

# **Families Outside**

Financial statements

31 March 2020

**Charity Number SC025366**  
**Company Number SC236539**

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## Reference and administrative details

<b>Scottish Charity No.</b>	SC025366
<b>Company No.</b>	236539
<b>Registered address</b>	17 Gayfield Square, Edinburgh, EH1 3NX
<b>Company Secretary</b>	Prof Nancy Loucks OBE

### Board of Trustees

Valerie Macniven	(Chairman)	
Satwat Rehman	(Vice Chairman)	
Kevin Havelock	(Treasurer)	
Mark Bell	(Individual)	
Linda Bendle	(Individual)	
Verity Caiger	(Individual)	<i>appointed 4 December 2019</i>
Andrew Fraser	(Individual)	
Rona Fraser	(Individual)	
Daniel Gunn	(Individual)	
Anne Kent	(Individual)	
Richard Murray	(Individual)	

<b>Auditors</b>	MHA Henderson Loggie Ground Floor, 11-15 Thistle Street, Edinburgh, EH2 1DF.
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<b>Bankers</b>	Royal Bank of Scotland plc 239 St. John's Road, Edinburgh, EH12 7XB
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## Trustees' report

### 1. Structure, Governance and Management

- Nature of governing document

The governing document for the charity is a memorandum and articles of association, and the charity is constituted as a company limited by guarantee.

- Decision making structure

The Trustees decide the strategic direction for the charity and approve the Strategic Plan and the annual budget.

The Chief Executive is delegated day-to-day management and implementation responsibility for the strategy and expenditure within the budget limits. Progress is monitored through two quarterly committees:

1. Risk & Audit Committee – covering key areas of financial probity, audit and accountability.
2. Organisational Development Committee – covering key areas of legal and good practice in human resources procedures, health and safety, and organisational practice.

Both committees include the office bearers and report to the full Board of Trustees.

- Appointment of trustees

Members of the Board of Trustees are categorised as individuals. Institutions, organisations, or other bodies are not eligible to be members of the Board of Trustees. The number of members of the Board of Trustees shall not be less than six and no more than twelve.

Two non-voting Observers from key statutory stakeholders are invited to attend meetings of the Board of Trustees.

- Policies and procedures for induction and training of trustees

New Trustees are inducted by the Chairman and Chief Executive of the Charity and are provided with key documents outlining their governance roles and responsibilities.

- Remuneration of key management personnel

Families Outside considers the following individuals constitute key management of the organisation:

- a. Chief Executive
- b. Deputy Chief Executive
- c. Finance & Administration Manager
- d. Family Support Manager (Training)
- e. Family Support Manager (Children & Families)
- f. Family Support Manager (Helpline)
- g. Communications & Marketing Manager

Families Outside utilises a pay scale system based on, but not tied to, the SJC salary scales used by COSLA. Currently, cost of living increases on each scale point amount to 1% per annum.

## Trustees' report *(continued)*

### 1. Structure, Governance and Management *(continued)*

- Remuneration of key management personnel *(continued)*

The incremental increase in salary amount, moving up from one point to the next, is based historically on the COSLA scales dating back to April 2012. Staff member placement on the salary scale is based on the scoring index of local authority Job Evaluation Schemes, Highland Council's being a particularly good example. Following publication of the COSLA scales in 2019/2020, and in light of the current financial climate, Families Outside has made the decision to maintain a cost of living increase of 1% on each scale point per annum. This will result in Families Outside no longer being aligned to the COSLA scales. This decision has been made with the stability and welfare of the charity in mind, given the uncertainty around the full economic impact of the COVID-19 pandemic will not likely be felt until the next financial year.

Salaries for management and all other staff are reviewed annually in March of each year. At this time staff may be paid a scale point increase and/or cost of living increase within the limits of the individual's scale threshold.

Any increase in a staff member's salary will, in part, be reflected by the appraisal and performance evaluations for the year.

Salary increases will also be subject to:

- Excellent appraisal and performance evaluations for the year;
- The staff member's compliance with the organisation's Code of Conduct;
- The financial constraints of the organisation; and
- The staff member having been in post for at least 6 months of the current financial year.

- Risk management

The Board of Trustees has adopted a process for the ongoing assessment of possible risks to the organisation and has developed actions and countermeasures to reduce these risks and their likely impact.

The risk framework is subject to regular review and bi-annual updating.

The Board is therefore satisfied that systems and actions are in place to mitigate our exposure to major risk.

With a regular quarterly review of the organisational risk register taking place, the hierarchy of individual risks to Families Outside will adjust depending on financial, economic and social factors at the time in question. We have outlined the three risks that Families Outside currently consider to be our principal challenges, along with the countermeasures we have in place to address these risks.

- Secure funding and resources to maintain and develop both the organisation and the delivery of quality outcomes.

*Countermeasures:*

- Apply to a range of funds in an ongoing and timeous manner, monitored by the Risk & Audit Committee.
- Strict contract management of external fundraising bodies.
- Maintain and manage public profile and reputation.

## Trustees' report *(continued)*

### 1. Structure, Governance and Management *(continued)*

- Risk management *(continued)*

- iv. Ensure a robust monthly budgeting process with awareness of required income.
- v. Monitor efficiency savings and implementation of cost cutting where possible, and if necessary.
- vi. Tailor fund applications to changing requirements of funders, ensuring alignment with their priorities.
- vii. Ensure process is in place if funding not secured (reserves policy and winding down exercise).

- b. Recruit, train, and retain competent staff and volunteers, or to maintain staff and volunteer motivation and morale.

*Countermeasures:*

- i. During recruitment, ensure incoming staff have the appropriate initial skill set for the position being filled.
- ii. Offer of attractive employment package, including salary, that is commensurate with each individual role.
- iii. Provide training and development opportunities, and evaluate the benefits in support of the business, staff and volunteers.
- iv. Use support, supervision, appraisal policies and meetings, and team meetings to allow staff to air concerns.
- v. Have specific volunteer policies and procedures in place to support volunteer recruitment, training, and retention.
- vi. Maintain and manage organisational credibility, funding base, and public profile.
- vii. Have appropriate external human resources support and relevant policies in place.

- c. Illness en masse, epidemic, pandemic, or force majeure that prevents the organisation carrying out business, either partially or entirely.

