monitor expenditure on a monthly, with cost-cutting measures implemented where they are deemed necessary and appropriate.

**Principal funding sources for 2021/2022**

Children, Young People & Families Early Intervention Fund	Scottish Government
The Tudor Trust	The Charles Hayward Foundation
The Garfield Weston	The Vardy Foundation
The Gannochy Trust	The Volant Trust
Children In Need	The Wise Group
Edinburgh City Council Mental Health Fund	The Robertson Trust
The Big Lottery	Michael & Shirley Hunt Charitable Trust
LNER Customer & Community Investment Fund	The A B Charitable Trust
The Promise Partnership	Fondation Berfred
The Hugh Fraser Foundation	Baillie Gifford
The Standard Life Foundation	Prison Advice & Care Trust (PACT)

With funds from these organisations, we have continued to meet our main objectives of Families Outside through the core activities and projects of the charity as detailed above.

In addition, we would like to thank the following local authorities for their contributions in supporting the work of Families Outside: Fife, Perth & Kinross, Shetland, Orkney, Dumfries & Galloway, Moray, North Lanarkshire, South Lanarkshire and Dundee City.

Additional funds were gratefully received from a number of smaller Trusts, many of them requesting to remain anonymous, as well as donations given by individuals, either directly or via our Total Giving page and platforms such as the Charitable Aid Foundation and Amazon Smile.

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### **Families Outside**

#### **Trustees' report (including directors' report) (continued) for**

**the year ended 31 March 2022**

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With a regular quarterly review of the organisational risk register taking place, the hierarchy of individual risks to Families Outside will adjust depending on financial, economic and social factors at the time in question. We have outlined the three risks that Families Outside currently consider to be our principal challenges, along with the countermeasures we have in place to address these risks.

a. Recruit, train, and retain competent staff and volunteers, or to maintain staff and volunteer motivation, morale and wellbeing.

*Controls:*

- During recruitment, ensure incoming staff have the appropriate initial skill set for the position being filled.
- Offer of attractive employment package, including competitive salary that is at least commensurate with each individual role.
- Provide training and development opportunities, and evaluate the benefits in support of the business, staff, and volunteers.
- Use support, supervision, and appraisal meetings, and team meeting to monitor staff wellbeing and allow airing of concerns.
- Having specific volunteer policies and procedures in place to support volunteer recruitment, training, and retention.
- Maintain and manage organisational credibility, funding base, and public profile.
- Have appropriate human resources support, health & safety and fire annual risk assessments, and relevant policies in place.

b. Secure funding and resources to maintain and develop both the organisation and the delivery of quality outcomes.

*Controls:*

- Apply to a range of funds in an ongoing and timeous manner, monitored by Risk & Audit Committee.
- Strict contract management of external fundraising bodies.
- Maintain and manage public profile and reputation.
- Robust monthly budgeting process, aware of required income.
- Monitor efficiency savings and implementation of cost cutting where possible, and if necessary.
- Tailor fund applications to changing requirements of funders, ensuring alignment with their priorities.
- Ensure process is in place if funding not secured (reserves policy and winding down exercise).
- Fraud prevention reviewed at quarterly Risk & Audit Committee.

c. Illness en masse, epidemic, pandemic, or force majeure that prevents the organisation carrying out business, either partially or entirely.

*Controls:*

- Process in place to allow staff to revert to home working.
- Establishing transferable skills among staff, allowing cover of another role or certain responsibilities of that role.
- Contact is made with funders and suppliers to communicate the position the organisation is in, establishing financial implications in terms of continuation or termination of income.
- Prioritise families at higher risk/in need of most support.
- Adequate insurance cover is in place for the short- or long-term stoppage of the organisation's business.
- Return to work plan focused on regular H&S assessment that accounts for change to working practice and phased staff return.

