

ACCESS TO INDUSTRY LIMITED

**REPORT OF THE DIRECTORS
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2019

Company Number: SC203830

Scottish Charity Number: SC 030186



reducing barriers to further education and employment

ACCESS TO INDUSTRY LIMITED
REPORT OF DIRECTORS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

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ACCESS TO INDUSTRY LIMITED
REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 31 MARCH 2019

The Directors, for the purpose of company law and trustees for the purpose of charity law, present their report and financial statements for the year ended 31 March 2019. The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, 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 (FRS102).

CHAIR'S REPORT

In 2018/19 Access to Industry (AI) experienced another good service delivery year, exceeding many of the targets set by our funders.

It was a year in which our Passport support - working with offenders - expanded to adults from North Lanarkshire within HMP Addiewell. This project opened up a new partnership with Routes to Work in the area. We look forward to further developing the service in 2019/20 to include adults being liberated to the area from HMP Barlinnie. Another new area of work in the year was the emergence of a new service providing advocacy for people with substance related issues living in Midlothian and East Lothian. This is funded by the Scottish Government's National Development Fund with the aim of linking people with appropriate services - and ultimately working to reduce drug related deaths in the areas.

We continued to face the challenge of maintaining our HM YOI Polmont work as the decision by the Scottish Government to extend the current Public Social Partnership (PSP) that operates for Polmont meant there has been no tender for services. As AI are not a partner within the Polmont PSP, but are the only organisation providing employability through-care support for young people from our operating areas, it was imperative that we achieve funding to continue this service for young people. Scottish Government funding, Social Economy Growth Fund; and City of Edinburgh Challenge Funds have enable the continuance of services in North & South Lanarkshire and in Edinburgh, but as funding ceased for Glasgow we were unable to maintain a through-care service for the area.

Our City of Edinburgh EnCompass project - working with people with issues related to being in recovery from substance misuse; offending; and homelessness - had a very positive review on the completion of 2-years of delivery. This independent review highlighted that EnCompass has strong strategic relevance, good performance, and that the delivery model is well suited to particular needs of clients. It emphasised that the project is supported by a strongly committed, skilled, and experienced staff team with clear and supportive leadership.

We continue to build our services sourcing funds that provide additional opportunities for our clients – and to encourage recruitment of new clients. In the summer of 2018, with funding from the Big Lottery Fund (now the National Lottery Community Fund) and also from City of Edinburgh Neighbourhood Partnership, we were able to run our CommonHealth Games in Edinburgh and Midlothian & East Lothian. This was a great success with a range of 'events' centred on health and wellbeing. It culminated in an awards ceremony and the awarding of participation medals. The continuance of our garden project and Access Photography, with Edinburgh College, has meant we continue to offer a varied programme to clients. And it is this varied programme that enables us to sustain engagement, sometimes over a pro-longed period of time.

As a Board of Directors, we continue to review AI's strategy and will be developing this in 2019/20. We are fortunate to receive funding, managed by Corra, that will support us to better 'listen' to the young people we work with. We hope to make 'listening' a central consideration in our new strategy - not just for our young people, but for all our clients. To ensure that AI is meeting needs of clients,

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and of our own employees, we look to secure adequate funding to realise our ambitions; and develop our staff to meet their needs. As a Board we are appreciative of the systems and procedures the organisation has in place that ensure tight financial control, a reassurance to us and to our funders. We believe the new appraisal system developed this year will provide a focus to develop our staff.

Finally, I am clear that AI's achievements owe everything to its exceptional staff group, the belief and determination they unlock in those they work with, and the many partners who engage with us. We look forward to a successful year in 2019/20.

Angus Whyte, Chair

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OBJECTIVES AND ACTIVITIES

The organisation is committed to delivering on the aims set out in its Strategic Operation Plan. The direction of Access to Industry (AI) is underpinned by the following vision, against which the services delivered by the organisation are intended to achieve:

AI's vision is to "Assist excluded people within Scotland to move into education and employment".

Organisation Objectives

In seeking to achieve this vision, the overall service activity delivered by AI is designed to meet the following objectives:

- **To create opportunities for excluded people by reducing barriers to further education and employment within Scotland.**
- **To create structured programmes for individuals from excluded groups to access further and higher education, training and employment opportunities.**
- **To relieve the disadvantaged circumstances of individuals within Scotland through the development of education, training programmes and employment.**
- **To strengthen the internal capacity of the organisation in order to deliver a quality service and to be recognised as an excellent organisation that is valued by clients and partners.**

Delivery of Activity

AI seeks to achieve the above objectives by developing and directly delivering a range of integrated and complementary programmes of assistance and by working with others to do so.

The detail of each of the various programmes which flow from the objectives highlighted above are delivered by operational service teams structured to provide the most accessible service to each type of client who seeks assistance from the organisation. These operational teams are split into 'Youth Service' and 'Adult Services'. Within this we have our Passport branding which incorporates our work with offenders. 'Skills and Employability' incorporates activity across various geographies and both our services for adults and young people. The work undertaken through these services during 2018/19 is summarised as follows. Success is measured against targets set with funders.

Services for Young People

Passport: Polmont

In 2018/19 Passport continued to work within HMP and Young Offender Institute Polmont to provide a through-care service to young offenders. A through-care service offers support from the same caseworker within Polmont who will then work with them when they are liberated to their home geographic area.

Lanarkshire Polmont: this offers support to young people returning to both North and South Lanarkshire. The project began in February 2018 and in 2018/19 achieved:

- 51 clients engaged
- 4 clients gained a job or went into further education
- 7 clients undertook training

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Passport Polmont Employability Coordination Project (PPEC)

PPEC began in May 2016 with the aim of providing a programme of activity for all young people within Polmont, regardless of geography. It was also to bring employers into Polmont to work with young people. During its third year it achieved the following activity:

- 119 clients took part in training within Polmont
- 153 qualifications achieved
- 7 young people gained employment post liberation
- 4 new employers involved in Polmont employability

Edinburgh

Challenge Fund: Challenge Fund support enabled AI to provide support both a through-care service to those liberated from Polmont to Edinburgh but also to other vulnerable young people. The following was achieved:

- 50 disadvantaged clients supported
- 40 clients entered training and education (sustained for 13weeks +)
- 7 client gained employment (sustained 4 weeks +)

BOSS: (Breaking Opinion Surrounding Substances): The BOSS programme began in November 2014 to provide support to young people who were at risk of developing a problematic relationship with substances and part-funding was extended in October 2017 for a further two years. It reported on its third year of activity in November 2018:

