

LIVING MEMORY ASSOCIATION

Company number SC 247744

Charity registration number SC 030234

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

Reference and Administrative Details

Company Registration No: SC247744

Charity Registration No: SC030234

Directors: Evelyn Whitfield
Anne Munro
Mark Hayward

Company Secretary: Heather Robertson

Advisory Committee Members: Miles Tubb (Chair)
John McCaughie
Joyce Miller
Donald McGill
Francis Priest
David Donaldson
Maureen Sweeney
Stanley Eadie
Rosalind Gibb (resigned May 2018)
Delphine Tirole
Stephen Davidson
Margaret Maguire

Registered Office: 25 Piershill Terrace
EDINBURGH
EH8 7EY

Solicitors: Shepherd & Wedderburn
Saltire Court
20 Castle Terrace
EDINBURGH
EH1 3JT

Bankers: Bank of Scotland
6 Picardy Place
EDINBURGH
EH1 3JT

Independent Examiner: Christopher Spalding C.A. (ICAS)
James Anderson & Co
Chartered Accountants
Pentland Estate
Straiton
EDINBURGH
EH20 9QH

Report of the Directors (Continued)
For the Year ended 31 March 2019

The trustees who are also the directors present their annual report and financial statements of the charity 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 (FRS 102).

Objectives and Activities

The objectives of the charitable company are to bring people together in order that through reminiscence and oral history work they can be actively involved in their community, share their memories, learn from one another, feel valued and respected and give their knowledge of the past to younger generations. Information gathered is archived and accessible to the public.

Aims

To use reminiscence and community history to:-

- Help alleviate loneliness amongst older people
- Bring different generations together
- Bring those of different backgrounds together
- Increase the capacity of others to undertake their own reminiscence projects
- Make use of the creative arts in the presentation of memories collected
- Build up a new archive for future generations
- Offer opportunities through volunteering
- Present information collected to the wider public

Activities

We are achieving our aims through the following activities:-

- Use of high profile premises at Our Little Shop of Memory in Ocean Terminal Shopping Centre
- Running a series of reminiscence groups both at the centre and in venues across the city
- Running a home visitation scheme for those who are housebound
- Running a training programme in reminiscence skills
- Running cross generational projects
- Running arts and drama projects
- Supporting a team of volunteers from all backgrounds
- Collecting, documenting and archiving memories and material collected
- Presenting a series of exhibitions and producing books and websites containing material collected
- Working in collaboration with organisations from all sectors across the city

We evaluate our work through a continuous process of monitoring and evaluation which examines the delivery of the programme, its quality and whether or not our targets have been achieved. Interim findings are analysed and used to change how we do things if necessary and reflect new knowledge and insights.

We collect data using the following indicators; examine the extent to which people are engaging with the project, use of baseline surveys, feedback forms, group discussion and registers of people attending. The review process continually tracks and checks that our targets are being achieved within the planned timescales.

Report of the Directors (Continued)
For the Year ended 31 March 2019**Achievements & Performance**

We are entering our fifth year at The Little Shop of Memory. It feels like home and we have settled into an annual footfall of over 40,000. This is a fact that we continue to find unbelievable.

Collaborations have always been an important part of our work. We continue to run joint events with Leith Labs which runs science and arts projects in Ocean Terminal including Science Ceilidhs. This a very successful partnership hopefully leading to joint grant applications in the coming year. Hermann Rodriguez exhibited his excellent 'Broon Scots' photographic collection at The Little Shop of Memory in August. This ongoing project documents the lives of the Asian community in Scotland. We also worked closely with the Minority Carers of Older People's Project on their 'Food for Thought' project. These collaborations widen the range of people that know about Thelma and help promote our work.

We are always very keen to praise and emphasise the important and vital role volunteers have in our work. We are fortunate to have a great core team of volunteers. They continue to bring fresh ideas and skills to Thelma. They also offer support to new and short-term volunteers and work placements. This year we have continued to have placements from Edinburgh College with students whose first language is not English and from Canongate Youth. Also, for the first time, we had Senior 4 High School pupils on work placements. It is refreshing to get input from such young volunteers and a revelation just how quick they are with IT and social media.