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Families Outside**

**Trustees' report (including directors' report) (continued) for  
the year ended 31 March 2022**

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**Plans for future periods**

In the forthcoming 2022/2023 financial year, Families Outside will commit itself to the following activities:

- Sustain the high quality and evidence-based support we provide for families through direct support, training and awareness-raising, and development of policy and practice;
- Continue to promote the Helpline as a resource for families and for professionals who can call on our specialist knowledge to assist them in their own work with families;
- Prioritise families as the key audience for our website;
- Continue to provide locally-based support to families affected by imprisonment throughout Scotland;
- Increase participation from families to ensure that families inform everything we do;
- Continue to source funding to ensure the sustainability of support to families and key professionals throughout Scotland;
- Continue a programme of social work student placements to increase our capacity and raise awareness amongst future key stakeholders;
- Recover from the impact of the pandemic both for our staff and for the families they support;
- Complete and launch action research on the financial impact of imprisonment;
- Complete and launch research on maintaining relationships between brothers and sisters who are in care and in prison;
- Support the incorporation of the United Nations Convention on the Rights of the Child;
- Support the implementation of the recommendations from the Independent Review of the Response to Deaths in Prison Custody;
- Continue to implement the revised organisational structure to ensure delivery of our overall aims effectively;
- Continue direct development of policy and practice through input to relevant consultations; collaborating on the Cross-Party Group on Women, Families, and Justice; participation in the national and regional Scottish Prison Service Children & Family Strategy Groups, Community Justice Scotland, Community Justice Partnerships, and the Scottish Criminal Justice Voluntary Sector Forum; as well as lobbying of Members of the Scottish Parliament and engagement with international bodies.

**Structure, governance and management**

The governing document for the charity is a memorandum and articles of association, and the charity is constituted as a company limited by guarantee.

The Trustees decide the strategic direction for the charity and approve a Strategic Plan and the annual budget. The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

L Bendle	
D Mackie	
K Havelock	
A Anderson	(appointed 22 September 2021)
M Bell	
J Browne	(appointed 22 September 2021)
V Caiger	
A Fraser	
K Morgan	(appointed 22 September 2021)
R Murray	
J Stevenson	(appointed 22 September 2021)
V Macniven	(resigned 22 September 2021)
S Rehman	(resigned 22 September 2021)
E Brown	(resigned 7 September 2021)
R Fraser	(resigned 22 September 2021)

## **Financial Statements Families Outside**

### **Trustees' report (including directors' report) (continued) for the year ended 31 March 2022**

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The Chief Executive is delegated day-to-day management and implementation responsibility for the strategy and expenditure within the budget limits. Progress is monitored through two quarterly committees:

1. Risk & Audit Committee – covering key areas of financial probity, audit and accountability.
2. Organisational Development Committee – covering key areas of legal and good practice in human resources procedures, health and safety, and organisational practice.

Both committees include the office bearers and report to the full Board of Trustees.

Members of the Board of Trustees are categorised as individuals. Institutions, organisations, or other bodies are not eligible to be members of the Board of Trustees. The number of members of the Board of Trustees shall not be less than six and no more than twelve.

Two non-voting Observers from key statutory stakeholders are invited to attend meetings of the Board of Trustees.

New Trustees are inducted by the Chairman and Chief Executive of the charity and are provided key documents outlining their governance roles and responsibilities.

#### **Remuneration of key management personnel**

Families Outside considers the following individuals constitute key management of the organisation:

- Chief Executive
- Head of Resources & Development
- Head of Family Support
- Head of External Engagement

Remuneration of key management is set by the board with reference to benchmarked pay. Families Outside went through an organisational restructure at the beginning of 2020, with the changes coming into effect on 1 April 2021. This resulted in a streamlining of the management structure to align with our three long-term key objectives (see section 2 below), whereby three new Heads of departments were created:

- Head of Family Support
- Head of External Engagement
- Head of Resources & Development

The three new posts were internally filled and the resultant cost impact on the charity, following adjustments to staffing and changes in other staff members hours, resulted in a breakeven position.

Families Outside continues to utilise a pay scale system based on, but not tied to, the SJC salary scales used by COSLA. Cost of living increases on each point on the charity's scale are normally set at 1% per annum. Salaries for management and all other staff are reviewed annually in March of each year. At this time staff may be paid a scale point and/or cost of living increase within the limits of the individual's scale threshold. Given the uncertain nature of the financial position of the charity due to the ongoing pandemic, in 2021/2022 financial year a pay freeze for staff was exercised.

Salary increases are also subject to:

- Excellent appraisal and performance evaluations for the year;
- The staff member's compliance with the organisation's Code of Conduct;
- The financial constraints of the organisation; and
- The staff member having been in post for at least 6 months of the current financial year.

For the coming year 2022/2023, the decision has been taken to offer a 3% cost of living increase on staff salaries, something that was welcomed by staff after this year's pay freeze.

