

LIVING MEMORY ASSOCIATION

Company number SC 247744

Charity registration number SC 030234

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

Reference and Administrative Details

Company Registration No: SC247744

Charity Registration No: SC030234

Trustees: Evelyn Whitfield
Anne Munro
Mark Hayward

Company Secretary: Heather Robertson

Advisory Committee Members: Miles Tubb (Chair)
John McCaughie
Joyce Miller
Donald McGill (resigned 10 December 2020)
Francis Priest
David Donaldson
Maureen Sweeney
Stanley Eadie
Delphine Tirole
Stephen Davidson
Margaret Maguire (resigned 10 December 2020)
Abigail Cunningham (appointed 10 December 2020)

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 Trustees
For the Year ended 31 March 2021**

The trustees who are also the directors present their annual report and financial statements of the charity for the year ended 31 March 2021.

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 The Wee Museum of Memory in Ocean Terminal Shopping Centre
- Running a series of reminiscence groups both at the centre and in venues across the city
- Keeping in touch via podcasts, Zoom and WhatsApp
- 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 Trustees (continued)
For the Year ended 31 March 2021**Achievements & Performance**

We usually say in these reports that it's been an eventful year for the project. This certainly has been with a worldwide pandemic changing life immediately for us all. Between March 2020 - July 2020 and December 2020 - April 2021 the doors of The Wee Museums of Memory at Ocean Terminal and at The Centre Livingston, closed.

We are fundamentally an organisation that works with people face to face and the majority of our client group were the very people at risk from Covid. We needed to find new ways of working and supporting them. In the first lockdown, our staff and volunteers worked from home. We continued contacting isolated people by phone and email. We are fortunate to have a whole host of online reminiscence resources, such as our podcasts and active Facebook, Instagram and Twitter accounts. We began going through our existing extensive sound library to produce even more podcasts. We sent out recorders to people to encourage them to record new stories and encouraged relatives to do the same. Our director and volunteer, Evelyn Whitfield took on the role of daily posting on Facebook using photos from our archive. This has created a great deal of correspondence and many new photos have been sent in as a result. So many great conversations and connections have been made and we have vastly increased our Facebook followers. This year we have produced a new range of YouTube videos on various reminiscence themes including sport, schooling and kitchens and cooking. These have been very well received and are increasingly used as a prompt for reminiscence sessions in care homes and with people at home. They have also been shared via Tik Tok - a new platform for us.

We have made much use of Zoom and other virtual platforms. Reminiscence and recording skills courses have been delivered to groups in Craigmillar, Oxfords, Whitburn and North Edinburgh Dementia Care. We provided taster sessions via Lifecare Trust and people joined us from all parts of Britain. This has shown us the great potential for nationwide delivery of training in the future. We've also run a series of reminiscence sessions via Zoom. Again, this has been very successful. Reminiscing right into people's homes means they often go off and find their own reminiscence objects to talk about with the group.

Lockdown has given us the chance to use some of our excellent resources and because of the Internet these have been shared around the world. However there has also been the challenge of connecting with those who are not online. Our podcasts have also been supplied on CDs and even on old fashioned cassette. We are now producing a regular reminiscence newsletter. This is distributed via Mailchimp and sent out by post. Podcasts and newsletters have also been distributed by other projects such as Portobello Older People's Project, Seagrove Centre and Broomhouse Centre. During lockdown we also made regular garden visits or outside visits to older people living alone and delivered supplies when necessary.

Between lockdowns - July to December 2020 we were one of the few museums open in Edinburgh. We are fortunate that we are independent and operate from a shopping centre. This allowed us to open before other museums. Even with covid restrictions in place we considered it vital that we were open and providing a much needed place for people to go. So despite the difficulties of working through a pandemic we have continued to develop, evolve and thrive adapting our work to fit the changing world.

We are tremendously grateful from the funding that we have received throughout this period. Among the funders we need to thank are The Cordis Trust, National Lottery Heritage Fund, National Lottery Community Fund, Scottish Government Adapt and Thrive, Bank of Scotland Foundation, The Robertson Trust, Health and Social Care Partnership Integrated Joint Board, Impact Funding Partners, Foundation Scotland, Museums and Galleries Scotland, Visit Scotland, Corra Resilience Fund, Hunter Foundation, Third Sector Resilience Fund and Wellbeing Fund, (Lifecare), Supporting Communities Covid 19 Fund. Thank you also to smaller funders and those who have donated throughout the period for their much valued support.

