

REGISTERED COMPANY NUMBER: SC394284 (Scotland)
REGISTERED CHARITY NUMBER: SC022263

**REPORT OF THE TRUSTEES AND GROUP
AND PARENT CHARITABLE COMPANY
AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019
FOR
FIFE EMPLOYMENT ACCESS TRUST
(A COMPANY LIMITED BY GUARANTEE)**

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PATERSON BOYD & Co.
Chartered Accountants

FIFE EMPLOYMENT ACCESS TRUST

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FOR THE YEAR ENDED 31 MARCH 2019**

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FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

As a registered charity and company limited by guarantee, FEAT's objectives are to relieve the needs of individuals with disabilities; to advance education and promote equality and diversity.

In furtherance of these objectives, FEAT shall undertake the following activities:

- Supporting people with disabilities who are working or who are seeking work in integrated settings;
- Promoting employment opportunities for people with disabilities, with a view to people with disabilities being integrated into the workforce;
- Disseminating information and seeking to increase understanding in relation to people with disabilities within the workforce;
- Encouraging the employment of people with disabilities; and
- Providing appropriate support which will enable people with disabilities to use their skills and abilities to obtain and retain employment.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2018-19 represented another busy but very successful year in our history. A summary of the year is recorded below:

April 2018: The staff team began a year of challenges including 5k runs, digital detoxing, and a swimathon to raise both funds for the charity through sponsorship and also awareness of mental health. At the end of the year, pledges of support were still being received and the total raised was edging towards £2,000.

FEAT were also involved in a partnership of organisations developing a new questionnaire tool (Mental Health & Work Indicator) to assist employability organisations to quickly access the severity of mental health issue for each new referral they receive, in order that they can ensure the appropriate level of support is offered. During the year, FEAT staff delivered a variety of training sessions to other organisations to explain the tool and how to use it.

May 2018: Our Australian partners, WISE Employment, visited FEAT this month along with their UK-branch CEO to discuss more joint working both down under and in England, which led to us delivering training and consultancy in both Dorset and Melbourne later in the year.

The introduction of the new GDPR regulations caused us some issues, particularly in relation to IT. Many of our laptops and PCs were of such an age or low specification that they were unable to be compliant for the added level of security now required and we made some investment in replacement kit.

June 2018: The Delivering Differently Pilot Fund opened after a period of local research and investigation in what could be done to improve employment outcomes for people with mental health conditions in Fife, the research involving staff and service users from a wide range of services in Fife. FEAT were awarded funding to run 3 pilot programmes - exploring brief solution focused coaching; delivering Employ your Mind in partnership with Clued Up and a client group of young people with substance misuse issues as well as mental health issues; and a programme of peer mentor training and support. Our subsidiary, FEAT Trading, also secured funding via this pilot fund to deliver outdoor-based therapeutic environmental arts.

July 2018: The Voluntary Action Fund agreed to support our "Equalities Toolkit" programme, aimed at improving mental health understanding and awareness within local companies. Only 8 projects were funded across Scotland out of 60 applicants and therefore we were delighted to gain this opportunity. In practice, the programme has proved to be incredibly frustrating as several employers who had signed up to participate later withdrew due to business commitments and others wishing to delay the start of the activity. However, there have been successes and particularly within Balfour Beatty and their sub-contractors in Fife who have participated fully and have greatly improved their understanding of mental health in the workplace and the reasonable adjustments and good practice that can be implemented very easily.

August 2018: We were finalists in the Kingdom FM Local Hero Awards in the category of "Best Community Group". Unfortunately we didn't take the star prize but as always was an honour to be shortlisted and gave us an enhanced profile.

This month we also had a visit from Stephen Gethins MSP and a very productive team-building away-day for all staff.

September 2018: We retained our Scottish Qualifications Authority Approved Training Centre status following a robust systems and processes audit from the SQA. The celebrations from this achievement were dampened with our biggest low point of the year when we received a rejection from the Heritage Lottery Fund for our first application for significant levels of funding towards the renovation of the flax mill at Silverburn Park. The disappointment was tinged with optimism however as we learned later in the year that our project was the top-ranked Scottish project and we only narrowly missed out on securing funding, being scored in the top 6 projects, with only the top 4 from across the UK actually being funded. In light of further positive feedback from the panel, we resubmitted an updated application to the fund in March and will learn our fate in June 2019.

In this month we also began a weekly information session, providing an opportunity for staff from other organisations as well as potential future service users to gain a better understanding of our range of services on offer, and how to access them. The sessions have proved extremely popular and directly led to raised levels of referrals.

October 2018: Our IPS Service gained Exemplary Fidelity following another external review, scoring 115 points out of a possible 125. Our next target is retaining this status for a subsequent 2 reviews which would lead to being recognised as an IPS Centre of Excellence, and the first in Scotland.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Also this month, two staff members represented FEAT in Melbourne, Australia, as our partnership with WISE Employment continued to develop. Toni Clark and Inga Davidson from the Employ your Mind team met the Employ your Mind Melbourne team and over the period of 2 weeks supported them with the implementation of the project, providing consultancy and training, as well as speaking at conferences and learning events. The team in WISE were appreciative of the support and outcomes down under are already on a par with the outcomes we achieve in Fife, so clear evidence that the programme can indeed be replicated successfully. The additional bonus for FEAT is the income generated from the training and consultancy which helps greatly in our aims to become more financially self-sufficient and less reliant on grant funding.

We also secured another cocktail of funding to enable the facilitation of NIDMAR (National Institute of Disability Management & Research) courses and qualifications to Fife-based health and employability providers, including some FEAT staff. The final exam for the course takes place in May/June 2020.

November 2018: A long-awaited spruce up of the offices and training rooms took place, with the Community Payback Team giving us a fresh lick of paint.

December 2018: A double success for FEAT & FEAT Trading at the Fife Business Diversity Awards - Catherine Grubb from FEAT who led the Peer-2-Peer programme and Arran Ritchie, one of our Community Jobs Scotland employees at Silverburn, were awarded Gold and Bronze Awards respectively for recognising their achievements in overcoming disabilities and excelling in the workplace.

Jan 2019: A generous offer from St Andrews Management Centre was taken up by the FEAT team to gain intensive training on excel and help us with the raft of the recordkeeping required for all of our various initiatives. The day was hugely successful and a follow-up planned later in the year.

Feb 2019: Our newly trained Peer-2-Peer Mentors took centre stage twice in the month, firstly at a celebration of their achievements and journey with staff, family and friends and secondly presenting at a Befriending, Mentoring and Peer Support workshop in partnership with Our Mind Matters and with an audience of professionals and practitioners. Both sets of presentations at each event were inspirational and whilst this brought the end of the pilot funding period for the programme, all of the mentors have continued meeting weekly at FEAT to stay connected and offer support in a voluntary capacity to the FEAT staff team.

We also concluded our run of mental health training courses to Fife Jobcentre staff this month, having won a tender to deliver a series of 2-day courses throughout the year.

