

**NEIGHBOURHOOD WATCH SCOTLAND SCIO**

**A SCOTTISH CHARITABLE INCORPORATED ORGANISATION**

**Annual Report & Financial Statements**

**For the year ended**

**31 March 2020**



**Neighbourhood  
Watch** SCOTLAND



# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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The trustees are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2020.

## OBJECTS & ACTIVITIES

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2019-2020 has seen an acceleration towards meeting the requirements, aims and objectives of the 2018-2021 Business Plan. Primary objectives for Neighbourhood Watch Scotland (NWS) remain:

- We will use all forms of engagement to ensure that people throughout Scotland are better informed, better connected and have the capacity to contribute to the safety and resilience of their community.
- People in Neighbourhood Watch areas are more confident about staying safe and have a reduced fear of crime.
- Scottish communities are more resilient having a sustainable Neighbourhood Watch Network.

## ACHIEVEMENTS & PERFORMANCE

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Progress remains set against two key principles – **'Your Watch Your Way'** and **'getting the right information to the right people at the right time'** which provides an infinitely flexible approach to neighbourhood watch at a community level and focuses on building community resilience.

2019-2020 has also seen ongoing advance in our partnership working and our intended shared delivery of the Building Safer Communities Programme with the Scottish Community Safety Network.

Achievements under each of the key objectives were:

- 1. We will use all forms of engagement to ensure that people throughout Scotland are better informed, better connected and have the capacity to contribute to the safety and resilience of their community.**
  - Neighbourhood Watch Scotland continue to make their direct community engagement a key priority and attended **43** individual community group meetings during the period allowing direct engagement with communities, the opportunity to discuss localised issues and concerns, and to support them in identifying solutions.
  - There are currently **23,444** direct individuals and **1863** Community Groups registered on the Neighbourhood ALERT system. This is a **21%** increase in the last year and a **121%** increase since 31<sup>st</sup> March 2017.
  - The Neighbourhood ALERT system plays a key role in providing locally relevant, targeted, timeous and trusted information and is currently administered by **84 local police and local partner administrators across** Scotland who together with NWS staff have sent over **1100 ALERTS** over the period equating to **4.5M individual emails** to recipients. With an average propagation rate of 300% it can be confidently estimated that **over 13M** people received this information. The user satisfaction rating relevant to the quality, relevance and content of information sent remains at over **5.5 out of 6 (92%)**.
  - Neighbourhood Watch Scotland continue to distribute their well-regarded and popular **Safer Communities Safer Scotland** booklet with approximately **10000** booklets distributed during the last period. Due to high demand the Safer Communities Handbook was reviewed, updated and submitted for a further print run.
  - The Neighbourhood Watch Scotland newsletter has developed significantly over the past two years and better reflects the added value that a community collective approach such as neighbourhood watch / rural watch can bring local communities. Summer and Winter Newsletters received positive feedback from both users and partners.
  - The Neighbourhood Watch Scotland website continues to develop in terms of its content and connectivity. A new area has been developed on the site for Rural Watch and a new Rural Watch 'landing page' is currently being redesigned. Neighbourhood Watch Scotland have been doing more to communicate the work done by users and groups at a community level through news articles and case studies. The verbal feedback on the site remains positive.
  - NWS have developed a solid and trusted foundation with very limited resource. Partners are showing ever increasing interest in the NWS targeted approach and focus of bringing communities together, building community resilience and encouraging communities to look out for each other with regards to matters of crime, resilience and safety. Direct partnership support is currently being provided to Scottish

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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Fire and Rescue Service, Scottish and Southern Energy Networks, SGN, the Wheatley Group and Historic Environment Scotland. Through the Scottish Government Voluntary Sector Resilience Group, NWS have recently engaged with the British Red Cross with a view to developing closer partnership working

- NWS continue to work in partnership with key resilience partners including SEPA, SGN and SSEN and provide communities with relevant safety information as required.
- As a result of increased partner work referrals are being received via partner recommendation with over **23%** of all Neighbourhood Network registrations being directly attributed to partner recommendation and activity. This represents a **3%** increase since April 2019.

