

COMPANY REGISTRATION NUMBER: SC182226

CHARITY REGISTRATION NUMBER: SCO27495

Craigmillar Literacy Trust
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2020

ROBERT G ANDREWS F.C.I.E

Chartered accountants
Clark Andrews Limited
4 Eaglesham Road
Clarkston
Glasgow
G76 7BT

Craigmillar Literacy Trust
Company Limited by Guarantee
Financial Statements
Year ended 31 March 2020

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Craigmillar Literacy Trust

Company Limited by Guarantee

Chairperson's Report

Year ended 31 March 2020

I am delighted to present the Annual Report of Craigmillar Literacy Trust. In 2019-20 we had another bumper year of achievements and activity. We celebrated the 21st year of our much-loved Books for Babies project with the ongoing delivery of programmes in the community with families. Our Creating and Learning Together project continued to develop its programme of residencies and activities in schools and in the community to complement our autumn Book Festival.

These are only brief mentions of this year's busy programme supporting people's literacy in the community of Craigmillar. We worked with nearly two thousand children, young people and families. We worked with every early learning and childcare centre, every primary and secondary school serving the area, Craigmillar Library, children's and youth projects, medical practices, and health, social work and education professionals as well as our supportive local elected members. We would like to thank all the families and children as well as our partners, community friends and everyone who worked with us to support our activities in Craigmillar.

Our programme was delivered with the support of our small but expert staff team - Ágot Bugge, Michelle Jones and Kara Whelan, along with Katie Swann and Sadie Ryan who covered Ágot's maternity cover. They were joined by our dedicated and expert sessional staff, volunteers and freelance contributors. We celebrated the arrival of Ágot Bugge's new baby and the 10th anniversary of Michelle Jones's time with Books for Babies. As a Board we extend our deepest thanks to everyone for their contributions, enthusiasm and commitment.

We are very grateful for the support we receive from funders. Without their continued interest and commitment to our work in the community of Craigmillar we would not be able to sustain our programme. We would like to say a heartfelt thanks to our multi-year funders, the trusts that continue to support us every year and to our new funders for showing great faith in what we do.

We would also like to thank individuals who give regularly to support our work, and for one off acts of generosity. We spend our resources with care as every few pounds can support the purchase of a book for a family, an additional hour of our sessional staff's time or contribute to the nuts and bolts of running our very modest office.

As part of the development of our organisation, we have continued to explore options for the management structure of our organisation. We were delighted that Kara Whelan took on management responsibilities to help us do this from January 2020. We produced a five-year strategy for the organisation with a new vision, aims and objectives which will provide the foundation for our ongoing work. We welcomed two new members to our Board and said goodbye to our Treasurer, Remo Lanni. Being a trustee of a charity requires dedication and a commitment of time and energy. As Chairperson, I would like to thank everyone who has contributed to the work of the Board this year.

We are looking forward to 2020-21, even though the end of the year in March brought new challenges with the COVID-19 pandemic. Our programme moved online before the end of March, demonstrating our flexibility and commitment to keeping our connections live with families in difficult times. Our work will be even more needed in the future as a result of COVID-19. We are therefore doubly committed to working with the community of Craigmillar, our funders and partners in supporting literacy in Craigmillar in 2020-21.

Dr Susan Elsley, Chairperson, Board of Trustees

Craigmillar Literacy Trust

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Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2020.

Reference and administrative details

Registered charity name Craigmillar Literacy Trust

Charity registration number SCO27495

Company registration number SC182226

Principal office and registered office C.C.H.S.
2a Greendykes Road
Edinburgh
EH16 4DP

The trustees

S. Elsley	
R. Lanni	(Resigned 30 March 2020)
S. Radcliffe	
I. McDonough	
M Olding	(Appointed 30 September 2019)
N Sharratt	(Appointed 30 September 2019)
	(Resigned 17 August 2020)
E Stanners	(Appointed 25 January 2020)
I Kalkounos	(Resigned 1 April 2019)

Independent examiner Robert G Andrews F.C.I.E
Clark Andrews Limited
4 Eaglesham Road
Clarkston
Glasgow
G76 7BT

Structure, governance and management

Craigmillar Literacy Trust is a company limited by guarantee governed by its Memorandum and Articles (19th January 1998 and revised 7th September 2011). It is registered as a charity with the Office of the Scottish Charity Regulator.