March 2019: We ended the financial year with probably the greatest accolade in our history, coinciding with our 25th anniversary, winning the Centre for Social Justice Award in the Work Category. The CSJ Awards Programme has been running for 15 years and is a high profile event that honours the best grassroots, poverty-fighting charities and social enterprises from across Britain. We were up against stiff competition to win, but in doing so secured a prize of £10,000 and 6 representatives from the organisation attended a glittering ceremony in Central London to collect the award, in front of senior politicians and philanthropists. In addition, a short film was made by the CSJ in the form of a case study of a FEAT service user, who became a FEAT staff member, and the film is available to view at our homepage on our website. Better still, the sponsors of our prize, Marsh & McLennan, have offered to build a long-term relationship with FEAT and support wherever they can in the future.

On the very last day of the financial year, the staff were also in attendance at another awards event, this time the Fife Business Awards as we were shortlisted in the category of Excellence in Innovation and Creativity. We didn't take the top prize on this occasion, however provided another opportunity to raise our profile, particularly with the business community in Fife.

We also ended the year with confirmation of a new 3-year period of further funding from a combination of Fife Council (Opportunities Fife) and European Social Fund. Our new project with an old name "Journey to Work" is an amalgamation of existing, separate projects we have been delivering in recent years, encompassing the activities we provided for Fife Employment & Training Consortium, Fife IPS Service and Employ your Mind. The added benefit is that anyone referred to FEAT from April can move between the different programmes, which was often a problem in the past due to the eligibility restrictions on different funding schemes.

In May we expanded our premises to include Unit 8 in Hanover Court and this has become the base for the Fife IPS Service. The annual IPS Fidelity Review in May saw us increase our score to 113/125, maintaining our "good" rating and moving to within 2 points of the exemplary standard. We are now the highest ranking IPS service in Scotland despite only operating since April 2015.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Our achievements for each project are listed below.

Employ your Mind

We have worked with 11 cohorts of students over the past year which totalled 69 new students and 39 returning students. We have worked in partnership with NHS Fife adult mental health and CAMHS (Child & Adolescent Mental Health Services) to recruit and deliver EYM to individuals with complex mental health difficulties. All of our students have been working towards an SVQ Level 3 in Personal Development and/or Work Experience, with 53 people gaining a qualification and 20 still working towards this at the end of the financial year. Many of our students have completed work placements and moved onto to further education, volunteering or paid employment. We have been revising how we deliver our Young Persons cohorts and exploring working to 'intervene earlier' by working more closely with NHS CAMHS newly developed Primary Mental Health worker roles. This led to 2 cohorts taking place within Bell Baxter High School, Cupar, supported by Primary Mental Health workers and school staff. These courses were externally evaluated by Community Enterprise and the outcome was positive, with a further course planned for the coming year.

We have been supporting our students to develop their thinking skills through the use of the Cognitive Remediation Therapy aspect of the programme and have been developing our expertise and quality of delivery of this therapy. We have also delivered external training to a range of organisations in the year to support wider understanding of the positive impacts of CRT with our client group.

Encouragingly, 14 students have progressed into volunteering, 9 moved into further or higher education and 8 secured employment in the year.

Fife IPS

Every year since the inception of the Service we have been hampered with a shortage of staffing which has reduced our ability to support larger volumes of participants, despite a clear demand for the service and a high waiting list.

However, we did support 70 participants during the year, 27 of these being new registrations, with 18 people also moving into work. Cumulatively in the 4 years we have been operating we have achieved 171 registrations and 99 job outcomes which is an excellent return.

We have also developed our CRT provision within the service, running the therapy in groups as well as 1-1 and there is clear evidence that the programme is greatly helping people who weren't gaining interviews solely with Employment Specialist support. As ever, we are hopeful that in the coming year staff levels can be at our desired level to minimise any waiting time for new participants.

Journey to Work (Fife ETC)

Our role within the Fife Employment & Training Consortium is preparing people to move through the pathway and onto more focused jobsearch activities with other partner organisations. We provide a range of courses focused on changing negative behaviours, action planning and goal setting as well as the opportunity to explore mindfulness as another strategy to cope with challenging life situations. In this year we directly supported 57 people, with 32 moving into employment - so whilst the numbers of actual registrations were lower than we expected, the number of people gaining work exceeded our expectations. We also had 32 pathway referrals (moving people on from our programme to another partner).

The Consortium as a whole also met all funding targets for the year with 3333 registrations achieved and 2035 people securing work. Whilst we will not be part of the wider partnership in future years, we have left the Consortium on good terms to focus on our own mental health pathway of provision for 2019 onwards.

Our Minds Matter

Our second year of delivering this commission to Fife Council Education Services saw a change from year one, based on feedback from the external evaluation and a change in staffing.

Relax Kids courses were delivered in place of formal Mindfulness classes and we focused on primary schools and nurseries during the year rather than secondary schools. We did continue to cover East, West and Central areas throughout the year.

We have delivered the programme in Kinglassie, South Parks, Hill of Beath, Kettle and Pitlessie Primary Schools

External evaluation for year 2 of this provision was conducted by Community Enterprise involving a full review of the completed evaluation forms and 1-1 discussions with teaching staff from participating schools.

The results have demonstrated a clear positive progression overall and the full evaluation is available on request.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Delivering Differently Pilot Projects

Our Brief Solution Focused Coaching pilot saw 9 participants receive up to 6 individual sessions and 2 of them moved into employment, 1 applied for college and 4 others joined specialist services for further support. In such a short space of time, these results were powerful however we had anticipated working with greater volumes of participants to achieve even better results and are planning to embed the coaching into our existing projects for the future. Feedback and evaluation of this service was completely anonymised with evaluations being completed online. 100% of the responders stated that the coach's approach was a good fit and 86% of responders gave a 10/10 for all other questions. None of the remaining questions received a score of less than 9/10.

Our programme of **Employ your Mind** delivered in partnership with Clued Up Project with 15 participants identified at the outset and 10 completing one or more phase and 4 completing a qualification. This version of Employ Your Mind was very much about sowing the seeds of engagement with employability/educational programmes and supporting these young people to see what sort of support is available locally. It has given them the opportunity to take part in something and to persevere with it and work through their problems and often challenging behaviour, where in the past they may have been excluded from an activity like this due to their anti-social behaviour.

Our **Peer-2-Peer** programme was particularly successful with 8 participants fully completing the intensive training course, delivered in partnership with the Scottish Recovery Network. Despite a very short period to promote the programme and recruit to it, 25 people applied for a place on the course and through the funding package we were able to recruit a Lead Facilitator and Assistant Facilitator from the FEAT client group. We are attempting to secure funding for the forthcoming financial year to continue the programme as feedback from all participants was incredibly positive and at the end of the financial year we are supporting them to secure volunteering and paid positions within a range of mental health services.

Silverburn Park

Our trading subsidiary have continued to lead developments at Silverburn and have been successful with a range of funding to deliver community and commercial activities. Most notably, a 3-year funding programme from the Big Lottery has given us an Operations Manager post for that period and increased our ability to forge ahead with a wide variety of activities benefiting the local community and making strides forward in improving the appearance of the Park, supported admirably by a small group of Community Jobs Scotland employees and volunteers.

