



VISUALISE SCOTLAND

**Registered Company Number SC328153
Registered Charity Number SC012418**

Trustees' Report and Financial Statements

For the year ended 31 March 2020

VISUALISE SCOTLAND

For the year ended 31 March 2020

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VISUALISE SCOTLAND

Trustees' Annual Report

For the year ended 31 March 2020

The Trustees present their Annual Report for the period ended 31 March 2020.

Objectives and Activities

The objective of Visualise Scotland is to assist people with multiple disabilities and/or sensory impairments to fulfil their maximum physical, intellectual, emotional and social potential.

The charity's core services are as follows:

Community based Support Services provides a range of specialised daytime opportunities and outreach services, tailored to suit individual requirements from the base in Musselburgh, East Lothian. From the base people access community resources in East Lothian and Edinburgh, dependent on their interests. People who attend this service either live at home with their families or carers, or in supported living services. The service is registered as a support service with the Care Inspectorate.

Housing Support and Care at Home Service is registered with the Care Inspectorate and supports people to live in their own homes. It also ensures people meet their responsibilities in maintaining their own tenancies. Our experienced staff support tenants to live fulfilling lives as independently as possible within their local community.

Key achievements and performance over 2018/19 were measured by: Care Inspectorate inspection grading's; stakeholder feedback and; financial performance.

Achievements and Performance

Visualise Scotland has had a busy year in 2019/20, with changes in leadership. The charity's Chief Executive resigned in October 2019 and was replaced with an Interim Chief Executive, appointed from October 2019 to March 2020. Recruitment for a permanent CEO commenced in March 2020.

Claire Edwards replaced Miranda Harvey as Chair of the Board of Trustees at the AGM in November 2019.

During 2019 – 2020 Visualise achieved the following:

Visualise took on a new person attending the day service in 2019, in addition to his team of staff.

Visualise Scotland achieved excellent grades from the Housing and Support Care at Home inspection by the Care Inspectorate, carried out on 7th February 2020. Two categories – quality of care and support, plus quality of management and leadership were graded at level 5 (very good). Copies of this report are available from the Care Inspectorate website. The report assessed the following criteria, in accordance with the new Health and Social Care standards which came into force on 1st April 2018:

1. I experience high quality care and support which is right for me
2. I am fully involved in all decisions about my care and support
3. I have confidence in the people who support and care for me
4. I have confidence in the organisation providing my care and support
5. I experience a high quality environment if the organisation provide the premises

Comments from relatives included:

'The care and support my relative has had has been excellent. Visualise have gone way beyond expectations. There have been a few staff changes but the core team and manager have been a consistent presence in my relative's life and the staff have been fantastic. My relative is happy and supported to keep healthy and has a great social life. Couldn't ask for more.'

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Trustees' Annual Report - continued

For the year ended 31 March 2020

Achievements and performance (continued)

Comments from relatives (continued):

'What I, as a relative, have appreciated is the way the service is managed and the receptiveness to adapting support to my relative in a way that provides them with a better quality of life, helps them to develop independence and learn new skills. The way that the staff are supporting them has also improved their safety in the community. There has been no defensiveness but a real willingness there to support staff in their learning and development. We all work together and communication has been excellent.'

'Staff are good but it is not so good when it is agency staff. There has been quite a lot there.'

'The care and support from Visualise Scotland is excellent and I am very happy with the care and attention given to my relative.'

'What a great team of workers in place to look after my son.'

Quality of support was highlighted as a core area of excellence in the report, whilst staff recruitment, retention and reliance on agency was an area recommended for improvement. This was taken forward by the organisation as a key area of work for the 2020/21 financial year.

Visualise Scotland continued to pay staff above the Scottish Living Wage and continued to be accredited through the Living Wage Foundation.

Visualise continues to operate a robust training program for all support staff, including unqualified staff, to achieve an SVQ in Healthcare and Social Services through a partnership with West Lothian College.

At the end of the 2019 / 20 financial year, the Covid crisis impacted Visualise, with the organisation moving into a critical management and response phase to protect people we support, our workforce and effectively manage risk. This demanded comprehensive risk assessments, which Visualise put in place for all our services and our office. We sourced PPE for all our services, ensured access to testing, maintained a close alliance with the CCPS to share good practice and ensured compliance with Scottish Government regulations. This enabled safer environments for people we support and both frontline and office staff. Communication structures were put in place to enable families to have regular contact with their relatives, office staff to work from home effectively and the organisation to continue quality support. The impact of the COVID crisis, our management, response as an organisation and commitment through the pandemic to people we support will be detailed in the report for the 2020/21 financial year.

