

Charity Registration No. SCO37988 (Scotland)

Company Registration No. SC316989 (Scotland)

REAP

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

SATURDAY



SCT

\*SAG842K0\*

30/10/2021

COMPANIES HOUSE

#130

# REAP

## LEGAL AND ADMINISTRATIVE INFORMATION

---

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

---

# REAP

## CONTENTS

---

	<b>Page</b>
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 2021

---

The trustees present their report and financial statements for the year ended 31 March 2021.

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 remain:

To continue with the Board's three main themes:

- a. Working to promote locally grown food
- b. Tackling fuel poverty
- c. Developing revenue generating activities in line with REAP's aims and objectives

However, in a world turned upside down by the covid-19 pandemic, the trustees wish to comment on how REAP adapted to the situation.

#### Adaptations to Covid-19

When Covid-19 lockdown 1 struck, everyone at REAP worked hard to adapt working practices to the new situation:

- No staff were furloughed or made redundant as our funders pledged to keep supporting us, however, staff had to re-organise all their work at a stressful time
- All work was moved to online platforms - meetings via zoom, increased emailing for 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 had accessed for 2020 were successfully postponed in agreement with the funders- the National Lottery funded work 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
- New risk assessments, Health & Safety protocols created and home work station adaptations were devised and revised constantly as restrictions varied both nationally and locally.

It is yet another indicator of the professional approach and the expertise displayed by the whole staff team that we have continued to meet targets, deliver on our stated aims and objectives, and increase REAP's good reputation across Moray. We have worked with new partners, new work streams and new funding opportunities. Here is what we've achieved:

# REAP

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

---

### Achievements and performance

#### REAP Local Food and Growing Work

##### Climate Challenge Fund: Grow Elgin

REAP successfully bid again to the CCF to continue work in Elgin: reducing community carbon emissions by composting food waste previously going to landfill, including collections by electric bike; increasing the amount of locally produced and consumed fruit and vegetables, also increasing carbon literacy amongst participants in the Elgin community.

REAP offered continuation contracts to 4 workers to deliver this work, and was just planning the work for the year when covid-19 struck.

Staff adapted the work plan, sending out seed packs to 65 families, groups, schools and through face book posts. Community Gardens and growing spaces at nurseries, organisations and schools were maintained, with face book posts used to keep people connected, cheerful and growing. We worked with new partners, too, helped support isolated volunteers and participants, for example through zoom 'tea break' sessions live from the gardens, socially distanced and safe sessions with our 'Covid-kits' to sanitise everything, video and stills clips showing how to do everything from seed sowing to making a wormery and online zoom courses to keep the awareness out there. We're still on course to meet our targets for this project – a significant achievement vindicating our adaptable and innovative approaches to tackle difficult situations.

# **REAP**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021**

---

### **REAP Anti-Fuel Poverty Work**

#### **Energy Advice Moray**

REAP continued work on this 2-year project via the Energy Redress Scheme, which 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 Office Assistant. Our aim to provide free and impartial Energy Advice service across Moray remains, but all home visits were cancelled, and at one point, furloughing staff was one of the considerations that had to be processed. However, over the course of the year, our energy work has doubled, primarily due to REAP partnering with the Fuel Bank making emergency fuel payments with money provided by 5 funders and supported by the Scottish Government. Moray householders with prepayment meters could get a voucher texted to them that they could redeem at their local shop. Some payments were made in person, following very strict guidelines and safety protocols. Some payments for credit meters, coal and fuel oil were also processed within the Covid guidelines.

We had to employ two extra P/T workers to support the additional work, funded through successful bids to the Supporting Communities Fund and the Community Recovery Fund. The team made over £11k in fuel payments since April 2020. Many new partners have referred clients to REAP for these payments which are also supplemented with free, expert advice to help clients address their energy bills and underlying issues like debt, insulation, other grants etc this additional aspect has been well received and acknowledged by the new partners. We've also experienced an increase in the complexity of cases, resulting in staff having to spend more time before issues with clients could be resolved. As an example, at least 2 clients required 20 hours of staff time which included home doorstep contact and yet, we are still on target! The new challenge is to try and find more funding for staff, as this particular stream ends in April 2021. A new bid has been made to the Energy Redress Scheme and other funds are currently being investigated.