The Park also gained the status of becoming Fife's first Gaelic-friendly park, with the introduction of dual language signage around the Park and a series of Gaelic-themed events taking place.

This year also saw us increase the scale of our annual music festival, running the event over 2 days and with 42 bands. Whilst tickets sold out on the Saturday of the event, the Sunday turned out to be probably the most inclement day of weather of all the entire summer and this affected attendance. Undaunted, the team are planning another 2-day festival in 2019.

During the year, funding was also secured from WREN Landfill Trust to install a new field drainage system in the proposed campsite field, however our plans to open a campsite during 2018 were hit with a series of delays outwith our control, including the discovery of grenades under the earth that also led to a temporary closure of the allotments on site. Thankfully, before the end of the financial year, the Park has been declared safe and the allotments have re-opened and planning is underway to open the campsite in 2019.

FINANCIAL REVIEW

Financial position

Trustees continued to be pleased with operations and performance of the charity, though cashflow was an area of ongoing concern during the year as continued delays in receipt of European funding were still being experienced.

However, this situation was resolved somewhat with payments being received towards the financial year end and with confirmed funding in place for the next 3 years, the Board considers the charity to be in a relatively good position for the coming year.

The charity continues to closely monitor its financial position and received consultancy support during the year to improve financial recordkeeping and forecasting tools.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

FINANCIAL REVIEW

Reserves policy

The Reserve Fund of £109,802 represents the unrestricted funds arising from past operating results. The Trustees are aware that the Contingency Fund of £73,000, held within the unrestricted funds, approximates to just over one and a half months operating expenditure which is satisfactory given the revenue funding presently secured with the Scottish Executive, Big Lottery Fund and local authorities and the contractual obligations to staff. The Trustees have examined the requirement to maintain free reserves and concluded that the most appropriate level is between three to six months of operational expenditure and this will continue to be addressed over the next two to three years.

Designated Funds have been set up to cover potential future liabilities on the Brag Enterprises Ltd offer as detailed at note 21 and to cover any shortfall in funding on Fife Individual Placement & Support (IPS) Service as detailed at note 22.

Risk Management

The Trustees apply high priority to assessing and evaluating the risks to which FEAT is exposed and ensuring that effective processes and systems are in place to mitigate those risks. FEAT's risk register is reviewed by the Board annually.

Significant financial risks include the potential for underfunding by statutory authorities and funders in the future. This risk is managed by ongoing financial monitoring by the board of trustees and senior management and through ongoing discussions with funders regarding financial support for the future.

The Trustees are satisfied that the management of those risks is effective and sufficient.

Connected Bodies

FEAT Trading Community Interest Company is a wholly owned subsidiary company through which the regeneration and renovation of Silverburn Park will operate.

FEAT Trading CIC shares its principal address with FEAT. Gross income for the twelve months to 31 March 2019 was £191,831 (2018 - £141,981).

FUTURE PLANS

The charity has been taking time to review and refresh the strategic plan over the past 18 months with a series of joint board and staff sessions held to focus on this. This work, and the pilot projects delivered this year, have led to a larger commission from Fife Council (Opportunities Fife) and European Social Fund for the next 3 years and resulted in an amalgamation of separate projects into one, more streamlined programme.

With uncertainty remaining over the BREXIT situation, we will remain in regular dialogue with representatives from Fife Council and the Scottish Government about funding post 2022.

We will also look to continue to strengthen our links with colleagues at WISE Employment in Melbourne and potentially support them to roll-out the Employ your Mind programme into other cities in Australia. We have also had initial enquiries about delivering support to another provider in Australia, interested in implementing an IPS Service.

Whilst our subsidiary company, FEAT Trading CIC, has been leading on developments and planning for Silverburn Park's regeneration, the charity has re-applied to the National Lottery Heritage Fund for a large percentage of the total cost of the refurbishment plans of the former flax mill on the site. The outcome will shape the future planning of both organisations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

FIFE EMPLOYMENT ACCESS TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The charity is limited by guarantee and is governed by its Memorandum and Articles of Association. Each member of the management committee undertakes to contribute such amount as may be required (not exceeding £1) to the charity's debts and liabilities contracted before he/she ceases to be a member and of the cost, charges and expenses of winding up and for the adjustment of the rights of the contributors among themselves.

The affairs of the charity shall be managed by a committee of between 5 and 12 voluntary people, which shall meet not less than six times a year.

Only full members of the charity whether individual or representative, shall be eligible to stand for election to the management committee. It has been agreed to stagger retirements from the committee to ensure continuity of operations and also to ensure that the charity is always quorate, this being said, all trustees stand down at the AGM and have to be re-appointed by the members. The committee members meet occasionally outside the scheduled meetings as necessary and there is a regular communication process between the office bearers and the project manager to ensure the effective management of the organisation.

Committee members can serve for a term no longer than 6 years from the date of appointment/re-appointment. They must break for one year before being eligible for re-election.

Induction and training of new trustees

Trustees are recruited and appointed according to the terms laid down in the constitution. The staff and management committee have introduced an induction pack for new trustees as well as a training programme, both as part of the induction of new trustees and also for existing trustees in the light of the new charity regulations.

Pay policy for senior staff

The trustees consider the board of trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received remuneration or expenses in the year.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings.

Related parties

None of the trustees receive remuneration or other benefits from their work with the charity. Any connection between a trustee or senior staff of the charity must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC394284 (Scotland)

Registered Charity number

SC022263

Registered office

6 - 8 Hanover Court
North Street
Glenrothes
Fife
KY7 5SB

Trustees

Ms Michelle Elaine Austin	- appointed 11.6.18
Ms Wendy Simpson	
Mr Douglas Cameron McPhail	Chairperson
Mr Michael Sutherland	- resigned 12.3.19
Ms Helen Judith Lawrenson	
Mr Brian David Robertson	
Ms Rose Duncan	
Mr Robert George Meek	- appointed 20.3.19

Company Secretary

Ms Pat Rose

FIFE EMPLOYMENT ACCESS TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2019**

REFERENCE AND ADMINISTRATIVE DETAILS

Auditor

Paterson Boyd & Co Limited
18 North Street
Glenrothes
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KY7 5NA

Project Manager

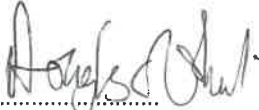
Duncan Mitchell

AUDITOR

The auditor, Paterson Boyd & Co Limited, were appointed during the year and will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 18 December 2019 and signed on its behalf by:



.....
Mr Douglas Cameron McPhail - Trustee

FIFE EMPLOYMENT ACCESS TRUST

STATEMENT OF TRUSTEES RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2019

The trustees (who are also the directors of Fife Employment Access Trust for the purposes of company law) are responsible for preparing the Report of the Trustees 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are also responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the UK, governing the preparation and dissemination of financial statements, may differ from legislation in other jurisdictions.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF FIFE EMPLOYMENT ACCESS TRUST

Opinion

We have audited the financial statements of Fife Employment Access Trust for the year ended 31 March 2019 which comprise the Group and Parent Charitable Company Statements of Financial Activities, the Group and Parent Charitable Company Balance Sheets, the Statements of Cash Flow and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 group and the parent charitable company's affairs as at 31 March 2019 and of the group's and parent charitable company's 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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Independent Auditor's Report thereon.