- 29 young people supported
- 16 qualifications
- 2 began volunteering
- 7 achieved jobs (sustained 4 weeks +)
- 6 sustained further education places (for 13 weeks +)
- 10 sustained employability training

Services for Adults

Edinburgh

EnCompass: EnCompass works with people in recovery from substances misuse; people with previous offences; and homeless people. Delivered from AI's base in the Cowgate, 2018/19 was the second year of delivery which includes an in-house and outreach service to people within Edinburgh. During the year:

- 242 new clients registered
- 144 SQA qualifications were achieved by clients
- 37 clients undertook further education or training (sustained for 13-weeks)
- 29 clients sustained employment for a minimum of 4-weeks
- 17 clients sustained employment for a minimum of 13-weeks
- 2,720 was the attendance at group-work sessions

Sessions were both delivered by Edinburgh College and by caseworkers. Caseworker delivery included training in CSCS (construction industry card) & Driving Theory; Live Life to the Full; Gardening; and mindfulness. In addition, there was training in REHIS Food Hygiene and First Aid.

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Midlothian

Midlothian services, part funded by MELDAP and ESF, were delivered to people with previous offences. In December 2018 ESF funding ceased and additional support was secured from Midlothian Council. In Midlothian this delivered:

- 37 new clients engaged during the year
- 17 SQA qualifications were achieved
- 36 achieved training or further education (sustained 13 weeks +)
- 2 achieved jobs (sustained 4 weeks +)
- 3 achieved volunteering roles

East Lothian

In 2018.19 our project part funded by MELDAP, East Lothian Criminal justice and ESF continued, enabling us to work with people with an offending background. In East Lothian, during 2017/18, AI achieved the following:

- 59 people engaged
- 15 moved into further education or training

Midlothian and East Lothian

Across the area, MELDAP funding supported us to deliver services to people with substance related issues:

- 85 people engaged
- 11 achieved qualifications
- 5 moved into further education or training

Nationally: Shine

Shine is the national women offender's mentoring service. It is delivered through a national Public Social Partnership (PSP) led by Sacro. AI is a member of the partnership. Launched in 2013, AI delivers Shine services in Edinburgh, Midlothian, West Lothian and East Lothian. AI manages the Shine prison-based champions within HMP Edinburgh, HMP and YOI Polmont and Cornton Vale. The mentors work with women offenders within HMP Edinburgh, HMP and YOI Polmont and HMP Cornton Vale and within the community. The mentor interventions, which aim to reduce re-offending, are for a period of 6 months.

During the year 2018/19:

- 56 women were referred to the programme
- 35 women showed an increase in motivation during the programme
- 22 women progressed to positive planned exits

Skills and Employability

LEAP: AI's partnership with Lothian and Edinburgh Abstinence Programme (LEAP) continued offering a service to patients from Edinburgh, Midlothian and East Lothian. This partnership resulted in 2018/19:

- 34 LEAP graduates attended AI services in Edinburgh, Midlothian and East Lothian.
- 19 LEAP graduates gained a qualification

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Access Courses: During the 2018/19 academic year AI supported 4 courses in partnership with Edinburgh College. Access Courses included Access Beauty, Music Technology, Photography and Web & Games. All students on the courses were previously unemployed and were unlikely to access and sustain further education without additional support.

- 74 people began access courses
- 64 sustained the full course

In addition, the Community Colleges in Cowgate, Dalkeith and Musselburgh provided:

- 12 tutorial sessions per week
- 91 SQA qualifications achieved

ACHIEVEMENTS AND PERFORMANCE

Overall in 2018/19 Access to Industry performed well against targets set. Targets include steps towards an individual's personal goal, such as qualifications & training and the goals themselves. While most targets performed significantly better than targets set, there were two that fell short of target.

The target for '4-week job outcomes' did not quite achieve overall - across all projects. This was through two projects under-achieving: Youth Challenge Fund and Midlothian ESF. Young people on Youth Challenge fund over-achieved on training and further education and funders were happy that this is part of a longer journey to employment for young people experiencing significant barriers to employment. Similarly, in Midlothian ESF the length of engagement with clients prior to moving into employment was longer than anticipated at project application stage. Funders are content the progress for clients is being achieved. This also followed through into '13-week sustained jobs.

| Performance Indicator | Target | Actual | Variance |
|--|---------------|---------------|-----------------|
| Number of clients receiving support | 480 | 596 | 116 |
| Number of clients gaining a qualification | 208 | 341 | 133 |
| Number of clients gaining a job | 65 | 59 | -6 |
| Number of clients sustaining job (13 weeks) | 35 | 25 | -10 |
| Number of clients moving on to FE | 48 | 97 | 49 |
| Number of clients sustaining FE (13 weeks) | 38 | 78 | 40 |
| Number moving into employability training | 126 | 203 | 77 |
| Number of clients sustaining training (13 weeks) | 77 | 195 | 118 |

Volunteers

Access to Industry recruited 3 volunteers during the year. Volunteers' roles included classroom assistant, café assistant (in Midlothian) and reception/admin assistant. The Directors would like to thank volunteers for their valuable time and commitment during the year. Access to Industry are grateful for the hours of their time they freely give to supporting the organisation and our clients. While we acknowledge this support in particular to one volunteer each year - with a 'Volunteer of the Year' award at our annual Certificate Ceremony – each volunteer's contribution is valued equally.

Wider Benefit

The projects provide wider direct benefit to the communities that are often described as vulnerable groups. For those in recovery from substances, the support and routine offered encourages individuals to maintain that recovery journey; for those with a history of offending, engagement in training and employment offer a route out of offending. The support that we give our young people is designed to remove the risk of them becoming our adult client group of the future.

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Financial Review

Against the backdrop of uncertainties over funding, AI has been successful in both securing the continuation of successful project work and growing into new markets with the potential for further future growth.

The Board of Directors have been rewarded by pursuing a growth model and securing resources that can be managed within existing capacity. The charity faces a continuing challenge of managing an increased capacity whilst continuing to pursue opportunities, small or large, that in the future may yield continued sustainable growth.

Review of the Year

The surplus for the year is £16,433 (2018: deficit £10,760), as stated in the Statement of Financial Activities, of which a deficit (before transfers) of £24,243 (2018: surplus £39,627) relates to unrestricted funds and a surplus of £40,676 (2018: deficit £50,387) relates to restricted funds. General unrestricted reserves stood at £165,384 (2018: £171,560) and restricted funds stood at £148,510 (2018: £125,901).

Principal Funding Sources

AI's funding received is a mix of contract based and grant based. The grant-based funding is a mix of short-term (12-18 months) and 3-year funding. The organisation will strive to continue building funding sources that are for 12+ months.