Financial review

The principal source of funding for the organisations running costs to 31 March 2020, came from City of Edinburgh Council, East Lothian and North and South Lanarkshire Councils. The organisation received uplifts to its rates sufficient to ensure the continued payment of the Scottish living wage.

Significant work has been undertaken through the year to review and develop financial controls and processes. Income and expenditure continued to be closely monitored and this focus has enabled the organisation to significantly reduce the time from invoicing to receipt of funds to within the 'current period'. This work has had a significantly positive impact on cash flow.

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Trustees' Annual Report - continued

For the year ended 31 March 2020

Reserves policy and going concern

The Trustees have reviewed the reserves policy and have set a level of three months operating costs, which the organisation is compliant with. The current level of reserves provides approximately 3.5 months' operational running costs. Total unrestricted funds held at 31 March 2020 are £1,034,368 (2019: £1,123,599), of which £81,587 has been designated for exiting the defined benefit scheme. The only restricted funds held are in relation to our Restalrig property. At the year-end restricted reserves were £35,039 (2019: £36,302).

The charity continues to adopt the going concern basis in preparing these financial statements. Housing Support Services have continued to perform well throughout the year, have grown and are at full capacity. Demand for these services continues to be high.

Principal Funding Sources

Principal funding sources for the charity are City of Edinburgh Council, East Lothian Council, South Lanarkshire Council and North Lanarkshire Council. These local authorities pay fees for people we support who access Visualise Scotland's Housing Support, Care at Home and Day Care Services. Visualise Scotland exists to assist people with multiple disabilities and/ or sensory impairments to lead fulfilling lives. In order to fulfil its purpose Visualise Scotland provides two main services: residential services where people are supported twenty-four hours per day in their own homes and Day Services where people are supported by Visualise Scotland for a period of time then return to their own homes afterwards. Visualise Scotland provides direct support to twenty individuals living in Edinburgh and surrounding areas. Funding from local authorities is provided for the express purpose of funding the care and support of individuals with a range of disabilities.

Future plans

The report reflects the financial year 2019 / 20. The organisation has a focus through 2020/2021 to be:

- The provider of choice in Edinburgh and Midlothian
- The employer of choice providing all staff with opportunities for growth and development, thus ensuring workforce retention
- Financially sustainable - to manage and maximise the impact of the resources of the organisation and to diversify the funding base through a focus on income generation. To ensure sound financial management is embedded in every area of organisational operations.
- A nimble and flexible Scottish charity, providing contemporary, person-centred support, whilst able to adapt to ambiguity, change and uncertainty.
- To learn and capitalize on the Covid crisis in order to build a strong foundation of preparedness for emergency situations, with a commitment to sharing good practice through the CCPS and other stakeholder forums.
- To achieve this Visualise Scotland is working on improved training and development opportunities for staff, developing areas of expertise in quality practice and service provision, plus strengthening relationship with key stakeholders, such as Port of Leith Housing, to ensure people's life journeys are considered in their care planning. Visualise wishes to retain the culture of a small organisation routed in local communities and will be using the learning from the Covid crisis to develop and implement a new organisational strategy at the end of the next financial year – 2020/21. The organisation has also a focus on ensuring robust governance, with a series of online training events in place for the Board of Trustees, to monitor quality of leadership.

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Trustees' Annual Report - continued

For the year ended 31 March 2020

Structure, governance and management

Governing document

Visualise Scotland is a voluntary organisation and registered Scottish Charity SC012418. The charity was established under a Memorandum of Association stating the objects and powers of the charitable company and is governed under the Articles of Association. Visualise Scotland, the original organisation was constituted on 6 October 1987. The management of the organisation is the responsibility of the Trustees who are elected under the terms of the memorandum and articles of association. The articles of association were updated in 2014 and the charitable purpose of Visualise Scotland is now to 'assist people with multiple disabilities and/ or sensory impairments to fulfil their maximum physical, social, intellectual and emotional potential.'

Trustees have certain statutory functions to fulfil and make decisions around resources and agreeing strategic direction. In addition to this they vote additional Trustees onto the board and have the power to remove Trustees.

There have been no changes in objectives since the last annual report.

Recruitment & appointment, induction & training of Trustees

The Board of Trustees consist of a Chairperson and other Trustees, together with co-opted members (who are co-opted as and when required).