## 2. People in Neighbourhood Watch areas are more confident about staying safe and have a reduced fear of crime.

- During August and September 2019 a targeted survey was carried out using functionality within the Neighbourhood ALERT system. The survey was issued to all Neighbourhood Watch co-ordinators and deputies for feedback on the benefits of being part of a community group. We received a 14.2% response rate equating to a total of 1602 comments to both questions. The questions asked were as follows:

**Q1**, *Being a member of a local NW Scheme or similar community group brings personal and community benefits*

- **74%** of respondents agreed that it did.

**Q2**. *We know that local community groups can be very resilient and with the right support can take steps to improve the security, safety and well – being of their communities. We are interested to hear about the level of the local support you receive. **STATEMENT** – My group receives good support from local police and other service providers*

- **45%** of respondents agreed, with 40% unsure.

NWS will carry out further surveys in the future knowing that members value and receive benefit from their local neighbourhood watch.

## 3. Scottish communities are more resilient having a sustainable Neighbourhood Watch Network.

- The establishment of a sustainable neighbourhood watch network brings benefit to not only individual communities but a very broad range of partners and service deliverers. Partnership working is key to the sustainability of neighbourhood watch and therefore remains a key priority for NWS. Since April 2019 NWS have attended partnership meetings, events on **111** occasions.
- The period April 2019 – March 2020 has seen a **2.8% increase in overall NW membership** and an **additional 50 formal NW schemes** being established. Neighbourhood Watch Scotland continue to enjoy the success of the more flexible approach of 'Your Watch, Your Way'. All registered community group co-ordinators/administrators have declared their combined **community reach** to be **197,177 households**, a **6.7%** increase over the period.
- A specific area of growth has been within rural and remote communities with **1959 (8.3%)** of users having registered through the dedicated Rural Watch Scotland portal.
- A key focus of work carried out over 2019-2020 was through the Scottish Partnership Against Rural Crime (SPARC). **Rural Watch Scotland** is a key component of this work in the development of local Rural Crime Partnerships as indeed is the ALERT platform for localised messaging to our communities. The East Lothian Partnership Against Rural Crime (ELPARC) was the first to be launched in early 2019 by MSP Cabinet Secretary for Rural Economy Fergus Ewing and has been followed by a further **8** partnerships now set up across Scotland. Since January 2020 new rural partnership areas have included Midlothian, Tayside, Ayrshire and Lanarkshire.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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## FINANCIAL REVIEW

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- All NWS funds are unrestricted
- Cash in hand and in the bank on 31 March 2019 represents the NWS Reserves with the exception of £2959 which is held as an agent on behalf of Perth & Kinross Community Watch
- Reserves at 31<sup>st</sup> March 2019 are £50,795 (2018: £37,822), the NWS Board have chosen to identify the sum of £29,000 within their Reserves to serve as a contingency in the event of core funding being withdrawn or suspended. Remaining Reserves are available to apply to the charitable purposes of NWS Neighbourhood Watch Scotland.
- The NWS Board have chosen to formally designate £11,000.00 of their Reserves for the purposes of further growth and development of the NH Alert platform.

For the period 2019 – 2020 it was projected that the core operating costs for NWS would be c £120,000. As a result of a Scottish Government Grant of £115,000 for 2019 – 2020 NWS took every opportunity to contain its operational costs in order that other reserves, which support existing and future projects, was not unduly applied. As a result of careful financial management the core operational costs for NWS during 2019-2020 were contained to approximately £118,154, overspend of £3,154 in terms of the core grant award. Contributory factors to overspend against the core grant included increased staff costs due to the planned overlap of former and new staff, and further printing of the much demanded Safer Communities booklet.

### Additional Sponsorship and Grant Funding

In addition to core grant funding NWS have been successful in attracting additional funding towards various collaborative projects and initiatives which support their delivery of the 2018-2021 Business Plan and building safer and more resilient Scottish communities. The additional funding comprises:

- **£10000.00** from SEPA as a partnership contribution towards NWS activities which will achieve joint aims of community safety around flooding and flood risk. The specific project work will include access to the Neighbourhood ALERT system; Floodline editorial and advertising inclusion within NWS national community safety publications; joint work linking new and existing flood warning alerts with local Neighbourhood Watch groups and better local mapping, to identify where there are gauging stations and/or need for rainfall observers within active NW areas.
- **£2500.00** from the Scottish Police Authority as a contribution towards the Neighbourhood ALERT annual licence for 2020.
- **£1200.00** from Perth & Kinross Community Watch as a contribution towards the Neighbourhood ALERT annual licence for 2020.
- **£302.82** donation from West Linton Neighbourhood Watch.