*Countermeasures:*

- i. Process is in place to allow staff to revert to home working.
- ii. Establish transferable skills among staff, allowing cover of another role or certain responsibilities of that role.
- iii. Contact is made with funders and suppliers to communicate the position the organisation is in, establishing financial implications in terms of continuation or termination of income.
- iv. Prioritise families at higher risk / in need of most support.
- v. Adequate insurance cover is in place for the short- or long-term stoppage of the organisation's business.
- vi. Return to work plan focused on health & safety, that accounts for adjustments to working practice and phased return of staff.

## Trustees' report *(continued)*

### 2. Objectives and Activities

Families Outside works to improve outcomes for children and families affected by imprisonment in Scotland. The company carries out this purpose through aiding the relief of poverty, hardship, suffering, and distress among partners, children, and dependents of persons involved within the criminal justice system.

Families Outside is the only national organisation that works exclusively on behalf of children and families affected by imprisonment in Scotland. We exist because imprisonment of a family member has a negative impact on the social, emotional, financial, and (for children and young people) educational development of the remaining family members, leading to disadvantage, exclusion, and the risk of perpetuation of cycles of crime and imprisonment.

Our vision is for families affected by imprisonment to be able to live lives free from stigma and disadvantage. We seek to ensure that these families are afforded the recognition, respect, and compassion they need to alleviate the disadvantages they face due to this experience, also enabling them, where appropriate, to provide support to their relative in prison and on release.

The charity's long-term key objectives are to ensure:

- A. Families affected by imprisonment can readily access appropriate information and support at the time they need it. This in turn will improve their experience with the criminal justice system and mitigate its impact on them.
- B. Policy makers, decision makers, and relevant service providers will be well-informed about the issues facing families affected by imprisonment. They will recognise these families within their remit and take the needs of these families into account in the decisions they make and the services they provide.
- C. Families Outside will provide a sustainable/viable service as long as the demand for its work is evident.

In order to achieve these outcomes, our targets include the following actions:

- a. Provide and increase direct support and information to families;
- b. Raise awareness and influence policy and practice regarding families affected by imprisonment; and
- c. Ensure viability, effectiveness, and impact of the organisation

These aims are essential and ongoing and are facilitated by specific activities that Families Outside is engaged in during the year. These activities help us in achieve our long-term key objectives and include the following:

- Ongoing core activities:
  - Direct support: We offer direct 1-to-1 support to children and families affected by imprisonment throughout Scotland through our Regional Family Support Coordinators (RFSCs). In 2019/2020, our Direct Family Support Team received 605 referrals, the number of family members supported totalling 1,033 (559 adults/474 children);
  - Helpline: We provide a national freephone Support & Information Helpline, email and text support, and webchat service, supporting 2,626 contacts from families and professionals in 2019/2020. In dealing with families across Scotland, this service identifies locally-based resources and refers people to support in their area, including the RFSCs. The service also introduced new telephony that includes a 'listening in' option for staff training and support;

## Trustees' report *(continued)*

### 2. Objectives and Activities *(continued)*

- Ongoing core activities: *(continued)*
  - Training/awareness-raising: We offer training to prison staff, teachers, police, Children's Panel Members, social workers, social work and psychology students, the NHS and more. This includes training on child protection and the impact of imprisonment on children. Overall, we provide training to about 3,000 participants each year throughout Scotland and beyond (2,581 in 2019/2020 following cancellation of March events due to COVID-19). We also raise awareness through facilitation of the Parliamentary Cross-Party Group on Children & Families Affected by Imprisonment;
  - Regional contact: Our RFSCs link on a regional basis with prisons, Local Authorities, and locally-based statutory and voluntary services. This ensures we have local knowledge; regional input to development of policy and practice; and identifiable staff members for
  - Schools: We develop work in schools to support children affected by a family member's imprisonment, including Continuing Professional Development sessions for teachers for teachers throughout Scotland: at schools, with recruits at training colleges, and taking them into the prisons to experience the environment for themselves;
  - Prison Visitors' Centres: We are responsible for the national coordination of development and oversight of family visitors' centres at prisons across Scotland on behalf of the National Prison Visitor Centre Steering Group and funded by the Scottish Government (Justice, Early Years, and Health);
  - Policy & practice: We develop policy and practice with local and national statutory agencies as well as internationally through our membership of COPE (Children of Prisoners Europe, as Secretary General) and INCCIP (International Coalition for Children of Incarcerated Parents, as Chair). We also host the Parliamentary Cross-Party Group on Children and Families Affected by Imprisonment, convened by Mary Fee MSP;
  - Publicity: We develop and distribute resources for families and professionals, including a wide range of publications such as booklets for children; online publications and videos; an eNewsletter; website; as well as regular updates via social media;
  - Support for other organisations: We work with families through cross-referral, training, and sharing of information and practice, particularly through delivery of training and through our role as National Coordinator for prison visitor centres; and
  - Events: We regularly provide exhibitions/presentations/workshops at conferences and other events.
- Projects, publications, and research activities:
  - Ran a 'No Address in the Press' campaign, which raised awareness of the impact on families when their address is published following the conviction of a family member. This campaign received 2,438 signatures and resulted in a petition lodged in the Scottish Parliament.
  - Hosted the annual National Prison Visitor Centre conference in June 2019, focused on support for families when someone is released from prison;
  - Employed a Policy & Parliamentary Officer to provide a specific resource for our policy work, including consultation responses, Parliamentary Questions, policy discussions, and our Cross-Party Group;
  - Employed an additional Helpline Worker to support increasing demand and organisational restructuring;



