

Registered Company No: 101660 (Scotland)

Registered Charity No: Sco 09280

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

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ENERGY ACTION SCOTLAND
(A company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

CONTENTS	PAGE
Legal and Administrative information	1-2
Trustees' Report	3-9
Auditors' Report	10-11
Statement of Financial Activities	12
Balance Sheet	13
Notes to the Financial Statements	14-22

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

LEGAL AND ADMINISTRATIVE INFORMATION

Charity name Energy Action Scotland

Charity registration number SCO 09280

Company registration number 101660

Registered office and operational address

Suite 4a
Ingram House
227 Ingram Street
Glasgow
G1 1DA

Board of Directors

Stewart Wilson (M)

Convener

Liz Marquis (M)

Vice Convener

Alison Crook (M)

Treasurer

Christopher Bartter (S)

Trish Baxter (M)

from October 2012 to April 2013

Carol Gemmell (M)

from October 2012

Alan Hutton (M)

Peter Kelly (M)

Hamish McPherson (S)

Jenny Saunders OBE (R)

Dr Katherine Trebeck (M)

from October 2012

Dr Lesley Wilkie (S)

*M = Member Director, S = Special Director and R = Representative Director

Advisor to the Board

Professor Thomas Carbery OBE

Honorary President

Lord O'Neill of Clackmannan

Honorary Vice Presidents

Jackie Baillie MSP

Nigel Don MSP

Sir Robert Smith MP

Company Secretary

Norman Kerr

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
LEGAL AND ADMINISTRATIVE INFORMATION

Senior Management Team

Norman Kerr,
Elizabeth Gore,

Director

Deputy Director and Public Relations and Information Manager

Auditors

Wylie & Bisset LLP, 168 Bath Street, Glasgow, G2 4TP

Bankers

The Bank of Scotland, Gordon Street, Glasgow, G1 3RS

Solicitors

Burness Paull and Williamsons, 120 Bothwell Street, Glasgow, G2 7JL

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2013. The legal and administrative information on pages 1 and 2 form part of this report.

Directors and Trustees

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Directors.

The Trustees who served during the year and since the year-end were as follows:

Board of Directors

Stewart Wilson (M)	Convener	
Liz Marquis (M)	Vice Convener	
Alison Crook (M)	Treasurer	
Christopher Bartter (S)		
Trish Baxter (M)		From October 2012 to April 2013
Carol Gemmell (M)		Appointed October 2012
Alan Hutton (M)		
Peter Kelly (M)		
Hamish McPherson (S)		
Jenny Saunders OBE (R)		
Dr Katherine Trebeck (M)		Appointed October 2012
Dr Lesley Wilkie (S)		

* M = Member Director, S = Special Director and R = Representative Director

Structure, Governance and Management
Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 17 October 1986. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of the Charity's Board of Directors

The Directors of the company are also the charity's Trustees and are known as the Directors. The Board consists of three types of Directors: Member Directors, Special Directors and a Representative Director. Directors are appointed to the Board under the following procedures.

All full voting members of Energy Action Scotland are eligible to stand for election to the Board of Directors as Member Directors. Member Directors are chosen by the members at the Annual General Meeting (AGM), normally held in November of each year at the charity's Annual Conference. Member Directors elected are eligible to serve for a three year term after which they may present themselves for a further period of service by standing at an AGM. Member Directors are able to serve a maximum of two three year periods after which they must stand down for a minimum period of one year before becoming eligible for re-election.

Special Directors are appointed by the Member Directors after the AGM and must be appointed annually. Special Directors may only serve for a period of six one year terms before stepping down for a minimum period of one year before they may be considered for further service on the Board. Special Directors are chosen by the Member Directors for their specialist knowledge in areas where the Board believes it is lacking in knowledge, for example in the detailed working of the fuel utilities, finance or housing.

ENERGY ACTION SCOTLAND
(A company limited by guarantee)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

The Representative Director is appointed from National Energy Action, a charity based in England which operates in the same sphere of activities as Energy Action Scotland, namely fuel poverty. A seat as a Representative Director is offered to that charity's Trustees who in turn nominate a representative from the senior management team.