### Reserves policy

Reserves at the year end are £47,569 (£39,795) An unrestricted reserve of £31,048, equivalent to three months' expenditure is considered to be sufficient to deal with the operational contingencies of NWS and also allow any new development opportunities to be capitalised upon.

## FUTURE PLANS

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### 'Better Together' - A more effective delivery of Building Safer Communities

A new formal partnership between SCSN and NWS commenced on 1 October 2019.

Through their SCVO membership the partners consulted with MacRoberts LLP to provide a legal 'Partnership Contract Agreement' that will allow immediate benefits to be realised whilst retaining the charitable status, brands and identities of both organisations.

The commencement of the partnership also coincided with the retirement of the NWS Manager, with overall management and strategic support now being provided by the SCSN Chief Officer, Lorraine Gillies. A new NWS

# TRUSTEES' ANNUAL REPORT

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Co-ordinator post was established to ensure day to day management of NWS operations and staff. The post is fulfilled by the former NWS Community Engagement Officer, Willie Clark.

Mark Armstrong joined the NWS Team as Community Support Officer bringing added experience and essential skills to the role in support of NWS aims and objectives. NWS office management, admin support and community enquiries are all carried out effectively by NWS Administration Assistant Varrie McDevitt.

The new partnership holds significant potential for the wider BSC partnership and its improved delivery in the future.

As is being demonstrated in the ongoing COVID-19 crisis, the importance of community resilience, support and the provision of trusted, relevant and timely information has never been so important.

Version 4 of the Neighbourhood ALERT system is currently being developed which will provide an enhanced service both to administrators and registered users. It is currently moving to a testing stage and is expected to go live later this year. NWS are supporting this Testing process via our Neighbourhood ALERT Scottish Users Group.

Under the umbrella of core operations, the following activities have been prioritised during the period 2020-2021.

- Through the formal SCSN-NWS partnership improve service delivery and streamline governance, improve development opportunities for staff and provide good practice within the Building Safer Communities environment.
- Continue to grow the Neighbourhood and Rural watch network thereby improving community reach, awareness of the benefits of neighbourhood watch and increase community safety and security.
- Increase community engagement to build community resilience, public reassurance and create trusted relationships.
- Enhance partnership working to maximise community benefit, avoid duplication of effort and make best use of available resources.

The Neighbourhood ALERT community messaging service will see further development over the coming year and with the introduction of Version 4, which aims to better harness available technologies and be more accessible to more people.

Within an evolving partnership environment Neighbourhood Watch Scotland aim to be regarded as a key contributor to safer communities and a 'centre of excellence' in terms of community engagement.

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## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing document

The charity is controlled by its governing document, and is constituted as a Scottish Charitable Incorporated Organisation (SCIO).

The object of Neighbourhood Watch Scotland SCIO shall be to promote good citizenship and greater public participation in the prevention and solution of crime and other risks, intentional or unintentional, so that effective liaison between public service providers and the public can be achieved, thus promoting the efficiency of the services across Scotland.

Neighbourhood Watch Scotland SCIO (SC036510) is registered with OSCR and is recognised by the Inland Revenue as a Scottish Charity. Neighbourhood Watch Scotland SCIO became a Scottish Charitable Incorporated Organisation on the 1<sup>st</sup> of December 2011.

### Appointment of trustees

Member Charity Trustees are elected at the Annual General Meeting (AGM) of Neighbourhood Watch Scotland SCIO and hold office for a maximum of three years when they become subject to a retirement clause. Member Charity Trustees can seek re-election after the three-year period.

Co-opted Trustees can be elected and retired by the Board at any time.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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## Organisational structure

In accordance with the existing constitution the maximum number of trustees is 12 of which one third must be member Trustees. The Board comprises office bearer roles of Chairperson, Vice-Chairperson and Treasurer. The role of Secretary is currently fulfilled by the Partnership Lead Officer.