## Trustees' report *(continued)*

### 2. Objectives and Activities *(continued)*

- Projects, publications, and research activities: *(continued)*
  - Completed training for and implemented social work student placements for the first time;
  - Recruited, trained, and engaged volunteers to support the work of the Communications & Marketing Manager;
  - Recruited and trained volunteer befrienders for a pilot project in Forth Valley and Edinburgh;
  - Completed and implemented a children's Support Wheel, time-limited support plans, and a new children's toolkit to support our staff in their work with children and young people;
  - Advised longitudinal research at the Institute of Criminology, University of Cambridge, into the impact of imprisonment on family relationships;
  - Published research alongside the University of Salford on behalf of NHS Greater Glasgow & Clyde into the experiences of children and young people with a parent in the justice system;
  - Played an active role in the annual Children of Prisoners Europe (COPE) awareness-raising campaign, 'Not My Crime, Still My Sentence';
  - Supported young people in our peer support groups to record a series of short videos to mark the 30<sup>th</sup> anniversary of the UN Convention on the Rights of the Child;
  - Concluded our partnership with the Prison Reform Trust on their 3-year programme to reduce the use of imprisonment for women;
  - Continued our involvement in the New Routes Public Social Partnership, led by the Wise Group;
  - Continued the delivery of our 'Out of the Shadows' training resource on the impact of a family member's imprisonment on young people;
  - Developed and successfully piloted a Stage 2 level of training for key professionals on behalf of NHS Greater Glasgow & Clyde;
  - Hosted a student internship on travel, transport, and alternative methods of family contact;
  - Hosted a student internship on information sharing, data protection, and the right to privacy when a family member goes to prison, presenting the findings at the international INCCIP conference;
  - Launched new publications including our *Coming Home* resource for families to prepare for someone's release from prison; two new editions of *In Brief*, on contact with siblings in prison, and on the 'cost' of imprisonment for families in terms of perceptions of legitimacy and justice; and a chapter on the work of Families Outside for Palgrave Macmillan (M. Hutton and D. Moran, eds., *Palgrave Handbook of Prison and the Family*);
  - Continued work on support to children of prisoners through schools, particularly through delivery of in-prison Continuing Professional Development courses to teachers;
  - Continued an active role with NHS Scotland, as a member of the ACEs Hub, in promoting awareness of Adverse Childhood Experiences; and
  - Completed the role as co-chair of the Justice & Care work stream for the Independent Care Review, which launched its report in February 2020.
  - Took up the role as co-chair of the Independent Review of the response to Deaths in Prison Custody.
  - Successfully supported the International Coalition for Children with Imprisoned Parents (INCCIP) to become a SCIO and was elected to the role of Chair.
  - Delivered child rights-focused awareness-raising with legal professionals in adult criminal courts;

## Trustees' report *(continued)*

### 3. Achievements and performance

Families Outside's profile and reputation are well-established, with positive relationships built with key statutory and voluntary agencies in the criminal justice sector and beyond. This has been aided by the opportunity to contribute actively to a range of Scottish Government and Scottish Prison Service policy and practice initiatives. Our hosting of the Cross-Party Group on Children & Families Affected by Imprisonment continues to play a significant role in this, this year looking at the role of IT in promoting family contact; Lord Farmer's Review on the importance of family ties for women in prison; the Management of Offenders Bill; and Scotland's compliance with the 2018 Council of Europe recommendations regarding children of prisoners.

The Regional Family Support Coordinators and Families Outside managers work closely with the Scottish Prison Service and Community Planning Partnerships to assist in the development and implementation of policy and practice with regard to families affected by imprisonment. This includes delivery of training at individual prisons regarding the impact of imprisonment and child safeguarding. Our Continuing Professional Development for teachers and trainee teachers is our most popular course and continues to be delivered in 14 of Scotland's 15 prisons. This training, regarding the impact of imprisonment and the role of schools in supporting the children and families affected, has notably increased referrals to our Helpline and to our Regional Family Support Coordinators throughout the country.

Families Outside's Support & Information Helpline continues to provide a direct service to families and to the professionals who work with them. It is the first port of call for many families, who can receive immediate support or can then be linked to further support, including to our regional family support staff. The Helpline also underpins the organisation's influencing activity through provision of current, direct information about the experiences of people with family members caught up in the criminal justice system. We use feedback from the calls to inform the Scottish Prison Service and other relevant bodies of the issues callers raise and to identify and highlight good practice. Callers can access the Helpline through its freephone telephone number, webchat, e-mail, social media, and text. We are also increasing our use of social networking such as Facebook and Twitter, which provides valuable interaction with service users and professionals alike. We now have 4,842 'followers' on Twitter and 1,274 followers on Facebook, for example, which are increasing their value to us as a means of campaigning and communication. We also have Instagram and LinkedIn accounts though have used these on a limited basis to date.

Important this year was the decision to restructure the work of our organization to align more closely to our Strategic Aims. This involved dividing the staff into three teams aligned with these Aims, with working titles of Family Support; Visibility & Inclusion; and Resources. Planning for this change progressed over the course of the year with implementation primarily in 2020/2021. We also changed the location of our Head Office, moving from an office originally rented for four people into a space more suited for the 20+ staff, student placements, and volunteers working out of it by the end.

Finally, the lockdown measures imposed as a result of the COVID-19 pandemic meant that all staff moved to home-based working from 18 March 2020. This move was conducted successfully, without a hiatus in our provision of support to families. This required a move to provision of remote support only as well as a shift in models of delivery for training and group work. This method of working has continued into the 2020/2021 financial year.

We have also seen the postponement of one particular key funding source in 2020/2021 which has been delayed until April 2021 as a result of the COVID-19 pandemic. We have, however, been fortunate in securing a number of COVID-19 response funds that have countered the impact of this fund postponement and, as such, Families Outside has been able to maintain the increased levels of support for children and families we are experiencing without any drop-off in service provision.

## Trustees' report *(continued)*

### 4. Financial Review

The Statement of Financial Activities shows that Families Outside ended the year with a surplus of £14,201 which compares with a surplus of £66,925 for the previous year.

The surplus for the 2019/2020 financial year is made up of the following:

- a. unrestricted surplus totaling £5,071 which resulted in our unrestricted funds increasing from £252,681 as at 31 March 2019 to £257,752 at 31 March 2020.
- b. a restricted surplus of £9,130 relating to:
  - i. restricted income of £109,456 from a second year payment of a three grant from The Big Lottery "Improving Lives" which covers the period October 2019 – September 2020. This timing resulted in an increase in the existing reserve balance of £6,134;
  - ii. restricted income received in 2019/2020 for the Discretionary Fund that was not spent and added to the reserves, increasing these by £756.
  - iii. restricted income from PACT of £833 to be placed in reserve and spent from April – July 2020.
  - iv. restricted income from NHS Grampian of £2,561 to be spent on peer support work in 2020/2021.
  - v. underspend of £5,019 for the "Raising Awareness of the Impact of Maternal Imprisonment" project, creating a restricted reserve from NHS Greater Glasgow & Clyde.
  - vi. underspend of £596 for the "Street Sport" project, adding to restricted reserve from Children in Need;
  - vii. restricted spend of £5,334 offset against the existing restricted reserve for Community Planning Partnerships, reducing this, and spent in 2019/2020;
  - viii. restricted spend of £1,435 offset against the existing restricted reserve for the Seedbed Fund, reducing this, and spent in 2019/2020;

The financial position and the review of financial systems and controls of the organisation are monitored on a quarterly basis by the Risk & Audit Committee, which reports to the Board of Trustees.

