

Registered Company No: 101660 (Scotland)

Registered Charity No: SC 009280

ENERGY ACTION SCOTLAND
(A company limited by guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015



ENERGY ACTION SCOTLAND

(A company limited by guarantee)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2015

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ENERGY ACTION SCOTLAND

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LEGAL AND ADMINISTRATIVE INFORMATION

Charity name Energy Action Scotland

Charity registration number SC 009280

Company registration number 101660

Registered office and operational address

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

Board of Directors

Dr Mandie Currie (M)
Christopher Bartter (S)
Lucy Gillie (M)
Suzy Goodsir (M)
Donnie MacKay (M)
Peter Rae (M)
Hamish McPherson (S)
Jenny Saunders OBE (R)
Professor Katherine Trebeck (M)
Dr Lesley Wilkie (S)
Stewart Wilson (M)

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

Advisor to the Board

Professor Thomas Carbery OBE until November 2014

Honorary President

Lord O'Neill of Clackmannan

Honorary Vice Presidents

Jackie Baillie MSP
Nigel Don MSP
Sir Robert Smith MP

Company Secretary

Norman Kerr

Senior Management Team

Norman Kerr,	Director
Elizabeth Gore,	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 LLP, 120 Bothwell Street, Glasgow, G2 7JL

ENERGY ACTION SCOTLAND
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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2015

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2015. The legal and administrative information on pages 1 and 2 forms 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

Christopher Bartter (S)
Dr Mandie Currie (M) from November 2014
Carol Gemmell (M) Vice Convener until March 2015
Lucy Gillie (M) from November 2014
Suzy Goodsir (M) from November 2014
Peter Kelly (M) until November 2014
Liz Marquis (M) Convener until November 2014
Donnie MacKay (M)
Hamish McPherson (S) Vice Convener until November 2014 then Convener from November 2014
Peter Rae (M)
Jenny Saunders (R)
Prof Katherine Trebeck (M)
Dr Lesley Wilkie (S) Treasurer
Stewart Wilson (M) from November 2014
* M = Member Director, S = Special Director and R = Representative Director

Advisor to the Board

Professor Thomas Carbery OBE until November 2014

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.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

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. The charity saw two of its Board of Directors retire from office by virtue of time bar at the 2014 AGM, Peter Kelly and Liz Marquis. Both had served their full six years and the charity is grateful for the expertise they brought to the management of the charity's affairs. The post of Convener was taken up by Hamish McPherson, who previously held the post of Vice Convener, and Carol Gemmell filled the post of Vice Convener. Carol resigned from the Board at the end of March as she had left her position with LEAP to take on new life and work challenges. Three new Directors were elected by the membership at the AGM, Dr Mandie Currie, Lucy Gillie and Suzy Goodsir, all as Member Directors. The Board also welcomed back Stewart Wilson, who had previously served as a Director and had served his fallow year before offering his services once more as a Member Director. The charity was sorry to lose the services of its special Director Professor Tom Carbery who had been associated with the charity for many years. Professor Carbery stood down at the 2014 AGM (he did not attend in person due to failing health) and sadly passed away in the early part of 2015. His death was within a short time of the death of another ex-Director and ex-Convener Christine Davis. Both had contributed a great deal to the charity not only in the management of its business but also in giving sound advice and guidance to the current chief operating officer the charity's Director.

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.

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, this position is currently held by Jenny Saunders.

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 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 Plan and Annual Workplan and is advised of other Board responsibilities such as declaration of interests.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

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. LSA runs a number of courses on a regular basis 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 charity undertook a formal risk management process with the aid of its auditors in 2004. From this assessment a risk management register was 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. As a part of strengthening the risk management of the charity a further policy on lone person working was added during the year with the guidance of the Board.

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 by the Treasurer on a monthly basis.

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.

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.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

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.

Following the October 2012 Board 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 was the basis for the charity's work during the 2014 – 2015 financial year and will continue to shape its workplan for the 2015 - 2016 financial year. Each year a Workplan will be drawn from the Corporate Plan and presented to the Board for their approval.

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

During the year 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 meetings, in particular a joint seminar with the Scottish Fuel Poverty Forum, 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 meetings for members and other interested groups to give further information about and increase awareness of fuel poverty and its associated problems.

