

Charity Registration No. SCO37988 (Scotland)

Company Registration No. SC316989 (Scotland)

REAP

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

THURSDAY



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REAP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms L Geddes Mr S Macbeath Mrs C Francis Mr J Barton Ms D Breen (Appointed 9 June 2020)
Secretary	Ms C Sinclair
Charity number (Scotland)	SCO37988
Company number	SC316989
Principal address	177 Mid Street Keith Moray AB55 5BL
Registered office	177 Mid Street Keith Moray AB55 5BL
Independent examiner	Cathedral Accountancy Ltd. 4 North Guldry Street Elgin Moray IV30 1JR

REAP

CONTENTS

	Page
Trustees' report	1 - 6
Independent examiner's report	7
Statement of financial activities	8
Statement of financial position	9
Notes to the financial statements	10 - 18

REAP

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

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

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's current statutory requirements, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016).

Objectives and activities

The Company's Charitable Purposes are as per Clause 4 of the Memorandum of Association:

- 4 (a) The Charitable Purposes of the Company ("the charitable purposes") are to work with local groups and agencies to encourage social enterprise, promote sustainable development and raise environmental awareness.
- 4(b) In furtherance thereof, but not otherwise, the Company shall seek to support volunteers and agencies to identify challenges and work jointly towards solutions which make people the centre of decision making in their community.

The company's objects and principle activities are:

- To promote and support equitable economic solutions;
- To raise environmental awareness and promote action to enhance our shared environment;
- To promote cohesive communities that have the ability to meet their own needs;
- To deliver a professional service by integrating an ethical approach and financial viability.

The main objects and activities for the year are:

1. To continue with the REAP Board's three main themes of:
 - a) Work to promote locally grown food
 - b) Tackling Fuel Poverty
 - c) Developing our revenue generating activities in line with our aims and objectives
2. To secure future funding for all our funded work on local food and anti-fuel poverty and other environmental work in line with REAP's aims and objectives.
3. To continue to develop our income generating activities and build up free reserves where time and capacity permit.
4. To continue to promote community development by working with community groups and agencies in our projects and as a member of tsimORAY and other networks where time and capacity permit.

REAP

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance

REAP Local Food and Growing Work

Climate Challenge Fund: Grow Elgin III and The Robertson Trust: Grow Moray

This project continued to March 2020 with the main outcomes including: reducing community carbon emissions by composting food waste previously going to landfill, including collections by electric bike; increasing the amount of locally produced fruit and vegetables grown and consumed locally; and increasing carbon literacy with participants in the Elgin community.

These outcomes were delivered for 2019/20 by 5 staff and a number of volunteers who delivered a programme of activities including gardening and composting workshops, e-bike deliveries, events, setting up community and school gardens and compost bins. REAP worked with a steering group of partners to deliver and monitor the project. Targets were mostly met or exceeded by the end of the project. REAP heard in February 2020 that a bid to the CCF to continue this project was successful, so it will continue for another 2 years to March 2022.

The Robertson Trust match funding for the project finishes in April 2020. REAP are unable to apply again to The Robertson Trust for another year.

Grow Smart Moray

REAP successfully won £2,000 from Health & Social Care Moray via the Youchoose participatory budgeting process, managed by tsiMORAY, to carry out work to set up community gardens in Moray schools. The project was completed by November 2019 and was a great success, match funded from an underspend in the Robertson Trust funds for Grow Moray, by agreement with the funder. Sessional staff were recruited to deliver these sessions, which included setting up raised beds and growing spaces, and growing fruit and vegetables in school gardens, then returning to use the produce at a community feast in the Autumn. Eight schools and nurseries took part across Moray with amazing feedback from participants, teachers, parents and staff. REAP successfully reapplied to repeat the project with new schools in 2020, however due to the Covid-19 pandemic we have postponed this work (see Covid 19 notes below).

Keith Farmers' market

REAP made use of various fees paid for food based work to run a successful Farmer's Market at Keith Grammar School, in partnership with the Royal National Countryside Initiative. REAP staff and Board members attended and helped run workshops and stalls. Over 200 pupils from Keith and local schools around attended and the day was a great success.