#### **Other Energy Work – HEEPs, Adams Family Foundation and BOWL**

REAP continues to employ an Energy Advisor one day per week on contract from Moray Council to provide energy advice to those in receipt of HEEPs (Home Energy Efficiency Programme Scotland) measures.

Our other Energy Advisor (and Community Energy Champion) is employed 2 days per week funded by The Adams Family Foundation (AFF) and BOWL funds. BOWL funding was renewed in January this year and AFF ends in August 2021. This 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). Again, all schools, events and training had been put on hold. However, the additional work carried out over the phone and by email has more than made up for this.

# **REAP**

## **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

---

#### **REAP Enterprise Work**

##### **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.

During the period April 2020 – March 2021, the HOT fund held 2 decision making meetings via zoom, distributing a total of £75,364.05 to 24 community groups, including £10,900 to 10 groups for covid-19 related items including rental, income loss, reconnecting with young people and PPE. The Edintore Community Fund distributed £15,800 through its Covid-19 fund to 24 groups which included cancer care, dementia care and food parcels. An Edintore AGM was successfully hosted online by REAP in March 2021 with a deadline for the next round set for August 2021.

The Hill of Towie Grant for between April 2020 – March 2021 was £102,933.20 (June 2020) and Edintore Grant was £70,500 (Mar 2020) which included admin costs and expenses.

##### **REAP in the local community**

In normal times, REAP provides an information hub for a wide range of Keith community groups, offering meeting space, giving advice and information. During the Covid-19 crisis, this community element came to the fore in a different way, when we were able to act as the conduit for Scottish Government finances to support volunteer effort in Keith. As a trusted Third Sector organisation, we worked with HIEnt to distribute the Supporting Communities Fund of £16,900 for the Keith and Strathisla areas. We employed our own Administrator one day per week, distributing funds to the Keith Covid Group (which was un-constituted), the LOFT youth project and the Longmore Hall, as well as distributing fuel payments. We performed this sensitive role well and our local profile has certainly been raised as a result. As Covid restrictions ease, REAP will seek to develop this enhanced local role in consultation with the community.

##### **REAP as an employer**

REAP employed 10 people over the year (4.5 FTE). REAP remains committed to being a good employer and continually looks to improve pay and conditions for staff, including flexible working and family friendly policies. This was particularly welcomed in 2020, when 5 members of staff were suddenly expected to do home schooling as well as adapting their work schedules and roles at REAP. Regular catch ups have helped staff manage time, work, family commitments and new roles well. We can never underestimate how important it is to look after the staff team. REAP is very grateful for the expertise and adaptability that has been evident particularly in this very difficult year.

##### **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. REAP Board members are volunteers, and REAP's projects are enhanced by volunteers of all ages. Five volunteers on the Board contributed 111 hours of work, and 5 formal volunteers 66 hours of work during the year.

# REAP

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

---

### 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:

From April 2020 to March 2021, REAP were funded by awards from (largest to least):

Climate Challenge Fund

Energy Redress Scheme

Scottish Government Supporting Communities Fund Keith area

Scottish Government Community Recovery Fund (energy advice/ admin work staff time)

The Robertson Trust Covid payment

Adam Family Foundation (AFF)

BOWL Community Fund

Corra Foundation Covid payment

Co-op Community Fund

AFF Covid payment

Tesco Bags of Help Covid payment

#### 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 £76,633 of which £2,771 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 £18,655.

#### Organisational structure

The Board of Trustees met 8 times via zoom due to the pandemic 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

Mrs C Francis

Mr J Barton

Ms D Breen

(Appointed 9 June 2020)



# REAP

## TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

---

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: 18 October 2021

# 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 2021, 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: 18 October 2021