The breakdown of the funding sources is noted in the table below:

| Source | 2019 | % | 2018 | % |
|-----------------|----------------|------------|----------------|------------|
| | £ | | £ | |
| CEC | 320,000 | 38.0 | 306,000 | 38.0 |
| Other Statutory | 407,000 | 48.0 | 342,000 | 42.0 |
| Public Funds | 101,000 | 12.0 | 135,000 | 17.0 |
| Private Trusts | 21,000 | 2.0 | 21,000 | 3.0 |
| Other | 1,000 | <1.0 | 3,000 | <1.0 |
| TOTAL | 850,000 | 100 | 807,000 | 100 |

Investment Policy

The majority of the company's funds are to be spent in the short to medium term, so funds are not held for long term investment. This policy is reviewed on an annual basis.

Reserves Policy

The unrestricted fund represents the unrestricted funds arising from past operating results. It also represents the free reserves of the company. The Directors consider a reserve of three months operating costs (approximately £209,000) is a prudent target. Currently, the unrestricted reserves fall short of this target, but the directors shall continue to address this in the coming financial year. Directors will seek funding sources that are not restricted and look at ways to increase donations, including a 'donate' facility through the AI website.

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Risk Management

The Board of Directors regularly reviews the major risks to which the charity is exposed. This occurs as part of Board meetings generally and also as part of funding applications and annual strategic development. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. These risks reviewed bi-monthly by the Board

One of main threats to the organisation is not achieving the outputs & outcomes expected by funders, with the risk that if these are not achieved there may be an impact on forecast funding. To give an early indication of emerging issues, the Board receive RAG (red, orange, green) analysis of project performance and concentrate attention on any falling short. Managers instigate, as a matter of routine, a system of plan-do-review to manage team performance with an aim of alleviating risk.

Other threats that the Board assess at each meeting relate to wider funding; achieving; staff retention; cash flow; business continuity; and damage to AI reputation.

Significant external risks are considered as part of the strategic plan which focuses on diversification of charitable activity to enable the individual component parts of the company to function separately and without negative impact on the company as a whole. Internal control risks are minimised by the adherence to policies which govern practice and organisational function, including for example, equal opportunities, health and safety, client risk assessment and so on.

PLANS FOR THE FUTURE

The short and long-term objectives are:

Services for Young People

Our objective for 2019/20 is to sustain our services for young people with offences. Funding is due to complete for both the Polmont PPEC project - which provides an employability service for all young people - and for our service providing support on liberation to young people from North and South Lanarkshire. With fewer number of young people within Polmont, and with Scottish Government emphasis on alternatives to custody for those with short sentences, we will review the demand for a through-care service and our employability services within Polmont. There remain young people on custodial sentences and our objectives is to develop an employability service that meets their needs.

In Edinburgh our short-term objective is to develop a service for young people who have emerging mental health issues. Our plan is to build our own expertise in this area and establish links with specialist mental health support organisations and agencies. Our role will be to continue working on softer employability skills while young people are accessing the support they require for their improved wellbeing.

Our long-term aim for our services for young people is to continue to build support for those who are most vulnerable and look at the role that education plays within this.

Services for Adults

Our short-term objective for adult services is to continue to maintain the success, for clients, of the Edinburgh EnCompass project and longer term to secure its future beyond April 2021. The project had a very positive external review and this indicated the service's value. As this is a co-commissioned project through the City of Edinburgh Council, we will work with all commissioning agents to encourage continuation of the initiative, either through a project extension or new co-commissioning.

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PLANS FOR THE FUTURE (cont'd)

Our short-term objective in Midlothian and East Lothian is to fully establish an advocacy project for people who have substance misuse issues. The purpose of this project will be to engage with individuals and support them to access wellbeing and other support services. While it's not the primary purpose of the project - to move people into recovery and into other Access to Industry services in the area - this is a secondary objective. Our longer-term objective through this project is to contribute to the Scottish Government's ambition to reduce drug related deaths in Scotland.

In North Lanarkshire our short term objective is to develop our service for offenders with a home address in the area and being liberated from HMP Addiewell, to include those being liberated from HMP Barlinnie. This will ensure people are supported on liberation and move towards employment.

Skills and Employability

In 2019/20 our short-term objective is to offer more education courses within the city centre, at our Cowgate premises which will provide a more efficient approach to supporting students on the courses. Courses will be designed to be attractive to our client group and encourage referral of new clients. This will be in partnership with Edinburgh College. Our longer term objective is to secure resources to provide new courses and support regardless of whether based at the Cowgate; the College; or in another location.

We have a long-term objective of growing our volunteers. In the short-term we will identify what we need to have in place to build Access to Industry's volunteer opportunities, and our support mechanisms for volunteers.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 4 February 2000 and registered as a charity at that time. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Board of Directors

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

The Board of Directors is selected from across the further and higher education sectors and particular emphasis is placed on Directors with skills and knowledge of the widening participation agenda.

Directors are usually known to the company through joint working or through networking relevant to the aims of the company.

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REPORT OF THE DIRECTORS
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Organisational Structure

Access to Industry has a Board of Directors of up to twelve members who meet bi-monthly and are responsible for the strategic direction and policy of the charity. On induction each Director receives an overview of the organisations and responsibilities as a Director from the Chair and the Co-Chief Executives. They receive a handbook outlining their responsibilities and written information on the organisation. They have the opportunity for training in being a Director.

The Co-Chief Executives sit in on board meetings as external advisors but have no voting rights.

The Co-Chief Executives are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

The Operations Managers have responsibility for the day to day management of the services of the organisation. They have responsibility for supervision of staff teams and are ensure that teams continue to develop their skills and working practices in line with good practice.

The company is guided by both local and national policy in trying to meet its charity objects.

At a national level the company is influenced by local and national strategy including the Scottish Governments 'No-one Left Behind', 'Rights, Respect, Recovery', 'A Fairer Scotland for All', 'Skills for Scotland', 'Developing the Young Workforce - Scotland's Youth Employment Strategy' and 'Community Justice Scotland – Learning, Development and Innovation Strategy 2017-2019'. Locally it is influenced by the priorities of Local Government in the areas in which it operates and of particular departments including criminal justice.

Related Parties and Partnership Working Arrangements

The organisation works with a number of partners, including Edinburgh College, Lothian and Edinburgh Abstinence Programme (LEAP) and Scottish Prison Service in pursuit of common objectives. In addition, many of the directors are employed in the field or with common interests to Access to Industry but do not exercise sufficient control over those organisations for those organisations to be classed as related parties. There are procedures for recognising potential conflicts of interest at Board Meetings.