A pack with all appropriate documents has been provided to Trustees e.g. memorandum and articles of association, annual report, audited financial statements, duties and responsibilities of Trustees. The main method of electing Trustees onto the Board is via a nomination and members voting at the Annual General Meeting. However, the articles of association also give Trustees the power to vote in other Trustees between AGMs. Trustees must stand down before every AGM and are automatically re-elected unless they indicate they do not wish to stand or they are disqualified. In addition, non-members may be co-opted onto the Board by Trustees. There is no limit to the number of terms that Trustees serve with Visualise Scotland.

Trustees

The Trustees (who were also directors for the purposes of company law) who served the charity during the period and up to the date of this report were as follows:

Miranda Harvey (Chairperson) (resigned on 21 November 2019)
Claire Mary Edwards (appointed on 21 November 2019)
Graeme Scott (Secretary) (resigned on 21 November 2019)
Sarah Mair (appointed on 11th October 2017)
Joyce Cattanach (appointed on 11th October 2017)
Sinead McMillan (resigned on 21 November 2019)
Lynda MacGregor (resigned 20 May 2020)
Lorene Amet (appointed on 11th October 2018).
Scott Wallace (appointed 23 July 2020)
Graeme Thompson (appointed 26 March 2020; resigned 1 September 2020)
Andrew Kilpatrick (appointed 26 March 2020)

Trustees agree on the salary of the Chief Executive and the level of this, and other key management personnel remuneration, is determined using benchmarks from other similar roles in voluntary sector organisations.

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Trustees' Annual Report - continued

For the year ended 31 March 2020

Organisational and decision-making structures

The Trustees are responsible for the strategic direction of the charity. Trustees' meetings are held every two months. A quorum consists of three members and all meetings are minuted. The minutes of the previous Trustees meeting are distributed before the next Trustees meeting, together with an agenda. The Chief Executive and staff team, including representatives from services, finance and human resources, are in attendance at Trustees' meetings. This is with a view to briefing the Trustees on services, finance, funding, staff and organisational management and direction.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and financing of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks. These include:

- Loss of services to competitors, inability to secure funding going forward.
- Financial management and control.
- Staff retention.
- Impact of the recent COVID pandemic on people we support, staff, families and the organisation.

Mitigations include:

- Maintaining relationships with key funders, striving for excellence and developing an income generation strategy.
- Robust financial control measures implemented to oversee finances – with all employees trained and engaged in financial management.
- Review of organisational structure with measures taken to reward, improve and retain staff.
- Continued risk assessment, review and implementation of measures to address the impact of the COVID crisis on people we support, staff, families and the wider organisation.

Taxation

The organisation is a charity and is recognised as such by HM Revenue & Customs for taxation purposes. As a result, there is no liability to taxation on any of its income.

Resources held for a third party

The charity holds service users' money for them in separate bank accounts in its name. The charity uses these funds to pay the running costs of the houses on the service users' behalf. These bank accounts are not included in the financial statements, and the balance at the year-end was £146,347 (2019: £123,775).

VISUALISE SCOTLAND

Trustees' Annual Report - continued

For the year ended 31 March 2020

Reference and administrative details

Trustees

Miranda Harvey (Chairperson – resigned 21 November 2019)
Claire Edwards (Chairperson – appointed 21 November 2019)
Graeme Scott (resigned 21 November 2019)
Sarah Mair (appointed 11th October 2017)
Joyce Cattanach (appointed 11th October 2017)
Sinead McMillan (resigned 21 November 2019)
Lynda MacGregor (resigned 20 May 2020)
Lorene Amet (appointed 11th October 2018)
Scott Wallace (appointed 23 July 2020)
Graeme Thompson (appointed 26 March 2020; resigned 1 September 2020)
Andrew Kilpatrick (appointed 26 March 2020)

Company Secretary

Graeme Scott (resigned 21 November 2019)

Key Management Personnel:

Chief Executive Officer

Ian Williams – CEO (September 2018 – October 2019)
John Evans – Interim CEO (October 2019 – March 2020)
Helen Brown – CEO (May 2020 – Present)

Registered Manager

Pauline Gray

Principal address and registered office

Norton Park
57 Albion Road
Edinburgh
EH7 5QY

Auditor

Azets Audit Services
Chartered Accountants
Exchange Place 3
Semple Street
Edinburgh
EH3 8BL

Bankers

Bank of Scotland plc
52 Shandwick Place
Edinburgh
EH2 4SB

Scottish Charity Number SC012418

Scottish Company Number SC328153

VISUALISE SCOTLAND

Trustees' Annual Report - continued

For the year ended 31 March 2020

Statement of trustees' responsibilities

The Trustees (who are also directors 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, Financial Reporting Standard 102 'The Reporting Standard applicable in the UK and Republic of Ireland' (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 judgements 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's is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditor

As far as each of the Trustees, at the time the report is approved, are aware:

- there is no relevant 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.