- Principal funding sources for 2019/2020

Children, Young People & Families Early Intervention Fund	Scottish Government
Social Economy Growth Fund	A B Charitable Trust
The Gannochy Trust	The Volant Trust
Children In Need	The Wise Group
NHS Great Glasgow & Clyde	The Robertson Trust
The Big Lottery	Fife Council
The Michael & Shirley Hunt Charitable Trust	The A B Charitable Trust
The Tudor Trust	Imagine Foundation
Fife Council	Prison Advice & Care Trust (PACT)

## Trustees' report *(continued)*

### 4. Financial Review *(continued)*

- Principal funding sources for 2019/2020

With funds from these organisations, we have continued to meet the main objectives of Families Outside through the core activities and projects of the charity as detailed above.

In addition, we would like to thank the following local authority Community Planning Partnerships for their contributions in supporting the work of Families Outside: Dundee City, North Ayrshire, Perth & Kinross, Shetland, Orkney, Dumfries & Galloway North Lanarkshire, and South Lanarkshire. Additional funds were gratefully received from a number of smaller Trusts, many of them requesting to remain anonymous, as well as donations given by individuals, either directly or via our Total Giving page and platforms such as the Charitable Aid Foundation and Amazon Smile.

- Reserves Policy

The following represents the current reserves position for the organisation arising from past operating results.

a. Restricted reserves	£78,991
b. Unrestricted reserves	£257,752
c. Free reserves	£241,888

The Board would like to apply 'best practice' and maintain the free reserves to a level which would cover about three to six months' forecast operating activity. Based on current costs in 2020/2021, the free reserves amount of £241,888 covers just below three months' worth of operating expenditure. The "operating expenditure" of Families Outside is defined by staff costs, activity costs and office running costs, but excludes any specific funded short term project work.

The current level of free reserves of £241,888 is just below the lower end of the desired aim of covering three to six months forecast operating activity. Given current forecast operating expenditure, the optimum amount to cover six months' worth of current operating expenditure would be £560,000.

Although, the organisation has now achieved the lower end of its free reserve policy, Families Outside still endeavours to increase this to the higher end of between £373,000 - £490,000.

The practice taken to increase the reserves level will be one that aims for an unrestricted surplus in 2020/2021. However, this will be a measured approach to ensure any building of reserves, though a prudent practice, does not come at the expense of the organisation's activities in supporting families affected by imprisonment.

In future years it is intended that a similar strategy will be used until the aim of four to six months free reserves is achieved.

The following activities will be carried out by Families Outside to achieve the desired reserves level:

- maintain a continuous stream of funding applications and requests to cover and exceed existing costs within the financial year.
- monitor expenditure on a monthly, with cost-cutting measures implemented where they are deemed necessary and appropriate.

## Trustees' report *(continued)*

### 5. Plans for future periods

In the forthcoming 2020/2021 financial year, Families Outside will commit itself to the following activities:

- Ensure our staff and the families we support remain safe and supported during lockdown restrictions, and create safe transitions from home working to community-based support;
- Continue to implement the new organisational structure, ensuring delivery of our aims more effectively;
- Continue to promote the Helpline as a resource for families and for professionals who can call on our specialist knowledge to assist them in their own work with families;
- Continue to provide direct support to families affected by imprisonment throughout Scotland;
- Continue to source funding to ensure the sustainability of support to families and key professionals throughout Scotland;
- Safely resume a programme of social work student placements;
- Safely resume engagement with volunteers to support our work;
- Support prison establishments to develop alternative methods of family contact;
- Ensure families' views are heard regarding methods of family contact and the resumption of in-person visits;
- Progress efforts towards digital inclusion for families affected by imprisonment;
- Continue to train staff from a wide range of backgrounds who come into contact with families e.g. the Scottish Prison Service, staff at private prisons, teachers and trainee teachers, the Judicial Institute, Children's Panel members, NHS, police, schools, courts, social workers, students of social work and forensic psychology, and secondary school students;
- Host our next national conference online, focusing on Health, Human Rights, and Hope;
- Continue engagement with and learning from national and international networks in order to support families affected by imprisonment more effectively;
- Chair an international webinar on behalf of COPE in relation to COVID-19 and family contact;
- Support children and young people to participate in COPE's annual Not My Crime, Still My Sentence campaign;
- Launch new publications including an updated outline of our work; a resource for professionals to support children and young people with a close family member in prison; and a new edition of *In Brief*, focusing on supporting young people to share their experiences of a family member's imprisonment;
- Continue our work on information sharing, data protection, and the right to privacy, focusing on families' views and the need for improved communication;
- Continue to support the development and quality of prison Visitors' Centres and prison visits; and
- Continue direct development of policy and practice through input to relevant consultations; leading the Cross-Party Group on Children & Families Affected by Imprisonment; engagement with families; participation in the national and regional Scottish Prison Service Children & Family Strategy Groups, Community Justice Scotland, Community Planning Partnerships, and the Scottish Criminal Justice Voluntary Sector Forum; as well as lobbying of Members of the Scottish Parliament and engagement with international bodies.
- Continue the development of resources for professionals in justice, education, health and other sectors;
- Continue to conduct an organisational Child Rights & Wellbeing Impact Assessment (CRWIA) on an ongoing basis in the run-up to implementation of the UNCRC into domestic law
- Continue to deliver child rights-focused awareness-raising amongst legal professionals in the adult criminal courts;

## **Trustees' report** *(continued)*

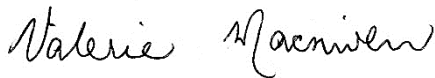
### **6. Auditors**

A resolution to appoint auditors for the ensuing year will be proposed at the annual general meeting in accordance with Section 385 of the Companies Act 1985. The trustees' report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

### **7. Approval of the trustees' annual report**

So far as each director is aware, there is no relevant audit information of which the auditors are unaware. Each director has taken the appropriate steps as trustees to make themselves aware of such information and to establish that the auditors are aware of it.