REAP

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

REAP Anti-Fuel Poverty Work

Energy Benefits Moray

Following on from a funding gap between our last energy advice project (funded by Comic Relief) REAP were delighted to be awarded funding for a 2-year project via the Energy Redress Scheme from May 2019. This provides for 3 days per week for our Energy Advisor, 1 day a week for the REAP Manager and 1 day a week for our Admin. The aim of the project is to provide a free and impartial Energy Advice service across Moray, including events, home visits and telephone advice. The project is targeted at those in fuel poverty in Moray – a wide scope as it is estimated that 45% of people in Moray are spending over 10% of their income on energy costs. The first year of operation went well, reaching 346 people, saving over £15,000, holding 5 events and carrying out 79 home visits to 66 households.

HEEPS energy advice work for Moray Council

REAP continued this successful work for Moray Council to carry out energy advice work to those in receipt of HEEPs measures during 2019. This paid for an extra day per week for our Energy Advisor up to the end of September 2019. Following a further successful bid to The Moray Council, REAP began work on the new HEEPs programme energy advice from the middle of February 2019. Again, this paid for extra hours for our Energy Advisor in response to an increased workload. This contract continues until the end of September 2020.

Community Energy Champions

This project to continue community learning and upskilling around taking action to reduce fuel bills and take control of finances continues to be funded by local funder, The Adam Family Foundation from November 2018. Match funding was successfully obtained from the BOWL (Beatrice Offshore Wind Limited) Community Fund (for those in the Keith, Buckie and Lossiemouth areas) from January 2020 for one year. The project employs a Community Energy Champion 2 days per week. Work is targeted at those living in areas scoring less well in the SIMD (in the bottom 20% for Scottish deprivation indicators, especially in health and income) and includes schools' workshops, drop-in events with partners like the DWP (job centre), Moray College and Quarriers, energy advice and home visits.

REAP

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

REAP Enterprise Work

Current work includes supporting communities by administering two community grant schemes on behalf of wind farm developers RES Ltd and Edintore Wind Farm Company Ltd, and support for a renewables project.

Community Fund Administration

REAP continued to administer the Hill of Towie Wind Farm Community Benefit Fund Grant Scheme, funded by the developer RES Ltd. REAP has carried out the administration of this fund since it launched in 2012. REAP also administers the Edintore Wind Farm Community Benefit Fund, funded by the developer Edintore Wind Farm Ltd, having won the tender in June 2016. Local awareness of both funds is good and REAP continues to provide support to applicants where needed. The Hill of Towie Grant Fund for 2019-20 was £95,061 and Edintore Grant Fund was £70,500 which included admin costs and expenses. There were two rounds of Hill of Towie Community Benefit funding in 2019-20 and 20 grants were awarded to local groups and organisations. There was one round of Edintore Community Benefit Funding and grants were awarded to 7 local groups.

Consultancy work and Admin Support

From June 2016, REAP has provided admin support to a local renewables Community Interest Company, Newmill Renewables CIC. REAP also carried out some smaller contracts in line with the company's aims and objectives.

The Global Ecovillage Network (GEN) – Showcase Project

REAP were chosen during this year as a showcase project to work with the GEN LEADER funded project. This originally involved trips to various European Eco-village projects, which of course had to be cancelled due to Covid-19. However, it has given REAP staff and Board a chance to work on the REAP values, purpose, outcomes, mission and strapline to revitalise these in line with our work and new challenges in the world at large. Work is ongoing to November 2020.

REAP in the local community

REAP provides an information hub for a wide range of Keith community groups, promoting their publicity materials and events, offering meeting space and giving advice and information. More formally, the REAP office acts as a collection point for Moray Foodbank and Moray Supports Refugees. During this year, REAP have also hosted two Moray-wide organisations' local workers in the office in return for a small fee for expenses – tsiMoray and Moray Citizens' Advice Bureau.

REAP as an employer

REAP employed 9 people over the year (5 FTE). REAP is committed to being a good employer and continually looks to improve pay and conditions for staff, including flexible working and family friendly policies. REAP also invests in staff training and building staff skills. In 2019-20, 5 members of staff achieved their 'Emergency First Aid at Work' qualification and one member of staff achieved their Elementary Food Hygiene Certificate.

Volunteers

REAP's work continues to benefit from the enthusiasm, experience and commitment of volunteers which helps our connections in the local communities in Moray, including our REAP Board members. Four volunteers on the Board contributed 130 hours of work, and 8 formal volunteers and 26 informal project volunteers contributed 476 hours of work during the year.