Pay policy for senior staff

The directors and the senior management 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 directors give of their time freely and no director received remuneration in the year. Details of directors' expenses are disclosed in note 6 to the accounts.

The pay of the senior staff is reviewed annually and increased in accordance with average earnings, conditional on sufficient funds being available.

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REFERENCE AND ADMINISTRATIVE INFORMATION

| | |
|------------------------------------|---|
| Company registration number | SC203830 |
| Charity number | SC030186 |
| Registered Office | Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD |
| Operational Address | 156 Cowgate Edinburgh EH1 1RP |
| Bankers | Clydesdale Bank PLC 83 George Street Edinburgh EH2 3ES |
| Solicitors | Harper MacLeod LLP Citypoint 65 Haymarket Terrace Edinburgh EH12 5HD |
| Senior Statutory Auditor | Ingela Louise Presslie |
| Independent Auditors | Whitelaw Wells Chartered Accountants 9 Ainslie Place Edinburgh EH3 6AT |

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REFERENCE AND ADMINISTRATIVE INFORMATION (cont'd)

Directors/Trustees

The directors of the charitable company are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

| | | |
|---------------------------------|------------|--------------------------|
| The Directors | A Whyte | (Chair) |
| | J Doody | |
| | B Penman | |
| | A Hume | (Resigned 30 May 2018) |
| | J Handley | |
| | E Anderson | |
| | A Baxter | |
| | E Campbell | (Resigned 24 April 2018) |
| | L Fisher | |
| | J Pearson | |
| Key Management Personnel | A Hill | (Co Chief Executive) |
| | S McGreevy | (Co Chief Executive) |
| | M Phillips | (Service Manager) |

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Report of the Directors and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the directors to prepare financial statements for each financial period, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, for the financial period. In preparing those financial statements, the directors 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 charitable company will continue in business.

The directors are responsible for maintaining 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 & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The directors 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.

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DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

A resolution to re-appoint Whitelaw Wells as auditors for the ensuing year will be proposed at the annual general meeting.

SMALL COMPANY PROVISIONS

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

Approved by the Board of Directors on 30th August 2019 and signed on their behalf by:

 Angus Whyte (Chairperson)

ACCESS TO INDUSTRY LIMITED
INDEPENDENT AUDITORS' REPORT
TO THE TRUSTEES AND MEMBERS OF ACCESS TO INDUSTRY LIMITED
FOR THE YEAR ENDED 31 MARCH 2019

Opinion

We have audited the financial statements of Access To Industry Limited for the year ended 31 March 2019, which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Accounting Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (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 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 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 also the directors of the company for the purposes of company law) 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 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 other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report, included within the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006, 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:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the director's report, included within the trustees' annual report, and from the requirements to prepare a strategic report.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on pages 13, the directors (who are also trustees of the charitable company for the purposes of charity 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 directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

ACCESS TO INDUSTRY LIMITED
INDEPENDENT AUDITORS' REPORT
TO THE TRUSTEES AND MEMBERS OF ACCESS TO INDUSTRY LIMITED
FOR THE YEAR ENDED 31 MARCH 2019

In preparing the financial statements, the directors are responsible for assessing the 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 directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under 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 Acts and relevant regulations made or having effect thereunder.

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

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 Report of the Auditors.

Use of our report

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



Ingela Louise Presslie (Senior Statutory Auditor)
for and on behalf of Whitelaw Wells
Statutory Auditor
9 Ainslie Place
Edinburgh
Midlothian
EH3 6AT

Date: 30th August 2019

ACCESS TO INDUSTRY LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income & Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2019

| | <u>Note</u> | <u>Unrestricted Funds</u> £ | <u>Restricted Funds</u> £ | <u>Total Funds 2019</u> £ | <u>Total Funds 2018</u> £ |
|---|-------------|------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
| Income and endowments from: | | | | | |
| Donations | (2) | 822 | - | 822 | 861 |
| Income from charitable activities: | | | | | |
| Working with young people | (3) | 3,250 | 261,035 | 264,285 | 266,626 |
| Working with adults | | - | 558,528 | 558,528 | 516,545 |
| Skills & Employability | | - | 26,683 | 26,683 | 22,559 |
| Investment income | | 16 | - | 16 | 3 |
| | | <u>4,088</u> | <u>846,246</u> | <u>850,334</u> | <u>806,594</u> |
| Expenditure on: | | | | | |
| Raising funds: staff costs | | | | | |
| Charitable activities: | | | | | |
| Client groups' service & activity costs | (4) | 28,331 | 805,570 | 833,901 | 817,354 |
| Total expenditure | | <u>28,331</u> | <u>805,570</u> | <u>833,901</u> | <u>817,354</u> |
| Net (expenditure)/income | | (24,243) | 40,676 | 16,433 | (10,760) |
| Transfers between funds | (13) | 18,067 | (18,067) | - | - |
| Net movement in funds | | (6,176) | 22,609 | 16,433 | (10,760) |
| Funds brought forward | | <u>171,560</u> | <u>125,901</u> | <u>297,461</u> | <u>308,221</u> |
| Funds carried forward | | <u>165,384</u> | <u>148,510</u> | <u>313,894</u> | <u>297,461</u> |


The company has no gains or losses other than the results for the year as set out above. All activities are classed as continuing. The notes on pages 21 to 32 form part of these financial statements.

ACCESS TO INDUSTRY LIMITED
BALANCE SHEET
AS AT 31 MARCH 2019

| | <u>Note</u> | £ | <u>2019</u> £ | <u>2018</u> £ |
|-------------------------------------|-------------|----------|------------------|------------------|
| FIXED ASSETS | | | | |
| Tangible assets | 8 | | 11,485 | 14,103 |
| CURRENT ASSETS | | | | |
| Debtors | 9 | 103,454 | | 115,961 |
| Cash at bank and in hand | | 210,389 | | 181,945 |
| | | 313,843 | | 297,906 |
| CREDITORS | | | | |
| Amounts falling due within one year | 10 | (11,434) | | (14,548) |
| | | 313,843 | | 297,906 |
| NET CURRENT ASSETS | | | 302,409 | 283,358 |
| NET ASSETS | 14 | | 313,894 | 297,461 |
| FUNDS | | | | |
| Unrestricted funds: | | | | |
| General Funds | | | 165,384 | 171,560 |
| Restricted funds | 13 | | 148,510 | 125,901 |
| | | | 313,894 | 297,461 |

These accounts are prepared in accordance with the special provision of Part 15 of the Companies Act 2006 relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved by the Board of Directors on 30th August 2019 and signed on their behalf by:


.....
Angus Whyte (Chairperson)
Director


.....
Jacqueline Doody
Director

The notes on pages 21 to 32 form part of these financial statements.

