

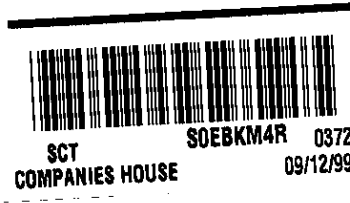
REC 6

Company Registration No. 101660 (Scotland)

Charity Registration No. Sco09280

ENERGY ACTION SCOTLAND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1999

1



ENERGY ACTION SCOTLAND

COMPANY INFORMATION

Directors	Jeanie Morrison Christine Davis CBE Charles Turner Prof Thomas Carbery OBE Andrea Cook OBE JP Alistair Kerr Simon Lee Donald MacIntyre John McNeil Patricia Newman John Palmer James Thomson Michael Thornton Tracey White	Convener Vice-Convener Treasurer
Secretary	Ann Loughrey	
Company number	101660	
Registered office	227 Ingram Street Glasgow G1 1DA	
Auditors	Wylie & Bisset 135 Wellington Street Glasgow G2 2XE	
Business address	227 Ingram Street Glasgow G1 1DA	
Bankers	Bank of Scotland 110 St Vincent Street Glasgow G2 5EJ	
Solicitors	Burness Solicitors 242 West George Street Glasgow G2 4QY	

ENERGY ACTION SCOTLAND

CONTENTS

	Page
Directors' report	1 – 2
Auditors' report	3
Income and expenditure account	4
Balance sheet	5
Notes to the financial statements	6 – 11

ENERGY ACTION SCOTLAND

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 1999

The directors present their report and financial statements for the year ended 31 March 1999.

Principal activities

The company is limited by guarantee and has charitable status for tax purposes under the provisions of Section 505 of the Income and Corporation Taxes Act 1988. During the year under review its main objectives were to tackle fuel poverty by promoting energy efficiency and conservation initiatives throughout Scotland.

Review of the year

The income and expenditure account for the year is summarised on page 4 of the financial statements.

Directors

The directors who served the company during the period were as follows:-

Jeanie Morrison	
Christine Davis CBE	
Charles Turner	
Stephen Bonner	(resigned 14 April 1998)
Prof Thomas Carbery OBE	
Andrea Cook OBE JP	
David Cross	(resigned 5 July 1998)
Alistair Kerr	(appointed 16 July 1998)
Simon Lee	(appointed 21 October 1998)
Donald MacIntyre	
John McNeil	
Patricia Newman	
John Palmer	
David Stevenson	(resigned 1 March 1999)
Archibald Stoddart	(resigned 25 May 1998)
James Thomson	
Michael Thornton	
Tracey White	

Auditors

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Wylie & Bisset be re-appointed as auditors of the company will be put to the Annual General Meeting.

ENERGY ACTION SCOTLAND

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 1999

Year 2000

The company has reviewed all computer systems and believes that all items of equipment are, or will be compliant.

Although there can be no certainty, the company currently believes that there will be no significant disruption to its business resulting from the changeover to the Year 2000. The company has not incurred any material costs that may be directly attributed to Year 2000.

Directors' responsibilities

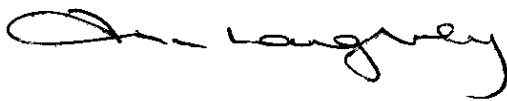
Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board



Ann Loughrey
Secretary

Date: 5 August 1999

**AUDITORS' REPORT
TO THE MEMBERS OF ENERGY ACTION SCOTLAND**

We have audited the financial statements on pages 4 to 11 which have been prepared under the historical cost convention and the accounting policies set out on pages 6 and 7.

Respective responsibilities of directors and auditors

As described on page 2 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement; whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 1999 and of its income and expenditure for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

Wylie & Bisset



Chartered Accountants
& Registered Auditor

135 Wellington Street
Glasgow
G2 2XE

Date: 5 August 1999

ENERGY ACTION SCOTLAND

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 1999

		Unrestricted	Restricted		
		Funds	Funds	Total	Total
		1999	1999	1999	1998
		£	£	£	£
INCOME AND EXPENDITURE					
Incoming Resources	Note				
Grant income	2	94,370	61,833	156,203	152,370
Lottery funding		-	42,746	42,746	44,985
Sponsorship and donations		89,457	104,726	194,183	121,150
Conference, training and consultancy		67,438	-	67,438	73,885
Other income		10,399	3,288	13,687	9,951
Investment income	3	<u>9,402</u>	<u>-</u>	<u>9,402</u>	<u>8,023</u>
TOTAL INCOMING RESOURCES		<u>271,066</u>	<u>212,593</u>	<u>483,659</u>	<u>410,364</u>
Resources Expended					
Direct charitable expenditure	4	83,890	184,865	268,755	203,275
Fundraising and publicity	5	80,232	-	80,232	68,127
Management and administration	6	<u>91,771</u>	<u>27,137</u>	<u>118,908</u>	<u>133,850</u>
TOTAL RESOURCES EXPENDED	7	<u>255,893</u>	<u>212,002</u>	<u>467,895</u>	<u>405,252</u>
Net incoming resources for the year		15,173	591	15,764	5,112
Net movement in funds					
Fund balances brought forward at					
1 April 1998					
		<u>30,960</u>	<u>-</u>	<u>30,960</u>	<u>25,848</u>
Fund balances carried forward at 31					
March 1999					
		<u>46,133</u>	<u>591</u>	<u>46,724</u>	<u>30,960</u>

The income and expenditure account is also the company's statement of financial activities and provides full information on the movements during the year on all the funds of the charity.