REAP

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

COVID-19

The 23rd March 2020 UK-wide lockdown due to the covid-19 pandemic just touches this reporting period. It affected REAP work in the following ways:

- No staff were furloughed or made redundant as our funders pledged to keep supporting us, but staff had to re-organise all their work at a stressful time
- All our work moved to online platforms - meetings via Zoom, increased emailing of colleagues and clients, online resources and bulletins created
- All face-to-face work and home visits were cancelled and moved to phone appointments and emails
- Three funds which REAP accessed, were successfully postponed in agreement with the funders: The National Lottery grant to develop the therapeutic garden at Maryhill GP Practice, the Cooperative Community Fund to run school holiday activities in Keith and You Choose 4, working in school gardens.

The other effects of this crisis, including increased work for REAP as a third Sector organisation in Keith, and through our wind farm community fund administration work, will be covered in next years' report.

Financial review

Funders

REAP could not operate without the funders for our charitable activities, many of which will never be income generating. Over the past year REAP were awarded grants from the following funders:

Climate Challenge Fund
The Robertson Trust
Energy Redress Scheme
Adam Family Foundation
BOWL Community Fund
Health & Social Care Moray

Reserves

It is the policy of the charity to build up unrestricted funds, which are the free reserves of the charity, to a level which are sufficient to cover management, redundancy fees, administration and support costs for a period of three months.

The level of unrestricted funds held at the year end was £61,928 of which £949 is represented by fixed assets.

Restricted funds are funds which are used in accordance with the specific restrictions imposed by donors or which have been raised by the charity for a specific purpose.

The level of restricted funds held at the year end was £10,457.

Organisational structure

The Board of Trustees met 8 times and is responsible for the strategic direction, policy and financial control of the charity.

The Board receives a financial report at each meeting. Lead staff attend the Board meeting and report on all areas of project delivery, employee matters, administration and day to day management.

Risk

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and employer contractual obligations and are satisfied that systems are in place to mitigate its exposure to major risks.

Structure, governance and management

The company is a recognised charity, number SC037988. It is a company limited by guarantee, not having a share capital and is governed by the rules set out in its Memorandum and Articles of Association.

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:

Ms L Geddes
Mr S Macbeath

REAP

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

Mrs C Francis
Mr J Barton
Ms D Breen

(Appointed 9 June 2020)

New trustees are appointed at the annual general meeting or may be appointed by the existing trustees during the period. The trustees who have served the longest in office since they were last appointed retire and may offer themselves for re-election at the annual general meeting. Any trustee appointed during the year shall retire and offer themselves for re-election at the annual general meeting.

Potential trustees are identified by existing trustees having regard to the skills available and required.

New trustees are given appropriate training according to the requirements of the position.

The charity has the power to invest surplus funds as it believes appropriate.

Statement of trustees' responsibilities

The trustees, who are also the directors of REAP 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.

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

Ms L Geddes
Trustee
Dated: 2 December 2020



REAP

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF REAP

I report on the financial statements of the charity for the year ended 31 March 2020, which are set out on pages 8 to 18.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of REAP for the purposes of company law, are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under section 44(1)(c) of the Act and to state whether particular matters have come to my attention.


Basis of independent examiner's statement

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - (ii) to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Munro Rankine CA
Independent examiner
Cathedral Accountancy Ltd.
4 North Guildry Street
Elgin
Moray
IV30 1JR

Dated: 2 December 2020

REAP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
Income from:							
Donations and legacies	2	351	119,807	120,158	219	108,137	108,356
Other trading activities	3	18,872	-	18,872	24,652	-	24,652
Investments	4	176	-	176	16	-	16
Total income		19,399	119,807	139,206	24,887	108,137	133,024
Expenditure on:							
Charitable activities	5	14,489	116,374	130,863	26,788	108,396	135,184
Other costs	8	71	1,594	1,665	-	3,041	3,041
Total resources expended		14,560	117,968	132,528	26,788	111,437	138,225
Net income/(expenditure) for the year/							
Net movement in funds		4,839	1,839	6,678	(1,901)	(3,300)	(5,201)
Fund balances at 1 April 2019							
		57,089	8,618	65,707	58,990	11,918	70,908
Fund balances at 31 March 2020							
		61,928	10,457	72,385	57,089	8,618	65,707

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.