Appointment of Trustees

The Trustees are elected or re-elected by the members at the Annual General Meeting. The Trustees hold regular board meetings and monitor the financial situation of the Charity closely. None of the Trustees receive remuneration or other benefit from their work with the charity.

Craigmillar Literacy Trust

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

The Trustees are pleased to present their annual Directors Report, together with the Financial Statements of the charity for the year ending 31 March 2020. These are also prepared to meet the requirements for a Directors' report and Accounts for Companies Act purposes.

The Financial Statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their account in accordance with the Financial Reporting Standard for Smaller Entities.

Purposes of Craigmillar Literacy Trust

The purposes of the company, Craigmillar Literacy Trust, are:

- The advancement of education, lifelong learning and life chances through the provision of activities related to advancing literacy and reading
- The advancement of the arts, heritage, culture and science through the promotion of reading and literacy
- The organisation of cultural and leisure activities to enhance quality of life including for those who have need of them because of socio-economic disadvantage.

Activities

During 2019-20, Craigmillar Literacy Trust's strategic aims and objectives were taken forward through the activities of our two projects, Craigmillar Books for Babies and Creating and Learning Together. Both strands of work contributed to our overall aim of supporting lifelong literacy in the community of Craigmillar with a focus on supporting children and young people's literacy from 0 to 18 years through working with families, schools, services and other local organisations.

Work on the Strategic Plan moved forward significantly and the Trust has now identified 5 goals to achieve for 2020-2024.

Goal 1

To deliver an effective early literacy programme to families with babies and young children in the community.

Goal 2

To deliver an effective literacy programme to children and young people between the ages of 4 and 18 and their families in the community, promoting learning and creativity.

Goal 3

To develop new ways to deliver literacy support to adults in the community.

Goal 4

To develop as a visible, accessible literacy organisation in all aspects of our work.

Goal 5

To ensure our governance and management arrangements and structures meet the needs of the organisation.

Craigmillar Literacy Trust

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Craigmillar Books for Babies

Aims and objectives

Working towards goals 1, 3 and 4 of the Strategic Plan, the Books for Babies project has the following objectives:

- to support and encourage parents and carers to share books, rhymes and songs with their babies and young children.
- to support and encourage early communication between parents and carers and babies
- to share information and knowledge about early childhood development with families and partners
- to promote attachment and support the development of relationships within families and the Craigmillar community.

Our approach is flexible, strengths-based and informed by our relationship with families and community partners. We currently have over 800 families in our project.

What we have done

Over the past year we have delivered the following activities:

Family Support at Home: an attachment-led home visiting programme supporting early communication, language and relationships

Family Support at Home is a home visiting programme, delivered in families' homes following a referral from a Health Visitor or Speech and Language Therapist. The aim of the visits is to build relationships with the family to support them to share books, rhymes, songs and talking with their babies. When babies and young children have these shared experiences with their parents/carers it builds the relationship, promotes well-being and lays the foundations for a lifetime's future learning.

In 2019-20 the Family Support at Home programme supported 45 children in 36 families, and aimed to achieve the following outcomes:

- Children with additional support needs will have increased vocabulary
- Children with additional support needs will have improved family relationships
- Children with additional support needs will be more confident learners

Talking Together: a partnership programme with the NHS Speech and Language Therapy service supporting early communication, speech and language and social connection

Talking Together is an early communication support programme co delivered with NHS Speech and Language Therapy. In the past year, 103 families were supported through the programme which consisted of:

- Talking Together Early Communication Support
- Talking Together Home Visits
- Talking Together Parent and Child Group

Craigmillar Literacy Trust

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

The programme was externally evaluated in 2019 by Iconic Consulting and in February 2020 a new Talking Together group was piloted.