Our opinion on the financial statements does not cover the other information and except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees 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 group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF FIFE EMPLOYMENT ACCESS TRUST

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- The group and parent charitable company has not kept proper and adequate accounting records 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 take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes 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 group's and parent charitable company'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.

Our responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44 (1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Act and relevant regulators 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 Independent Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Independent Auditor's Report.

Use of our report

This report is made solely to the group's and parent charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the group's and parent charitable company's members and trustees those matters we are required to state to them in an auditor's 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 group and parent charitable company and the group's and parent charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Neil Paterson B.A., C.A. (Senior Statutory Auditor)
for and on behalf of Paterson Boyd & Co Limited
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
18 North Street
Glenrothes
Fife
KY7 5NA

Date: 18 December 2019

FIFE EMPLOYMENT ACCESS TRUST**GROUP STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2019**

		Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	Note	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	129,024	521,676	650,700	633,825
Other trading activities	4	73,455	26,964	100,419	38,816
Charitable activities	5	<u>36,544</u>	<u>-</u>	<u>36,544</u>	<u>20,197</u>
Total		239,023	548,640	787,663	692,838
EXPENDITURE ON					
Charitable activities					
Charitable activities	6	31,097	541,090	572,187	548,848
Operating of Community Interest Company		<u>187,177</u>	<u>-</u>	<u>187,177</u>	<u>135,435</u>
		218,274	541,090	759,364	684,283
NET INCOME		20,749	7,550	28,299	8,555
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>159,646</u>	<u>80,746</u>	<u>240,392</u>	<u>231,837</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>180,395</u></u>	<u><u>88,296</u></u>	<u><u>268,691</u></u>	<u><u>240,392</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

FIFE EMPLOYMENT ACCESS TRUST

**PARENT CHARITABLE COMPANY
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	4,597	521,676	526,273	540,647
Other trading activities	4	<u>42,595</u>	<u>26,964</u>	<u>69,559</u>	<u>20,311</u>
Total		47,192	548,640	595,832	560,958
EXPENDITURE ON					
Charitable activities					
Charitable activities	6	<u>31,097</u>	<u>541,090</u>	<u>572,187</u>	<u>548,848</u>
NET INCOME		16,095	7,550	23,645	12,110
RECONCILIATION OF FUNDS					
Total funds brought forward		93,707	80,746	174,453	162,343
TOTAL FUNDS CARRIED FORWARD		<u>109,802</u>	<u>88,296</u>	<u>198,098</u>	<u>174,453</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

FIFE EMPLOYMENT ACCESS TRUST (REGISTERED NUMBER: SC394284)

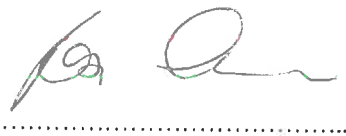
**GROUP BALANCE SHEET
AT 31 MARCH 2019**

	Note	2019 £	2018 £
FIXED ASSETS			
Tangible assets	12	25,339	25,225
Investments	13	-	-
CURRENT ASSETS			
Debtors	14	136,348	144,404
Cash at bank and in hand		<u>131,298</u>	<u>118,636</u>
		267,646	263,040
CREDITORS			
Amounts falling due within one year	15	(24,294)	(47,873)
NET CURRENT ASSETS		<u>243,352</u>	<u>215,167</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>268,691</u>	<u>240,392</u>
FUNDS	18		
Unrestricted funds		180,395	159,646
Restricted funds		<u>88,296</u>	<u>80,746</u>
TOTAL FUNDS		<u>268,691</u>	<u>240,392</u>

The trustees have prepared group accounts in accordance with section 398 of the Companies Act 2006 and section 44 of the Charities and Trustee Investment (Scotland) Act 2005. These Accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and for circulation to the members of the company.

The notes at pages 18 to 38 form part of these accounts.

The financial statements were approved by the Board of Trustees on 18 December 2019 and were signed on its behalf by:



.....

Ms Rose Duncan – Trustee
Company Registration Number: SC394284

FIFE EMPLOYMENT ACCESS TRUST (REGISTERED NUMBER: SC394284)

**PARENT CHARITABLE COMPANY
BALANCE SHEET
AT 31 MARCH 2019**

	Note	2019 £	2018 £
FIXED ASSETS			
Investments	13	100	100
CURRENT ASSETS			
Debtors	14	128,837	141,760
Cash at bank and in hand		<u>89,044</u>	<u>55,058</u>
		217,881	196,818
CREDITORS			
Amounts falling due within one year	15	(19,883)	(22,465)
NET CURRENT ASSETS		<u>197,998</u>	<u>174,353</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>198,098</u>	<u>174,453</u>
NET ASSETS		<u>198,098</u>	<u>174,453</u>
FUNDS	18		
Unrestricted funds		109,802	93,707
Restricted funds		<u>88,296</u>	<u>80,746</u>
TOTAL FUNDS		<u>198,098</u>	<u>174,453</u>

FIFE EMPLOYMENT ACCESS TRUST

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

		COMPANY	
		2019	2018
		£	£
Cash flows from operating activities:	Note		
Cash generated from operations	1	<u>33,986</u>	<u>(949)</u>
Net cash provided by (used in) operating activities		<u>33,986</u>	<u>(949)</u>
Change in cash and cash equivalents in the reporting period		33,986	(949)
Cash and cash equivalents at the beginning of the reporting period		<u>55,058</u>	<u>56,007</u>
Cash and cash equivalents at the end of the reporting period		<u>89,044</u>	<u>55,058</u>
		GROUP	
		2019	2018
		£	£
Cash flows from operating activities:	Note		
Cash generated from operations	2	<u>21,224</u>	<u>25,428</u>
Net cash provided by (used in) operating activities		<u>21,224</u>	<u>25,428</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(8,562)	(33,633)
Net cash provided by (used in) investing activities		<u>(8,562)</u>	<u>(33,633)</u>
Change in cash and cash equivalents in the reporting period		12,662	(8,205)
Cash and cash equivalents at the beginning of the reporting period		118,636	126,841
Cash and cash equivalents at the end of the reporting period		<u>131,298</u>	<u>118,636</u>

The notes form part of these financial statements

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019	COMPANY 2018
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	23,645	12,110
Adjustments for:		
Decrease/(increase) in debtors	12,923	(10,808)
Decrease in creditors	<u>(2,582)</u>	<u>(2,251)</u>
Net cash provided by (used in) operating activities	<u>33,986</u>	<u>(949)</u>

2. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019	GROUP 2018
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	28,299	8,555
Adjustments for:		
Depreciation charges	8,448	8,408
Decrease/(increase) in debtors	8,056	(12,392)
(Decrease)/increase in creditors	<u>(23,579)</u>	<u>20,857</u>
Net cash provided by (used in) operating activities	<u>21,224</u>	<u>25,428</u>

FIFE EMPLOYMENT ACCESS TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. GENERAL INFORMATION

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is 6 - 8 Hanover Court, North Street, Glenrothes, Fife, KY7 5SB.

2. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) as amended by Bulletin 1, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities Accounts Scotland Regulations 2006 (as amended), the Companies Act 2006 and the Charities and Trustee Investment (Scotland) Act 2005.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

GOING CONCERN

The trustees are of the opinion that the Charitable company has adequate resources and, together with the expectations of future income, to continue to meet its obligations as they fall due for the foreseeable future. As a consequence, the trustees have prepared the financial statements on the going concern basis.

COMPANY STATUS

The charity is a company limited by guarantee. The company is a membership organisation and the Trustees named on page 7 were elected or appointed under the Memorandum and Articles of Association. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

INVESTMENTS

Investments are stated at cost.

INVESTMENT INCOME

The investment income arises from interest bearing accounts and dividends received from FEAT Trading Community Interest Company.

DEFERRED INCOME

Deferred income represents income received but has been recognised as deferred income as the criteria and conditions on which the funds were released have not as yet been satisfied.

INCOME

All income is recognised in the Statement of Financial Activities when the charity is entitled to the income, any performance related conditions attached have been met or are fully within the control of the charity and the amount can be quantified with reasonable accuracy.

Donations are recognised when the charity has control over the item, the receipt of economic benefit from them are probable and they can be measured reliably. Donations for purposes restricted by the wishes of the donor are taken to Restricted Funds.

Income from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance. Grants received for specific purposes are accounted for as restricted funds.

FIFE EMPLOYMENT ACCESS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019

2. ACCOUNTING POLICIES - continued

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Motor vehicles	- 25% on reducing balance

VALUE ADDED TAX

Fife Employment Access Trust is not registered for VAT and accordingly expenditure includes VAT where appropriate.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity. Unrestricted funds include a Contingency fund and Designated funds.

Contingency fund is an unrestricted fund which has been granted by the Trustees to maintain free reserves to cover operational expenditure in the event of the charity coming to an end.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

ALLOCATION OF SUPPORT COSTS

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include administration and staff costs.

PENSION COSTS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

OPERATING LEASES

Rentals applicable to operating leases, where substantially all benefits and risks of ownership remain with the lessor, are charged to the income and expenditure account as incurred.

VOLUNTEER HELP

The value of any voluntary help received is not included in the accounts.

CAPITAL ITEMS

Capital items acquired for the office which individually have a cost or value of less than £500 are written off in the financial period of purchase.

DEBTORS

Trade and other debtors are recognised at the settlement amount. Prepayments are valued at the amount paid in advance for future periods.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

2. ACCOUNTING POLICIES – continued

CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount.

FINANCIAL INSTRUMENTS

The company only has basic financial assets and financial liabilities. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

FIFE EMPLOYMENT ACCESS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019

3. DONATIONS AND LEGACIES

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Donations	8,134	10,701	4,997	12,648
Grants	642,566	623,124	521,276	527,999
	<u>650,700</u>	<u>633,825</u>	<u>526,273</u>	<u>540,647</u>

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Grants:				
Big Lottery Fund	71,567	40,088	40,026	40,088
Fife Health & Social Care Partnership	74,763	77,623	74,763	77,623
Fife Council Levenmouth Area Committee	8,840	40,000	-	15,000
Fife Council Dunfermline Area LCPB	-	15,000	-	15,000
Fife Council Cowdenbeath Area Committee	-	10,000	-	10,000
Fife Council Glenrothes Area LCPB	15,000	20,000	15,000	20,000
St James's Place Charitable Foundation	-	10,000	-	10,000
SCVO Digital Charter	-	7,317	-	7,317
The Gannochy Trust	10,000	10,000	10,000	10,000
Opportunities Fife	110,436	100,205	110,436	100,205
Dr Guthrie's Association	-	1,200	-	1,200
Chance to Succeed	-	29,522	-	29,522
Bank of Scotland Foundation	-	9,953	-	9,953
Fife Council ESIF	157,035	145,731	157,035	145,731
Santander Discovery Foundation	-	5,000	-	5,000
Fife Voluntary Action	36,682	4,000	30,702	4,000
Fife Charities Fund	2,014	760	-	760
SCVO	-	1,500	-	1,500
The Robertson Trust	15,000	17,000	15,000	15,000
The Pump House Trust	-	10,000	-	10,000
W H Smith Community	-	100	-	100
Martin Connell Charitable Trust	2,000	-	2,000	-
Allergan International Foundation	5,343	-	5,343	-
Foundation Scotland	5,000	-	5,000	-
Fife LEADER Local Action Group	40,925	-	18,124	-
Anton Jurgens Charitable Trust	3,000	-	3,000	-
The Pixel Fund	1,750	-	1,750	-
Voluntary Action Fund	31,992	-	24,492	-
Gannett Foundation	8,605	-	8,605	-
WREN	27,565	-	-	-
Fife Historic Buildings Trust	8,000	-	-	-
Rambles Holidays Charitable Trust	960	-	-	-
Fife Council Local Community Planning Budget	5,589	6,190	-	-
Fife Council Economy Planning and Employability Service	-	35,000	-	-
Forestry Commission	-	3,350	-	-
The Scottish Government	-	9,055	-	-
Action Earth	500	250	-	-
William Grant Foundation	-	11,000	-	-
Groundwork UK	-	1,000	-	-
Foundation Scotland	-	1,280	-	-
The Mushroom Trust	-	1,000	-	-
	<u>642,566</u>	<u>623,124</u>	<u>521,276</u>	<u>527,999</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

6. CHARITABLE ACTIVITIES COSTS

	GROUP AND COMPANY			
			2019	2018
	Direct Service Provision £	Support Costs £	Total £	Total £
Staff costs	445,552	7,057	452,609	455,729
Premises costs	-	37,362	37,362	34,623
Administration costs	-	12,153	12,153	13,109
IT costs	-	3,141	3,141	5,781
Travel and volunteer expenses	18,729	-	18,729	16,292
Training costs	13,638	-	13,638	4,516
Venue expenses	5,757	-	5,757	4,855
Publicity and incidentals	1,008	-	1,008	697
Lease of equipment	7,152	-	7,152	4,402
Consultancy fees	-	2,622	2,622	1,668
Campsite costs	-	10,000	10,000	-
Legal fees	-	1,040	1,040	-
Governance costs (see note 7)	-	6,976	6,976	7,176
	<u>491,836</u>	<u>80,351</u>	<u>572,187</u>	<u>548,848</u>

Expenditure on charitable activities was £572,187 (2018 £548,848) of which £541,090 was restricted (2018 £526,328)

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

7. SUPPORT COSTS

Governance costs

	GROUP AND COMPANY	
	2019	2018
	£	£
Auditors' remuneration:		
Statutory audit fee	2,400	2,736
Accountancy fee	<u>4,576</u>	<u>4,440</u>
	<u>6,976</u>	<u>7,176</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	GROUP AND COMPANY	
	2019	2018
	£	£
Auditors' remuneration	2,400	2,736
Accountancy fees	<u>4,576</u>	<u>4,440</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2019 nor for the year ended 31 March 2018.