REAP

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Property, plant and equipment	9		1,929		2,432
Current assets					
Trade and other receivables	11	14,109		11,141	
Windfarm bank accounts		123,394		125,645	
Cash at bank and in hand		57,925		55,470	
		195,428		192,256	
Current liabilities	12	(124,972)		(128,981)	
Net current assets			70,456		63,275
Total assets less current liabilities			72,385		65,707
Income funds					
Restricted funds	13		10,457		8,618
<u>Unrestricted funds</u>					
Designated funds	14	12,557		1,153	
General unrestricted funds		49,371		55,936	
			61,928		57,089
			72,385		65,707

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2020.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The accounts were approved by the Trustees on 2 December 2020

Ms L Geddes
Trustee



Company Registration No. SC316989

REAP

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

REAP is a registered charity (number SC037988) and is a private company limited by guarantee (number SC316989) incorporated in Scotland. The registered office is 177 Mid Street, Keith, Moray, AB55 5BL.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's current statutory requirements, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The accounts are prepared in sterling, which is the functional currency of the charity.

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

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

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

Designated funds are funds raised by the charity and set aside for specific purposes.

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 Incoming resources

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

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants from the Government and other agencies are included as income from activities in the furtherance of the charity's objects where these amount to contract for services, but as donations where the money is given in response to an appeal or with greater freedom of use, for example, government block grants.

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Revenue is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts and sales related taxes.

1.5 Resources expended

All expenditure is included on an accruals basis and has been classified under headings that aggregate all costs related to that category.

Costs are allocated between activities on an actual basis.

1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, 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:

Plant and equipment	15% 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 net income/(expenditure) for the year.

1.7 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.

1.8 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.

1.9 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.

1.10 Retirement benefits

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

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies (Continued)

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Donations and gifts	168	-	168	219	-	219
Grants receivable	183	119,807	119,990	-	108,137	108,137
	<u>351</u>	<u>119,807</u>	<u>120,158</u>	<u>219</u>	<u>108,137</u>	<u>108,356</u>

3 Other trading activities

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Earned income	5,291	9,896
General consultancy	-	1,363
Administrative fees	13,581	13,393
Other trading activities	<u>18,872</u>	<u>24,652</u>

4 Investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Interest receivable	<u>176</u>	<u>16</u>

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5 Charitable activities

	Office costs	Growing projects	Fuel poverty project	Moray food project	Community projects	Total 2020	Total 2019
	£	£	£	£	£	£	£
Staff costs	9,961	76,133	22,577	82	1,415	110,168	108,347
Rent, rates and water	349	3,840	480	-	-	4,669	5,142
General expenses	(71)	507	110	-	-	546	766
Depreciation	751	-	-	-	-	751	837
Repairs and maintenance	(692)	580	43	-	274	205	3,464
Materials	150	4,363	35	41	631	5,220	6,076
Staff training	-	325	130	-	65	520	1,673
Venue hire and events	-	748	-	-	22	770	260
Motor and travel costs	933	1,244	1,147	19	342	3,685	3,098
Volunteer expenses	94	709	68	10	50	931	1,049
Printing, stationery and advertising	(255)	704	227	-	-	676	2,415
Postage and telephone	122	833	687	-	-	1,642	1,269
Heat and light	-	940	140	-	-	1,080	788
	11,342	90,926	25,644	152	2,799	130,863	135,184
	11,342	90,926	25,644	152	2,799	130,863	135,184
Analysis by fund							
Unrestricted funds	11,489	3,000	-	-	-	14,489	
Restricted funds	(147)	87,926	25,644	152	2,799	116,374	
	11,342	90,926	25,644	152	2,799	130,863	
For the year ended 31 March 2019							
Unrestricted funds	26,788	-	-	-	-		26,788

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5	Charitable activities						(Continued)
	Restricted funds	-	82,997	20,043	461	4,895	108,396
		<u>26,788</u>	<u>82,997</u>	<u>20,043</u>	<u>461</u>	<u>4,895</u>	<u>135,184</u>

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

6 Trustees

Two of the trustees (or persons connected with them) received remuneration from the charity during the year.

None of the trustees received reimbursement for expenses in the year.

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Full time	3	3
Part time	6	6
	<u>9</u>	<u>9</u>

Employment costs

	2020 £	2019 £
Wages and salaries	103,952	99,111
Social security costs	1,216	5,113
Other pension costs	5,000	4,123
	<u>110,168</u>	<u>108,347</u>

The charity employed an average of 3 full time equivalent employees during the year.

There were no employees whose annual remuneration was £60,000 or more.