Advisors to the Board are chosen by the full Board to give added depth and support to aid the Board and the charity in their work. Currently the Board has the services of one advisor, Professor Thomas Carbery OBE who gives advice on policy and politics.

Director Induction and Training

When a Director is elected by the membership at the AGM or appointed by the Board as a Special Director there are a number of actions that will follow. In addition to completing all necessary paperwork for Companies House, the newly elected Director will receive a Board pack from the charity.

This pack contains copies of the current Corporate Plan and Annual Workplan, declaration of interest form, staff structure chart, details of other Directors, minutes of the last three Board meetings and the list of dates for the next year's Board meetings.

Each elected or appointed Director is also invited to spend half a day with the Director (the title given by the company to its senior manager) for an induction. During the induction, the newly elected/appointed Director receives information about their remit as a Board member, a briefing on the corporate and work plans and is advised of other Board responsibilities such as declaration of interests.

Energy Action Scotland is a member of the Legal Services Agency (LSA), a group which provides a range of training and support services of a legal nature to the voluntary sector. Each year LSA runs a number of courses aimed at supporting company secretaries and Trustees. Energy Action Scotland makes places at this course available to elected/appointed Directors and in particular to Directors who do not hold or have not held senior executive posts within their own organisations.

All elected members are chosen from member organisations and as such are well aware of Energy Action Scotland and its work. Special Directors are chosen for their expertise and will all be aware of Energy Action Scotland, although perhaps not to the same extent as members. Special attention is given to developing an appropriate induction session for these Directors.

Risk Management

The company undertook a formal risk management process with the aid of its auditors. From this assessment a risk management register has been developed. This is reviewed annually. There are a number of key documents which support the risk management strategy which include a finance manual, which sets down financial limits and authorities for the management team, an administration manual, a health and safety policy, a project management register and a reserves policy. Policy documents and procedures are reviewed by the Board on an annual basis and amended to take account of current risks internal and external to the organisation.

Additionally there are Board meetings, which are held on a quarterly basis, to which reports on current and planned activities are presented, along with financial reports detailing monthly accounting information. Monthly management accounts are also prepared and reviewed against budget and presented to the Treasurer on a monthly basis.

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

Organisational Structure

Energy Action Scotland is managed by a Board of no more than 16 Directors; this is split into Member Directors (maximum of 10) and Special Directors (maximum of 5) with one Representative Director.

Member Directors are chosen by the members at the Annual General Meeting (AGM), normally held in November of each year at the charity's Annual Conference. Member Directors elected are eligible to serve for a three year term after which they may present themselves for a further period of service by standing at an AGM. Member Directors are able to serve a maximum of two three year periods after which they must stand down for a minimum period of one year before becoming eligible for re-election.

Special Directors are appointed by the Member Directors after the AGM and must be appointed annually. Special Directors may only serve for a period of six one year terms before stepping down for a minimum period of one year before they may be considered for further service on the Board. Special Directors are chosen by the Member Directors for their specialist knowledge in areas where the Board believes it is lacking in knowledge, for example in the detailed working of the fuel utilities, finance or housing.

Following the AGM in November 2011 the Board noted that there were a number of vacancies and that the level of vacancies could well pose difficulties in securing a quorum at future Board meetings. This was deemed a risk to the organisation and a search was undertaken of the membership with a view to co-opting a number of new Member Directors to assist the Board. Three new co-opted Member Directors were agreed at the October 2012 meeting and agreed by the membership at the 2012 AGM. These new Member Directors were Trish Baxter, Carol Gemmell and Dr Katherine Trebeck.

The day to day operations of the organisation are delivered by the full time employees of the charity and the Board delegate their authority for this day to day management to the company's senior employee, the Director. The Director currently serves as the Company Secretary and has a team of eight full time staff under his direction. The Director is supported by three members of staff who each hold senior managerial positions, that is, the Public Relations and Information Manager who also holds the post of Deputy Director, the Technical and Training Manager, and the Development Manager.