Signed by order of the Trustees



**Valerie Macniven**  
*Chairman*

Registered office:  
17 Gayfield Square  
Edinburgh  
EH1 3NX

24 September 2020

## Statement of trustees' responsibilities

The trustees (who are also the directors of Families Outside for the purposes of company law) are responsible for preparing of the Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the surplus or deficit of the charitable company for the period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- making judgements and estimates that are prudent and reasonable;
- 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 trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, The Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

## Independent auditor's report to the Trustees and Members of Families Outside

### Opinion

We have audited the financial statements of Families Outside (the 'company') for the period ended 31 March 2020 which comprise the Statement of Financial Activities, Balance Sheet, 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 FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 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 of 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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Conclusions relating to going concern

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

- the trustees' 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 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 included in the Trustees' 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.

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.



## **Independent auditor's report to the Trustees and Members of Families Outside *(continued)***

### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the Trustees' Report which includes the directors' Report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' Report which includes the directors' 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 Trustees' Report which includes the directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require 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 trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- The trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the Trustee' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the 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 <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

## **Independent auditor's report to the Trustees and Members of Families Outside** *(continued)*

This report is made solely to the members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charity's trustees, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the members and the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**James Davidson (Senior Statutory Auditor)**

*For and on behalf of MHA Henderson Loggie,*

*Chartered Accountants*

*Statutory Auditor*

*(Eligible to act as an auditor in terms of section 1212 of the Companies Act 2006)*

11-15 Thistle Street  
Edinburgh  
EH2 1DF

24 September 2020

MHA Henderson Loggie is a trading name of Henderson Loggie LLP

## Statement of financial activities (Incorporating Income and expenditure account)

for the year ended 31 March 2020

		2020	2020	2020	2019
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
	Note	£	£	£	£
<b>Income</b>					
Donations and legacies	2	10,198	-	10,198	2,447
Other trading activities	3	4,088	-	4,088	19,937
Income from investments	4	548	-	548	352
Income from charitable activities	5	274,931	781,535	1,056,466	909,832
<b>Total income and endowments</b>		<b>289,765</b>	<b>781,535</b>	<b>1,071,300</b>	<b>932,568</b>
<b>Expenditure</b>					
Expenditure on raising funds	6	(13,181)	-	(13,181)	(11,224)
Expenditure on charitable activities	7	(271,513)	(772,405)	(1,043,918)	(854,419)
<b>Total expenditure</b>		<b>(284,694)</b>	<b>(772,405)</b>	<b>(1,057,099)</b>	<b>(865,643)</b>
<b>Net income/ (expenditure)</b>		<b>5,071</b>	<b>9,130</b>	<b>14,201</b>	<b>66,925</b>
Balances brought forward at 1 April 2019		252,681	69,861	322,542	255,617
<b>Balances carried forward at 31 March 2020</b>		<b>257,752</b>	<b>78,991</b>	<b>336,743</b>	<b>322,542</b>

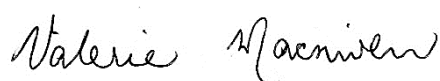
All of the activities of the company are classed as continuing.

## Balance sheet

at 31 March 2020

	Note	2020 £	2020 £	2019 £	2019 £
<b>Fixed assets</b>					
Tangible assets	11		17,627		9,293
<b>Current assets</b>					
Debtors	12	88,231		79,592	
Cash at bank		280,109		270,405	
		<u>368,340</u>		<u>349,997</u>	
<b>Creditors: amounts falling due within one year</b>	13	<b>(49,224)</b>		<b>(36,748)</b>	
			<u>319,116</u>		<u>313,249</u>
<b>Net current assets</b>			<b>319,116</b>		<b>313,249</b>
			<u>336,743</u>		<u>322,542</u>
<b>Net assets</b>			<b>336,743</b>		<b>322,542</b>
			<u>336,743</u>		<u>322,542</u>
<b>Funds</b>					
Unrestricted	14		257,752		252,681
Restricted	14		78,991		69,861
			<u>336,743</u>		<u>322,542</u>
<b>Total funds</b>	15		<b>336,743</b>		<b>322,542</b>
			<u>336,743</u>		<u>322,542</u>

These financial statements have been prepared in accordance with the special provisions relating to small companies within the Companies Act 2006 and were approved and authorised for issue by the Board of Trustees on 24 September 2020 and were signed on its behalf by:



**Valerie Macniven**  
Chairman

**Statement of cash flow**  
*for the year ended 31 March 2020*

	2020 £	2020 £	2019 £	2019 £
<b>Cash flows from operating activities</b>				
Net income per statement of financial activities	14,201		66,925	
Depreciation	8,352		5,727	
Income from investments	(548)		(352)	
Increase in debtors	(8,639)		(64,083)	
Increase in creditors	12,476		3,137	
Loss on disposal	879		187	
	<hr/>		<hr/>	
<b>Cash provided by operating activities</b>		<b>26,721</b>		11,541
<b>Cash flows from investing activities</b>				
Investment income	548		352	
Purchase of fixed assets	(17,565)		(7,957)	
	<hr/>		<hr/>	
<b>Cash used in investing activities</b>		<b>(17,017)</b>		(7,605)
		<hr/>		<hr/>
<b>Increase in cash and cash equivalents in the year</b>		<b>9,704</b>		3,936
Cash and cash equivalents at the beginning of the year		<b>270,405</b>		266,469
		<hr/>		<hr/>
<b>Total cash and cash equivalents at the end of the year</b>		<b>280,109</b>		270,405
		<hr/> <hr/>		<hr/> <hr/>
<b>Cash and cash equivalents comprise:</b>				
Cash at bank		<b>280,109</b>		270,405
		<hr/> <hr/>		<hr/> <hr/>

## Notes

*(forming part of the financial statements)*

### 1 Accounting policies

A summary of principal accounting policies, all of which have been applied consistently throughout the year and the preceding year is set out below.

#### **Basis of accounting**

The financial statements have been prepared on a going concern basis in accordance with applicable accounting standards and under the historical cost convention. The charity is a Public Benefit Entity and a company limited by guarantee, incorporated in Scotland with the registered office as noted on page 1. The financial statements are compliant with the charity's constitution, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Statement of Recommended Practice (SORP) FRS 102 "Accounting and Reporting by Charities", and in accordance with Financial Reporting Standard 102 (FRS 102).

The financial statements are prepared in £ sterling, which is the functional currency of the charity, rounded to the nearest pound.

#### **Going concern**

The financial statements have been prepared on a going concern basis. The trustees have considered relevant information, including the annual budget, forecast future cash flows and the impact of subsequent events in making their assessment. The COVID-19 pandemic and the ensuing economic shutdown has had a significant impact on the company's operations. The trustees have performed a robust analysis of forecast future cash flows taking into account the potential impact on the charity of possible future scenarios arising from the impact of COVID-19. Based on these assessments and having regard to the resources available to the entity, the trustees have concluded that there is no material uncertainty and that they can continue to adopt the going concern basis in preparing the annual report and accounts.