# REAP

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b><u>Income from:</u></b>							
Donations and legacies	2	17,985	142,902	160,887	351	119,807	120,158
Other trading activities	3	22,846	-	22,846	18,872	-	18,872
Investments	4	122	-	122	176	-	176
<b>Total income</b>		<b>40,953</b>	<b>142,902</b>	<b>183,855</b>	<b>19,399</b>	<b>119,807</b>	<b>139,206</b>
<b><u>Expenditure on:</u></b>							
Charitable activities	5	26,094	131,587	157,681	14,489	116,374	130,863
Other costs	9	154	3,117	3,271	71	1,594	1,665
<b>Total resources expended</b>		<b>26,248</b>	<b>134,704</b>	<b>160,952</b>	<b>14,560</b>	<b>117,968</b>	<b>132,528</b>
<b>Net income for the year/ Net movement in funds</b>		<b>14,705</b>	<b>8,198</b>	<b>22,903</b>	<b>4,839</b>	<b>1,839</b>	<b>6,678</b>
Fund balances at 1 April 2020		61,928	10,457	72,385	57,089	8,618	65,707
<b>Fund balances at 31 March 2021</b>		<b>76,633</b>	<b>18,655</b>	<b>95,288</b>	<b>61,928</b>	<b>10,457</b>	<b>72,385</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.

# REAP

## STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Property, plant and equipment	10		2,771		1,929
<b>Current assets</b>					
Trade and other receivables	12	21,478		14,109	
Windfarm bank accounts		188,211		123,394	
Cash at bank and in hand		75,573		57,925	
		285,262		195,428	
<b>Current liabilities</b>	13	(192,745)		(124,972)	
Net current assets			92,517		70,456
<b>Total assets less current liabilities</b>			95,288		72,385
<b>Income funds</b>					
Restricted funds	14		18,655		10,457
<u>Unrestricted funds</u>					
Designated funds	15	11,649		12,557	
General unrestricted funds		64,984		49,371	
			76,633		61,928
			95,288		72,385

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 2021.

The directors 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 18 October 2021



Ms L. Geddes  
Trustee

Company Registration No. SC316989

# REAP

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

---

### 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 2021

---

### 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.

Grants made to individuals are included in expenditure on charitable activities. The total shown represents small amounts paid to various small clubs and individuals.

#### 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
---------------------	-------------------

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.

# REAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2021

#### 1 Accounting policies

(Continued)

##### 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.

#### 2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021 £	2021 £	2021 £	2020 £	2020 £	2020 £
Donations and gifts	585	90	675	168	-	168
Grants receivable	17,400	142,812	160,212	183	119,807	119,990
	<u>17,985</u>	<u>142,902</u>	<u>160,887</u>	<u>351</u>	<u>119,807</u>	<u>120,158</u>

#### 3 Other trading activities

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Earned income	9,073	5,291
Administrative fees	13,773	13,581
Other trading activities	<u>22,846</u>	<u>18,872</u>

#### 4 Investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Interest receivable	<u>122</u>	<u>176</u>

## REAP

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

#### 5 Charitable activities

	Office costs	Community projects	Growing projects	Moray food project	Fuel project	Fuel project - Fuel payments	Total 2021	Total 2020
	£	£	£	£	£	£	£	£
Staff costs	11,199	-	65,377	723	41,992	-	119,291	110,168
Rent, rates and water	320	-	4,041	-	690	-	5,051	4,669
General expenses	125	-	1,218	-	338	-	1,681	546
Depreciation	781	-	-	-	-	-	781	751
Repairs and maintenance	55	-	494	-	137	-	686	205
Materials	165	-	5,341	-	342	-	5,848	5,220
Staff training	-	-	169	-	477	-	646	520
Venue hire and events	21	-	194	-	54	-	269	770
Motor and travel costs	-	-	468	-	679	-	1,147	3,685
Volunteer expenses	27	-	245	-	68	-	340	931
Printing, stationery and advertising	35	-	315	-	88	-	438	676
Postage and telephone	183	-	1,738	-	493	-	2,414	1,642
Heat and light	87	-	876	-	232	4,798	5,993	1,080
	12,998	-	80,476	723	45,590	4,798	144,585	130,863
Grant funding of activities (see note 6)	13,096	-	-	-	-	-	13,096	-
	26,094	-	80,476	723	45,590	4,798	157,681	130,863
<b>Analysis by fund</b>								
Unrestricted funds	26,094	-	-	-	-	-	26,094	
Restricted funds	-	-	80,476	723	45,590	4,798	131,587	
	26,094	-	80,476	723	45,590	4,798	157,681	



## REAP

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

<b>5</b>	<b>Charitable activities</b>							<b>(Continued)</b>
	<b>For the year ended 31 March 2020</b>							
	Unrestricted funds	11,489	-	3,000	-	-	-	14,489
	Restricted funds	(147)	2,799	87,926	152	25,644	-	116,374
		<u>11,342</u>	<u>90,926</u>	<u>25,644</u>	<u>152</u>	<u>2,799</u>	<u>-</u>	<u>130,863</u>

# REAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6 Grants payable

	Office costs 2021 £	2020 £
Grants to individuals	13,096	-
	<u>13,096</u>	<u>-</u>

During the year the charity made a number of small grants to various small clubs, halls, projects and individuals to provide assistance during the Covid-19 pandemic. These included grants to:

Keith Covid Group  
Longmorn Community Hall  
The Loft Youth Project

### 7 Trustees

None of the trustees received remuneration from the charity during the year.  
Two of the trustees received reimbursement for expenses totalling £91 in the year.

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Part time	<u>9</u>	<u>9</u>

#### Employment costs

	2021 £	2020 £
Wages and salaries	110,533	103,952
Social security costs	2,235	1,216
Other pension costs	6,523	5,000
	<u>119,291</u>	<u>110,168</u>

The charity employed an average of 4.8 full time equivalent employees during the year.

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

# REAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 9 Other costs

	Unrestricted funds	Restricted funds	Total 2021	Total 2020
			£	£
Net loss on disposal of tangible fixed assets	-	-	-	71
Independent examination fees	-	1,346	1,346	1,300
Payroll fees paid to the independent examiner	19	221	240	294
Insurance	135	1,550	1,685	-
	<u>154</u>	<u>3,117</u>	<u>3,271</u>	<u>1,665</u>
<b>For the year ended 31 March 2020</b>	<u>71</u>	<u>1,594</u>		<u>1,665</u>

### 10 Property, plant and equipment

	Plant and equipment £
<b>Cost</b>	
At 1 April 2020	34,060
Additions	1,623
At 31 March 2021	<u>35,683</u>
<b>Depreciation and impairment</b>	
At 1 April 2020	32,131
Depreciation charged in the year	781
At 31 March 2021	<u>32,912</u>
<b>Carrying amount</b>	
At 31 March 2021	<u>2,771</u>
At 31 March 2020	<u>1,929</u>

### 12 Trade and other receivables

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade receivables	20,146	12,813
Prepayments and accrued income	1,332	1,296
	<u>21,478</u>	<u>14,109</u>

# REAP

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 13 Current liabilities

	2021 £	2020 £
Other taxation and social security	1,309	-
Trade payables	1,825	228
Windfarm accounts	188,211	123,394
Accruals and deferred income	1,400	1,350
	<u>192,745</u>	<u>124,972</u>

### 14 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 2020 £	Movement in funds		Balance at 31 March 2021 £
		Incoming resources £	Resources expended £	
Climate Challenge Fund	-	79,050	(79,050)	-
The Robertson Trust	958	6,750	(3,225)	4,483
Fuel Project	6,776	49,540	(46,908)	9,408
Fuel Project - Fuel payments	-	6,180	(4,798)	1,382
Moray Food Project	2,723	1,382	(723)	3,382
	<u>10,457</u>	<u>142,902</u>	<u>(134,704)</u>	<u>18,655</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 2021

### 15 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 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Transfers
	£	£	£	£	£
Fixed assets	1,153	-	(204)	949	-
Provision for statutory obligations	-	11,608	-	11,608	(908)
	<u>1,153</u>	<u>11,608</u>	<u>(204)</u>	<u>12,557</u>	<u>(908)</u>
	<u>1,153</u>	<u>11,608</u>	<u>(204)</u>	<u>12,557</u>	<u>(908)</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.

### 16 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total	Total
	2021	2021	2021	2020
	£	£	£	£
Fund balances at 31 March 2021 are represented by:				
Property, plant and equipment	2,771	-	2,771	1,929
Current assets/(liabilities)	82,480	18,655	92,517	70,456
	<u>85,251</u>	<u>18,655</u>	<u>95,288</u>	<u>72,385</u>

The unrestricted fund includes £11,649 of designated funds.

### 17 Hill of Towie Wind Farm Community Fund

At 31 March 2021, REAP held £65,176 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 2021 is included as a separate account within bank and other creditors in REAP's balance sheet.

### 18 Edintore Wind Farm Community Fund

At 31 March 2021, REAP held £123,035 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 2021 is included as a separate account within bank and other creditors in REAP's balance sheet.