The post of Deputy Director is not attached to any one managerial position and can sit with any post as felt appropriate by the Director in consultation with the Board.

Objectives and Activities

The charity's objects and principal activities are to:

- promote the concept of energy action to the public, the media and local community organisations; to provide an information service about energy action.
- encourage and promote for charitable purposes the formation of local energy action schemes by providing education, instruction and support.

These objectives are stated in the Memorandum and Articles of Association. The activities of the charity are detailed in the three year Corporate Plan and an Annual Workplan.

In conjunction with the October 2012 meeting, the Board and staff held a joint strategic planning session which in turn led to the production of a new three year Corporate Plan, adopted by the Board in January 2013. This plan will be the basis for the charity's work during the 2013 - 2014 to the 2015 - 2016 period of time. Each year a Workplan will be drawn from the Corporate Plan and presented to the Board for their approval.

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

In summary, the Corporate Plan reaffirms the five strategic aims with key performance indicators and outcomes set against each individual aim. The five strategic aims are:

- Raising awareness of fuel poverty, particularly as it affects low income households; maintaining fuel poverty as a national issue of high priority; and working towards affordable warmth for all;
- Identifying effective solutions which can transform cold, damp houses into warm, dry homes;
- Researching fuel poverty and related issues in order to provide in-depth understanding of the causes and effects and to promote best practice;
- Securing public and private investment for domestic energy efficiency initiatives; and
- Ensuring that the organisation is financially stable and has security of finance that allows the organisation to function effectively.

Achievements and Performance

The main areas of the charity's work over the last year were to raise awareness of fuel poverty, identify effective solutions to fuel poverty, undertake research into fuel poverty, and to secure public and private investment for energy efficiency initiatives.

Raising Awareness

Energy Action Scotland continued to raise awareness of the extent, causes of and solutions to fuel poverty. Among its activities in this area were the running of member forum meetings, making responses to relevant consultations, the organisation of an annual conference, undertaking relevant speaking engagements and arranging opportunities to brief politicians with key responsibilities in relation to fuel poverty.

The charity continued to provide forums for members and other interested groups to give further information about and increase awareness of fuel poverty and its associated problems.

Energy Action Scotland also provided meetings for its Business Supporters Group. Meetings are organised every four months and provide the opportunity for the Business Supporters of Energy Action Scotland to receive information on current fuel poverty initiatives and policy decisions taken by the Scottish and UK Governments. The meetings also allow the business community to share information on the products and services they provide or are developing for fuel poor and vulnerable households.

Energy Action Scotland continues to provide a weekly e-news service to its members to provide information on the most relevant events, consultations, announcements and news relating to fuel poverty. This is supported by the publication of the charity's quarterly magazine *Energy Review* which is distributed to its members and to other key organisations and individuals across Scotland and the UK.

Identifying Practical Solutions

Energy Action Scotland finalised the work with Macmillan Cancer Support on the project which had been funded from the suppliers obligation funding within the Warm Home Discount. The project was duly audited by Ofgem's external auditors and given a very good report for its delivery and outcomes.

Energy Action Scotland further continued its partnership with Calor Gas and the Strategic Affordable Warmth Fund (SAWF), aimed at helping rural housing associations implement practical solutions to fuel poverty.

Energy Action Scotland worked with housing groups and voluntary sector bodies to provide training to front line staff that would, on a day to day basis, have contact with fuel poor and vulnerable households. By virtue of the training provided by the charity, these staff were then able to offer practical advice and information to householders whom they identified as being at risk of fuel poverty.

**ENERGY ACTION SCOTLAND
(A company limited by guarantee)**

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

EAS delivered 11 City & Guilds courses; 2 City & Guilds Renewables courses, 9 Energy Performance Certificate (EPC), 2 RdSAP Update training courses and 2 Energy Best Deal training courses, providing training for a total of 302 people.