Small company exemptions

The above report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Auditor

Following the acquisition of Scott-Moncrieff Chartered Accountants by Azets, Scott-Moncrieff Chartered Accountants resigned as auditor and were replaced by Azets Audit Services Limited, trading as Azets Audit Services, a company owned by Azets. A resolution to re-appoint Azets Audit Services as auditor will be put to the members at the Annual General Meeting.



Claire Edwards
Trustee

Date: 26 November 2020

VISUALISE SCOTLAND

Independent Auditor's Report to the Members

For the year ended 31 March 2020

Opinion

We have audited the financial statements of Visualise Scotland for the year ended 31 March 2020 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and the provisions applicable for small entities, in the circumstances set out in note 20 to the financial statements, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Conclusions relating to going concern

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

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

VISUALISE SCOTLAND

Independent Auditor's Report to the Members

For the year ended 31 March 2020

Other information (continued)

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the Trustees' Report, which includes the Directors' Report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report included within the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

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

- adequate and proper accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Trustees' Report and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are the directors for the purposes of company law and trustees for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

VISUALISE SCOTLAND

Independent Auditor's Report to the Members

For the year ended 31 March 20

Responsibilities of the trustees (continued)

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Our audit work has been undertaken so that we might state to the charitable company's members, as a body, and the charitable company's trustees, as a body, those matters we are required to state to them in an Auditor's Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members, as a body, and the charitable company's trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Michael Harkness, Senior Statutory Auditor

For and on behalf of Azets Audit Services, Statutory Auditor

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Exchange Place 3

Semple Street

Edinburgh

EH3 8BL

Date: 3 December 2020

VISUALISE SCOTLAND

Statement of Financial Activities (Incorporating the Income and Expenditure Account)

For the year ended 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from:					
Donations and legacies		180	-	180	1,154
Charitable activities	5	2,020,206	-	2,020,206	1,760,062
Other income		1,452	-	1,452	22,933
Total		<u>2,021,838</u>	<u>-</u>	<u>2,021,838</u>	<u>1,784,149</u>
Expenditure on:					
Charitable activities	6	2,111,069	1,263	2,112,332	1,552,449
Total		<u>2,111,069</u>	<u>1,263</u>	<u>2,112,332</u>	<u>1,552,449</u>
Net (expenditure) / income and net movement in funds	9	(89,231)	(1,263)	(90,494)	231,700
Reconciliation of funds:					
Total funds brought forward		1,123,599	36,302	1,159,901	928,201
Total funds carried forward	14	<u>1,034,368</u>	<u>35,039</u>	<u>1,069,407</u>	<u>1,159,901</u>

All of the results relate to continuing activities.

There were no recognised gains and losses other than those included above.

The notes on pages 14 to 27 form part of these financial statements

VISUALISE SCOTLAND


Balance Sheet

As at 31 March 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	10		73,750		54,006
Current assets					
Debtors	11	229,090		265,092	
Cash at bank and in hand		940,399		942,718	
		<u>1,169,489</u>		<u>1,207,810</u>	
Creditors: Amounts falling due within one year	12	<u>(173,832)</u>		<u>(84,981)</u>	
Net current assets			995,657		1,122,829
Creditors: Amounts falling due in more than one year	13		-		(16,934)
Net assets			<u>1,069,407</u>		<u>1,159,901</u>
Funds					
Unrestricted funds					
- General funds	14		1,034,368		1,042,012
- Pension fund	14		-		81,587
Restricted funds	14		35,039		36,302
			<u>1,069,407</u>		<u>1,159,901</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved and authorised for issue by the Trustees 26 November 2020 and signed on their behalf by:



Claire Edwards
Trustee

Registered Company Number: SC328153

VISUALISE SCOTLAND
Statement of Cash Flows
For the year ended 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities:			
Net cash provided by operating activities	17	31,681	259,465
Cash flows from investing activities			
Purchase of fixed assets		(34,000)	(8,407)
Cash used in investing activities		(34,000)	(8,407)
Change in cash in the reporting period		(2,319)	251,058
Cash at the beginning of the period		942,718	691,660
Cash at the end of the reporting period		<u>940,399</u>	<u>942,718</u>

The notes on pages 14 to 27 form part of these financial statements

VISUALISE SCOTLAND

Notes to the Financial Statements

For the year ended 31 March 2020

1. General information

These financial statements are presented in Pounds Sterling (GBP), as that is the currency in which the majority of the company's transactions are denominated. They comprise the financial statements of the charitable company drawn up for the year ended 31 March 2020.