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**Trustees' report (including directors' report) (continued) for  
the year ended 31 March 2022**

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**Auditor**

In accordance with the company's articles, a resolution proposing that Henderson Loggie LLP be reappointed as auditor of the company will be put at a General Meeting.

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

**Disclosure of information to auditor**

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved by the Board of Trustees.



Linda Bendle  
Chair

Date: 22/09/22

## **Financial Statements**

### **Families Outside**

#### **Statement of Trustees' responsibilities**

**for the year ended 31 March 2022**

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The Trustees, who are also the directors of Families Outside for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year 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 the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- 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 UK 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 operation.

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

## **Financial Statements**

### **Families Outside**

#### **Independent auditor's report**

#### **to the Trustees and Members of Families Outside**

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### **Opinion**

We have audited the financial statements of Families Outside (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including 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 charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources including 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 (as amended).

### **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 the provisions available for small entities, in the circumstances set out in note 23 to the financial statements, 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**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

## **Financial Statements**

### **Families Outside**

#### **Independent auditor's report (continued)**

#### **to the Trustees and Members of Families Outside**

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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 our audit:

- the information given in the Trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report, which includes the directors' report, has been prepared in accordance with applicable legal requirements.

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

In the 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 included within the Trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate and proper 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of Trustees**

As explained more fully in the statement of Trustees' responsibilities, the Trustees, who are also the directors of the charity for the purpose of company law, 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 Trustees 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 Trustees 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 Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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

We have been appointed as auditor under Chapter 3 of Part 16 of the Companies Act 2006 and section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

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.



**Financial Statements  
Families Outside**

**Independent auditor's report (continued)**

**to the Trustees and Members of Families Outside**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

**As part of our planning process:**

- We enquired of management the systems and controls the charitable company has in place, the areas of the financial statements that are mostly susceptible to the risk of irregularities and fraud, and whether there was any known, suspected or alleged fraud. Management informed us that there were no instances of known, suspected or alleged fraud;
- We obtained an understanding of the legal and regulatory frameworks applicable to the charitable company. We determined that the following were most relevant: employment law (including payroll and pension regulations), charity law; and compliance with the UK Companies Act.
- We considered the incentives and opportunities that exist in the company, including the extent of management bias, which present a potential for irregularities and fraud to be perpetrated, and tailored our risk assessment accordingly; and
- Using our knowledge of the company, together with the discussions held with management at the planning stage, we formed a conclusion on the risk of misstatement due to irregularities including fraud and tailored our procedures according to this risk assessment.

The key procedures we undertook to detect irregularities including fraud during the course of the audit included:

- Enquiries with management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing board meeting minutes;
- Reading correspondence with regulators including OSCR;
- Challenging assumptions and judgements made by management in their significant accounting estimates, in particular in relation to depreciation rates; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees 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 charitable company, the charitable company's members as a body, and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Keith Macpherson (Senior Statutory Auditor)  
for and on behalf of Henderson Loggie LLP**

**Keith Macpherson**  
Keith Macpherson - 2022-09-27 16:41:56 UTC

**Chartered Accountants  
Statutory Auditor**

11 - 15 Thistle Street  
Edinburgh EH2 1DF

## Families Outside

### Statement of financial activities including income and expenditure account

for the year ended 31 March 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	309,135	854,743	1,163,878	341,917	827,669	1,169,586
Charitable activities	4	-	67,690	67,690	-	-	-
Other trading activities	5	11,700	-	11,700	10,766	-	10,766
Investments	6	45	-	45	177	-	177
<b>Total income</b>		<b>320,880</b>	<b>922,433</b>	<b>1,243,313</b>	<b>352,860</b>	<b>827,669</b>	<b>1,180,529</b>
<b>Expenditure on:</b>							
Raising funds	7	-	-	-	-	9,600	9,600
Charitable activities	8	298,752	817,604	1,116,356	334,083	786,862	1,120,945
<b>Total resources expended</b>		<b>298,752</b>	<b>817,604</b>	<b>1,116,356</b>	<b>334,083</b>	<b>796,462</b>	<b>1,130,545</b>
<b>Net income for the year/ Net movement in funds</b>		<b>22,128</b>	<b>104,829</b>	<b>126,957</b>	<b>18,777</b>	<b>31,207</b>	<b>49,984</b>
Fund balances at 1 April 2021		276,529	110,198	386,727	257,752	78,991	336,743
<b>Fund balances at 31 March 2022</b>		<b>298,657</b>	<b>215,027</b>	<b>513,684</b>	<b>276,529</b>	<b>110,198</b>	<b>386,727</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