Undertaking Research and Other Consultancy

Energy Action Scotland produced a Fuel Poverty and Health research paper which it launched at its Annual Conference in November 2012. Further related discussions around it are on-going.

Energy Action Scotland also delivered the UK Fuel Poverty Monitor 2013 report working with NEA. The paper gave a critique of the different approaches to tackling fuel poverty running across the UK and will be helpful to all parties who design and deliver fuel poverty and energy efficiency programmes and policies. A discussion event on the findings of the report was held by EAS in the Scottish Parliament, which drew a wide range of cross party support and had as guest speaker the Minister for Housing and Welfare, Margaret Burgess MSP.

Securing Public and Private Investment for Energy Efficiency Initiatives

Energy Action Scotland works with a range of private sector companies to secure funding for energy efficiency initiatives via an annual sponsorship programme. Initiatives this year included the partnership with Calor Gas for the Strategic Affordable Warmth Fund (SAWF) to help rural housing associations provide practical solutions to fuel poverty.

Financial Review

The 2012 - 2013 year brought many financial challenges with fuel suppliers continuing to be required by both Government and the regulator to deliver in a number of areas to support customers.

With fuel suppliers now delivering their consumer help programmes mainly via the Warm Home Discount Supplier Initiative, the projects which they deliver with Energy Action Scotland now have the additional scrutiny of Ofgem as industry regulator. This has caused some delays and has had an overall impact on the cash flow of the organisation. This is the main reason for the reported loss at the year end.

Nonetheless, Energy Action Scotland continued to have a strong and positive working relationship with the major Scottish fuel suppliers and its other corporate sponsors thus securing £170,280 to undertake work in research, awareness raising, information services and practical projects.

Principal Funding Sources

Apart from private sector sponsorship, the charity also receives funding by means of a grant from the Scottish Government. This grant is agreed in a three year funding cycle and is in recognition of particularly relevant aspects of the Annual Workplan which supports the efforts to eradicate fuel poverty in Scotland. Additionally the charity raises funds by means of the provision of training and consultancy services and membership fees. Details of all funding to the charity are shown in the following pages.

Reserves Policy

The Board of the charity adopted a formal reserves policy in 1998 which was revised in 2001 and further reviewed in summer 2006. The current reserves policy covers the following:

- To provide nine months' charitable running costs with a target date at present of 10 years. This will be reviewed in accordance with SORP 2005 and annually by the Board of directors. This will include staff costs, rent, telephone and postage and other liabilities for projects being run by Energy Action Scotland.
- To meet longer term liabilities that would include redundancy payments to staff and the costs of settling leases on the building, telephones etc.

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

Plans for Future Periods

The charity plans to continue to deliver the stated main activities as outlined above in the forthcoming years, subject to sound financial funding and sponsorship agreements. Future projections for the affordability of domestic fuel continue to show that fuel poverty is unlikely to be eradicated within the foreseeable future despite the statutory duty of the Government to eradicate fuel poverty, as far as is reasonably practicable, by 2016. Challenges still remain in terms of lifting the standard of housing to become more energy efficient and less fuel dependent. The work the charity undertakes with housing providers, both at local authority and housing association levels, continues to grow, as does the demand for training of front line staff who will be the main point of contact with vulnerable and fuel poor people.

The Scottish Government, with its statutory duty to eradicate fuel poverty by 2016 in mind, recognises the value of Energy Action Scotland's work in this area and in particular its support of the Scottish Fuel Poverty Forum. The Scottish Government's support of Energy Action Scotland's work continues to be demonstrated by the annual grant.

Financial Position

During the year the charity received income of £498,199 (2012: £532,216) and had expenditure of £516,973 (2012: £534,591). The charity returned a deficit of £18,774 (2012: a deficit of £2,375). Full details are given in the Statement of Financial Activities on page 12. The charity had net assets at the year-end of £246,047 (2012: £264,821).