Rhymetimes and Storytimes in the Community: group activities promoting early development and social connection

We delivered our weekly Baby & Toddler Rhymetimes, monthly Saturday Storytimes with our Storyteller in Residence, Eric Brennan as well as a monthly Polish Rhymetime and a monthly presence at Greengables Family Centre Hub. During the year Family Support at Home and Talking Together became more integrated into the Baby & Toddler Rhymetime with a monthly Talking Together presence and the development of Talking Together groups. In total, 440 individual families participated in our Rhymetime and Storytime programme in Craigmillar Library.

Edinburgh International Book Festival

We returned to the EIBF in August 2019 to deliver two Rhymetime events, two Scots Rhymetimes, one Polish Rhymetime and a discussion panel event on Building Resilience in Children. Thirteen families from our project attended the Rhymetime events.

Book-gifting programme: one to one support and advice on sharing books and songs

We worked with Health Visitors in four local practices - Craigmillar Medical Group, Niddrie Medical Practice, Milton Surgery and Southfield Surgery - to gift books to over 300 families joining the project at the 10-day notification visit. Our Baby Clinic Volunteer met with 163 families over the year to share information and advice about sharing books and to gift book bags.

Transition Programme: information sharing and connecting families and professionals

Our 'Thinking About Nursery' event was held twice in the past year with representatives from local early years and childcare settings attending. The project continued to play a key role in coordinating meetings of the Transition Working Group.

Raising Children with Confidence Course: exploring emotional well-being and how we can promote it in ourselves and children. We delivered two 6-week courses at Greengables Family Centre. In total 12 parents/carers completed the course.

Parent Involvement: designing, developing and delivering elements of the project

During the past year we said goodbye to another one of our parents who left her post as Sessional Worker to commence work as an Early Years Practitioner in a local setting. Three parents/carers took on Sessional Staff roles supporting families at weekly Baby & Toddler Rhymetime, coordinating the Myra Robertson Book of the Year and undertaking consultations among parents/carers, leading the monthly Polish Rhymetime, leading a monthly Rhymetime at Greengables Family Centre and overseeing our Book Gifting Programme in the local Well Baby Clinic. Two parents took on volunteering roles within the project supporting Baby & Toddler Rhymetime and office administration. In 2019, 84 parents and carers took part in the Myra Robertson Book of the Year selecting books to go into our one Year Book Bag. Ten parents/carers took part in focus groups as part of a consultation on our Talking Together programme.

Major achievements

An external evaluation of Talking Together was completed in June 2019 by Iconic Consulting. The report was launched at a community event in October. A key finding was that:

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

"Talking Together has evolved into a valuable and integral part of Craigmillar Books for Babies which benefits hard to engage families with children with delayed language or communication." (Iconic Consulting, June 2019)

A Talking Together training programme was designed by the Development Worker and delivered to a group of 7 families over a three-week period. The sessions covered brain development, early communication and sharing books together.

"The whole course/training has been very useful and will help us with our baby's speech language and overall development. The course content is well researched and conducive to the whole life span/all ages. It summarises the importance of observing/learning babies' cues and starting with books and rhymes early to give babies a head start." (Parent feedback)

Family Support at Home received referrals from Health Visitors to support families with babies as young as 8 weeks. This is a major step towards recognising the importance of the first 1000 days in a young baby's life and to establishing the project as an important early intervention support.

"It (home visits) are absolutely invaluable and one of the main reasons the project is such a success. A lot of families are very vulnerable and being able to say to them that you don't have to come to us we'll come to you is so good." (Health Visitor feedback)

Objectives for the year ahead

- We will continue to deliver our programmes of support in line with the Strategic Plan and adapting to online delivery as necessary in response to COVID 19.
- We will develop our Talking Together training programme and explore ways of delivering this training online.
- We will develop partnership working with Health Visitors and Midwives to explore ways working antenatally.