ACCESS TO INDUSTRY LIMITED
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

| | <u>Note</u> | <u>2019</u> £ | <u>2018</u> £ |
|---|-------------|------------------|------------------|
| Cash flows from operating activities: | | | |
| Net cash provided by/(used in) operating activities | | 31,517 | (98,862) |
| Cash flows from investing activities: | | | |
| Purchase of tangible fixed assets | | (3,089) | (18,000) |
| Interest income | | 16 | 3 |
| Cash (used in) investing activities: | | | |
| | | (3,073) | (17,997) |
| Increase/(decrease) in cash and cash equivalents in the year | | 28,444 | (116,859) |
| Cash and cash equivalents at the beginning of the year | | 181,945 | 298,804 |
| TOTAL cash and cash equivalents at the end of the year | | 210,389 | 181,945 |

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

| | 2019 £ | 2018 £ |
|---|-----------|-----------|
| Net movement in funds | 16,433 | (10,760) |
| Add back depreciation charge | 5,707 | 7,003 |
| Add back loss on disposal of fixed assets | - | 166 |
| Deduct interest income | (16) | (3) |
| Decrease/(increase) in debtors | 12,507 | (47,652) |
| (Decrease) in creditors | (3,114) | (47,616) |
| Net cash provided by/(used in) operating activities | 31,517 | (98,862) |

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

(a) Basis of preparation

The accounts 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 (FRS102) (effective 1 January 2017) – Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Access To Industry Limited meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated in the relevant accounting policy note(s).

(b) Preparation of the accounts on a going concern basis

The Directors consider that there are no material uncertainties about the ability of the charity to continue as a going concern for the foreseeable future. Accordingly, the accounts have been prepared on a going concern basis.

(c) Income

Income is recognised when the charity is entitled to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where the grantor or donor has specified that the grant or donation is to be spent for a particular period, the portion which relates to a future period is treated as deferred income and included in creditors.

Donated goods, services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102) volunteer time is not recognised, but refer to the Directors' Annual Report for more information about their contribution. On receipt, donated goods, services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay for the equivalent item in the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(d) Expenditure and irrecoverable VAT

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT and is reported as part of the expenditure to which it relates:

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

(d) Expenditure and irrecoverable VAT (cont'd)

- Expenditure on raising funds comprises the costs of employing a fundraiser.
- Expenditure on charitable activities comprises those costs incurred by the charity in providing activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature (administration, finance, personnel, payroll and governance costs) necessary to support them using the methodology recommended by The Big Lottery Fund:
 - a) establishment costs are apportioned on the basis of floor area and time used, and
 - b) administrative overheads are allocated on a basis relating to the number of personnel engaged in the project.

(e) Operating lease agreements

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income on a straight-line basis over the period of the lease.

(f) Tangible fixed assets

Tangible fixed assets are originally recorded at cost. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

| | | |
|-----------------------------------|---|---------------|
| Short term leasehold improvements | straight line over remaining lease term at time of purchase | |
| Computer Equipment | 25% | straight line |
| Fixtures & Fittings | 20% | straight line |

The charity's policy is not to capitalise items that cost under £500.

(g) Fund accounting

- Unrestricted funds are available for use at the discretion of the management committee in furtherance of the general objects of the charity.
- Designated funds are general funds allocated by the management committee for a specific purpose.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through terms of an appeal.

(h) Pensions

The charity operates a defined contribution pension scheme for all employees who have elected to participate. The assets of the schemes are held separately from those of the charity in an independently administered fund.

(i) Financial Instruments

Financial instruments comprise financial assets and financial liabilities which are recognised when the charity becomes a party to the contractual provisions of the instrument. They are classified as "basic" in accordance with FRS102 and are accounted for at the settlement amount due, which equates to the cost. Financial assets comprise cash, grants receivable and other debtors. Financial liabilities comprise accruals and other creditors.

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

2. DONATIONS

| | Unrestricted Funds £ | Restricted Funds £ | 2019 Total £ | 2018 Total £ |
|------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grants: Castle Project | - | - | - | 120 |
| Donations: Small donations <£500 | 822 | - | 822 | 741 |
| Total income from donations | 822 | - | 822 | 861 |

Income from donations was £822 (2018: £861) of which £822 (2018: £529) was unrestricted and £nil (2018: £332) was restricted.

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds £ | Restricted Funds £ | 2019 Total £ | 2018 Total £ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| Working with young people | | | | |
| <i>TNL Community Fund: Lanarkshire Young Start</i> | - | - | - | 49,200 |
| <i>TNL Community Fund: Polmont PPEC</i> | - | 87,515 | 87,515 | 85,637 |
| <i>City of Edinburgh Council: Youth Challenge Fund</i> | - | 68,820 | 68,820 | 68,820 |
| <i>City of Edinburgh Council: EPSIP</i> | - | - | - | 27,386 |
| <i>Corra (Lloyds PDI): BOSS</i> | - | 18,000 | 18,000 | 18,000 |
| <i>Scottish Government: Social Economy Growth Fund</i> | - | 53,400 | 53,400 | 7,583 |
| <i>South Lanarkshire Council</i> | - | 5,000 | 5,000 | 10,000 |
| <i>NHS Lothian</i> | - | 20,000 | 20,000 | - |
| <i>City of Edinburgh Council: Liberton and Gilmerton NP</i> | - | 4,000 | 4,000 | - |
| <i>Other small grants < £4,000</i> | 3,250 | 4,300 | 7,550 | - |
| Working with adults | | | | |
| <i>Scottish Government: SHINE</i> | - | 138,000 | 138,000 | 138,000 |
| <i>SACRO</i> | - | - | - | 39,445 |
| <i>City of Edinburgh Council: Encompass</i> | - | 234,703 | 234,703 | 230,740 |
| <i>MELDAP: Mid and East Lothian Outreach</i> | - | 68,967 | 68,967 | 62,072 |
| <i>Midlothian Council: ESF</i> | - | 16,854 | 16,854 | 24,098 |
| <i>East Lothian Council: ESF</i> | - | 7,653 | 7,653 | 7,190 |
| <i>East Lothian Council: East Lothian Offenders</i> | - | 5,840 | 5,840 | 15,000 |
| <i>North Lanarkshire Council: Adult Passport</i> | - | 38,469 | 38,469 | - |
| <i>Midlothian Council: Criminal Justice</i> | - | 10,000 | 10,000 | - |
| <i>Midlothian Council: Employability work</i> | - | 16,667 | 16,667 | - |
| <i>Scottish Government: MELDAP Advocacy</i> | - | 20,000 | 20,000 | - |
| <i>Other small grants < £4,000</i> | - | 1,375 | 1,375 | - |
| Skills & Employability | | | | |
| <i>Capital City Partnership – Participatory Budget</i> | - | 1,800 | 1,800 | 6,480 |
| <i>NHS Lothian- LEAP</i> | - | 6,040 | 6,040 | 6,040 |
| <i>DWP</i> | - | - | - | 5,100 |
| <i>TNL Community Fund: Awards for All</i> | - | 7,600 | 7,600 | - |
| <i>City of Edinburgh Council: City Centre NP</i> | - | 4,380 | 4,380 | - |
| <i>City of Edinburgh Council: Summer Programme</i> | - | 4,075 | 4,075 | - |
| <i>Other small grants < £4,000</i> | - | 2,788 | 2,788 | 4,939 |
| Total income from charitable activities | 3,250 | 846,246 | 849,496 | 805,730 |