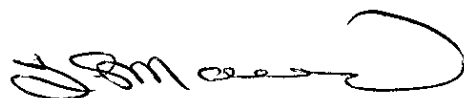
ENERGY ACTION SCOTLAND

BALANCE SHEET AS AT 31 MARCH 1999

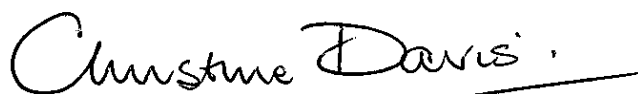
		1999		1998	
		£	£	£	£
Fixed assets	Notes				
Tangible assets	9		20,563		27,028
Current assets					
Debtors	10	59,291		22,646	
Cash at bank and in hand		<u>122,706</u>		<u>144,319</u>	
		181,997		166,965	
Creditors: amounts falling due within one year	11	<u>(145,952)</u>		<u>(143,180)</u>	
Net current assets			<u>36,045</u>		<u>23,785</u>
Total assets less current liabilities			56,608		50,813
Creditors: amounts falling due after more than one year	12		-		(5,790)
Accruals and deferred income	13		<u>(9,884)</u>		<u>(14,063)</u>
			<u>46,724</u>		<u>30,960</u>
Income funds					
Restricted funds	14		591		-
Unrestricted funds	14		<u>46,133</u>		<u>30,960</u>
			<u>46,724</u>		<u>30,960</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board on 5 August 1999.



Jeanie Morrison
Director



Christine Davis CBE
Director

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

1 Accounting Policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention.

1.2 Grant income

Revenue grants are treated as incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

Grants towards capital expenditure are released to the income and expenditure account over the expected useful life of the assets.

1.3 Donations

All donations are included in full in the income and expenditure account when receivable, provided there are no donor imposed restrictions as to the timing of the related expenditure, in which case recognition is deferred until the pre-condition has been met.

1.4 Investment income

Investment income is recognised when receivable.

1.5 Fund accounting

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure for those purposes is charged to the fund, together with a fair allocation of overheads and support costs.

Unrestricted funds are incoming resources received or generated for expenditure on the general objectives of the charity.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	20% straight line
Fixtures, fittings & equipment	20% straight line
Motor vehicles	20% straight line

1.7 Leasing and hire purchase commitments

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible assets and depreciated over the shorter of the lease term and their useful lives. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the profit and loss account so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.8 Pensions

The pension costs charged in the financial statements represent the contributions payable by the company during the year in accordance with SSAP 24.

2 Grant Income

Grants receivable during the year were as follows

	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
Department of Environment, Transport and the Regions	70,778	-	70,778	94,370
The Scottish Office	23,592	27,333	50,925	53,000
EAGA	-	34,500	34,500	5,000
	<u>94,370</u>	<u>61,833</u>	<u>156,203</u>	<u>152,370</u>

3 Investment Income

	1999 £	1998 £
Bank interest	<u>9,402</u>	<u>8,023</u>

4 Direct Charitable Expenditure

	Unrestricted Funds £	Restricted Funds £	Total funds 1999 £	Total 1998 £
ScottishPower projects	-	65,716	65,716	23,290
National Lottery grant award	-	42,746	42,746	44,985
EAGA Charitable Trust grant - Fuel poverty and health in Scotland	-	30,060	30,060	8,980
Direct Services	<u>83,890</u>	<u>46,343</u>	<u>130,233</u>	<u>126,020</u>
	<u>83,890</u>	<u>184,865</u>	<u>268,755</u>	<u>203,275</u>

5 Fundraising and Publicity

	Unrestricted Funds £	Restricted Funds £	Total funds 1999 £	Total 1998 £
Conference costs	32,501	-	32,501	27,485
Salaries and office costs	<u>47,731</u>	-	<u>47,731</u>	<u>40,642</u>
	<u>80,232</u>	-	<u>80,232</u>	<u>68,127</u>

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

6 Management and Administration

	Unrestricted Funds	Restricted Funds	Total funds 1999	Total 1998
	£	£	£	£
Salaries and office costs	90,631	26,377	117,008	131,425
Bank charges and interest	540	360	900	925
Audit fees	<u>600</u>	<u>400</u>	<u>1,000</u>	<u>1,500</u>
	<u>91,771</u>	<u>27,137</u>	<u>118,908</u>	<u>133,850</u>