The continuing activities of Visualise Scotland are the assistance of children and adults with multiple disabilities and/ or sensory impairments to fulfil their maximum physical, intellectual, emotional and social potential.

The company is a private company limited by shares and is incorporated in Scotland. The company's registered number is SC328153.

The address of the company's registered office is Norton Park, 57 Albion Road, Edinburgh, EH7 5QY.

2. Accounting policies

Basis of accounting

The financial statements have been prepared in accordance with Financial Reporting Standard 102, as issued by the Financial Reporting Council, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Visualise Scotland meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transition value unless otherwise stated in the relevant accounting policy.

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires trustees to exercise their judgements in the process of applying the accounting policies. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 3.

Going Concern

The trustees are of the opinion that the current level of unrestricted cash reserves enables the charitable company to continue to meet its obligations as they fall due for the foreseeable future and have therefore prepared the financial statements on the going concern basis. This assessment of going concern includes the expected impact of COVID-19 to the charitable company in the 12 months following the signing of these financial statements.

Tangible fixed assets and depreciation

The trustees have adopted a policy of only capitalising items costing at least £1,000.

Fixed assets are stated at cost, less accumulated depreciation.

Depreciation is provided on fixed assets at rates calculated to write off the cost, less estimated residual value of each asset, spread evenly over its expected useful life as follows:

Furnishings and equipment	5 years
Property and upgrades	5 years to 50 years
Motor vehicles	5 years or 7 years

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

2. Accounting policies (continued)

Recognition and allocation of income

Income is recognised when the charity has legal entitlement to the funds, receipt is probable and the amount can be measured reliably.

Voluntary income

Donations are included in the Statement of Financial Activities in the year in which the charity has entitlement to the funds, any performance conditions attached have been met, it is probable that the income will be received and the amount can be measured reliably.

Grants

Income from grants, including capital grants, is recognised as income when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably. The exception to this is where the charity has to fulfil conditions before becoming entitled to the grant or where the donor has specified that income is to be expended in a future period. In these circumstances' income is deferred until those periods.

Income from charitable activities

Income from charitable activities is recognised when earned.

Recognition and allocation of expenditure

Expenditure is recognised when a legal or constructive obligation arises. Where possible, expenditure has been charged direct to charitable expenditure or governance costs. Where this is not possible, the expenditure has been allocated on the basis of time spent by staff on each activity:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Costs of raising funds comprise the costs associated with attracting voluntary income.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the company and include the costs linked to the strategic management of the charity.
- Support costs have been allocated based across the various activities of the charity based on the activities' percentage use of the support costs.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account as they fall due.

Financial assets and liabilities

Financial instruments are recognised when the charity becomes a party to the contractual provisions of the instrument. Financial instruments are initially measured at transaction price. Subsequent to initial recognition, they are accounted for as set out below.

Financial instruments are classified as either 'basic' or 'other' in accordance with Chapter 11 of FRS102.

At the end of each reporting period, basic financial instruments are measured at amortised cost using the effective interest rate method.

Financial assets are derecognised when the contractual rights to the cash flows from the asset expire, or when the charity has transferred substantially all the risks and rewards of ownership. Financial liabilities are derecognised only once the liability has been extinguished through discharge, cancellation or expiry.

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

2. Accounting policies (continued)

Debtors

Trade debtors are amounts due from customers for services rendered. Trade debtors are recognised at the undiscounted amount of cash receivable, which is normally invoice price, less any allowances for doubtful debts.

Cash and cash equivalents

Cash and cash equivalents consist of cash on hand and balances with banks and are measured at amortised cost on the reporting date.

Creditors

Trade creditors are obligations to pay for goods or services that have been acquired. They are recognised at the undiscounted amount owed to the supplier, which is normally the invoice price.

Pension costs

The company operates a defined benefit pension scheme for one employee and a defined contribution (stakeholders) pension scheme for other participating staff. For the stakeholders scheme the charity contributes a like percentage to that chosen by the member of staff, up to a maximum of 3%. The assets of the schemes are held separately from the charity.