Income from charitable activities was £849,496 (2018: £805,730) of which £3,250 (2018: £39,445) was unrestricted and £846,246 (2018: £766,285) was restricted.

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

4. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

| <u>Direct Costs</u> | Adult Work | Youth Work | Skills & Employability | 2019 Total | 2018 Total | Basis of Apportionment |
|-----------------------------------|----------------|----------------|------------------------|----------------|----------------|------------------------|
| | £ | £ | £ | £ | £ | |
| Staff costs (note 6) | | | | | | |
| Sessional Staff/volunteers | 420,636 | 207,054 | 17,369 | 645,059 | 629,329 | |
| Staff travel costs | 1,694 | 7,666 | 8,344 | 17,704 | 3,664 | |
| Project costs | 7,583 | 7,112 | 17 | 14,712 | 7,322 | |
| Beneficiary costs | 228 | 3,899 | 2,226 | 6,353 | 1,717 | |
| <u>Support Costs</u> | 10,165 | 2,537 | 2,915 | 15,617 | 27,786 | |
| Premises costs | | | | | | |
| Postage, Stationery & Admin costs | 46,378 | 26,611 | 4,466 | 77,455 | 84,726 | % utilisation of area |
| Telephone | 3,842 | 1,902 | 876 | 6,620 | 6,055 | Invoice/headcount |
| IT & website | 5,435 | 3,058 | 146 | 8,639 | 10,576 | Invoice/headcount |
| Marketing | 5,195 | 4,145 | 2,594 | 11,934 | 10,290 | Invoice/headcount |
| Equipment & equipment rental | 733 | 226 | 167 | 1,126 | 10,510 | Invoiced costs |
| Recruitment costs | 527 | 502 | 569 | 1,598 | 3,123 | Invoice/headcount |
| Training & conferences | 460 | 230 | - | 690 | 460 | Invoiced costs |
| Board expenses | 1,279 | 1,444 | 511 | 3,234 | 2,689 | Invoiced costs |
| Legal & professional fees | 54 | 58 | 21 | 133 | 83 | Governance costs |
| Accountancy | 228 | - | - | 228 | 215 | Invoiced costs |
| Audit fees | 4,255 | 2,248 | 737 | 7,240 | 7,200 | Governance |
| HR consultancy | - | - | 4,560 | 4,560 | 4,440 | Governance |
| Depreciation | 450 | - | 4,842 | 5,292 | - | Invoiced costs |
| Loss on disposal of fixed assets | - | - | 5,707 | 5,707 | 7,003 | n/a |
| | - | - | - | - | 166 | n/a |
| | <u>509,142</u> | <u>268,692</u> | <u>56,067</u> | <u>833,901</u> | <u>817,354</u> | |

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the three main strands of charitable activity undertaken (working with adults, young people and Skills & Employability work). Expenditure on charitable activities was £833,901 (2018: £817,354) of which £28,331 (2018: £350) was unrestricted and £805,570 (2018: £817,004) was restricted.

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

5. SUMMARY ANALYSIS OF EXPENDITURE AND RELATED INCOME FOR CHARITABLE ACTIVITIES

This table shows the cost of the three main charitable activities and the sources of income directly to support those activities.

| | Adult Work £ | Youth Work £ | Skills & Employability £ | TOTAL £ |
|------------------------------|--------------------|--------------------|--------------------------------|------------|
| Costs | (509,142) | (268,692) | (56,067) | (833,901) |
| Direct grant Support | 558,528 | 264,285 | 26,683 | 849,496 |
| Net income/ (expenditure) | 49,386 | (4,407) | (29,384) | 15,595 |

6. STAFF COSTS

| | 2019 £ | 2018 £ |
|-----------------------|-----------|-----------|
| Wages and salaries | 562,389 | 548,573 |
| Social security costs | 48,918 | 47,109 |
| Pension costs | 33,752 | 33,647 |
| | 645,059 | 629,329 |

The number of employees during the period on a headcount basis was as follows:

| | | |
|-----------------------------|----|----|
| Co-Chief Executive Officers | 2 | 2 |
| Project Managers | 1 | 1 |
| Project Officers | 21 | 21 |
| Administrative staff | 2 | 2 |
| | 26 | 26 |

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

6. STAFF COSTS (cont'd)

No employee earned £60,000 per annum or more (2018: Nil).

The directors give their services voluntarily and receive no remuneration. Directors were reimbursed travel expenses of £133 during the year (2018: £48).

The key management personnel of the charity comprise the directors, Co-Chief Executives and Service Manager. The total employee benefits of the key management personnel were £135,431 (2018: £133,236).