**Financial Statements**  
**Families Outside**

**Balance sheet**

**as at 31 March 2022**

	Notes	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	12	12,785	16,046
<b>Current assets</b>			
Debtors	13	89,369	21,887
Cash at bank and in hand		619,305	453,297
		<u>708,674</u>	<u>475,184</u>
<b>Creditors: amounts falling due within one year</b>	14	<u>(207,775)</u>	<u>(104,503)</u>
Net current assets		500,899	370,681
<b>Total assets less current liabilities</b>		<u>513,684</u>	<u>386,727</u>
<b>Income funds</b>			
Restricted funds	17	215,027	110,198
Unrestricted funds		298,657	276,529
		<u>513,684</u>	<u>386,727</u>

The financial statements were approved by the Trustees on 22 September 2022.



Linda Bendle  
Chair

**Company Registration No. SC236539**

**Financial Statements****Families Outside****Statement of Cash Flows****for the year ended 31 March 2022**

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		2022		2021	
	Notes	£	£	£	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	21		173,591		180,021
<b>Investing activities</b>					
Purchase of tangible fixed assets		(7,628)		(7,010)	
Investment income received		45		177	
<b>Net cash used in investing activities</b>			(7,583)		(6,833)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			166,008		173,188
Cash and cash equivalents at beginning of year			453,297		280,109
<b>Cash and cash equivalents at end of year</b>			619,305		453,297

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**Financial Statements  
Families Outside**

**Notes to the financial statements  
for the year ended 31 March 2022**

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**1 Accounting policies**

**Charity information**

Families Outside is a private company limited by guarantee incorporated in Scotland. The registered office is 17 Gayfield Square, Edinburgh, EH1 3NX.

**1.1 Accounting convention**

The financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by 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 £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

**1.2 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

**1.4 Income**

Income is recognised when the charity is entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

**1.5 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

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**1 Accounting policies (continued)**

**1.6 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Equipment	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

**1.7 Impairment of fixed assets**

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

**1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**1.9 Financial instruments**

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

**Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

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**1 Accounting policies (continued)**

**Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

**Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

**1.10 Taxation**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

**1.11 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**1.12 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**2 Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of 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 considered to be relevant. Actual results may differ from these estimates.

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

In preparing these financial statements, the trustees have made the following judgements;

- Determine whether leases entered into by the charity as a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Tangible fixed assets are depreciated over a period to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.
- Fixed assets are also assessed as to whether these are indicators of impairment. This assessment involves consideration of the economic viability of the purpose for which the asset is used.

**3 Donations and legacies**

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	7,587	-	7,587	9,544	-	9,544
Grants receivable	301,548	854,743	1,156,291	332,373	827,669	1,160,042
	<u>309,135</u>	<u>854,743</u>	<u>1,163,878</u>	<u>341,917</u>	<u>827,669</u>	<u>1,169,586</u>

Total government grants in the year totalled £477,370 (2021; £717,747)

**4 Charitable activities**

	2022	2021
	£	£
Performance related grant income	<u>67,690</u>	<u>-</u>



**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**5 Other trading activities**

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Conference sponsorship	2,500	-
Research income	9,200	10,766
Other trading activities	11,700	10,766

**6 Investments**

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	45	177

**7 Raising funds**

	Total	Restricted funds
	2022	2021
	£	£
<u>Fundraising and publicity</u>	-	9,600
Fundraising agents	-	9,600

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**8 Charitable activities**

	<b>Family support work 2022 £</b>	<b>Family support work 2021 £</b>
Staff costs	837,972	876,873
Meeting costs	1,563	860
Helpline	3,335	3,095
Research costs	3,680	2,146
Project development	130,798	111,521
Discretionary fund	2,382	2,991
	<b>979,730</b>	<b>997,486</b>
Share of support costs (see note 9)	<b>120,694</b>	<b>108,033</b>
Share of governance costs (see note 9)	<b>15,932</b>	<b>15,426</b>
	<b>1,116,356</b>	<b>1,120,945</b>
<b>Analysis by fund</b>		
Unrestricted funds	<b>298,752</b>	<b>334,083</b>
Restricted funds	<b>817,604</b>	<b>786,862</b>
	<b>1,116,356</b>	<b>1,120,945</b>