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

Responsibility of the Board of Directors

The Trustees (who are also directors of Energy Action Scotland for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the 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 incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

Wylie & Bisset LLP were reappointed as the charity's auditors at the Annual General Meeting in November 2011 for a provisional period of three years. However, the appointment must be ratified annually at the Annual General Meeting. The Board of Directors has been advised by Wylie & Bisset LLP that they are willing to continue in that capacity.

The Board of Directors as part of their best practice in governance have agreed that the next formal tendering process for auditing services will be undertaken by them in 2014.

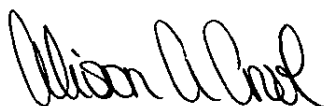
This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued March 2005) and in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

Approved by the Board of Directors on 15 August 2013 and signed on its behalf by:

Stewart Wilson (Convener)



Alison Crook (Treasurer)



INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF ENERGY ACTION SCOTLAND

We have audited the financial statements of Energy Action Scotland for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustees Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2013 and of its incoming resources and application of resources, including 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES
AND MEMBERS OF ENERGY ACTION SCOTLAND**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records 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

Allister Gray

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Allister Gray
Senior Statutory Auditor

168 Bath Street
Glasgow
G2 4TP

For and on behalf of Wylie & Bisset LLP, Statutory Auditor

Wylie & Bisset LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Date: 15 August 2013

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

(including Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2013

		Unrestricted £	Restricted £	2013 Total £	2012 Total £
Incoming Resources					
Incoming resources from voluntary funds					
Voluntary income	3	86,444	-	86,444	120,386
Activities for generating funds	4	46,698	-	46,698	38,052
Investment income	5	1,426	-	1,426	1,845
Incoming resources from charitable activities	6	356,631	7,000	363,631	371,933
Total Incoming Resources		<u>491,199</u>	<u>7,000</u>	<u>498,199</u>	<u>532,216</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	7	72,528	-	72,528	79,106
Costs of fundraising; conferences and events	8	29,043	-	29,043	25,655
Charitable activities	9	401,730	7,000	408,730	423,719
Governance costs	10	6,672	-	6,672	6,111
Total Resources Expended		<u>509,973</u>	<u>7,000</u>	<u>516,973</u>	<u>534,591</u>
Net (outgoing)/incoming resources before transfers		(18,774)	-	(18,774)	(2,375)
Transfers		-	-	-	-
Net (expenditure)/income		<u>(18,774)</u>	<u>-</u>	<u>(18,774)</u>	<u>(2,375)</u>
Reconciliation of Funds					
Total funds brought forward	19,20	264,821	-	267,196	267,196
Total funds carried forward	19,20	<u>246,047</u>	<u>-</u>	<u>246,047</u>	<u>264,821</u>

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

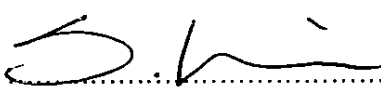
ENERGY ACTION SCOTLAND
(A company limited by guarantee)

BALANCE SHEET AT 31 MARCH 2013

	Notes	£	2013 £	2012 £
FIXED ASSETS				
Tangible Assets	15		-	-
CURRENT ASSETS				
Debtors	16	45,659		29,533
Cash at bank and in hand		<u>285,336</u>		<u>324,956</u>
		330,995		354,489
Creditors: amounts falling due within one year	17	<u>(84,948)</u>		<u>(89,668)</u>
NET CURRENT ASSETS			246,047	264,821
NET ASSETS			<u>246,047</u>	<u>264,821</u>
Unrestricted Funds				
General Funds	20		246,047	264,821
Restricted Funds	19		-	-
TOTAL FUNDS			<u>246,047</u>	<u>264,821</u>

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by charities (issued March 2005) and in accordance with the provisions applicable to companies subject to the small companies regime of the Companies Act 2006

Approved by the Trustees and signed on their behalf.