Trustees meet every three months, or more often if required. Decisions are taken at these meetings by a majority vote, following discussion.

Day to day decisions are taken by the Partnership Lead Officer in conjunction with the NWS Co-ordinator and Chair.

Neighbourhood Watch Scotland currently employ three persons to manage the day to day running of the organisation.

## Induction and training of trustees

Trustees are provided with an induction session and accompanying paperwork which includes information on:

- The organisation and its aims and objectives
- The responsibilities of being a Trustee
- OSCR's Trustee guidelines

## Board Development

- As a product of continued development and review the Neighbourhood Watch Scotland Board is going through a process of further transition. 2019-2020 resulted in the resignation of 2 of the existing trustees (both formal NW members). With the resignation of the long serving Treasurer, James Watson, the former Manager Brian Connel agreed to fulfil this role for a period of 1 year. He was duly elected by the Board and members.
- Having previously benefited from the presence and support of a range of key partners, including the Scottish Fire & Rescue Service, the Scottish Community Safety Network, Scottish Trading Standards and the Scottish Environment Protection Agency these members agreed to be fully appointed trustees.
- In the medium term a future governance that better meets the needs of both Neighbourhood Watch Scotland's and the Scottish Community Safety Network's long term plans is being investigated in conjunction with the Scottish Community Safety Network. It is hoped that a joint approach can be identified that can bring greater benefit to both organisations and thus the delivery of building safer communities in Scotland.
- This process is likely to require a change to the existing Neighbourhood Watch Scotland constitution which would be brought before members and stakeholders for consideration.

## REFERENCE AND ADMINISTRATIVE DETAILS

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**Charity Name** Neighbourhood Watch Scotland SCIO  
**Charity No** SC036510

**Principal Office** Hayweight House  
23 Laurieston Street  
Edinburgh  
EH3 9DQ

**Website Address** [www.neighbourhoodwatchscotland.co.uk](http://www.neighbourhoodwatchscotland.co.uk)

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FOR THE YEAR ENDED 31 MARCH 2020

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## REFERENCE AND ADMINISTRATIVE DETAILS(CONT'D)

<b>Current Trustees</b>	Lorraine Gillies	Appointed 4th December 2019
	Stewart Prodger	Appointed 4th December 2019
	Kirsten Halliday	Appointed 4th December 2019
	Brian Connel	Appointed 23rd September 2019
	John Gray	
	Roddy Ross	

William Gray

### Other Trustees who served during the period

William Campbell	Resigned 23rd September 2019
James Watson	Resigned 23rd September 2019
Fiona Stuart	Resigned 23rd September 2019

### Bankers

CAF Bank Ltd  
25 Kings Hill Ave  
Kings Hill  
West Maling  
Kent  
ME19 4JQ

### Independent Examiner

Anne Knox  
Community Accountancy Scotland  
Cameron House  
Forthside Way  
Stirling  
FK8 1QZ

## APPROVAL

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This report was approved by the trustees on 5 October 2020 and signed on their behalf by:

**Stewart Prodger**

Trustee

# **INDEPENDENT EXAMINER'S REPORT**

FOR THE YEAR ENDED 31 MARCH 2020

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## **Independent examiner's report to the trustees of Neighbourhood Watch Scotland SCIO**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 10 to 18.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(a)-(c) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in 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 came 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 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.

### **Anne Knox, FCIE**

Community Accountancy Scotland

Cameron House

Forthside Way

Stirling

FK8 1QZ

5 October 2020

# STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

	Note	Total 2020	Total 2019
<b>Income and endowments from:</b>		£	£
Donations and legacies	5	<b>128,916</b>	149,350
Charitable activities (Sale of NWS Signage)		<b>3,007</b>	3,128
Investment Income (Bank Interest)		<b>43</b>	31
		<b>131,966</b>	152,509
<b>Expenditure on:</b>			
Charitable activities	6	<b>124,192</b>	139,536
		<b>124,192</b>	139,536
<b>Net income/(expenditure)</b>		<b>7,774</b>	<b>12,973</b>
<b>Reconciliation of funds</b>			
Total funds as at 01 April 2019		<b>50,795</b>	37,822
<b>Total funds as at 31 March 2020</b>		<b>58,569</b>	50,795

All funds are unrestricted

All income and expenditure derives from continuing activities.