An employer's group pension plan was set up on 1 November 2012 and five employees transferred their existing pensions to this new plan. This was set up in advance of the proposed reforms to the private pension system set out in the white paper published in December 2006.

Funds

Unrestricted funds are income sources which are receivable for the objects of the charity without further specified purposes and are available as general funds.

Designated funds are unrestricted income sources which have been reserved for a specific future purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Transfers from unrestricted funds are made to meet any shortfalls in restricted projects.

Taxation and Value Added Tax

The company is a charity and is recognised as such for taxation purposes, therefore no tax is payable. The company is not registered for VAT and accordingly expenditure includes VAT where appropriate.

3. Critical judgements and estimates

In preparing the financial statements trustees make estimates and assumptions which affect reported results, financial position and disclosure of contingencies. Use of available information and application of judgement are inherent in the formation of the estimates, together with past experience and expectations of future events that are believed to be reasonable under the circumstances. Actual results in the future may differ from such estimates.

Critical judgements are made in the application of income recognition accounting policies, and the timing of the recognition of income in accordance with the Charities SORP (FRS 102).

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

4. Comparative statement of financial activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Income and endowments from:			
Donations and legacies	1,154	-	1,154
Charitable activities	1,760,062	-	1,760,062
Other income	22,933	-	22,933
Total	<u>1,784,149</u>	<u>-</u>	<u>1,784,149</u>
Expenditure on:			
Charitable activities	1,551,186	1,263	1,552,449
Total	<u>1,551,186</u>	<u>1,263</u>	<u>1,552,449</u>
Net income / (expenditure) and net movement in funds	<u>232,963</u>	<u>(1,263)</u>	<u>231,700</u>

5. Income from charitable activities

	2020 Total (Unrestricted) £	2019 Total (Unrestricted) £
Fee income		
Day care services	118,260	152,130
Housing support and care at home	1,901,946	1,607,932
	<u>2,020,206</u>	<u>1,760,062</u>

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

6. Expenditure on charitable activities

	2020			2019		
	Day services £	Housing support and care at home £	Total 2020 £	Day services £	Housing support and care at home £	Total 2019 £
Costs directly allocated to activities						
Salaries	262,401	1,049,605	1,312,006	209,382	837,528	1,046,910
Recruitment expenses	621	3,518	4,139	2,302	13,044	15,346
Training	8,776	13,164	21,940	7,229	10,843	18,072
Other staff costs	11,772	17,659	29,431	4,980	7,470	12,450
Pension costs	4,529	18,115	22,644	2,405	9,618	12,023
Agency staff costs	53,012	212,048	265,060	22,658	90,633	113,291
Rent, rates and water	18,761	40,350	59,111	18,761	33,363	52,124
Property and repairs	930	3,722	4,652	2,474	9,896	12,370
Food and household	9,291	6,194	15,485	1,914	1,276	3,190
Heat and light	5,690	3,794	9,484	2,390	1,593	3,983
Travel and transport	672	147	819	706	155	861
Telephone	335	1,897	2,232	281	1,595	1,876
Office expenses	3,110	7,256	10,366	2,811	6,558	9,369
Equipment and maintenance	(319)	3,202	2,883	1,289	3,866	5,155
Depreciation	9,266	4,990	14,256	8,807	4,742	13,549
Registration fees	4,754	4,754	9,508	4,406	4,406	8,812
Insurance	2,931	6,840	9,771	2,467	5,757	8,224
Subscriptions and publications	-	-	-	-	759	759
Intensive housing management	-	86,078	86,078	-	75,673	75,673
Support costs (note 6a)	46,691	185,777	232,468	27,750	110,662	138,412
Total	443,223	1,669,110	2,112,333	323,012	1,229,437	1,552,449

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

6a. Support costs

	2020			2019		
	Day services £	Housing support and care at home £	Total 2020 £	Day services £	Housing support and care at home £	Total 2019 £
Salaries	14,070	56,280	70,350	15,972	63,887	79,859
Pension costs	14,766	59,066	73,832	467	1,866	2,333
Decrease in pension liability	-	-	-	(5,144)	(20,578)	(25,722)
Other staff costs	92	368	460	341	1,364	1,705
Rent	5,400	21,600	27,000	5,400	21,600	27,000
Fundraising	43	173	216	43	173	216
Food and household	344	1,377	1,721	71	284	355
Telephone	446	1,786	2,232	375	1,501	1,876
Stationery and postage	595	2,382	2,977	681	2,724	3,405
Insurance	838	3,350	4,188	705	2,819	3,524
Accountancy fees	4,837	19,348	24,185	4,520	18,080	22,600
Other professional fees	2,502	10,010	12,512	1,823	7,292	9,115
Bank charges	331	330	661	111	111	222
Governance costs (note 6b)	2,427	9,707	12,134	2,385	9,539	11,924
	<u>46,691</u>	<u>185,777</u>	<u>232,468</u>	<u>27,750</u>	<u>110,662</u>	<u>138,412</u>