Name: 
Stewart Wilson (Convener)

Name: 
Alison Crook (Treasurer)

Date: 15 August 2013

Company Registration Number: SC101660

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1. Accounting Policies

a) Basis of preparation

The financial statements have been prepared under the historic cost convention and in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activities are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

1. Accounting Policies (continued)

d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 11.

e) Tangible fixed assets and depreciation

Tangible fixed assets costing more than £250 are capitalised, together with any incidental expenses of acquisition.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Fixtures, fittings and equipment	-	20% - 100% reducing balance
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f) Operating leases

Rentals paid under operating leases are charged to the statement of financial activities. The obligation to pay future rentals on operating leases is shown by way of a note to the Accounts.

g) Pension scheme

The pension costs charged against surpluses represent the amount of employer's contributions payable to the scheme in respect of the accounting period in accordance with FRS 17.

h) Taxation

The company is a charitable company within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

ENERGY ACTION SCOTLAND**(A company limited by guarantee)****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2013****2. Legal Status**

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3. Voluntary Income

	Unrestricted	Restricted	2013	2012
	£	£	Total	Total
	£	£	£	£
Memberships	14,926	-	14,926	14,212
Donations	71,518	-	71,518	106,174
	<u>86,444</u>	<u>-</u>	<u>86,444</u>	<u>120,386</u>

4. Activities for Generating Funds

	Unrestricted	Restricted	2013	2012
	£	£	Total	Total
	£	£	£	£
Conferences	46,698	-	46,698	38,052
	<u>46,698</u>	<u>-</u>	<u>46,698</u>	<u>38,052</u>

5. Investment Income

	Unrestricted	Restricted	2013	2012
	£	£	Total	Total
	£	£	£	£
Bank interest	1,426	-	1,426	1,845
	<u>1,426</u>	<u>-</u>	<u>1,426</u>	<u>1,845</u>

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

6. Incoming Resources from Charitable Activities

	Unrestricted	Restricted	2013 Total	2012 Total
	£	£	£	£
Campaigning	93,662	-	93,662	140,402
Training	120,496	-	120,496	76,578
Consultancy	142,473	7,000	149,473	154,953
	<u>356,631</u>	<u>7,000</u>	<u>363,361</u>	<u>371,933</u>

7. Resources Expended – Costs of Generating Voluntary Income

	Direct Costs	Support Costs	2013 Total	2012 Total
	£	£	£	£
Staff costs	-	50,248	50,248	49,896
Premises costs	-	7,591	7,591	7,484
Stationery and other office costs	-	6,169	6,169	7,093
Special projects	-	5,736	5,736	11,448
Miscellaneous	-	2,706	2,706	2,744
Depreciation	-	78	78	441
	<u>-</u>	<u>72,528</u>	<u>72,528</u>	<u>79,106</u>

8. Costs of fundraising – Conferences and events

	Direct Costs	Support Costs	2013 Total	2012 Total
	£	£	£	£
Conferences and events	29,043	-	29,043	25,655
	<u>29,043</u>	<u>-</u>	<u>29,043</u>	<u>25,655</u>

9. Resources Expended- Charitable Activities

	Direct Costs	Support Costs	2013 Total	2012 Total
	£	£	£	£
Campaigning	-	168,445	168,445	198,943
Training	50,375	89,125	139,500	120,968
Consultation	792	99,993	100,785	103,808
	<u>51,167</u>	<u>357,563</u>	<u>408,730</u>	<u>423,719</u>

ENERGY ACTION SCOTLAND
(A company limited by guarantee)

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

10. Resources Expended – Governance Costs

	Direct Costs £	Support Costs £	2013 Total £	2012 Total £
Staff costs	-	3,133	3,133	3,111
Auditors' Remuneration	3,000	-	3,000	3,000
Legal fees	539	-	539	-
	<u>3,539</u>	<u>3,133</u>	<u>6,672</u>	<u>6,111</u>