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**9 Support costs**

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	-	10,099	10,099	-	10,099	10,099
Depreciation	10,889	-	10,889	8,591	-	8,591
Premises expenses	46,545	-	46,545	45,606	-	45,606
Office running costs	18,080	-	18,080	22,803	-	22,803
Publications	4,608	-	4,608	6,918	-	6,918
Travel	16,707	-	16,707	4,612	-	4,612
Website costs	2,847	-	2,847	1,445	-	1,445
Miscellaneous	348	-	348	473	-	473
Bank charges	632	-	632	578	-	578
Other staff costs	20,038	-	20,038	17,007	-	17,007
Audit fees	-	5,602	5,602	-	5,250	5,250
Board meeting costs	-	231	231	-	77	77
	<u>120,694</u>	<u>15,932</u>	<u>136,626</u>	<u>108,033</u>	<u>15,426</u>	<u>123,459</u>
Analysed between						
Charitable activities	<u>120,694</u>	<u>15,932</u>	<u>136,626</u>	<u>108,033</u>	<u>15,426</u>	<u>123,459</u>

**10 Trustees**

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year or prior year. Trustees were not reimbursed any expenses in the current or prior year.

**11 Employees**

The average monthly number of employees during the year was:

	2022	2021
	Number	Number
	<u>28</u>	<u>32</u>
<b>Employment costs</b>	<b>2022</b>	<b>2021</b>
	£	£
Wages and salaries	751,057	787,660
Social security costs	68,637	68,118
Other pension costs	28,377	31,194
	<u>848,071</u>	<u>886,972</u>

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**11 Employees (continued)**

The compensation of key management in the year was £190,178 (2021: £141,628). Key management are deemed to be the Chief Executive, Head of Resources & Development, Head of External Engagement and Head of Family Support.

Termination payments in the year totalled £14,416 (2021: £ Nil)

The number of employees whose annual remuneration was more than £60,000 is as follows:

	<b>2022</b>	<b>2021</b>
	<b>Number</b>	<b>Number</b>
60,001-70,000	<u>1</u>	<u>1</u>

**12 Tangible fixed assets**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2021	<b>55,557</b>
Additions	<b>7,628</b>
Disposals	<b>(9,958)</b>
At 31 March 2022	<u><b>53,227</b></u>
<b>Depreciation and impairment</b>	
At 1 April 2021	<b>39,511</b>
Depreciation charged in the year	<b>9,886</b>
Eliminated in respect of disposals	<b>(8,955)</b>
At 31 March 2022	<u><b>40,442</b></u>
<b>Carrying amount</b>	
At 31 March 2022	<u><b>12,785</b></u>
At 31 March 2021	<u><b>16,046</b></u>

**13 Debtors**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	<u><b>89,369</b></u>	<u><b>21,887</b></u>

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**14 Creditors: amounts falling due within one year**

	Notes	2022 £	2021 £
Other taxation and social security		15,379	19,483
Deferred income	15	141,505	23,833
Other creditors		1,000	-
Accruals		49,891	61,187
		<u>207,775</u>	<u>104,503</u>

**15 Deferred income**

	2022 £	2021 £
Other deferred income	<u>141,505</u>	<u>23,833</u>

Deferred income relates to income received where the performance related conditions had not been met at the year end. It is expected that all deferred income will be released in the next 12 months.

**16 Retirement benefit schemes**

**Defined contribution schemes**

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £28,377 (2021: £31,194).