#### **Income**

Income is recognised when the charity has entitlement to the funds when it is probable that the income will be received and the amount can be measured reliably. Donations, grants and similar income are included in the year in which they are receivable, which is when the charity becomes entitled to the resource. Other trading income includes consultancy and research fees, which are recognised when the charity has delivered the service and is therefore entitled to the income.

Income that relates to a future period as a result of donor imposed conditions specifying the time period in which it must be used, is treated as deferred income.

#### **Expenditure**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. The charity is not registered for VAT and accordingly costs are shown gross of irrecoverable VAT. Where directly attributable, expenditure is allocated to the relevant functional category.

Expenditure on raising funds includes costs associated with generating income for the charity, either through fundraising initiatives or research projects. Expenditure on charitable activities includes costs incurred in supporting the charity and its objectives as set out in the trustees' report.

Support costs are allocated between governance costs and other support costs. Governance costs comprise those costs involving the public accountability of the charity and its compliance with regulations and good practice. They therefore include the costs of statutory audit, together with the costs of trustees' meeting and some staff costs. Other support costs relate to the administrative costs of running the charity and are allocated to charitable activities accordingly.

## Notes (continued)

### 1 Accounting policies (continued)

#### Fixed assets

Tangible fixed assets are stated at cost less depreciation. Assets below £200 are not capitalised but are expensed in the year they are incurred. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Equipment	-	25% straight line
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#### Debtors

Other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### Creditors and provisions

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

#### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity, without further specified purpose and are available as general funds.

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

#### Pensions

The charity contributes to employees' individual pension plans. The amounts charged in the Statement of Financial Activities represent the contributions to the defined contribution scheme and to individual pension plans in respect of the accounting period.

#### Operating lease commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### Judgements in applying accounting policies and key sources of estimation uncertainty

In the application of the company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

In preparing these financial statements, the trustees have made the following judgements:

- Determine whether leases entered into by the charity as a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Tangible fixed assets are depreciated over a period to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.
- Fixed assets are also assessed as to whether there are indicators of impairment. This assessment involves consideration of the economic viability of the purpose for which the asset is used.

**Notes** *(continued)*

**2. Donations and legacies**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Donations	<b>10,198</b>	-	<b>10,198</b>	2,447	-	2,447
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**3 Other trading income**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Conference income and events	-	-	-	14,745	-	14,745
Research income	<b>4,088</b>	-	<b>4,088</b>	5,192	-	5,192
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>4,088</b>	-	<b>4,088</b>	19,937	-	19,937
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**4 Income from investments**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Interest receivable	<b>548</b>	-	<b>548</b>	352	-	352
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**5 Income from charitable activities**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
The Scottish Government	<b>177,261</b>	-	<b>177,261</b>	142,928	-	142,928
The Wise Group	-	<b>48,036</b>	<b>48,036</b>	-	71,115	71,115
The Volant Trust	<b>10,000</b>	-	<b>10,000</b>	10,000	-	10,000
The Gannochy Trust	-	<b>25,000</b>	<b>25,000</b>	-	13,000	13,000
Imagine Foundation	<b>10,000</b>	-	<b>10,000</b>	10,000	-	10,000
The Tudor Trust	-	<b>30,000</b>	<b>30,000</b>	-	40,000	40,000
Michael & Shirley Hunt Charitable Trust	-	<b>2,201</b>	<b>2,201</b>	-	825	825
The Robertson Trust	-	<b>15,000</b>	<b>15,000</b>	-	16,000	16,000
STV Appeal	-	-	-	-	13,125	13,125
Fife Council	-	<b>14,000</b>	<b>14,000</b>	-	14,000	14,000
Scottish Legal Aid Board	-	-	-	-	-	-
Discretionary Fund	-	<b>2,135</b>	<b>2,135</b>	-	168	168
The Big Lottery Fund	-	<b>109,456</b>	<b>109,456</b>	-	86,692	86,692
Prison Reform Trust	-	-	-	-	6,620	6,620
Greater Glasgow and Clyde NHS	-	<b>12,000</b>	<b>12,000</b>	-	11,219	11,219
The Dulverton Trust	-	-	-	30,000	-	30,000
Venture Trust	-	-	-	-	1,250	1,250
Children, Young People & Families Early Intervention Fund	-	<b>135,000</b>	<b>135,000</b>	-	135,000	135,000
Scottish Government (Visitors Centres)	-	<b>50,000</b>	<b>50,000</b>	-	50,000	50,000
Children in Need	-	<b>43,172</b>	<b>43,172</b>	-	41,864	41,864
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Carried forward	<b>197,261</b>	<b>486,000</b>	<b>683,261</b>	192,928	500,878	693,806



**Notes** *(continued)*

**5 Income from charitable activities** *(continued)*

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Carried forward	197,261	486,000	683,261	192,928	500,878	693,806
Anonymous donor #1	-	75,000	75,000	49,993	-	49,993
Highland Council - Small Change for Justice	-	-	-	-	4,000	4,000
Community Planning Partnerships (CPPs)	-	34,666	34,666	-	31,334	31,334
Small Trusts	46,250	12,500	58,750	32,675	-	32,675
Social Economy Growth Fund	-	150,149	150,149	-	82,637	82,637
Anonymous donor #2	20,000	-	20,000	10,000	-	10,000
Independent Care Review	-	7,326	7,326	-	3,720	3,720
Practice Teacher (SW Income)	7,420	-	7,420	-	-	-
Nancie Massey Charitable Trust	3,000	-	3,000	-	-	-
A B Charitable Trust	-	10,000	10,000	-	-	-
Dr Guthrie's Association	1,000	-	1,000	-	-	-
NHS Grampian	-	2,561	2,561	-	-	-
Prison Advice Care Trust (PACT)	-	3,333	3,333	-	1,667	1,667
	<u>274,931</u>	<u>781,535</u>	<u>1,056,466</u>	<u>285,596</u>	<u>624,236</u>	<u>909,832</u>

**6 Expenditure on raising funds**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Professional fees	13,440	-	13,440	-	-	-
Bank charges	741	-	741	280	302	582
Conference and events costs	(1,000)	-	(1,000)	10,642	-	10,642
	<u>13,181</u>	<u>-</u>	<u>13,181</u>	<u>10,922</u>	<u>302</u>	<u>11,224</u>