As well as the visitors who just happen upon us at The Little Shop of Memory, we have many 'regulars' who have made friends and gained support through coming in. We have also had well over 100 groups visiting for reminiscence sessions. They come from care homes, community projects, Alzheimer Scotland, local history groups and guilds and a whole range of other projects. We run regular weekly reminiscence groups to which all are welcome as well as our regular singing group.

Our Thursday craft group has now been running for two years. It is constantly full and now has a waiting list! This year's workshops, craft talks, and gallery visits culminated in an exhibition in our front display area of items and images created by the group. The craft group is supported by Craft Scotland meaning that we can bring in the highest quality craft workers and makers to work with the group. Thank you to Frances Priest for all her work in running the craft group.

Our National Lottery Heritage Fund project 'Strike up the Band' - recording memories of West Lothian brass bands - began in June. Joyce Miller heads up the project with a new recruit to Thelma, Lloyd Griffin employed as the project worker. Good connections have been made with many brass bands in West Lothian, a team of volunteers have been recruited and a whole series of interviews conducted. We are working alongside West Lothian Heritage Services and as part of the project offering training to others in West Lothian in reminiscence skills. Key to the West Lothian work is our shop unit in The Centre, Livingston. We previously had a unit outside unit the main shopping mall but moved in July into the main part of the centre. This has led to a much higher profile and footfall has increased significantly.

During the year we worked alongside Edinburgh Voluntary Organisations Council on a project to celebrate the 150th anniversary of EVOC and record memories of activism over the years. We undertook interviews which were then transcribed. This was a fascinating project looking at the voluntary sector and its development.

Our Fun Palace event in October was a huge success. Fun Palaces is a nationwide movement to encourage culture in the community. Our theme was comedy. Highlights were a Scottish comedy session with John McCaughie and a 'stand up' workshop by our own stand-up comedian and writer Barry (Steven) Davidson. We also had an exhibition of past Scots comedians with some of their funniest lines. Great to see folk walking around a display chuckling to themselves.

Another major project this year was the Our Families in WW1 project supported by the Heritage Fund to commemorate the 100 years anniversary of the end of the War. Throughout the year people brought in images of family members who were in the War and stories of their experience. This was a very moving project looking at how the War affected people's lives both for those who saw active service and those at home. In November we had an exhibition of photographs and memories and the Ocean Terminal Remembrance service was held at our unit on November 11th. We must thank Stan Eadie for all his work to make this project happen and his continued work to help people to undertake research into their relatives who served in the armed forces.

Report of the Directors (Continued)
For the Year ended 31 March 2019**Achievements & Performance (Continued)**

Two tasks that we've needed to tackle for some time have been achieved this year, the moving of our photographic archive to Edinburgh Collected and the revamping of our website. The website has been a huge success. It looks professional, clean, contemporary and really does inform people of what we do. Our thanks goes to Delphine Tirole for all her work. Thanks also to David Donaldson for all his work developing our archive and working to get it transferred to Edinburgh Collected. This has given us a safe and secure platform for our photographs. However, we feel there are some issues with access to administration that need to be sorted out.

The Thelma magazine continues to be very popular. Our issues this year have been on cinema (edited by Joyce Miller), variety theatre (edited by John McCaughie), collecting and hobbies (edited by Robert Henderson) and our issue on memories of Leith Docks (edited by Miles Tubb).

We have continued to run several cross generational projects this year and it is a delight to bring older and younger people together. This has included work with Newhaven and Leith Primary schools, North Berwick Youth Project and working with a group of local child minders.

Our training programme in reminiscence skills and interviewing and recording skills remains very popular and training has been offered regularly at The Little shop of Memory and on an outreach basis with organisations such as Age Scotland, Fife Cultural Trust, Oxfangs Befriending Service and Trinity House.