8 Other costs

	Unrestricted funds	Restricted funds	Total 2020 £	Total 2019 £
Net loss on disposal of tangible fixed assets	71	-	71	-
Independent examination fees	-	1,300	1,300	1,266
Payroll fees paid to the independent examiner	-	294	294	216
Insurance	-	-	-	1,559
	<u>71</u>	<u>1,594</u>	<u>1,665</u>	<u>3,041</u>
For the year ended 31 March 2019	<u>-</u>	<u>3,041</u>		<u>3,041</u>

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9 Property, plant and equipment

	Plant and equipment £
Cost	
At 1 April 2019	33,916
Additions	319
Disposals	(175)
At 31 March 2020	34,060
Depreciation and impairment	
At 1 April 2019	31,484
Depreciation charged in the year	751
Eliminated in respect of disposals	(104)
At 31 March 2020	32,131
Carrying amount	
At 31 March 2020	1,929
At 31 March 2019	2,432

11 Trade and other receivables

	2020 £	2019 £
Amounts falling due within one year:		
Trade receivables	12,813	11,141
Prepayments and accrued income	1,296	-
	14,109	11,141

12 Current liabilities

	2020 £	2019 £
Other taxation and social security	-	1,316
Trade payables	228	710
Windfarm accounts	123,394	125,645
Accruals and deferred income	1,350	1,310
	124,972	128,981

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

13 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:

	Balance at 1 April 2019 £	Movement in funds		Balance at 31 March 2020 £
		Incoming resources £	Resources expended £	
Climate Challenge Fund	-	70,590	(70,590)	-
The Robertson Trust	1,558	13,500	(14,100)	958
Fuel Project - Beatrice 2018-2019	1,246	-	(1,246)	-
Fuel Project - Beatrice 2019-2020	-	5,000	(1,241)	3,759
Fuel Project - Adam Family	2,939	6,230	(6,152)	3,017
Fuel Project - Energy Redress Scheme	-	22,487	(22,487)	-
Moray Food Project - Health and Social Care Moray	2,000	-	(2,000)	-
Moray Food Project - Canny Wi' Cash	875	-	(152)	723
Community Projects - You Choose - tsiMoRAY	-	2,000	-	2,000
	<u>8,618</u>	<u>119,807</u>	<u>(117,968)</u>	<u>10,457</u>

The Climate Challenge Fund and the Robertson Trust grants are to help reduce carbon emissions by supporting growing, eating local food cooking, composting food and reducing food waste.

The Fuel Poverty Project provides energy advice and helps tackle fuel poverty across Moray.

The Moray Food Projects promote food growing, cooking and health across Moray.

The Community Projects are for environmental improvements in the local area.

REAP

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 April 2018	Resources expended	Balance at 1 April 2019	Incoming resources	Resources expended 31 March 2020
	£	£	£	£	£
Fixed assets	1,357	(204)	1,153	-	(204)
Provision for statutory obligations	-	-	-	11,608	-
	<u>1,357</u>	<u>(204)</u>	<u>1,153</u>	<u>11,608</u>	<u>(204)</u>
	<u><u>1,357</u></u>	<u><u>(204)</u></u>	<u><u>1,153</u></u>	<u><u>11,608</u></u>	<u><u>(204)</u></u>

The asset fund comprises the net book value of fixed assets funded from grants and is intended to cover future depreciation charges.

The provision for statutory obligations is to take account of potential liabilities.

15 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:				
Property, plant and equipment	1,929	-	1,929	2,432
Current assets/(liabilities)	68,617	10,457	70,456	63,275
	<u>70,546</u>	<u>10,457</u>	<u>72,385</u>	<u>65,707</u>

The unrestricted fund includes £12,557 of designated funds.

16 Hill of Towie Wind Farm Community Fund

At 31 March 2020, REAP held £49,190 for The Hill of Towie Wind Farm Community Fund. These funds are received from the wind farm developer and are used to make grants to local organisations, this is in accordance with REAP's aims and objectives. The Hill of Towie Wind Farm Community Fund is held in a separate bank account and is segregated from REAP's own assets. The balance at 31 March 2020 is included as a separate account within bank and other creditors in REAP's balance sheet.

17 Edintore Wind Farm Community Fund

At 31 March 2020, REAP held £74,204 for The Edintore Wind Farm Community Fund. These funds are received from the wind farm developer and are used to make grants to local organisations, this is in accordance with REAP's aims and objectives. The Edintore Wind Farm Community Fund is held in a separate bank account and is segregated from REAP's own assets. The balance at 31 March 2020 is included as a separate account within bank and other creditors in REAP's balance sheet.