**7 Charitable activities – Family Support work**

	31 March 2020			31 March 2019		
	Unrestricted £	Restricted £	Total £	Unrestricted £	Restricted £	Total £
Wages and salaries	212,978	583,762	796,740	248,899	448,960	665,184
Meeting costs	481	2,531	3,012	-	2,227	2,227
Helpline	1,839	1,671	3,510	724	1,667	2,391
Research costs	2,146	-	2,146	-	11,026	11,026
Project development	2,041	48,501	50,542	-	41,199	41,199
Discretionary Fund	-	1,379	1,379	-	319	319
	<u>219,485</u>	<u>637,844</u>	<u>857,329</u>	<u>249,623</u>	<u>472,723</u>	<u>722,346</u>
Total direct costs	219,485	637,844	857,329	249,623	472,723	722,346
Support costs (note 8)	52,028	134,561	186,589	28,344	103,729	132,073
	<u>271,513</u>	<u>772,405</u>	<u>1,043,918</u>	<u>277,967</u>	<u>576,452</u>	<u>854,419</u>

**Notes** *(continued)*

**8 Support costs**

	<b>2020</b>	2019
	£	£
Other staff costs	<b>14,484</b>	15,775
Premises expenses	<b>60,693</b>	31,730
Office running costs	<b>21,302</b>	14,814
Publications	<b>14,172</b>	4,257
Travel	<b>42,521</b>	41,067
Website costs	<b>2,457</b>	3,109
Depreciation	<b>8,352</b>	5,727
Legal fees	<b>4,332</b>	-
Miscellaneous	<b>2,067</b>	1,496
Governance costs (note 9)	<b>15,330</b>	13,911
Loss on disposal of fixed assets	<b>879</b>	187
	<b>186,589</b>	132,073

**9 Governance costs**

	<b>2020</b>	2019
	£	£
Wages and salaries	<b>9,538</b>	8,896
Board meetings	<b>340</b>	15
Auditors' remuneration	<b>5,452</b>	5,000
Total direct costs	<b>15,330</b>	13,911

**10 Staff costs and numbers**

	<b>2020</b>	2019
	£	£
Wages and salaries	<b>716,994</b>	598,977
Social security costs	<b>61,122</b>	51,896
Pension contributions – Defined contribution scheme	<b>28,162</b>	23,207
	<b>806,278</b>	674,080

Compensation of key management personnel	<b>373,033</b>	341,438
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The number of employees earning more than £60,000 per annum were as follows:

	<b>2020</b>	2019
£60,000 - £69,999	<b>1</b>	-

No trustees received remuneration in the current year or preceding period. No expense reimbursements or other payments were made to trustees in the year (2019 £15 expense reimbursement to one trustee).

The charity contributes to a defined contribution scheme on behalf of employees. At the year end the charity was due to pay £4,653 (2019: £4,041) to the scheme.

Key management personal are deemed to be the Chief Executive, Deputy Chief Executive & the seven Managers.

**Notes** *(continued)*

**10 Staff costs and numbers** *(continued)*

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

	<b>2020</b>	2019
Number of employees	<b>29</b>	25

**11 Tangible fixed assets**

	<b>Equipment</b>
	<b>£</b>
<b>Cost</b>	
At beginning of year	40,483
Additions	17,565
Disposals	(7,672)
At end of year	50,376
<b>Depreciation</b>	
At beginning of year	31,190
Charge for year	8,352
On disposals	(6,793)
At end of year	32,749
<b>Net book value</b>	
<b>At 31 March 2020</b>	<b>17,627</b>
<b>Net book value</b>	
At 31 March 2019	9,293

**12 Debtors**

	<b>2020</b>	2019
	<b>£</b>	<b>£</b>
Prepayments	<b>4,678</b>	1,329
Accrued income	<b>83,553</b>	78,263
	<b>88,231</b>	79,592

**13 Creditors: amounts falling due within one year**

	<b>2020</b>	2019
	<b>£</b>	<b>£</b>
Accruals	<b>30,803</b>	18,784
Tax and social security	<b>16,941</b>	15,964
Deferred income	-	2,000
Other creditors	<b>1,480</b>	-
	<b>49,224</b>	36,748

## Notes (continued)

### 13 Creditors: amounts falling due within one year (continued)

#### Analysis of deferred income

	2020 £	2019 £
Opening balance	2,000	3,459
Income deferred	-	2,000
Income released to statement of financial activities	(2,000)	(3,459)
	<u>-</u>	<u>2,000</u>

Deferred income represents income received where the performance related conditions attached to the income have not yet been met at the year end.

### 14 Funds

	2019 £	Incoming £	Outgoing £	2020 £
<b>Unrestricted funds</b>				
General fund	252,681	289,765	(284,694)	257,752
	<u>        </u>	<u>        </u>	<u>        </u>	<u>        </u>
<b>Restricted funds</b>				
The Wise Group	-	48,036	(48,036)	-
The Tudor Trust	-	30,000	(30,000)	-
Gannochy Trust	-	25,000	(25,000)	-
Michael & Shirley Hunt Charitable Trust	-	2,201	(2,201)	-
Kelly Family Charitable Trust	3,935	-	-	3,935
Fife Council	-	14,000	(14,000)	-
Dr Guthrie's Association	1,448	-	-	1,448
Discretionary Fund	643	2,135	(1,379)	1,399
Seedbed Christian	1,450	-	(1,435)	15
NHS Grampian	865	2,561	-	3,426
Children & Young People Early Intervention Fund	-	135,000	(135,000)	-
Scottish Government – Visitor Centres	-	50,000	(50,000)	-
Children in Need	8,987	43,172	(42,576)	9,583
Big Lottery Fund	43,533	109,456	(103,322)	49,667
Community Planning Partnerships	8,000	34,666	(40,000)	2,666
Small Trusts	-	12,500	(12,500)	-
Independent Care Review	-	7,326	(7,326)	-
NHS Greater Glasgow & Clyde	-	12,000	(6,981)	5,019
PACT	-	3,333	(2,500)	833
Social Economy Growth Fund	-	150,149	(150,149)	-
A B Charitable Trust	-	10,000	(10,000)	-
Robertson Trust	1,000	15,000	(15,000)	1,000
Holistic Support for Prisoners' Families in Scotland	-	75,000	(75,000)	-
	<u>69,861</u>	<u>781,535</u>	<u>(772,405)</u>	<u>78,991</u>
<b>Total</b>	<u>322,542</u>	<u>1,071,300</u>	<u>(1,057,099)</u>	<u>336,743</u>