Our social media presence continues to be strong. Facebook 'friends' are heading toward the 2000 mark. Postings, particularly Leith ones, can have a reach of 25,000 people. We reached Episode 20 of our podcasts - The Thelma Tapes - this year and thanks to Barry Davidson for all his hard work. Again, some of these episodes reach 5,000 people. These are tremendous figures. As a development of the podcasts we want to start look at starting our own radio station, initially internet radio. It will have to be called Thelma FM of course.

We increasingly use Thelma in our branding and continue to discuss the possibility of biting the bullet and transfer our name entirely to Thelma.

We thank our funders without whose support we could not do our work. We appreciate their understanding of our work and their desire to see it succeed. The National Lottery Community Fund, The National Lottery Heritage fund, Impact Funding Partners, The Robertson Trust, The Prevention Investment Fund, Santander and the Yorkshire Building Society Charitable Foundation.

Financial Review

The financial statements follow on pages 8 to 16. Incoming resources for the year were £215,291 (2018 - £152,205). Resources expended totalled £212,831 (2018 - £158,833).

The details of movements on the restricted grants are shown at note 13.

Reserves Policy

The unrestricted fund closed with a deficit for the year of £46 and an accumulated positive balance of £8,861 (2018 - £8,907). The Board are pleased that the targets set at the beginning of the financial year for the level of unrestricted income were reached and will continue to monitor this area going forward.

In line with good practice, Living Memory Association's financial policy remains to maintain reserves at a level which allows the company to operate from year to year. At 31 March 2019 our total funds stand at £19,097 of which £10,236 refers to restricted funds.

The Board of Directors are aware that unrestricted reserves are not sufficiently large and to this end a budget has been prepared which demonstrates that the balance held on the unrestricted fund will increase during the year to 31 March 2020. This will be achieved through income generated through training, provision of services and fundraising activities.

Report of the Directors (Continued)
For the Year ended 31 March 2019**Future plans**

In the year ahead we will further develop our work to use reminiscence work to decrease the isolation that older people face making use of our premises at Ocean Terminal Shopping Centre and at The Centre, Livingston. We will develop our idea of setting up an internet radio station called Thelma FM to broadcast older people's memories and involve them in a whole variety of associated activities while at the same time building up our oral history archive. We will complete work on our National Lottery Heritage Fund project to record memories of brass bands in West Lothian.

Structure Governance and Management*Governing Document*

Living Memory Association is a charitable company limited by guarantee and is governed by its Memorandum and Articles of Association.

Recruitment and appointment of new directors

Living Memory Association directors are appointed at the Company's Annual General meeting. The directors are recruited to maintain a balance of skills within the committee. New directors are briefed on their legal obligations, the contents of the Memorandum & Articles of Association, the committee and decision making processes, the business plan and the recent financial performance of the charity.

Organisational Structure

The directors are assisted by the advisory committee and the chair in the running of the charity, these positions are held by members of the charity. Two of the directors work as volunteers and therefore are involved with the day to day management of the company. The directors and advisory committee meet on average eight occasions a year to carry out management and financial reviews.

Key management remuneration

The directors consider the board of directors and the advisory committee as comprising the key management personnel of the charity, in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All directors give of their time freely and no director remuneration was paid in the year. The pay of senior staff is reviewed annually and is benchmarked against pay within the charitable sector.

Risk Management

The board of directors regularly reviews the major risks to the charity. The challenge in generating ongoing funding is a major risk faced by the charity due to the reliance placed on core funding to meet the charity's obligations.

The directors are confident that:

- The risk assessment procedures undertaken are satisfactory.
- The major risks to which the charity is exposed have been identified.
- Suitable action has been taken to mitigate these risks.

Share Capital

The company is limited by guarantee and has no share capital.

Report of the Directors (Continued)
For the Year ended 31 March 2019

Statement of Responsibilities of the Directors

The charity's directors are responsible for preparing a directors' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in Scotland requires the charity directors to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

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

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

Independent Examiner

Christopher Spalding C.A. has indicated his willingness to continue in office and a resolution proposing his re-appointment will be put to the Annual General Meeting.