Notes to the financial statements (continued)  
for the year ended 31 March 2022

17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds					Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers		Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£		£	£	£	£	£
Seebod Christian	15	-	-	(15)		-	-	-	-	-
The Wise Group	-	25,488	(25,488)	-		-	27,376	(27,376)	-	-
The Tudor Trust	-	27,000	(27,000)	-		-	50,000	(50,000)	-	-
Gannochy Trust	-	29,300	(29,300)	-		-	25,000	(25,000)	-	-
Michael & Shirley Hunt Charitable Trust	-	140	(140)	-		-	1,860	(1,860)	-	-
Kelly Family Charitable Trust	3,935	-	-	-		3,935	-	-	-	3,935
Fife Council	-	14,000	(14,000)	-		-	14,000	(14,000)	-	-
Dr Guthrie's Association	1,448	-	-	(1,448)		-	-	-	-	-
Discretionary Fund	1,399	2,855	(2,991)	-		1,263	1,966	(2,382)	1,535	2,382
Fondation Berfred	-	-	-	-		-	20,000	(13,262)	-	6,738
Peer Support	3,426	-	(1,029)	1,463		3,860	5,738	-	-	9,598
Children & Young People Early Intervention Fund	-	135,000	(135,000)	-		-	135,000	(135,000)	-	-
Scottish Government – Visitor Centres	-	50,000	(50,000)	-		-	50,000	(50,000)	-	-
Scottish Government - Winter Hardship	-	76,255	(73,655)	-		2,600	52,500	(51,841)	(3,259)	-
STV Appeal	-	4,000	(4,000)	-		-	-	-	-	-
Children in Need	9,583	33,782	(39,582)	-		3,783	43,741	(38,904)	-	8,620
Big Lottery Fund	49,667	103,518	(101,428)	-		51,757	-	(51,757)	-	-
Community Planning partnerships	2,666	52,966	(55,632)	-		-	-	-	-	-
Small Trusts	-	55,550	(50,050)	-		5,500	-	(5,500)	-	-
Independent Care Review	-	7,885	(7,885)	-		-	-	-	-	-
NHS Greater Glasgow & Clyde	5,019	10,130	(15,149)	-		-	-	-	-	-
PACT	833	2,500	(3,333)	-		-	3,500	(3,500)	-	-
Robertson Trust	1,000	15,000	(16,000)	-		-	37,000	-	-	37,000

Notes to the financial statements (continued)  
for the year ended 31 March 2022

17 Restricted funds (continued)

Al Maktoum	-	2,000	(2,000)	-	-	-	-	-	-
Tiny Changes	-	5,000	(5,000)	-	-	-	-	-	-
Charles Hayward	-	20,500	(20,500)	-	-	20,500	(20,500)	-	-
Aberdeen Community Food Fund	-	4,800	(4,800)	-	-	-	-	-	-
Anonymous donor	-	150,000	(112,500)	-	37,500	100,000	(87,500)	-	50,000
Vardy Foundation	-	-	-	-	-	12,000	-	-	12,000
Promise Partnership	-	-	-	-	-	98,452	(26,402)	-	72,050
Standard Life	-	-	-	-	-	40,314	(28,648)	-	11,666
AB Charitable Trust	-	-	-	-	-	20,000	(20,000)	-	-
Local Authority	-	-	-	-	-	65,675	(65,675)	-	-
Garfield Weston	-	-	-	-	-	30,000	(30,000)	-	-
LNER	-	-	-	-	-	10,361	(10,361)	-	-
Hugh Fraser	-	-	-	-	-	7,000	(7,000)	-	-
ECC Mental Health Fund	-	-	-	-	-	26,250	(26,250)	-	-
Canbric Charitable Trust	-	-	-	-	-	3,000	(3,000)	-	-
Scottish Prison Service	-	-	-	-	-	1,200	(1,200)	-	-
Scottish Government digital fund	-	-	-	-	-	-	(686)	1,724	1,038
Death in custody review	-	-	-	-	-	20,000	(20,000)	-	-
	<u>78,991</u>	<u>827,669</u>	<u>(796,462)</u>	<u>-</u>	<u>110,198</u>	<u>922,433</u>	<u>(817,604)</u>	<u>-</u>	<u>215,027</u>

## Financial Statements

### Families Outside

#### Notes to the financial statements (continued)

for the year ended 31 March 2022

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#### 17 Restricted funds (continued)

- The Wise Group - to fund Families Outside family support work for the "New Routes" project.
  - The Tudor Trust - to fund the costs of our Regional Family Support Coordinators in their support of families affected by imprisonment.
  - The Gannochy Trust - to fund direct family support work and helpline support for families affected by imprisonment in Perth & Kinross.
  - Michael & Shirley Hunt Charitable Trust - to fund the purchase of essential domestic goods, clothing and childcare items for families affected by imprisonment.
  - Kelly Family Charitable Trust - to fund website development.
  - Fife Council - to provide funding towards a support worker's salary in the Fife area.
  - Discretionary Fund - a small fund used to support families in times of crisis e.g. utility cut off, winter clothing. Payments to a family are made via our support worker who must receive authority from their line manager. Payments are restricted to a maximum of £50.
  - Peer support - to fund peer support work and health improvement projects for families and young people.
  - Fondation Berfred - to fund peer support work and health improvement projects for families and young people.
  - Children & Young People Early Intervention (CYPFEIF) - funding towards the core work of Families Outside.
  - Scottish Government (Visitors' Centre) - funding towards the post of National Visitors' Centre Coordinator.
  - Scottish Government (Hardship) - funding of winter hardship for families affected by imprisonment.
  - Children in Need - funding a the Street Sport project for young people affected by having a parent in HMP Grampian prison will participate in sport and creative activities at the prison family centre and in the community.
  - The Big Lottery - funding towards support work for families affected by imprisonment in the west of Scotland.
  - Small Trusts - funding received from small trusts towards the work of Families Outside.
  - Death In Custody Review - income towards consultant for their costs into the review of deaths in custody.
  - PACT - to provide support to the helpline, taking calls from families in England & Wales.
  - Robertson Trust - income received in 2021/2022 to be used in 2022/2023 towards our regional family support work in the community.
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## Financial Statements