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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 was in receipt of significant funding from the fines applied by the energy regulator Ofgem to energy suppliers under the heading of "consumer redress". Some of this money was awarded to our sister charity NEA who in turn made a donation to Energy Action Scotland to ensure that the works to be provided by these fines were distributed in Scotland and hence overall across Great Britain. The rules around use of this funding have now been negotiated and agreed and will form a significant amount of the charity's work for the forthcoming 2015 - 2016 financial year. It builds on the funding already secured by Energy Action Scotland from SSE and which has been used to deliver the Fuel Poverty Alleviation Support Fund.

The charity also worked with Scottish Gas on a "Wise up to winter" project. This provided training for front line social housing staff. Further support from Calor Gas enabled Energy Action Scotland to deliver training to front line staff in rural housing associations.

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 designed and delivered 3 RdSAP Masterclasses, one RdSAP ECO Scoring training event, 2 tailored energy modelling training events, one Plan Assessor Support training event, 14 City & Guilds Energy Awareness training courses and designed and delivered 33 fuel poverty/health awareness training sessions. Energy Action Scotland also produced and delivered a training event on Green Deal and ECO for the Energy Agency's Sustainable Design & Construction CPD lecture series.

This has resulted in 675 people receiving training from Energy Action Scotland.

Undertaking Research and Other Consultancy

Energy Action Scotland also delivered the UK Fuel Poverty Monitor 2014 - 2015 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.

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 Fuel Poverty Support Alleviation Fund.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

Financial Review

The 2014 - 2015 year brought a number of 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.

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 £307,609 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. It is due to be reviewed at the joint Board and staff strategy day in October 2015. 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.

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 Scottish 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.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

Financial Position

During the year the charity received income of £614,565 (2014: £474,887) and had expenditure of £578,634 (2014: £469,245). The charity returned a surplus of £35,931 (2014: £5,642). Full details are given in the SOFA on page 12. The charity had net assets at the year-end of £287,620 (2014: £251,689).

Responsibility of the Board of Directors

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations. Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the Directors are required to:

- select suitable accounting policies and then apply them consistently;
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions, disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Board of Directors

In accordance with company law, as the company's Directors, we certify that:

So far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and

As the Directors of the company we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors were made aware of that information.

Auditors

Wylie & Bisset LLP were reappointed as the charity's auditors at the Annual General Meeting in November 2014 for a provisional period of three years.

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 2017.

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REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015

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 13 August 2015 and signed on its behalf by:

Hamish McPherson (Convener)

A handwritten signature in black ink, appearing to read 'Hamish McPherson', with a horizontal line underneath.

Dr Lesley Wilkie (Treasurer)

A handwritten signature in black ink, appearing to read 'Lesley Wilkie', written in a cursive style.

**ENERGY ACTION SCOTLAND
(A company limited by guarantee)
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 2015 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 Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2015 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).

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

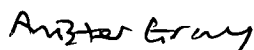
Opinion on other matter prescribed by the Companies Act 2006

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

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;



.....
Allister Gray, BAcc CA. (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: 13 August 2015

ENERGY ACTION SCOTLAND

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2015 (including Income and Expenditure Account)

		Unrestricted £	Restricted £	2015 Total £	2014 Total £
Incoming Resources					
Incoming resources from voluntary funds					
Voluntary income	3	143,932	-	143,932	86,276
Activities for generating funds	4	54,343	-	54,343	38,612
Investment income	5	3,270	-	3,270	1,195
Incoming resources from charitable activities	6	406,020	7,000	413,020	348,804
Total Incoming Resources		<u>607,565</u>	<u>7,000</u>	<u>614,565</u>	<u>474,887</u>
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	7	87,953	-	87,953	68,533
Costs of fundraising; conferences and events	8	29,303	-	29,303	24,233
Charitable activities	9	448,151	7,000	455,151	366,764
Governance costs	10	6,227	-	6,227	9,725
Total Resources Expended		<u>571,634</u>	<u>7,000</u>	<u>578,634</u>	<u>469,245</u>
Net incoming resources before transfers		35,931	-	35,931	5,642
Transfers		-	-	-	-
Net income		<u>35,931</u>	<u>-</u>	<u>35,931</u>	<u>5,642</u>
Reconciliation of Funds					
Total funds brought forward	20,21	251,689	-	251,689	246,047
Total funds carried forward	20,21	<u>287,620</u>	<u>-</u>	<u>287,620</u>	<u>251,689</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.