This report was approved by the board on 26 September 2019 and signed on its behalf:

Heather Robertson
Secretary



**Independent Examiner's Report to the Trustees of Living Memory Association
For the Year ended 31 March 2019**

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

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

Basis of Independent examiner's statement

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

Independent examiner's statement

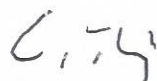
In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
- to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Christopher Spalding C.A. (ICAS)
James Anderson & Co
Chartered Accountants
Pentland Estate
STRAITON
Edinburgh
EH20 9QH

26 September 2019

Statement of Financial Activities
(Incorporating Income & Expenditure Account)
For the Year ended 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Income from:					
Donations	5	7,158	-	7,158	9,655
Charitable activities - <i>Grants</i>	6	-	199,017	199,017	131,952
- <i>Other</i>	7	9,116	-	9,116	10,598
Total income		<u>16,274</u>	<u>199,017</u>	<u>215,291</u>	<u>152,205</u>
Expenditure on:					
Charitable activities	8	<u>9,105</u>	<u>203,726</u>	<u>212,831</u>	<u>158,833</u>
Total expenditure		<u>9,105</u>	<u>203,726</u>	<u>212,831</u>	<u>158,833</u>
Net income / (expenditure)		7,169	(4,709)	2,460	(6,628)
Transfer between funds	13	<u>(7,215)</u>	<u>7,215</u>	-	-
Net movement in funds		(46)	2,506	2,460	(6,628)
Reconciliation of funds:					
Total funds brought forward		<u>8,907</u>	<u>7,730</u>	<u>16,637</u>	<u>23,265</u>
Total funds carried forward	13	<u>8,861</u>	<u>10,236</u>	<u>19,097</u>	<u>16,637</u>

Balance Sheet
As at 31 March 2019

	Notes	2019 £	2018 £
Fixed assets			
Tangible assets	9	230	573
Current assets			
Debtors	10	1,000	1,000
Cash at bank & on hand		26,389	20,623
		27,389	21,623
Liabilities			
Creditors: amounts falling due within one year	11	8,522	5,559
Net current assets		18,867	16,064
Net assets		19,097	16,637
The funds of the charity			
Unrestricted fund	13	8,861	8,907
Restricted funds	13	10,236	7,730
		19,097	16,637

The notes at pages 10 to 16 form part of these accounts.

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

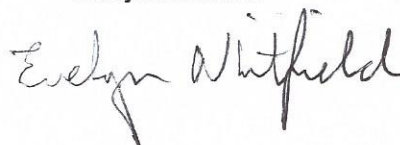
The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The financial statements were approved by the Board of Trustees on 26 September 2019 and were signed on its behalf by:

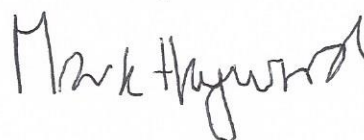
Evelyn Whitfield

Director



Mark Hayward

Director



**Notes to the Financial Statements
For the Year ended 31 March 2019****1. Statutory information**

Living Memory Association is a private company, limited by guarantee with charitable status and registered in Scotland. 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. The company's registration number and registered office address can be found on the Reference and Administrative Details page.

The presentation currency of the financial statements is the Pound Sterling (£).

2. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of accounting

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 (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Living Memory Association meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared on a going concern basis under the historical cost convention.

b) Going concern

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

c) Donated services

In accordance with the Charities SoRP (FRS102) general volunteer time is not recognised in the accounts. Information regarding the contribution of volunteers is provided in the Report of the Directors.

d) Income

All income is recognised once the charity has entitlement to the income, there is sufficient certainty of receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Donations and grants are recognised when they have been communicated in writing with notification of both the amount and settlement date. In the event that a donation or grant is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Interest on funds held on deposit is included upon notification of the interest paid or payable by the bank.

Income received in advance of a service being provided is deferred until the criteria for income recognition are met.

Notes to the Financial Statements (Continued)**e) Expenditure**

Expenditure is recognised 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 or apportioned to the applicable expenditure headings in the statement of financial activities.

Expenditure on charitable activities includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates and comprises those costs incurred by the charity in the delivery of its 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 necessary to support them.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

f) Funds

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is in the notes to the financial statements.

g) Tangible fixed assets and depreciation

Expenditure is capitalised as a fixed asset where it represents either a fixed asset or enhancement to an existing asset. Depreciation is provided at the following annual rates in order to write off each asset over its expected useful life less estimated residual value.