### Families Outside

#### Notes to the financial statements (continued)

for the year ended 31 March 2022

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#### 17 Restricted funds (continued)

- Charles Hayward - grant to fund family support work in the Lanarkshire area.
- Anonymous Donor - to fund the salary costs of the Regional Family Support Coordinators providing holistic support for prisoners' families in Scotland towards.
- Vardy Foundation - income received in 2021/2022 to be used in 2022/2023 towards our regional family support work and work with families of female prisoners.
- Promise Partnership - funds for the project 'Getting it Right for Brothers and Sisters fund.'
- Standard Life – funds for 20 months project on research, policy work and resources to ameliorate financial impacts for prisoners' families.
- A B Charitable Trust - to fund the costs of the staff operating the helpline.
- Local Authority - funding from each local authority CPP for support for families within their area.
- LNER - funding towards family support work in the Aberdeen and Aberdeenshire area.
- Hugh Fraser - funding towards family support work in the Glasgow area.
- ECC Mental Health Fund - project working with over 16s affected by imprisonment in Edinburgh.
- Canbric Charitable Trust - grant towards the costs of running Families Outside's Family Support service.
- Scottish Prison Service - funding for research into virtual visits and digital inclusion.
- Scottish Government Digital Fund - funding of digital support for families affected by imprisonment.

Transfers between funds represent instances where funds have been combined due to them having the same purpose or the splitting out of funds misallocated in the prior year.

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**  
**for the year ended 31 March 2022**

**18 Analysis of net assets between funds**

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	12,785	-	12,785	15,163	883	16,046
Current assets/ (liabilities)	285,872	215,027	500,899	261,366	109,315	370,681
	<u>298,657</u>	<u>215,027</u>	<u>513,684</u>	<u>276,529</u>	<u>110,198</u>	<u>386,727</u>

**19 Operating lease commitments**

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

	2022 £	2021 £
Within one year	37,672	36,672
Between two and five years	145,580	144,000
In over five years	96,000	96,000
	<u>279,252</u>	<u>276,672</u>

**20 Related party transactions**

During the year membership fees of £125 (2021: £205) were paid to Children in Scotland which had a mutual trustee with the charitable company, for part of the year. There was no creditor (2021: £nil) at the year end.

Donations totalling £780 (2021: £Nil) were received from trustees in the year.

**Financial Statements**  
**Families Outside**

**Notes to the financial statements (continued)**

**for the year ended 31 March 2022**

<b>21</b>	<b>Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
		<b>£</b>	<b>£</b>
	Net income for the year	<b>126,957</b>	<b>49,984</b>
	Adjustments for:		
	Investment income recognised in statement of financial activities	<b>(45)</b>	<b>(177)</b>
	Loss on disposal of tangible fixed assets	<b>1,003</b>	<b>-</b>
	Depreciation and impairment of tangible fixed assets	<b>9,886</b>	<b>8,591</b>
	Movements in working capital:		
	(Increase)/decrease in debtors	<b>(67,482)</b>	<b>66,344</b>
	(Decrease)/increase in creditors	<b>(14,400)</b>	<b>31,446</b>
	Increase in deferred income	<b>117,672</b>	<b>23,833</b>
	<b>Cash generated from operations</b>	<b>173,591</b>	<b>180,021</b>
<b>22</b>	<b>Analysis of changes in net funds</b>		
	The charity had no debt during the year.		
<b>23</b>	<b>Non-audit services provided by auditor</b>		

*In common with many businesses of our size and nature we use our auditor to assist with the preparation of the financial statements.*