7. NET INCOME/(EXPENDITURE)

The net income/(expenditure) for the year is stated after charging:-

| | 2019 | 2018 |
|---|-------------------|-------------------|
| | £ | £ |
| Auditors' remuneration – audit fee | 4,560 | 4,440 |
| Auditors' remuneration – other services | 1,840 | 1,920 |
| Depreciation | 5,707 | 7,003 |
| Loss on disposal of fixed assets | - | 166 |
| | <u> </u> | <u> </u> |

8. TANGIBLE FIXED ASSETS

| | Short-term L'hold Impr'mts | Computer Equipment | Fixtures & Fittings | Total |
|-------------------------|-------------------------------|-----------------------|------------------------|----------------|
| | £ | £ | £ | £ |
| COST | | | | |
| At 1 April 2018 | 54,360 | 50,220 | 800 | 105,380 |
| Additions | - | 3,089 | - | 3,089 |
| Disposals | - | (4,914) | - | (4,914) |
| At 31 March 2019 | <u>54,360</u> | <u>48,395</u> | <u>800</u> | <u>103,555</u> |
| DEPRECIATION | | | | |
| At 1 April 2018 | 54,360 | 36,117 | 800 | 91,277 |
| Charge for the year | - | 5,707 | - | 5,707 |
| Released on disposal | - | (4,914) | - | (4,914) |
| At 31 March 2019 | <u>54,360</u> | <u>36,910</u> | <u>800</u> | <u>92,070</u> |
| NET BOOK VALUE | | | | |
| At 31 March 2019 | <u> </u> | <u>11,485</u> | <u> </u> | <u>11,485</u> |
| At 31 March 2018 | <u> </u> | <u>14,103</u> | <u> </u> | <u>14,103</u> |

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

9. DEBTORS

| | 2019 | 2018 |
|-----------------------------|----------------|----------------|
| | £ | £ |
| Grants receivable | 101,204 | 114,061 |
| Other debtors & prepayments | 2,250 | 1,900 |
| | <hr/> | <hr/> |
| | 103,454 | 115,961 |
| | <hr/> <hr/> | <hr/> <hr/> |

10. CREDITORS – amounts falling due within one year

| | 2019 | 2018 |
|-----------------|---------------|---------------|
| | £ | £ |
| Accruals | 4,440 | 8,640 |
| Pension costs | – | 3,250 |
| Other creditors | 6,994 | 2,658 |
| | <hr/> | <hr/> |
| | 11,434 | 14,548 |
| | <hr/> <hr/> | <hr/> <hr/> |

11. FINANCIAL COMMITMENTS

The following operating lease payments were committed to be paid as at the year-end:

| | Land & Buildings | Office Equipment | 2019 TOTAL | 2018 TOTAL |
|--------------------------|---------------------|---------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Within one year | 47,592 | 3,947 | 51,539 | 48,036 |
| Within two to five years | 1,703 | 6,421 | 8,124 | 48,480 |
| | <hr/> | <hr/> | <hr/> | <hr/> |

The amounts charged to the SOFA in the period were £47,592 (2018: £47,592) for land and buildings and £3,947 (2018: £893) for office equipment.

12. TAXATION

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

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2019

13. MOVEMENT OF FUNDS

| | Balance at 1 April 2018 | Movement in funds | | | Balance at 31 March 2019 |
|------------------------------------|-------------------------------|-------------------|------------------|-----------------|--------------------------------|
| | £ | Income £ | Expenditure £ | Transfers £ | £ |
| Restricted Funds: | | | | | |
| Project capital | 14,103 | - | (5,707) | 3,088 | 11,484 |
| Social Economy Growth Fund | 2,615 | 53,400 | (56,701) | 686 | - |
| Mid & East Lothian Recovery | 2,189 | 68,967 | (54,492) | (7,650) | 9,014 |
| BOSS | 18,000 | 18,000 | (22,147) | - | 13,853 |
| Mid – ESF | - | 16,854 | (16,854) | - | - |
| East – ESF | 38 | 7,653 | (12,275) | 5,840 | 1,256 |
| East Lothian Offenders | 10,392 | 5,840 | (17,327) | 1,095 | - |
| Shine | - | 138,000 | (119,871) | (18,129) | - |
| NHS LEAP | 3,057 | 6,040 | (7,545) | - | 1,552 |
| Encompass | - | 234,703 | (233,724) | (979) | - |
| Youth Challenge Fund | - | 68,820 | (68,820) | - | - |
| South Lanarkshire Polmont | 20,567 | 5,000 | (16,280) | (1,394) | 7,893 |
| Glasgow Passport – Robertson Trust | 8,475 | - | (8,475) | - | - |
| Lanarkshire Young Start | 5,061 | - | (5,061) | - | - |
| TNL Community Fnd - Polmont | 20,190 | 87,515 | (75,446) | - | 32,259 |
| North Lanarkshire ESF | - | 38,469 | (33,982) | - | 4,487 |
| Midlothian Criminal Justice | - | 10,000 | (10,000) | - | - |
| Midlothian Council Employability | - | 16,667 | - | - | 16,667 |
| MELDAP Advocacy | - | 20,000 | (9,241) | - | 10,759 |
| Liberton and Gilmerton NP | - | 4,000 | (1,000) | - | 3,000 |
| City Centre NP | - | 4,380 | (1,513) | - | 2,867 |
| NHS Edinburgh | - | 20,000 | (7,214) | - | 12,786 |
| Small Projects | 21,214 | 21,938 | (21,895) | (624) | 20,633 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total restricted funds | 125,901 | 846,246 | (805,570) | (18,067) | 148,510 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Unrestricted Funds: | | | | | |
| General Funds | 171,560 | 4,088 | (28,331) | 18,067 | 165,384 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total unrestricted funds | 171,560 | 4,088 | (28,331) | 18,067 | 165,384 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS | 297,461 | 850,334 | (833,901) | - | 313,894 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

13. MOVEMENT OF FUNDS (cont'd)

The purposes of the above funds were as follows:

Project Capital

This fund represents the net book value of fixed assets purchased using restricted grants.

Social Economy Growth Fund: Funding from Scottish Government and ESF for project 'Growing Passport Polmont'. The objective is to build services in, particularly, North and South Lanarkshire and maintain a service for young people from those areas being liberated from Polmont.

Mid and East Lothian Recovery: Funding through Meldap (Mid and East Lothian Drugs and Alcohol Partnership) to deliver employability services in outreach across Midlothian and East Lothian.

BOSS: Funding from Corra (previously the Lloyds Partnership Drugs Initiative) to help young people who are affected by drugs. The aim of this work will be to develop a bespoke programme of activities for each participant to help them gain the qualifications they need and the core skills they require.

Mid(lothian) – ESF: ESF monies through Midlothian Council to work with people in recovery from substance misuse and people who have an offence and who live in Midlothian. The project is matched with MELDAP delivery.

East (Lothian) – ESF / East Lothian Offenders: ESF monies through East Lothian Council to work with people with an offending background in recovery an offending background and who live in East Lothian. The project is matched with funding from East Lothian Council Criminal Justice (East Lothian Council) and MELDAP delivery.

Shine: This project is funded by the Scottish Government through SACRO (Safeguarding Communities Reducing Offending) to support vulnerable women (offenders at HMP Edinburgh) and promote their return to the community through provision of tailored activity packages.