**Notes** (continued)

**14 Funds** (continued)

	2018 £	Incoming £	Outgoing £	2019 £
<b>Unrestricted funds</b>				
General fund	233,238	308,332	(288,889)	252,681
<b>Restricted funds</b>				
The Wise Group	-	71,115	(71,115)	-
The Tudor Trust	-	40,000	(40,000)	-
Gannochy Trust	-	13,000	(13,000)	-
Michael & Shirley Hunt Charitable Trust	-	825	(825)	-
Kelly Family Charitable Trust	3,935	-	-	3,935
STV Appeal	-	13,125	(13,125)	-
Fife Council	-	14,000	(14,000)	-
Dr Guthrie's Association	1,448	-	-	1,448
Scottish Government (Capital)	903	-	(903)	-
Discretionary Fund	794	168	(319)	643
Seedbed Christian	1,871	-	(421)	1,450
Prison Reform Trust	-	6,620	(6,620)	-
NHS Grampian	1,240	-	(375)	865
The Venture Trust	-	1,250	(1,250)	-
Children & Young People Early Intervention Fund	-	135,000	(135,000)	-
Scottish Government – Visitors' Centre	-	50,000	(50,000)	-
Children in Need	12,188	41,864	(45,065)	8,987
Big Lottery Fund	-	86,692	(43,159)	43,533
Community Planning Partnerships	-	31,334	(23,334)	8,000
Highland Council (Small Change for Justice)	-	4,000	(4,000)	-
Independent Care Review	-	3,720	(3,720)	-
NHS Greater Glasgow & Clyde	-	11,219	(11,219)	-
PACT	-	1,667	(1,667)	-
Social Economy Growth Fund	-	82,637	(82,637)	-
Robertson Trust	-	16,000	(15,000)	1,000
	22,379	624,236	(576,754)	69,861
<b>Total</b>	<b>255,617</b>	<b>932,568</b>	<b>(865,643)</b>	<b>322,542</b>

**Restricted Funds – detail of awards and restrictions on use**

- The Wise Group – to fund Families Outside family support work for the “New Routes” and “Wise Choices” project.
- The Tudor Trust - to fund the costs of our Regional Family Support Coordinators in their support of families affected by imprisonment.
- The Gannochy Trust - to fund direct family support work and helpline support for families affected by imprisonment in Perth & Kinross.
- Michael & Shirley Hunt Charitable Trust - to fund the purchase of essential domestic goods, clothing and childcare items for families affected by imprisonment
- Kelly Family Charitable Trust - to fund the purchase and installation of new IT equipment at Families Outside’s head office, replacing outdated and redundant equipment. Balance remaining for future children’s website development.
- Fife Council – to provide funding towards a support worker’s salary in the Fife area.
- Dr Guthrie’s Association – funds held in reserve to provide for supporting and training of young people to be able to publicly speak about their own experience of having a family member in prison.

## Notes (continued)

### 14 Funds (continued)

- Discretionary Fund – a small fund raised from Friends of Families Outside donations and one off small fundraising events. These funds are used to support families in times of crisis e.g. utility cut off, winter clothing. Payments to a family are made via our support worker who must receive authority from their line manager. Payments are restricted to a maximum of £50.
- Seedbed Fund – funding towards peer support sessions for families affected by imprisonment.
- NHS Grampian - to fund peer support work and health improvement projects for prisoners in Grampian.
- Children & Young People Early Intervention (CYPFEIF) – funding towards the core work of Families Outside.
- Scottish Government (Visitors' Centre) – funding towards the post of National Visitors' Centre Coordinator.
- Children in Need – funding a the StreetSport project for young people affected by having a parent in HMP Grampian prison will participate in sport and creative activities at the prison family centre and in the community.
- The Big Lottery - funding towards support work for families affected by imprisonment in the west of Scotland.
- Community Planning Partnerships - funding from each local authority CPP for support for families within their area.
- Small Trusts – funding received from small trusts towards the staff costs of a Regional Family Support Coordinator.
- Independent Care Review - income towards the Chief Executive's participation in the Independent Care Review.
- NHS Greater Glasgow & Clyde – funding towards the “Constructive Connections” project in developing guidance for professionals working with families, young people and children affected by imprisonment.
- PACT - to provide support to the helpline, taking calls from families in England & Wales.
- Social Economy Growth Fund - 100% funding of the project "Supporting Families Affected by Imprisonment."
- A B Charitable Trust - to fund the costs of the staff operating the helpline.
- The Robertson Trust - to fund the staff costs of a Family Support Manager (Children & Young People), and a small one-off project for young children affected by imprisonment.
- Holistic Support for Prisoners' Families in Scotland – funding from Anonymous Donor #1 towards the salary costs of the Regional Family Support Coordinators

### 15 Net assets reconciliation

	31 March 2020		
	Unrestricted £	Restricted £	Total £
Fixed assets	15,864	1,763	17,627
Net current assets	241,888	77,228	319,116
	<hr/>	<hr/>	<hr/>
	<b>257,752</b>	<b>78,991</b>	<b>336,743</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	31 March 2019		
	Unrestricted £	Restricted £	Total £
Fixed assets	6,650	2,643	9,293
Net current assets	246,031	67,218	313,249
	<hr/>	<hr/>	<hr/>
	<b>252,681</b>	<b>69,861</b>	<b>322,542</b>
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**Notes** *(continued)*

**16 Operating leases**

The charity has minimum future commitments under operating leases as follows:

	<b>2020</b>	2019
	<b>£</b>	£
Due within one year	<b>31,672</b>	13,888
Due within two to five years	<b>153,688</b>	930
Due after five years	<b>162,000</b>	-
	<hr/>	<hr/>
	<b>347,360</b>	14,818
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Lease payments of £34,645 (2019: £28,613) were recognised as an expense through the statement of financial activities in the year.

**17 Related party transactions**

During the year membership fees of £205 (2019: £205) and training fees of £1,540 (2019: £316) were paid to Children in Scotland, which has a mutual trustee with the charitable company.

During the year legal fees of £3,332 (2019: £nil) were paid to TC Young LLP, which has a designated member who is also a trustee of the charitable company.

**18 Ultimate controlling party**

The charitable company is constituted under its Memorandum and Articles of Association and is managed by its trustees.