11. Support Costs – Breakdown by Activities

	Fundraising £	Campaigning £	Training £	Consultation £	Governance £	Basis of Allocation
Staff costs	50,248	110,555	69,275	82,009	3,133	Timespent
Premises costs	7,591	14,089	9,396	10,840	-	Staff time
Stationery and other office costs	6,169	10,305	6,528	3,764	-	Usage
Special projects	5,736	30,117	-	-	-	Usage
Miscellaneous	2,706	3,300	3,847	3,301	-	Usage
Depreciation	78	79	79	79	-	
	<u>72,528</u>	<u>168,445</u>	<u>89,125</u>	<u>99,993</u>	<u>3,133</u>	

12. Net Incoming Resources for the Year

This is stated after charging:

	2013 Total £	2012 Total £
Depreciation	315	1,764
Auditors' Remuneration – Audit fees	2,325	2,325
– Other fees	675	675
Operating lease rentals – Other	28,688	28,688

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2013

13. Staff Costs and Numbers

Staff costs were as follows:

	2013	2012
	£	£
Salaries and wages	272,325	266,221
Social security costs	25,255	28,022
Other pension costs	15,730	16,870
Total	<u>313,310</u>	<u>311,113</u>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of fulltime equivalents, was as follows:

	2013	2012
	Number	Number
Operational staff	6	6
Administrative staff	3	3
Total	<u>9</u>	<u>9</u>

14. Trustees' Remuneration and Related Party Transactions

No Trustees received any remuneration during the year. During the year £365 of travel expenses were reimbursed to Trustees.(2012: £Nil).

No Trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2012: Nil)

ENERGY ACTION SCOTLAND**(A company limited by guarantee)****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2013****15. Tangible Fixed Assets**

	Fixtures, Fittings And equipment £
Cost or valuation	
At 1 April 2012	10,340
Additions	315
Disposals	-
At 31 March 2013	<u>10,655</u>
Depreciation	
At 1 April 2012	10,340
On disposals	-
Charge for the year	315
At 31 March 2013	<u>10,655</u>
Net book values	
At 31 March 2013	<u>-</u>
At 31 March 2012	<u>-</u>

16. Debtors

	2013 £	2012 £
Trade debtors	39,317	24,008
Other debtors	555	689
Prepayments	5,787	4,836
	<u>45,659</u>	<u>29,533</u>

ENERGY ACTION SCOTLAND
(A company limited by guarantee)

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

17. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	10,701	13,696
Other taxes and social security costs	17,500	16,559
Accruals	31,464	6,364
Deferred income (Note 18)	25,283	53,049
	<u>84,948</u>	<u>89,668</u>

18. Deferred Income

	2013
	£
Balance at 1 April 2012	53,049
Amount released to incoming resources	(53,049)
Amount deferred in the year	25,283
Balance at 31 March 2013	<u>25,283</u>

Deferred income comprises memberships and other subscriptions received in advance of £2,220 and £23,063 received for the provision of advice and support services which are still to be carried out.

19. Restricted Funds

	Balance at	Movement in funds		Transfers	Balance at
	01-Apr-12	Incoming	Expenditure		31-Mar-13
	£	resources	(gains)/losses	£	£
		£	£		
SHON	-	7,000	7,000	-	-
	<u>-</u>	<u>7,000</u>	<u>7,000</u>	<u>-</u>	<u>-</u>

SHON

This fund is used entirely to provide the SHON Bulletin to Local Authorities.

ENERGY ACTION SCOTLAND
(A company limited by guarantee)

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013

20. Unrestricted Funds

	Balance at 01-Apr-12 £	Movement in funds		Transfers £	Balance at 31-Mar-13 £
		Incoming resources £	Expenditure (gains)/losses £		
General charitable funds	264,821	491,199	509,973	-	246,047
	<u>264,821</u>	<u>491,199</u>	<u>509,973</u>	<u>-</u>	<u>246,047</u>

21. Commitments

At 31 March 2013 the charity had the following annual commitments under non-cancellable operating leases:

	Property 2013 £	Property 2012 £	Other 2013 £	Other 2012 £
Operating leases which expire:				
Within one year	-	-	-	-
In the second to fifth year inclusive	26,912	26,912	1,776	1,776
Over 5 years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>