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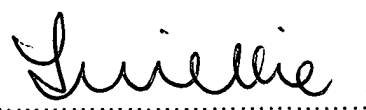
BALANCE SHEET AT 31 MARCH 2015

	Notes	£	2015 £	2014 £
FIXED ASSETS				
Tangible Assets	15		-	-
CURRENT ASSETS				
Debtors	16	32,075		54,174
Cash at bank and in hand		1,402,754		603,275
		<u>1,434,829</u>		<u>657,449</u>
Creditors: amounts falling due within one year	17	<u>(1,029,876)</u>		<u>(171,093)</u>
NET CURRENT ASSETS			404,953	486,356
Creditors: amounts falling due after one year	18		(117,333)	(234,667)
NET ASSETS			<u>287,620</u>	<u>251,689</u>
Unrestricted Funds				
General Funds	21		287,620	251,689
Restricted Funds				
	20		-	-
TOTAL FUNDS			<u>287,620</u>	<u>251,689</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: 
Hamish McPherson (Convener)

Name: 
Dr Lesley Wilkie (Treasurer)

Date: 13 August 2015

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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.

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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 2015

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	2015 Total	2014 Total
	£	£	£	£
Memberships	14,736	-	14,736	14,471
Donations	129,196	-	129,196	71,805
	<u>143,932</u>	<u>-</u>	<u>143,932</u>	<u>86,276</u>

4. Activities for Generating Funds

	Unrestricted	Restricted	2015 Total	2014 Total
	£	£	£	£
Conferences	54,343	-	54,343	38,612
	<u>54,343</u>	<u>-</u>	<u>54,343</u>	<u>38,612</u>

5. Investment Income

	Unrestricted	Restricted	2015 Total	2014 Total
	£	£	£	£
Bank interest	3,270	-	3,270	1,195
	<u>3,270</u>	<u>-</u>	<u>3,270</u>	<u>1,195</u>

6. Incoming Resources from Charitable Activities

	Unrestricted	Restricted	2015 Total	2014 Total
	£	£	£	£
Campaigning	169,185	-	169,185	94,100
Training	76,132	-	76,132	90,361
Consultancy	160,703	7,000	167,703	164,343
	<u>406,020</u>	<u>7,000</u>	<u>413,020</u>	<u>348,804</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

7. Resources Expended – Costs of Generating Voluntary Income

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Staff costs	-	51,191	51,191	50,265
Premises costs	-	7,321	7,321	6,466
Stationery and other office costs	-	6,173	6,173	5,952
Special projects	-	20,767	20,767	3,811
Miscellaneous	-	2,277	2,277	2,039
Depreciation	-	224	224	-
	<u>-</u>	<u>87,953</u>	<u>87,953</u>	<u>68,533</u>

8. Costs of fundraising – Conferences and events

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Conferences and events	29,303	-	29,303	24,223
	<u>29,303</u>	<u>-</u>	<u>29,303</u>	<u>24,233</u>

9. Resources Expended- Charitable Activities

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Campaigning	-	248,729	248,729	153,988
Training	14,342	90,551	104,893	114,887
Consultation	156	101,373	101,529	97,889
	<u>14,498</u>	<u>440,653</u>	<u>455,151</u>	<u>366,764</u>

10. Resources Expended – Governance Costs

	Direct Costs £	Support Costs £	2015 Total £	2014 Total £
Staff costs	-	3,189	3,189	3,140
Auditors' Remuneration	3,000	-	3,000	3,000
Legal fees	38	-	38	3,585
	<u>3,038</u>	<u>3,189</u>	<u>6,227</u>	<u>9,725</u>