We also benefited from Government support through the furlough scheme and business support grants.

As always, we are so grateful to our brilliant team of staff and volunteers. They have helped us through quite an extraordinary year. Challenging but rewarding. A time when we've found different ways of working and looked at new opportunities for taking the organisation forward.

Report of the Trustees (continued)
For the Year ended 31 March 2021**Financial Review****Unrestricted funds**

Income for the year on the unrestricted fund was £141,472 (2020: £11,997) and expenditure totalled £80,373 (2020: £12,068) resulting in a surplus for the year of £61,099 (2020: deficit £71). The balance on the unrestricted fund at the year end was £69,889 (2020: £8,790).

Restricted funds

Restricted income for the year was £117,765 (2020: £208,781) and expenditure totalled £90,328 (2020: £196,656). The balance on restricted funds at the year end is £49,798 (2020: £22,361).

Further details of the movements on the charity funds are provided at note 13 on page 15.

Reserves Policy

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 2021 our total funds stand at £119,687 of which £49,798 refers to restricted funds.

The Board of Trustees are satisfied with the level of reserves however are committed to adding to this level wherever possible through income generated through training, provision of services and fundraising activities.

Future plans

Looking toward the future we are beginning the process of becoming an accredited museum. This would open up more funding streams as well as opportunities for training and development opportunities for staff and volunteers. It would raise our profile as a visitor attraction, create opportunities for joint projects with other accredited museums and increase our presence in the tourist sector. The process is making us focus on our collections policy, donations systems and our constitution and think about the overall future of the Living Memory Association.

Report of the Trustees (continued)
For the Year ended 31 March 2021**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 trustees

Living Memory Association trustees are appointed at the Company's Annual General meeting. The trustees are recruited to maintain a balance of skills within the committee. New trustees 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 trustees 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 trustees work as volunteers and therefore are involved with the day to day management of the company. The trustees and advisory committee meet on average eight occasions a year to carry out management and financial reviews.

Key management remuneration

The trustees consider the Board of Trustees 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 trustees give of their time freely and no trustee 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 Trustees 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.

In response to the outbreak of COVID-19 the charity has implemented policies and procedures to ensure the continuity of our service provision whilst not compromising the safety of our visitors and staff.

The trustees 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 Trustees (continued)
For the Year ended 31 March 2021**Statement of Responsibilities of the Trustees**

The charity's trustees are responsible for preparing a trustees' 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 trustees 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 trustees 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 trustees 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.

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

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 12 November 2021 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 2021**

I report on the accounts of the charity for the year ended 31 March 2021 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 Regulationshave 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

November 2021

Statement of Financial Activities
(Incorporating Income & Expenditure Account)
For the Year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
Income from:					
Donations	5	6,277	-	6,277	3,379
Charitable activities					
- Grants	6	97,362	117,765	215,127	208,781
- Coronavirus Job Retention Scheme		37,013	-	37,013	2,073
- Other	7	820	-	820	6,545
Total income		<u>141,472</u>	<u>117,765</u>	<u>259,237</u>	<u>220,778</u>
Expenditure on:					
Charitable activities	8	<u>76,630</u>	<u>94,071</u>	<u>170,701</u>	<u>208,724</u>
Total expenditure		<u>76,630</u>	<u>94,071</u>	<u>170,701</u>	<u>208,724</u>
Net income		64,842	23,694	88,536	12,054
Transfer between funds	13	<u>(3,743)</u>	<u>3,743</u>	<u>-</u>	<u>-</u>
Net movement in funds		61,099	27,437	88,536	12,054
Reconciliation of funds:					
Total funds brought forward		<u>8,790</u>	<u>22,361</u>	<u>31,151</u>	<u>19,097</u>
Total funds carried forward	13	<u>69,889</u>	<u>49,798</u>	<u>119,687</u>	<u>31,151</u>

Balance Sheet
As at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	9	1,958	-
Current assets			
Debtors	10	10,030	3,070
Cash at bank & on hand		112,997	34,276
		123,027	37,346
Liabilities			
Creditors: amounts falling due within one year	11	5,298	6,195
Net current assets		117,729	31,151
Net assets		119,687	31,151
The funds of the charity			
Unrestricted fund	13	69,889	8,790
Restricted funds	13	49,798	22,361
Total charity funds		119,687	31,151

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 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees 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 22 November 2021 and were signed on its behalf by:

Evelyn Whitfield

Director

Mark Hayward

Director

**Notes to the Financial Statements
For the Year ended 31 March 2021****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 (FRS 102) (effective 1 January 2019) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

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 goods, facilities & services

Donated goods, facilities and services are recognised as income when the charity has control over the item(s), any conditions attached have been met, the receipt of economic benefit from the use of the item(s) is probable and the economic benefit can be measured reliably. 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 Trustees.