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

10. STAFF COSTS

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Wages and salaries	477,964	469,741	395,966	394,952
Social security costs	31,847	31,831	30,593	30,564
Other pension costs	20,752	22,665	18,993	21,499
	<u>530,563</u>	<u>524,237</u>	<u>445,552</u>	<u>447,015</u>

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

	GROUP		COMPANY	
	2019	2018	2019	2018
	<u>27</u>	<u>24</u>	<u>20</u>	<u>19</u>

No employee received remuneration amounting to more than £60,000 in either year.

During the financial year, the total remuneration (inclusive of Employers National Insurance and Pension contributions) for Key Management Personnel was £45,007 (2018 - £44,206).

Other pension costs include contributions to the following defined contribution pension schemes for the benefit of employees.

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Standard Life	366	366	366	366
Aviva	3,191	3,190	3,191	3,190
Clerical Medical	642	641	642	641
Scottish Widows	1,696	1,723	1,696	1,723
Royal London	13,098	15,579	13,098	15,579
Peoples Pension	1,759	1,166	-	-
	<u>20,752</u>	<u>22,665</u>	<u>18,993</u>	<u>21,499</u>

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	COMPANY		
	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	7,623	533,024	540,647
Other trading activities	<u>17,799</u>	<u>2,512</u>	<u>20,311</u>
Total	25,422	535,536	560,958
EXPENDITURE ON			
Charitable activities			
Charitable activities	<u>22,520</u>	<u>526,328</u>	<u>548,848</u>
Total	22,520	526,328	548,848
NET INCOME/(EXPENDITURE)	2,902	9,208	12,110

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES – continued

	COMPANY		
	Unrestricted funds £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	90,806	71,537	162,343
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>93,708</u>	<u>80,745</u>	<u>174,453</u>
			GROUP
	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	100,801	533,024	633,825
Other trading activities	36,303	5,513	38,816
Investment income	-	-	-
Charitable activities	<u>20,197</u>	<u>-</u>	<u>20,197</u>
Total	157,301	535,537	692,838
EXPENDITURE ON			
Charitable activities			
Charitable activities	22,520	526,328	548,848
Operating of Community Interest company	<u>135,435</u>	<u>-</u>	<u>135,435</u>
Total	157,955	526,328	684,283
	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)	(654)	9,209	8,555
RECONCILIATION OF FUNDS			
Total funds brought forward	160,300	71,537	231,837
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>159,646</u>	<u>80,745</u>	<u>174,453</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

12. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	GROUP Totals £
COST			
At 1 April 2018	28,233	5,400	33,633
Additions	<u>8,562</u>	<u>-</u>	<u>8,562</u>
At 31 March 2019	<u>36,795</u>	<u>5,400</u>	<u>42,195</u>
DEPRECIATION			
At 1 April 2018	7,058	1,350	8,408
Charge for year	<u>7,435</u>	<u>1,013</u>	<u>8,448</u>
At 31 March 2019	<u>14,493</u>	<u>2,363</u>	<u>16,856</u>
NET BOOK VALUE			
At 31 March 2019	<u>22,302</u>	<u>3,037</u>	<u>25,339</u>
At 31 March 2018	<u>21,175</u>	<u>4,050</u>	<u>25,225</u>

13. FIXED ASSET INVESTMENTS

	COMPANY	
Investments in subsidiary undertaking	2019	2018
	£	£
Shares in FEAT Trading Community Interest Company	<u>100</u>	<u>100</u>

Fife Employment Access Trust own 100% of the shares in FEAT Trading Community Interest Company, company registration number SC434244 and registered office 6-8 Hanover Court, North Street, Glenrothes, Fife, KY7 5SB. The principal activity of FEAT Trading Community Interest Company is that of developing volunteers to assist in Silverburn and producing marketing social media networks for people to engage with the company and the estate. The issued capital is £100 consisting of 100 ordinary shares with a nominal value of £1 each. The reserves held by FEAT Trading Community Interest Company was £70,593 with a profit for the financial year to 31 March 2019 of £4,654.

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Accrued Income	128,245	141,168	128,245	141,168
Trade Debtors	6,886	2,644	-	-
Prepayments	<u>1,217</u>	<u>592</u>	<u>592</u>	<u>592</u>
	<u>136,348</u>	<u>144,404</u>	<u>128,837</u>	<u>141,760</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	GROUP		COMPANY	
	2019	2018	2019	2018
	£	£	£	£
Social security and other taxes	9,263	9,733	8,145	8,581
Accruals	15,031	32,120	11,738	13,884
Deferred income	-	6,020	-	-
	<u>24,294</u>	<u>47,873</u>	<u>19,883</u>	<u>22,465</u>

16. LEASING AGREEMENTS

GROUP AND COMPANY

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018
	£	£
Expiring:		
Within one year	27,108	27,108
Between two and five years	<u>58,251</u>	<u>85,359</u>
	<u>85,359</u>	<u>112,467</u>

This is in respect of rent and lease of equipment commitments. The total lease charge for the year was £27,156 (2018 - £19,821).

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	COMPANY	
			2019 Total funds	2018 Total funds
	£	£	£	£
Investments	100	-	100	100
Current assets	126,688	91,193	217,881	196,818
Current liabilities	<u>(16,986)</u>	<u>(2,897)</u>	<u>(19,883)</u>	<u>(22,465)</u>
	<u>109,802</u>	<u>88,296</u>	<u>198,098</u>	<u>174,453</u>

	Unrestricted funds	Restricted funds	GROUP	
			2019 Total funds	2018 Total funds
	£	£	£	£
Fixed assets	25,339	-	25,339	25,225
Current assets	176,453	91,193	267,646	263,040
Current liabilities	<u>(21,397)</u>	<u>(2,897)</u>	<u>(24,294)</u>	<u>(47,873)</u>
	<u>180,395</u>	<u>88,296</u>	<u>268,691</u>	<u>240,392</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	2,007	16,095	18,102
Contingency Fund	73,000	-	73,000
Designated fund - Brag Enterprises Ltd (note 21)	8,700	-	8,700
Designated Fund - Fife Individual Placement & Support (IPS) Service (note 22)	<u>10,000</u>	<u>-</u>	<u>10,000</u>
	93,707	16,095	109,802
Restricted funds			
WFBF	140	(140)	-
Digital Feat	2,267	(1,800)	467
Agnes Hunter Trust	1,677	(548)	1,129
Employ Your Mind	57,700	(51,047)	6,653
Our Minds Matter - Fife Health and Social Care Partnership	1,206	2,038	3,244
Employ Young Minds	4,322	(4,322)	-
Fife Employability and Training Consortium	-	40,849	40,849
Working Well - Fife Council Opportunities Fife	1,934	(1,934)	-
Fife Individual Placement and Support (IPS) Service	-	22,636	22,636
SCVO Cyber Essentials Grant	1,500	-	1,500
The Pump House Trust - Silverburn	10,000	(10,000)	-
Delivering Differently Pilot Fund	-	1,346	1,346
Equalities Toolkit - Voluntary Action Fund	-	1,867	1,867
Gannett Foundation - Silverburn	<u>-</u>	<u>8,605</u>	<u>8,605</u>
	80,746	7,550	88,296
TOTAL FUNDS	<u><u>174,453</u></u>	<u><u>23,645</u></u>	<u><u>198,098</u></u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