7 Total resources expended

	Staff costs	Depreciation	Other costs	Total funds 1999	Total 1998
	£	£		£	£
Direct charitable expenditure	115,015	1,939	151,801	268,755	203,275
Fundraising and publicity	26,439	-	53,793	80,232	68,127
Management and administration	<u>75,963</u>	<u>4,526</u>	<u>38,419</u>	<u>118,908</u>	<u>133,850</u>
	<u>217,417</u>	<u>6,465</u>	<u>244,013</u>	<u>467,895</u>	<u>405,252</u>

The aggregate payroll costs were:	Total funds 1999	Total 1998
	£	£
Wages and salaries	195,335	169,656
Social security costs	16,620	16,590
Other pension costs	<u>5,462</u>	<u>11,911</u>
	<u>217,417</u>	<u>198,157</u>

Particulars of employees:	No	No
Operational staff – full time	7	6
Administrative staff – full time	2	2
Administrative staff – part time	<u>2</u>	<u>2</u>
	<u>11</u>	<u>10</u>

Other costs:	1999	1998
	£	£
Premises	21,295	33,684
Legal and professional	1,550	2,563
Other	<u>221,168</u>	<u>166,164</u>
	<u>244,013</u>	<u>202,411</u>

Total resources expended include:	1999	1998
	£	£
Auditors' remuneration	1,600	1,500
Depreciation of tangible assets	6,465	5,940
Rent – premises	17,225	13,216
Hire of equipment	2,453	2,453
Government grants	<u>(3,288)</u>	<u>(3,293)</u>

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

8 Taxation

The company has no tax liability as it has charitable status under the provisions of Section 505 of the Income and Corporation Taxes Act 1988

9 Tangible fixed assets

	Fixtures, fittings & office equipment	Motor vehicles	Total
	£	£	£
Cost			
At 1 April 1998	34,547	12,310	46,857
Additions	-	-	-
Disposals	-	-	-
At 31 March 1999	<u>34,547</u>	<u>12,310</u>	<u>46,857</u>
Depreciation			
At 1 April 1998	18,189	1,640	19,829
On disposals	-	-	-
Charge for year	<u>4,005</u>	<u>2,460</u>	<u>6,465</u>
At 31 March 1999	<u>22,194</u>	<u>4,100</u>	<u>26,294</u>
Net book value			
At 31 March 1999	<u>12,353</u>	<u>8,210</u>	<u>20,563</u>
At 31 March 1998	<u>16,358</u>	<u>10,670</u>	<u>27,028</u>

Included above are assets held under finance leases or hire purchase contracts as follows:

	Motor vehicles
	£
Net book value	
At 31 March 1999	<u>8,210</u>
At 31 March 1998	<u>10,670</u>
Depreciation charge for the year	
At 31 March 1999	<u>2,460</u>
At 31 March 1998	<u>1,640</u>

10 Debtors

	1999	1998
	£	£
Trade debtors	34,469	6,783
Other debtors	<u>24,822</u>	<u>15,863</u>
	<u>59,291</u>	<u>22,646</u>

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

11 Creditors: amounts falling due within one year

	1999 £	1998 £
Net obligations under finance lease and hire purchase contracts	5,790	2,860
Trade creditors	17,033	5,525
Taxation and social security	6,372	5,305
Other creditors	104,463	108,175
Lottery project	<u>12,294</u>	<u>21,315</u>
	<u>145,952</u>	<u>143,180</u>

12 Creditors: amounts falling due after more than one year

	1999 £	1998 £
Net obligations under finance lease and hire purchase agreements	<u>-</u>	<u>5,790</u>
Net obligations under finance leases and hire purchase contracts		
Repayable within one year	5,790	3,400
Repayable between one and five years	<u>-</u>	<u>6,015</u>
	5,790	9,415
Finance charges and interest allocated to future accounting periods	<u>-</u>	<u>(765)</u>
	5,790	8,650
Included in liabilities falling due within one year	<u>(5,790)</u>	<u>(2,860)</u>
	<u>-</u>	<u>5,790</u>

13 Accruals and deferred income

	Other provision £	Government Grants £	Total £
Balance at 1 April 1998	891	13,172	14,063
Amortisation in year	<u>(891)</u>	<u>(3,288)</u>	<u>(4,179)</u>
Balance at 31 March 1999	<u>-</u>	<u>9,884</u>	<u>9,884</u>

14 Income funds

	Restricted funds £	General £	Unrestricted funds Research £	Total £
At 1 April 1998	-	30,960	-	30,960
Incoming resources	212,593	271,066	-	483,659
Expenditure	(212,002)	(255,893)	-	(467,895)
Transfer between funds	<u>-</u>	<u>(5,000)</u>	<u>5,000</u>	<u>-</u>
At 31 March 1999	<u>591</u>	<u>41,133</u>	<u>5,000</u>	<u>46,724</u>

ENERGY ACTION SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

15 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £5,462 (1998 - £11,911).

16 Financial commitments

At 31 March 1999 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings		Other	
	1999	1998	1999	1998
	£	£	£	£
Expiry date:				
Between two and five years	<u>17,225</u>	<u>17,225</u>	<u>2,756</u>	<u>2,756</u>