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 that the charity would have to pay to obtain the equivalent economic benefit on the open market. A corresponding amount is also recognised in expenditure in the period of receipt.

d) Income

Income is recognised when the charity has entitlement 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably.

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 with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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 trustee received any remuneration during the current or previous year.

Travel & subsistence costs totalling £2,471 (2020: £3,820) were reimbursed to 4 (2020: 3) key management personnel during the year.

4. Employee information

	2021 £	2020 £
Wages & salaries	108,241	137,766
Social security costs	3,814	7,118
Pension costs	7,157	9,817
	<u>119,212</u>	<u>154,701</u>

The average monthly number of employees during the year was:

	No.	No.
Management	1	1
Charitable	6	8
	<u>7</u>	<u>9</u>

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

Total key management remuneration was:

	2021 £	2020 £
Total benefits	<u>71,358</u>	<u>79,301</u>

5. Income from donations

Cordis Charitable Trust	5,424	-
Other donations < £1k	853	3,379
	<u>6,277</u>	<u>3,379</u>
<i>Total unrestricted donations</i>		

Notes to the Financial Statements (Continued)

6. Income from charitable activities - Grants	2021 £	2020 £
The National Lottery Community Fund	12,264	112,211
Edinburgh Integration Joint Board (formerly Edinburgh Voluntary Organisations' Council Prevention Investment Fund)	24,665	24,665
Impact Funding Partners	14,550	4,850
The Robertson Trust - Training	-	13,000
The National Lottery Heritage Fund - 'Strike up the Band'	-	40,800
Bank of Scotland Foundation	-	10,415
Craigentinny & Duddingston Neighbourhood Partnership	-	2,840
Museums Galleries Scotland COVID-19 Adaptation Fund	4,840	-
Museums Galleries Scotland – Recovery & Resilience	29,446	-
Visit Scotland	32,000	-
<i>Total restricted grants</i>	<i>117,765</i>	<i>208,781</i>
Adapt & Thrive	50,178	-
National Lottery Heritage Fund COVID-19	13,300	-
West Lothian Council – Closure	7,500	-
Edinburgh Council – Temporary closure	6,000	-
Hunter Foundation Wellbeing Fund	5,301	-
Lifecare COVID-19	5,000	-
Foundation Scotland	4,000	-
Bank of Scotland – Contingency	2,083	-
Impact Funding Partners	2,000	-
Corra – Resilience Fund	1,000	-
MacLay Civil Engineering	1,000	-
<i>Total unrestricted grants</i>	<i>97,362</i>	<i>-</i>
7. Income from charitable activities - Other		
Training - unrestricted	820	6,545
8. Expenditure on charitable activities		
	Total 2021 £	Total 2020 £
Salaries	108,241	137,766
Employer NIC	3,814	7,118
Pension contributions	7,157	9,817
Staff expenses	1,488	3,506
Volunteer expenses	4,286	11,891
Freelance workers' fee	20,200	4,520
Upkeep property, cleaning & PPE	4,458	2,918
Insurance	893	840
Water rates	1,756	330
Training	-	1,497
It, stationery & office costs	1,284	1,314
Project specific costs - Big Lottery	-	11,434
- 'Strike up the Band'	-	7,100
Podcast & CD production costs	4,312	-
Project evaluation	-	1,125
Heat & light	346	1,183
Telephone & broadband	2,025	572
Website, publicity & promotion	5,000	1,771
Independent examiner's fee	2,100	1,992
Payroll processing & job retention claims	1,320	586
Professional fees	-	34
Depreciation	979	230
Sundry	1,042	1,180
	<i>170,701</i>	<i>208,724</i>
Charged to - Unrestricted fund	76,630	679
- Restricted funds	94,071	208,045

Notes to the Financial Statements (Continued)

9. Tangible fixed assets

	Computer equipment £
Cost	
31 March 2020	4,617
Disposals	(4,617)
Additions	2,937
	<u>2,937</u>
31 March 2021	<u>2,937</u>
Depreciation	
31 March 2020	4,617
Eliminated on disposals	(4,617)
Charge for the year	979
	<u>979</u>
31 March 2021	<u>979</u>
Net Book Value	
31 March 2021	<u>1,958</u>
31 March 2020	<u>-</u>

	2021 £	2020 £
10. Debtors		
Rent deposit	1,000	1,000
Other debtors	9,030	2,070
	<u>10,030</u>	<u>3,070</u>

	2021 £	2020 £
11. Creditors		
Amounts falling due within one year		
Social security & other taxes	2,598	2,678
Sundry creditors & accruals	2,700	3,517
	<u>5,298</u>	<u>6,195</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 £7,157 (2020: £9,817).