Computer equipment – over three years straight line

h) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

i) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

k) Pension costs

The charitable company operates a money purchases (defined contribution) scheme. The contributions payable for the year are charged to the Income and Expenditure account.

Notes to the Financial Statements (Continued)**l) Taxation**

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

m) Operating leases

Rentals payable under operating leases are charged to the Income and Expenditure Account on a straight line basis over the period of the lease.

3. Related party transactions

No director received any remuneration during the current or previous year.

Travel & subsistence costs totalling £3,893 (2018 - £2,684) were reimbursed to 3 (2018: 3) key management personnel during the year.

	2019 £	2018 £
4. Employee information		
Wages & salaries	136,475	98,160
Social security costs	7,510	4,453
Pension costs	10,215	7,313
	<u>154,200</u>	<u>109,926</u>

The average monthly number of employees during the year was:

	No.	No.
Management	1	1
Charitable	7	5
	<u>8</u>	<u>6</u>

No staff member is remunerated at a level in excess of £60,000 per annum.

Total key management remuneration was:

Total benefits	76,493	70,945
	<u>76,493</u>	<u>70,945</u>

	2019 £	2018 £
5. Income from donations		
Donations	5,158	3,655
Charitable trusts	2,000	6,000
	<u>7,158</u>	<u>9,655</u>

Notes to the Financial Statements (Continued)

6. Income from charitable activities – Grants

	2019 £	2018 £
The National Lottery Community Fund	104,891	83,906
Edinburgh Voluntary Organisations' Council Prevention Investment Fund	19,846	19,846
The Robertson Trust – Training	13,000	12,500
The National Lottery Heritage Fund – 'Strike up the Band'	40,800	-
The National Lottery Heritage Fund – 'Our families in WW 1'	9,000	-
Santander	4,260	-
Impact Funding Partners (formally VAF)	7,220	9,700
Corra / Lloyds	-	6,000
	<u>199,017</u>	<u>131,952</u>

7. Income from charitable activities - Other

Training	5,526	6,283
Services	3,750	-
- EVOC 150 th Anniversary	-	1,500
- St Andrew's University	-	2,440
- Edinburgh Council	-	-
- Others	90	375
	<u>9,366</u>	<u>10,598</u>

8. Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 £
Salaries	303	136,172	136,475	98,160
Employer NIC	-	7,510	7,510	4,453
Pension contributions	-	10,215	10,215	7,313
Staff expenses	-	2,999	2,999	2,744
Volunteer expenses	300	9,316	9,616	8,378
Freelance workers' fee	-	3,901	3,901	11,757
Upkeep property, cleaning	33	2,123	2,156	2,362
Insurance	-	813	813	813
Materials	-	-	-	588
Training	-	1,366	1,366	2,784
Stationery & office costs	36	2,876	2,912	4,172
Project specific costs	-	11,652	11,652	11,036
- Big Lottery	-	-	-	-
- 'Strike up the Band'	-	1,779	1,779	-
- Santander	-	3,439	3,439	-
- Cordis	5,832	-	5,832	-
- World War One	-	2,669	2,669	-
Project evaluation	-	500	500	517
Heat & light	-	1,023	1,023	158
Telephone	-	2,077	2,077	80
Website, publicity & promotion	-	1,665	1,665	45
Independent examiner's fee	1,920	-	1,920	1,764
Payroll processing	-	723	723	655
Depreciation	186	157	343	342
Sundry	495	741	1,236	712
	<u>9,105</u>	<u>203,726</u>	<u>212,831</u>	<u>158,833</u>

Notes to the Financial Statements (Continued)

9. Tangible fixed assets		Computer equipment £
Cost		
31 March 2018		4,617
Additions		-
31 March 2019		<u>4,617</u>
Depreciation		
31 March 2018		4,044
Charge for the year		343
31 March 2019		<u>4,387</u>
Net Book Value		
31 March 2019		<u>230</u>
31 March 2018		<u>573</u>