6b. Governance costs

	2020			2019		
	Day services £	Housing support and care at home £	Total 2020 £	Day services £	Housing support and care at home £	Total 2019 £
Salaries and remuneration	1,000	4,000	5,000	1,000	4,000	5,000
Accountancy fees	247	989	1,236	240	960	1,200
Audit fees	1,180	4,718	5,898	1,145	4,579	5,724
Total	<u>2,427</u>	<u>9,707</u>	<u>12,134</u>	<u>2,385</u>	<u>9,539</u>	<u>11,924</u>

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

7. Staff numbers and costs

	2020	2019
	£	£
Salaries	1,556,403	1,167,510
Social security costs	96,013	77,550
Pension costs	23,735	13,114
	<u>1,676,151</u>	<u>1,258,174</u>

Total contributions to the defined contribution pension schemes in the period were £23,735 (2019: £13,114). £4,044 (2019: £1,971) was outstanding at the period end.

	Number	Number
	2020	2019
The average number of employees during the period was:		
Full time	50	38
Part-time and relief	24	23
	<u>74</u>	<u>61</u>

None of the trustees received any remuneration or reimbursement of expenses in the period or in the prior year. None of the employees received remuneration in excess of £60,000 during the period or in the prior year.

The key management personnel of the charity comprise the trustees, Chief Executive officer and the Services Manager. The total benefits of the key management personnel for the period was £96,950 (2019: £100,043).

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

8. Defined benefit pension scheme

The company participates in the scheme, a multi-employer scheme which provides benefits to some 102 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore, it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore, the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out with an effective date of 30 September 2017. This actuarial valuation was certified on 19 December 2018 and showed assets of £120.0m, liabilities of £145.9m and a deficit of £25.9m. To eliminate this funding shortfall, the trustees and the participating employers have agreed that additional contributions will be paid, in combination from all employers, to the scheme as follows:

The board took the decision to exit the scheme, with effect from the 25 October 2019. The cost to exit the scheme was calculated to be £87,855.

Deficit contributions

From 1 April 2019 to 30 September 2026:	£1.5m per annum (payable monthly and increasing by 3% each year on 1st April)
From 1 April 2019 to 31 March 2024:	£82,000 per annum (payable monthly and increasing by 3% each year on 1st April)

Unless a concession has been agreed with the Trustee the term to 30 September 2026 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £88.2m, liabilities of £122.1m and a deficit of £33.9m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2016 to 31 October 2029:	£1,323,116 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2031:	£292,376 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2031:	£37,475 per annum

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

8. Defined benefit pension scheme (continued)

PRESENT VALUES OF PROVISION

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2020 (£s)
Provision at start of period	19,413
Deficit contribution paid	(4,298)
Remeasurements - impact of exiting scheme	72,740
Provision at end of period	87,855

INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2020 (£s)
Remeasurements - impact of exiting scheme	72,740

ASSUMPTIONS

	31 March 2019 % per annum
Rate of discount	1.46

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

9. Net income is stated after charging:

	2020	2019
	£	£
Auditor's remuneration:		
- Audit	4,915	4,770
- Other	1,030	1,000
Amounts payable on operating leases:		
- Land and Buildings	60,678	47,734
- Other	7,673	5,251
Depreciation	14,256	13,548
	<u> </u>	<u> </u>

10. Tangible assets

	Property and Upgrades	Furnishings and Equipment	Total
	£	£	£
Cost			
At 1 April 2019	135,948	88,087	224,035
Additions	454	33,546	34,000
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2020	<u>136,402</u>	<u>121,633</u>	<u>258,035</u>
	<u> </u>	<u> </u>	<u> </u>
Depreciation			
At 1 April 2019	94,593	75,436	170,029
Charge for the period	2,200	12,056	14,256
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2020	<u>96,793</u>	<u>87,492</u>	<u>184,285</u>
	<u> </u>	<u> </u>	<u> </u>
Net book value			
At 31 March 2020	<u>39,609</u>	<u>34,141</u>	<u>73,750</u>
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2019	<u>41,355</u>	<u>12,651</u>	<u>54,006</u>
	<u> </u>	<u> </u>	<u> </u>