Pension contributions are made in respect of 7 members of staff (2020: 8).

Notes to the Financial Statements (Continued)

13. Statement of funds

<i>Current year</i>	Balance 31 March 2020 £	Income £	Expenditure £	Transfers £	Balance 31 March 2021 £
Unrestricted fund	8,790	141,472	(76,630)	(3,743)	69,889
Restricted funds					
Edinburgh Integration Joint Board	5,085	24,665	(24,558)	-	5,192
National Lottery Community Fund	-	12,264	(11,590)	-	674
National Lottery Heritage Fund					
- Our Gala Days	982	-	-	-	982
The Robertson Trust	2,142	-	(3,890)	1,748	-
Impact Funding Partners	-	14,550	(11,060)	-	3,490
National Lottery Heritage Fund					
- 'Strike up the Band'	2,007	-	-	-	2,007
Bank of Scotland Foundation	9,305	-	(11,300)	1,995	-
Craighentenny & Duddingston					
Neighbourhood Partnership	2,840	-	-	-	2,840
Museums Galleries Scotland					
- Covid-19 Adaptation Fund	-	4,840	(3,235)	-	1,605
Museums Galleries Scotland					
- Recovery & Resilience Fund	-	29,446	(28,438)	-	1,008
Visit Scotland	-	32,000	-	-	32,000
	22,361	117,765	(94,071)	3,743	49,798
Total charity funds	31,151	259,237	(170,701)	-	119,687

Transfers totalling £3,743 were made from the unrestricted fund to cover overspend on The Robertson Trust £1,748 and Bank of Scotland Foundation £1,995 restricted funds.

<i>Previous year</i>	Balance 31 March 2019 £	Income £	Expenditure £	Transfers £	Balance 31 March 2020 £
Unrestricted fund	8,861	11,997	(679)	(11,389)	8,790
Restricted funds					
Edinburgh Integration Joint Board	4,384	24,665	(23,964)	-	5,085
National Lottery Community Fund	-	112,211	(118,903)	6,692	-
National Lottery Heritage Fund					
- Our Gala Days	982	-	-	-	982
The Robertson Trust	2,857	13,000	(13,715)	-	2,142
Impact Funding Partners	181	4,850	(9,728)	4,697	-
National Lottery Heritage Fund					
- 'Strike up the Band'	1,832	40,800	(40,625)	-	2,007
National Lottery Heritage Fund					
Bank of Scotland Foundation	-	10,415	(1,110)	-	9,305
Craighentenny & Duddingston					
Neighbourhood Partnership	-	2,840	-	-	2,840
	10,236	208,781	(208,045)	11,389	22,361
Total charity funds	19,097	220,778	(208,724)	-	31,151

Notes to the Financial Statements (Continued)

14. Statement of funds Continued

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 Integration Joint Board - to offer training in reminiscence skills, undertake life story work, and help and support to isolated older people

National Lottery Community Fund - based at 'The Wee Museum 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 Wee Museum of Memory'.

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

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

Bank of Scotland Foundation - funding to help and support isolated older people using reminiscence.

Craigtinny & Duddingston Neighbourhood Partnership - funding towards a joint reminiscence project with Piershill Library.

Museums Galleries Scotland – funding towards the running costs of 'The Wee Museums of Memory'.

Visit Scotland – funding towards the operational costs of 'The Wee Museums of Memory'.

15. Analysis of net assets between funds

	Tangible fixed assets £	Current assets £	Current liabilities £	Total £
<i>Current year</i>				
Unrestricted fund	1,426	73,761	(5,298)	69,889
Restricted funds	532	49,266	-	49,798
Total at 31 March 2021	1,958	123,027	(5,298)	119,687
<i>Previous year</i>				
Unrestricted fund	-	8,790	-	8,790
Restricted funds	-	28,556	(6,195)	22,361
Total at 31 March 2020	-	37,346	(6,195)	31,151