	2019 £	2018 £
10. Debtors		
Rent deposit	<u>1,000</u>	<u>1,000</u>

11. Creditors		
Amounts falling due within one year		
Social security & other taxes	4,487	2,296
Sundry creditors & accruals	<u>3,936</u>	<u>3,263</u>
	<u>8,523</u>	<u>5,559</u>

12. Pension costs

The company operates a money purchase (defined contributions pension scheme). The assets of the scheme are held separately from those of the charitable company in independently administered funds. The pension cost represents contributions payable by the company to the fund and amounted to £10,215 (2018 - £7,313).

Pension contributions are made in respect of 8 members of staff (2018 - 5).

Notes to the Financial Statements (Continued)

13. Statement of funds

<i>Current year</i>	Balance 31 March 2018 £	Income £	Expenditure £	Transfers £	Balance 31 March 2019 £
Unrestricted fund	8,907	16,274	9,105	(7,215)	8,861
Restricted funds					
Edinburgh Voluntary Organisations'					
- Council Prevention Investment Fund	3,051	19,846	18,513	-	4,384
National Lottery Community Fund	-	104,891	112,044	7,153	-
National Lottery Heritage Fund					
- Our Gala Days	982	-	-	-	982
The Robertson Trust	3,505	13,000	13,648	-	2,857
Impact Funding Partners	192	7,220	7,231	-	181
National Lottery Heritage Fund					
- 'Strike up the Band'	-	40,800	38,968	-	1,832
National Lottery Heritage Fund					
- Our Families in World War One	-	9,000	9,000	-	-
Santander	-	4,260	4,322	62	-
	7,730	199,017	203,726	7,215	10,236
Total funds	16,637	215,291	212,831	-	19,097
<i>Previous year</i>	Balance 31 March 2017 £	Income £	Expenditure £	Transfers £	Balance 31 March 2018 £
Unrestricted fund	12,015	20,253	16,428	(6,933)	8,907
Restricted funds					
Edinburgh Voluntary Organisations'					
- Council Prevention Investment Fund	2,078	19,846	18,873	-	3,051
Big Lottery Fund – Memory Exchange	-	83,906	90,814	6,908	-
Heritage Lottery Fund – Our Gala Days	982	-	-	-	982
The Robertson Trust	4,494	12,500	13,489	-	3,505
Voluntary Action Fund	3,696	9,700	13,204	-	192
Corra / Lloyds	-	6,000	6,025	25	-
	11,250	131,952	142,405	6,933	7,730
Total funds	23,265	152,205	158,833	-	16,637

The **unrestricted fund** is free to use in accordance with the objects of the charity.

The **restricted funds** are for use in terms of the grants awarded by the donors and are as follows:

Edinburgh Voluntary Organisations' Council Prevention Investment Fund - to offer training in reminiscence skills and to undertake life story work with isolated older people.

National Lottery Community Fund - based at the Little Shop of Memory using reminiscence and oral history to bring people together, offer new opportunities and decrease loneliness

National Lottery Heritage Fund – 'Strike up the Band' project in partnership with West Lothian Heritage Services to celebrate and record the memories and history of West Lothian Brass Bands.

The Robertson Trust - funding for programme of activities at The Little Shop of Memory.

Impact Funding Partners - to create new volunteering projects, enhance existing services and improve capacity to deploy, support and train volunteers.

Santander - funding to support older people in using ICT.

National Lottery Heritage Fund - project recording family histories of World War One culminating in an exhibition to commemorate the 100th anniversary in November 2018.

Notes to the Financial Statements (Continued)

14. Analysis of net assets between funds

	Tangible fixed assets £	Current assets £	Current liabilities £	Total £
Unrestricted fund	325	8,582	-	8,907
Restricted funds	248	13,041	(5,559)	7,730
Total at 31 March 2018	573	21,623	(5,559)	16,637
Unrestricted fund	138	8,723	-	8,861
Restricted funds	91	18,666	(8,522)	10,236
Total at 31 March 2019	230	27,389	(8,522)	19,097