The above statement includes all gains and losses recognised during the year.

Comparative Statement of Financial Activities is shown in Note 14

The Notes on pages 12 to 18 form an integral part of these accounts.

# STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)

AS AT 31 MARCH 2020

	Note	Total 2020 £	Total 2019 £
<b>Current assets:</b>			
Stock	9	2,154	1,135
Debtors	10	11,231	1,832
Cash at bank and in hand	11	47,587	52,776
		<b>60,972</b>	55,743
<b>Liabilities:</b>			
Creditors (due within one year)	12	2,403	4,948
<b>Net current assets</b>		<b>58,569</b>	50,795
<b>Net Assets</b>		<b>58,569</b>	50,795
<b>Funds of the charity:</b>			
Unrestricted General funds		47,569	39,795
NH Alert Designated fund		11,000	11,000
		<b>58,569</b>	50,795

All funds are unrestricted

The Notes on 12 to 18 form an integral part of these accounts.

These accounts were approved by the trustees on 5 October 2020 and signed on their behalf by:

**Stewart Prodger**  
Trustee

**Brian Connell**  
Treasurer

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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## 1. Basis of preparation

- 1.1. These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:
  - (a) The Charities and Trustee Investment (Scotland) Act 2005
  - (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)
  - (c) The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)
  - (d) Charities SORP (FRS 102) 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 01 January 2015)
- 1.2. Changes to the basis of preparation  
None
- 1.3. Changes to previous accounts  
None
- 1.4. The charity meets the definition of a public benefit entity as defined by FRS 102.
- 1.5. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

## 2. Accounting policies

### 2.1. Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.

As at the Balance Sheet date all funds are unrestricted

### 2.2. Income

Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Donations are recognised on receipt
- (b) Grants income is recognised when due, which is normally on receipt.
- (c) Bank interest is recognised when credited to the account.
- (d) Where income has related expenditure (e.g. fundraising), the income and related expenditure are reported gross in the SoFA.
- (e) The value of voluntary help is not included in the accounts but is described in the trustees' annual report.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 2.3. Expenditure and liabilities

Liabilities are recognised when it is probable that there is a legal or constructive obligation committing the charity to pay out resources and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

### 2.4. Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### 2.5. Debtors

- (a) Debtors are recognised at the settlement amount due.
- (b) Prepayments are valued at the amount prepaid.

### 2.6. Cash

- (a) Cash includes cash in hand and bank balances repayable on demand.

### 2.7. Creditors

- (a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (b) Accrued charges are normally valued at their settlement amount.

### 2.8. Taxation

The charity is not liable to corporation tax or capital gains tax on its charitable activities.

## 3. Transactions with trustees and related parties

- (a) No remuneration was paid to the trustees during the year (2019: £Nil).
- (b) No expenses were reimbursed to the trustees during the year (2019: £Nil).
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.
- (d) There were no transactions with related parties (2019: £Nil).

## 4. Fixed asset register

Presently, the charity has no fixed assets within the Statement of Financial Position (Balance Sheet). However, the charity accumulated various items over the years within the organisation such as office equipment and furniture. These assets are recorded with the Asset Register which is maintained and reviewed by the Trustees on a regular basis.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 5. Income from donations and legacies

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Scottish Government Core Funding	<b>115,000</b>	115,000
Other income	<b>13,700</b>	11,350
Cash Back for Communities	-	23,000
Donations	<b>216</b>	-
	<b>128,916</b>	149,350

### 6. Expenditure on charitable activities

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Staff Costs (see note 8)	<b>71,672</b>	77,473
Payroll costs	<b>674</b>	907
Office rent	<b>8,554</b>	8,554
Insurance	<b>3,370</b>	3,368
Telephone	<b>1,592</b>	1,357
Postage and Stationery	<b>2,626</b>	1,222
Travel and Subsistence	<b>4,749</b>	3,782
IT costs	<b>1,260</b>	1,960
Subscriptions	<b>1,212</b>	939
Meetings and Conferences	<b>690</b>	-
Promotional Materials	<b>662</b>	1,553
Heat and Light	<b>1,034</b>	528
Communications	<b>13,200</b>	13,200
Learning and Development	<b>440</b>	300
Maintenance and repair	<b>119</b>	167
Printing	<b>3,800</b>	4,872
Rates	-	160
Bank charges	<b>264</b>	290
Other office expenses	<b>823</b>	883
Governance costs (See note 7)	<b>3,208</b>	2,594
Art project	-	10,000
Trustee Travel Expenses	<b>217</b>	739
Equipment <£1,000	-	1,785
Cost of goods sold	<b>4,026</b>	2,903
	<b>124,192</b>	139,536