	COMPANY		
Net movement in funds, included in the above are as follows:			
	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	47,192	(31,097)	16,095
Restricted funds			
Employ Your Mind (note 20)	134,324	(185,371)	(51,047)
Our Minds Matter - Fife Health and Social Care Partnership	40,001	(37,963)	2,038
Fife Employability and Training Consortium (note 20)	106,525	(65,676)	40,849
Working Well - Fife Council Opportunities Fife	23,811	(25,745)	(1,934)
Fife Individual Placement and Support (IPS) Service (note 20)	167,138	(144,502)	22,636
The Pump House Trust - Silverburn	-	(10,000)	(10,000)
Delivering Differently Pilot Fund (note 20)	43,744	(42,398)	1,346
Equalities Toolkit - Voluntary Action Fund	24,492	(22,625)	1,867
Gannett Foundation - Silverburn	8,605	-	8,605
WFBF	-	(140)	(140)
Digital Feat	-	(1,800)	(1,800)
Agnes Hunter Trust	-	(548)	(548)
Employ Young Minds	-	(4,322)	(4,322)
	<u>548,640</u>	<u>(541,090)</u>	<u>7,550</u>
TOTAL FUNDS	<u><u>595,832</u></u>	<u><u>(572,187)</u></u>	<u><u>23,645</u></u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

	At 1.4.18 £	Net movement in funds £	GROUP At 31.3.19 £
Unrestricted funds			
General fund	67,946	20,749	88,695
Contingency Fund	73,000	-	73,000
Designated fund - Brag Enterprises Ltd	8,700	-	8,700
Designated Fund - Fife IPS Service	10,000	-	10,000
	<hr/>	<hr/>	<hr/>
	159,646	20,749	180,395
Restricted funds			
WFBF	140	(140)	-
Digital Feat	2,267	(1,800)	467
Agnes Hunter Trust	1,677	(548)	1,129
Employ Your Mind	57,700	(51,047)	6,653
Our Minds Matter - Fife Health and Social Care Partnership	1,206	2,038	3,244
Employ Young Minds	4,322	(4,322)	-
Fife Employability and Training Consortium	-	40,849	40,849
Working Well - Fife Council Opportunities Fife	1,934	(1,934)	-
Fife Individual Placement and Support (IPS) Service	-	22,636	22,636
SCVO Cyber Essentials Grant	1,500	-	1,500
The Pump House Trust - Silverburn	10,000	(10,000)	-
Delivering Differently Pilot Fund	-	1,346	1,346
Equalities Toolkit - Voluntary Action Fund	-	1,867	1,867
Gannett Foundation - Silverburn	-	8,605	8,605
	<hr/>	<hr/>	<hr/>
	80,746	7,550	88,296
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>240,392</u>	<u>28,299</u>	<u>268,691</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

GROUP

Net movement in funds, included in the above are as follows:

	Income	Expenditure	Movement in funds
	£	£	£
Unrestricted funds			
General fund	239,023	(218,274)	20,749
Restricted funds			
WFBF	-	(140)	(140)
Digital FEAT	-	(1,800)	(1,800)
Agnes Hunter Trust	-	(548)	(548)
Employ Your Mind	134,324	(185,371)	(51,047)
Our Minds Matter – Fife Health and Social Care Partnership	40,001	(37,963)	2,038
Employ Young Minds	-	(4,322)	(4,322)
Fife Employability and Training Consortium	106,525	(65,676)	40,849
Working Well – Fife Council Opportunities Fife	23,811	(25,745)	(1,934)
Fife Individual Placement and Support (IPS) Service	167,138	(144,502)	22,636
The Pump House Trust – Silverburn	-	(10,000)	(10,000)
Delivering Differently Pilot Fund	43,744	(42,398)	1,346
Equalities Toolkit – Voluntary Action Fund	24,492	(22,625)	1,867
Gannett Foundation - Silverburn	8,605	-	8,605
	<u>548,640</u>	<u>(541,090)</u>	<u>7,550</u>
TOTAL FUNDS	<u><u>787,663</u></u>	<u><u>(759,364)</u></u>	<u><u>28,299</u></u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

	COMPANY			
Comparatives for movement in funds	At 1.4.17	Net movement	Transfers	At 31.3.18
	£	in funds	between funds	£
		£	£	
Unrestricted Funds				
General fund	2,106	2,901	(3,000)	2,007
Contingency Fund	70,000	-	3,000	73,000
Designated fund - Brag Enterprises Ltd	8,700	-	-	8,700
Designated Fund - Fife Individual Placement & Support (IPS) Service	10,000	-	-	10,000
	<u>90,806</u>	<u>2,901</u>	<u>-</u>	<u>93,707</u>
Restricted Funds				
WFBF	12,001	(11,861)	-	140
Digital Feat	2,267	-	-	2,267
Agnes Hunter Trust	2,045	(368)	-	1,677
Employ Your Mind	35,185	22,515	-	57,700
Our Minds Matter - Fife Health and Social Care Partnership	7,117	(5,911)	-	1,206
Employ Young Minds	8,064	(3,742)	-	4,322
Working Well - Fife Council Opportunities Fife	4,858	(2,924)	-	1,934
SCVO Cyber Essentials Grant	-	1,500	-	1,500
The Pump House Trust - Silverburn	-	10,000	-	10,000
	<u>71,537</u>	<u>9,209</u>	<u>-</u>	<u>80,746</u>
TOTAL FUNDS	<u><u>162,343</u></u>	<u><u>12,110</u></u>	<u><u>-</u></u>	<u><u>174,453</u></u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	COMPANY Movement in funds £
Unrestricted funds			
General fund	25,422	(22,521)	2,901
Restricted funds			
Employ Your Mind	203,760	(181,245)	22,515
Our Minds Matter - Fife Health and Social Care Partnership	41,440	(47,351)	(5,911)
Employ Young Minds	-	(3,742)	(3,742)
Fife Employability and Training Consortium	79,920	(79,920)	-
Working Well - Fife Council Opportunities Fife	23,812	(26,736)	(2,924)
Fife Individual Placement and Support (IPS) Service	171,004	(171,004)	-
SCVO Cyber Essentials Grant	1,500	-	1,500
Fife Voluntary Action - Delivering Differently project	4,000	(4,000)	-
The Pump House Trust - Silverburn	10,000	-	10,000
W H Smith Community Grant	100	(100)	-
WFBF	-	(11,861)	(11,861)
Agnes Hunter Trust	-	(368)	(368)
	<u>535,536</u>	<u>(526,327)</u>	<u>9,209</u>
TOTAL FUNDS	<u>560,958</u>	<u>(548,848)</u>	<u>12,110</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