11. Debtors

	2020	2019
	£	£
Other debtors	205,886	253,575
Prepayments	23,204	11,517
	<u> </u>	<u> </u>
	<u>229,090</u>	<u>265,092</u>
	<u> </u>	<u> </u>

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

12. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	21,008	30,115
Other taxes and social security costs	23,029	22,649
Pension creditor	87,855	2,479
Sundry creditors and accruals	41,940	29,738
	<u>173,832</u>	<u>84,981</u>

13. Creditors: Amounts falling due after more than one year

	2020	2019
	£	£
Pension creditor	-	16,934
	<u>-</u>	<u>16,934</u>

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

14. Funds

	2020				
	At				At
	1 April 2019	Income	Expenditure	Transfers	31 March 2020
	£	£	£	£	£
General	1,042,012	2,021,838	(2,111,069)	81,587	1,034,368
Pension deficit	81,587	-	-	(81,587)	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	1,123,599	2,021,838	(2,111,069)	-	1,034,368
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds					
Property – 38 Restalrig Circus	36,302	-	(1,263)	-	35,039
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	36,302	-	(1,263)	-	35,039
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	<u>1,159,901</u>	<u>2,021,838</u>	<u>(2,112,332)</u>	<u>-</u>	<u>1,069,407</u>

	2019				
	At				At
	1 April 2018	Income	Expenditure	Transfers	31 March 2019
	£	£	£	£	£
General	938,828	1,784,149	(1,579,965)	(101,000)	1,042,012
Pension deficit	(48,192)	-	28,779	101,000	81,587
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	890,636	1,784,149	(1,551,186)	-	1,123,599
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Restricted funds					
Property – 38 Restalrig Circus	37,565	-	(1,263)	-	36,302
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	37,565	-	(1,263)	-	36,302
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	<u>928,201</u>	<u>1,784,149</u>	<u>(1,552,449)</u>	<u>-</u>	<u>1,159,901</u>

The pension deficit previously represented the expected exit liability on the defined contribution pension scheme. As disclosed in note 8, the scheme was exited during the year.

Property fund - a 25% share of one of the properties that is part of our housing support and care at home service was acquired with restricted funding.

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

15. Analysis of net assets between funds

	2020			2019		
	Unrestricted Funds	Restricted Funds	Total 2020	Unrestricted Funds	Restricted Funds	Total 2019
	£	£	£	£	£	£
Fixed assets	41,166	32,584	73,750	20,159	33,847	54,006
Net current assets	993,202	2,455	995,657	1,120,374	2,455	1,122,829
Long term creditors	-	-	-	(16,934)	-	(16,934)
	<u>1,034,368</u>	<u>35,039</u>	<u>1,069,407</u>	<u>1,123,599</u>	<u>36,302</u>	<u>1,159,901</u>

16. Commitments

At the year end the company was committed to making the following payments in respect of non-cancellable operating leases.

	2020			2019		
	Land and Buildings	Other Leases	Total 2020	Land and Buildings	Other Leases	Total 2019
	£	£	£	£	£	£
In the next year	60,678	6,218	66,896	60,678	7,673	68,351
Between 1 and 2 years	60,678	4,258	64,936	60,678	6,218	66,896
Between 2 and 5 years	88,789	1,189	89,978	146,763	5,447	152,210
Over 5 years	7,551	-	7,551	10,256	-	10,256
	<u>217,696</u>	<u>11,665</u>	<u>229,361</u>	<u>278,375</u>	<u>19,338</u>	<u>297,713</u>

17. Reconciliation of net income to net cash flow from operating activities

	2020	2019
	£	£
Net (expenditure) / income for the reporting period	(90,494)	231,700
Depreciation	14,256	13,548
Decrease in debtors	36,002	56,407
Increase/(decrease) in creditors	71,917	(42,190)
Net cash provided by operating activities	<u>31,681</u>	<u>259,465</u>

VISUALISE SCOTLAND

Notes to the Financial Statements – continued

For the year ended 31 March 2020

18. Analysis of changes in net debt

	As at 1 April 2019 £	Cashflow £	As at 31 March 2020 £
Cash in hand	942,718	(2,319)	940,399
	<u>942,718</u>	<u>(2,319)</u>	<u>340,399</u>

19. Non-audit services

In common with many other organisations of its size and nature, the charity uses its auditor to assist with the preparation of the financial statements.