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 7. Governance Costs

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Independent examination fee	<b>500</b>	600
Information Commissioner	<b>35</b>	35
Trustees' Meetings including AGM	<b>903</b>	1,959
Legal and Professional Fees	<b>1,770</b>	-
	<b>3,208</b>	2,594

### 8. Staff costs

	<b>2020</b>	2019
	£	£
Salaries and wages	<b>66,408</b>	70,682
Employer's national insurance	<b>2,294</b>	3,298
Employer's pension contributions	<b>2,970</b>	3,493
	<b>71,672</b>	77,473

No employee received remuneration in excess of £60,000

#### Average number of employees

	<b>2020</b>	2019
Charitable Activities	<b>3.25</b>	3.0
	<b>3.25</b>	3.0

### 9. Stock

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Opening Balance	<b>1,135</b>	945
Purchases	<b>4,026</b>	3,318
Sale of Goods	<b>(3,007)</b>	(3,128)
<b>Neighbourhood Watch Scotland Signage</b>	<b>2,154</b>	1,135

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 10. Debtors

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Trade Debtors	10,781	1,382
Other Debtors (rent deposit)	450	450
	<b>11,231</b>	<b>1,832</b>

### 11. Cash at bank and in hand

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
CAF Cash Account	<b>21,463</b>	26,692
CAF Gold Account	<b>29,072</b>	29,028
Petty Cash	<b>11</b>	15
Subtotal	<b>50,546</b>	<b>55,735</b>
Less funds held as Agent	<b>2,959</b>	2,959
<b>Total Bank and Cash</b>	<b>47,587</b>	<b>52,776</b>

### 12. Creditors (falling due within one year)

	<b>Total</b>	Total
	<b>2020</b>	2019
	£	£
Trade creditors	<b>569</b>	2,266
HMRC	<b>1,296</b>	2,072
Other creditors	<b>538</b>	610
	<b>2,403</b>	<b>4,948</b>

### 13. Purpose of funds

General fund	Unrestricted funds that can be expended at the discretion of the trustees in furtherance of the objects of the charity.
NH Alert Designated Fund	Unrestricted funds which the trustees have designated for the upkeep of the NWS alert system.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 14. Comparative Statement of Financial Activities

	<b>Total</b>	Total
	<b>2019</b>	2018
<b>Income and endowments from:</b>	<b>£</b>	<b>£</b>
Donations	<b>149,350</b>	104,081
Charitable Activities (Sales of Signage)	<b>3,128</b>	3,809
Bank Interest	<b>31</b>	13
	<b>152,509</b>	107,903
<b>Expenditure on:</b>		
Charitable activities	<b>139,536</b>	111,664
	<b>139,536</b>	111,664
<b>Net income/(expenditure)</b>	<b>12,973</b>	(3,761)
<b>Reconciliation of funds</b>		
Total funds as at 01 April 2018	<b>37,822</b>	41,583
<b>Total funds as at 31 March 2019</b>	<b>50,795</b>	37,822

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 15. Comparative Statement of Financial Position.

	<b>Total</b>	Total
	<b>2019</b>	2018
	£	£
<b>Current assets:</b>		
Stock	1,135	945
Debtors	1,832	1,047
Cash at bank and in hand	52,776	43,836
	<b>55,743</b>	45,828
<b>Liabilities:</b>		
Creditors (due within one year)	4,948	8,006
	<b>4,948</b>	8,006
<b>Net current assets</b>	<b>50,795</b>	37,822
<b>Net Assets</b>	<b>50,795</b>	37,822
<b>Funds of the charity:</b>		
<b>Unrestricted Funds</b>		
General Fund	39,795	35,422
NH Alert Designated Fund	11,000	2,400
	<b>50,795</b>	37,822