	GROUP			
Comparatives for movement in funds	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.18
	£	£	£	£
Unrestricted Funds				
General fund	71,600	(654)	(3,000)	67,946
Contingency Fund	70,000	-	3,000	73,000
Designated fund - Brag Enterprises Ltd	8,700	-	-	8,700
Designated Fund - Fife Individual Placement & Support (IPS) Service	10,000	-	-	10,000
	<u>160,300</u>	<u>(654)</u>	<u>-</u>	<u>159,646</u>
Restricted Funds				
WFBF	12,001	(11,861)	-	140
Digital Feat	2,267	-	-	2,267
Agnes Hunter Trust	2,045	(368)	-	1,677
Employ Your Mind	35,185	22,515	-	57,700
Mind Your Mind	7,117	(5,911)	-	1,206
Employ Young Minds	8,064	(3,742)	-	4,322
Working Well - Fife Council Opportunities Fife	4,858	(2,924)	-	1,934
SCVO Cyber Essentials Grant	-	1,500	-	1,500
The Pump House Trust – Silverburn	-	10,000	-	10,000
	<u>71,537</u>	<u>9,209</u>	<u>-</u>	<u>80,746</u>
TOTAL FUNDS	<u>231,837</u>	<u>8,555</u>	<u>-</u>	<u>240,392</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

18. MOVEMENT IN FUNDS - continued

GROUP

Comparative net movement in funds, included in the above are as follows:

	Income	Expenditure	Movement in funds
	£	£	£
Unrestricted funds			
General fund	167,403	(168,057)	(654)
Restricted funds			
WFBF	-	(11,861)	(11,861)
Employ Your Mind	203,760	(181,245)	22,515
Mind Your Mind	41,440	(47,351)	(5,911)
Employ Young Minds	-	(3,742)	(3,742)
Fife Employability and Training Consortium	79,920	(79,920)	-
Working Well – Fife Council Opportunities Fife	23,812	(26,736)	(2,924)
Fife Individual Placement and Support (IPS) Service	171,004	(171,004)	-
SCVO Cyber Essentials Grant	1,500	-	1,500
Fife Voluntary Action – Delivering Differently project	4,000	(4,000)	-
The Pump House Trust – Silverburn	10,000	-	10,000
W H Smith Community Grant	100	(100)	-
Agnes Hunter Trust	-	(368)	(368)
	<u>535,536</u>	<u>(526,327)</u>	<u>9,209</u>
TOTAL FUNDS	<u><u>702,939</u></u>	<u><u>(694,384)</u></u>	<u><u>8,555</u></u>

19. RELATED PARTY DISCLOSURES

Feat Trading Community Interest Company, a subsidiary company of Fife Employment Access Trust, was incorporated on 8 October 2012 and full shareholding is held by Fife Employment Access Trust. The following transactions took place between Fife Employment Access Trust and FEAT Trading CIC. Management support fees nil (2018 - £5,101) were received from FEAT Trading CIC. Donations made nil (2018 - £5,000) to Fife Employment Access Trust from FEAT Trading CIC.

There were no outstanding balances at 31 March 2019 (2018 - nil).

Duncan Mitchell is Project Manager employed by Fife Employment Access Trust and also company secretary to FEAT Trading CIC.

FIFE EMPLOYMENT ACCESS TRUST

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2019

20. FUNDERS BY PROJECT

Fife Employment & Training Consortium project is to improve self-management of mental health problems for individuals, building up resilience and removing barriers to work before an internal referral to one of the partnership providers to do more focused jobsearching.

Funding comprises of:	£
The Robertson Trust	15,000
Fife Council - ESIF	91,525
	<u>106,525</u>

Employ Your Mind project is supporting inpatients of Fife's psychiatric hospitals to access mainstream jobseeking services.

Funding comprises of:	£
Big Lottery	40,026
Fife Health & Social Care Partnership	34,763
the Gannochy Trust	10,000
Martin Connell Charitable Trust	2,000
Fife Leader Local Action Group	18,124
Allergan International Foundation	5,343
Foundation Scotland	5,000
Anton Jurgens Charitable Trust	3,000
The Pixel Fund	1,750
Training fee income	13,918
Donations	400
	<u>134,324</u>

Fife Individual Placement & Support (IPS) Service project is an evidenced-based model of supported employment for people with enduring mental health conditions.

Funding comprises of:	£
Fife Council Glenrothes Area LCPB	15,000
Opportunities Fife	86,625
Fife Council - ESIF	65,513
	<u>167,138</u>

Delivering Differently Pilot project is a Scottish Government funded programme of pilot activities, managed by Fife Voluntary Action, to test new ideas about supporting people the employability development of people with mental health conditions. FEAT were successful with 3 different pilot projects - Employ Your Mind delivered with young people with substance misuse issues; 1:1 brief solution focused coaching and Peer 2 Peer, providing training and volunteering opportunities to past FEAT clients to deliver mentoring to current and future clients.

Funding comprises of:	£
Fife Charities Fund	30,702
Training fees income	13,042
	<u>43,744</u>

FIFE EMPLOYMENT ACCESS TRUST

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2019**

21. DESIGNATED FUND - BRAG ENTERPRISES LTD

The Designated Fund of £8,700 has been set up to meet any future liabilities due which may arise as a condition included in the Brag Enterprise Ltd offer for 2014 - 2019.

22. DESIGNATED FUND - FIFE INDIVIDUAL PLACEMENT & SUPPORT (IPS) SERVICE

The Designated Fund of £10,000 has been set aside to meet any shortfall in funding on Fife Individual Placement & Support (IPS) Service (2015 - 2019).

FIFE EMPLOYMENT ACCESS TRUST**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019**

	2019 £	2018 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	4,997	12,648
Grants	<u>521,276</u>	<u>527,999</u>
	526,273	540,647
Other trading activities		
Miscellaneous income	19,461	16,314
Training fee income	<u>50,098</u>	<u>3,997</u>
	<u>69,559</u>	<u>20,311</u>
Total incoming resources	595,832	560,958
EXPENDITURE		
Charitable activities		
Staff costs	395,966	394,952
Social security	30,593	30,564
Staff pensions	18,993	21,499
Rent, rates and insurance	27,201	21,656
Light and heat	6,958	5,217
Telephone	3,250	2,701
Postage, stationery and photocopies	5,260	7,000
Staff recruitment	938	715
Payroll bureau costs	1,096	1,031
Repairs and renewals	916	2,997
Support staff fees	7,057	8,714
IT costs	3,141	5,781
Catering	356	730
Participants travel expenses	4,944	6,933
Staff travel expenses	9,650	9,359
Australia - travel and subsistence	4,135	-
Subscriptions	1,585	1,632
Training	618	3,564
Training packs	13,020	952
Bank charges	24	30
Venue expenses	5,401	4,125
Cleaning and shredding costs	2,287	4,753
Incidentals	404	368
Publicity	604	329
Lease of equipment	7,152	4,402
Campsite costs	10,000	-
Consultancy fees	2,622	1,668
Legal fees	<u>1,040</u>	<u>-</u>
	565,211	541,672

The notes form part of these financial statements