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

11. Support Costs – Breakdown by Activities

	Fundraising	Campaigning	Training	Consultation	Governance	Basis of Allocation
	£	£	£	£	£	
Staff costs	51,191	113,111	70,653	83,818	3,189	Timespent
Premises costs	7,321	13,435	9,020	10,379	-	Staff time
Stationery and other office costs	6,173	9,786	6,994	3,808	-	Usage
Special projects	20,767	109,029	-	-	-	Usage
Miscellaneous	2,277	3,144	3,659	3,144	-	Usage
Depreciation	224	225	225	225	-	
	<u>87,953</u>	<u>248,729</u>	<u>90,551</u>	<u>101,373</u>	<u>3,189</u>	

12. Net Incoming Resources for the Year

This is stated after charging:

	2015 Total £	2014 Total £
Depreciation	899	-
Auditors' Remuneration – Audit fees	2,465	2,465
– Other fees	675	675
Operating lease rentals – Other	30,264	29,059

13. Staff Costs and Numbers

Staff costs were as follows:

	2015 £	2014 £
Salaries and wages	277,367	272,523
Social security costs	27,227	25,276
Other pension costs	14,213	16,053
Total	<u>318,807</u>	<u>297,799</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:

	2015 Number	2014 Number
Operational staff	5	6
Administrative staff	3	3
Total	<u>8</u>	<u>9</u>

ENERGY ACTION SCOTLAND

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

14. Trustees' Remuneration and Related Party Transactions

No Trustees received any remuneration during the year. During the year no travel expenses were reimbursed to Trustees. (2014: £289).

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 (2014: none)

15. Tangible Fixed Assets

	Fixtures, Fittings And Equipment £
Cost	
At 1 April 2014	10,655
Additions	899
Disposals	-
At 31 March 2015	<u>11,554</u>
Depreciation	
At 1 April 2014	10,655
On disposals	-
Charge for the year	899
At 31 March 2015	<u>11,554</u>
Net book values	
At 31 March 2015	<u>-</u>
At 31 March 2014	<u>-</u>

16. Debtors

	2015 £	2014 £
Trade debtors	26,778	10,748
Other debtors	4,645	38,830
Prepayments	652	6,596
	<u>32,075</u>	<u>54,174</u>

ENERGY ACTION SCOTLAND

(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

17. Creditors: Amounts falling due within one year

	2015	2014
	£	£
Trade creditors	4,532	3,252
Other taxes and social security costs	19,834	14,944
Accruals	38,181	15,687
Deferred income (Note 19)	959,691	129,934
Other creditors	7,638	7,277
	<u>1,029,876</u>	<u>171,093</u>

18. Creditors: Amounts falling due after one year

	2015	2014
	£	£
Deferred income (Note 19)	117,333	234,667
	<u>117,333</u>	<u>234,667</u>

19. Deferred Income

	2015
	£
Balance at 1 April 2014	364,601
Income received in the year	843,390
Expenditure in the year	(130,967)
Balance at 31 March 2015	<u>1,077,024</u>

Deferred income comprises memberships and other subscriptions received in advance of £8,727, £4,300 received for the provision of advice and support services which are still to be carried out, £234,000 from SSE in relation to funding for a 3 year project commencing 2014/15, and further donations received from SSE for 2015/16 totalling £829,997.

20. Restricted Funds

	Balance at 01-Apr-14 £	Movement in funds		Balance at 31-Mar-15 £
		Incoming resources £	Expenditure (gains)/losses £	
SHON	-	7,000	7,000	-
	<u>-</u>	<u>7,000</u>	<u>7,000</u>	<u>-</u>

ENERGY ACTION SCOTLAND**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015****21. Unrestricted Funds**

	Balance at 01-Apr-14 £	Movement in funds		Transfers £	Balance at 31-Mar-15 £
		Incoming resources £	Expenditure (gains)/losses £		
General charitable funds	251,689	607,565	571,634	-	287,620
	<u>251,689</u>	<u>607,565</u>	<u>571,634</u>	<u>-</u>	<u>287,620</u>

22. Commitments

At 31 March 2015 the charity had the following annual commitments under non-cancellable operating leases:

	Property 2015 £	Property 2014 £	Other 2015 £	Other 2014 £
Operating leases which expire:				
Within one year	-	-	-	1,776
In the second to fifth year inclusive	<u>26,912</u>	<u>26,912</u>	<u>-</u>	<u>-</u>