NHS LEAP (Lothian and Edinburgh Abstinence Programme): Funding from this NHS Lothian to support LEAP and deliver various courses/employability programmes to support patients following substance misuse.

EnCompass: Funding from the City of Edinburgh Council through a co-production between EADP (Edinburgh Drugs and Alcohol Partnership), Criminal Justice and Employability & Talent Development departments. Funding is to support early engagement in the employability pipeline for people in recovery from substance misuse, people with a recent history of offending and people who are homeless.

Youth Challenge Fund: Funding from the City of Edinburgh Challenge Fund for work assist young people at risk of offending and those moving on from prison to access education, training and employment.

South Lanarkshire Polmont: Funding from South Lanarkshire Council to support work with young offenders from South Lanarkshire on a Structured Deferred Sentence.

Glasgow Passport – Robertson Trust: Funding through the Robertson Trust to deliver a through-care services to Polmont young offenders being liberated to the Glasgow area.

Lanarkshire Young Start: The National Lottery Community Fund (previously the Big Lottery Fund) grant to maintain AI employability services within Polmont for young people being liberated to North and South Lanarkshire by providing an employability through-care service.

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

13. MOVEMENT OF FUNDS (cont'd)

TNL Community Fund, Polmont Passport Employability Coordination Project (PPEC): The National Lottery Community Fund (previously Big Lottery Fund) funded project to work with young people within Polmont regardless of geography within the establishments Employability Hub. The project is to establish employer links that will assist employment on liberation.

North Lanarkshire ESF: Funding from North Lanarkshire Council and ESF to provide an employability service to people from the area who are in, and being liberated, from HMP Addiewell.

Midlothian Criminal Justice: Support to provide an employability service to people with a history of offending from Midlothian.

Midlothian Council: Funds secured for three years to support work with people with complex employability requirements related to previous substance misuse, offending, and through being homeless.

Meldap Advocacy: Scottish Government funding for a 2 year project to provide advocacy service to people who misuse substances. The purpose being to link them with available services.

Liberton & Gilmerton and City Centre Neighbourhood Partnership: Local projects funded through the City of Edinburgh Council to meet specific identified needs. In Liberton & Gilmerton this is working in outreach with young people to provide courses. In City Centre it was to provide a summer programme, the CommonHealth Games.

NHS Edinburgh: NHS Lothian provided support to match the Corra Boss project and support young people at risk of substance misuse into positive engagement.

Small Projects: Smaller projects funded a Gardening Project (Spirit of Dumbiedykes); a summer programme for people in Edinburgh, Midlothian and East Lothian (The Lottery Fund Awards for All); an art programme for young people (Ethical Giving - RAG); and participatory budgeting won funds delivered discrete courses for young people in South and West Edinburgh.

TRANSFERS

Transfers of £18,753 to the general fund represent management charges of Shine Mentoring Project and Participatory Budgeting Project (Garden) as permitted by funders.

Transfers of £686 to various restricted funds to support small deficits and reallocations between restricted funds as permitted by funders.

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

13. **MOVEMENT OF FUNDS (cont'd)**

Movement of funds for the year ended 31 March 2018:

| Balance at | Movement in funds | | Balance at | | 31 March |
|------------------------------------|-------------------|----------------|------------------|-----------|----------------|
| | 1 April | | | | |
| | 2017 | Income | Expenditure | Transfers | 2018 |
| | £ | £ | £ | £ | £ |
| Restricted Funds: | | | | | |
| Project capital | 3,272 | - | (7,169) | 18,000 | 14,103 |
| Mid & East Lothian Recovery | 9,999 | 69,655 | (68,171) | (6,679) | 4,804 |
| BOSS | 25,715 | 18,000 | (25,715) | - | 18,000 |
| AI – EPSIP | - | 27,386 | (27,621) | 235 | - |
| Mid – ESF | - | 24,098 | (24,169) | 71 | - |
| East – ESF | - | 7,190 | (7,152) | - | 38 |
| East Lothian Offenders | - | 15,000 | (9,608) | 5,000 | 10,392 |
| Shine | - | 138,000 | (125,707) | (12,293) | - |
| NHS LEAP | 1,052 | 6,040 | (4,035) | - | 3,057 |
| Encompass | - | 230,740 | (230,740) | - | - |
| Youth Challenge Fund | - | 68,820 | (68,820) | - | - |
| South Lanarkshire Polmont | 30,000 | 10,000 | (19,433) | - | 20,567 |
| Glasgow Passport – Robertson Trust | 55,000 | - | (45,735) | (790) | 8,475 |
| Lanarkshire Young Start | - | 49,200 | (43,469) | (670) | 5,061 |
| TNL Community Fnd - Polmont | 16,914 | 85,637 | (82,361) | - | 20,190 |
| Small Projects | 48,069 | 16,851 | (27,099) | (16,607) | 21,214 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total restricted funds | 190,021 | 766,617 | (817,004) | (13,733) | 125,901 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Unrestricted Funds: | | | | | |
| General Funds | 118,200 | 39,977 | (350) | 13,733 | 171,560 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| Total unrestricted funds | 118,200 | 39,977 | (350) | 13,733 | 171,560 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |
| TOTAL FUNDS | 308,221 | 806,594 | (817,354) | - | 297,461 |
| | <hr/> | <hr/> | <hr/> | <hr/> | <hr/> |

ACCESS TO INDUSTRY LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Unrestricted Funds | Restricted Funds | Total |
|---------------------------------|-----------------------|---------------------|----------|
| Funds balances at 31 March 2019 | | | |
| Represented by: | £ | £ | £ |
| Tangible fixed assets | - | 11,485 | 11,485 |
| Current assets | 165,384 | 148,459 | 313,843 |
| Current liabilities | - | (11,434) | (11,434) |
| | 165,384 | 148,510 | 313,894 |
| | 165,384 | 148,510 | 313,894 |
| | | | |
| | Unrestricted Funds | Restricted Funds | Total |
| Funds balances at 31 March 2018 | | | |
| Represented by: | £ | £ | £ |
| Tangible fixed assets | - | 14,103 | 14,103 |
| Current assets | 171,560 | 126,346 | 297,906 |
| Current liabilities | - | (14,548) | (14,548) |
| | 171,560 | 125,901 | 297,461 |
| | 171,560 | 125,901 | 297,461 |

15. COMPANY LIMITED BY GUARANTEE

The members have each agreed to contribute £1 in the event of the company being wound up.

16. FLOATING CHARGE

Clydesdale Bank PLC holds a floating charge over the assets and undertakings of the company. There were no balances outstanding due to Clydesdale Bank PLC at the year end.