Creating and Learning Together

Aims and objectives

Working towards goals 2, 3 and 4 of the Strategic Plan the Creating and Learning Together project has the following objective:

- to create and extend opportunities for children aged four plus, young people and families to enjoy engaging with literacy and learning, develop their reading, writing and communication skills and gain a lifelong love of reading.

What we have done

In the period April 2019 - March 2020, the Creating and Learning Together project focused on two main strands of work to meet our outcomes; the Craigmillar Book Festival and a Creative Residency. The chosen themes encouraged performers and participants to think about imagination, freedom, nature and the environment. In total we engaged with 1600 children, young people, professionals and parents over the course of the year.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Craigmillar Book Festival Dream Wild

Craigmillar Book Festival Dream Wild took place from 6th-16th November 2019.

Our aims and objectives in delivering the annual Book Festival were to deliver an exciting and stimulating annual ten-day programme to children and young people and their families in the community of Craigmillar, and in doing so to inspire children and young people in the community to read and write for pleasure.

We delivered the programme in partnership with Craigmillar Library as well as the local cluster primary and secondary schools - Castlebrae Community High School, Holy Rood High School, Castleview Primary School, Newcraighall Primary School, Niddrie Mill Primary School and St Francis RC Primary School

We also partnered with local voluntary organisations such as Craigmillar Community Grows, Carr Gomm and the Venchie.

. Our 2019 festival programme consisted of:

- a programme of 29 author visits and workshops for local schools
- two Family Days held at Craigmillar Library
- Wildest Adventure story writing competition for local primary schools in partnership with the Parent Council at Castleview Primary School
- a Book Festival Opening event in Craigmillar Library which was attended by over 100 people and included a full class presentation from P4 at Castleview Primary School about their recently completed Wildest Dreams creative residency led by artist Katy Wilson
- a book launch by author Janis MacKay of her novel *The Watchmaker's Wife* set in Craigmillar with an audience of 60
- an exhibition, workshop and 'meet the artists' session with the Craigmillar Edible Stories project
- an outdoor storytelling event around the bonfire session at local children's project the Venchie, led by storyteller, Tim Porteous.

We were delighted that there were:

- 1,529 individual visits by children, young people and adults
- 36 events were held over ten days
- 20 authors, storytellers and illustrators who participated in our programme

Creative Residency Wildest Dreams

The Wildest Dreams Creative Residency took place during May and June 2019 at Castleview Primary School and was led by the artist Katy Wilson. Our aims for Wildest Dreams were to provide an inspiring framework that could harness the children's imaginations and enable children and adults to explore the local green spaces, community gardens and outdoors together and to extend the reach of arts and cultural engagement in the city and help overcome barriers to accessing it. 59 children aged 7 and 8 years took part in a series of adventures, learning about nature, drawing and storytelling, and ultimately making their own book. Children presented their work at the annual Craigmillar Book Festival in November 2019.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Major achievements

Craigmillar Book Festival school sessions Many of the events involved pupils creating their own stories or illustrations as a class or individually. In others, pupils took part in football penalty shoot-outs, learned how to use a slingshot, danced and sang. In our evaluation we found that children and young people were excited, energised, and had increased enthusiasm books and stories.

'I'm more confident when I write now.'

'It was fun to write stories.'

'Story writing is easier than I thought.'
(quotes from young people)

Craigmillar Book Festival Dream Wild Family Days Out Among the highlights of this year's festival were two exuberant Saturday Family Days Out held in Craigmillar Library which aimed to provide a free and exciting full day of activities for children aged and their families. This focused on bookish activities for children and their families, connected to the theme of this year's festival Dream Wild. A total of 230 people took part.

'It was good and fun.'

'Me and my family had an awesome time.'

'I enjoyed making a costume and badge making.'
(quotes from young people)

Co-delivery of Wildest Adventure with parents/carers

In advance of this year's festival, the Literacy Programme Co-ordinator consulted with the Parent Council at Castleview Primary School, asking what they'd like to see in this year's festival. The result was the Wildest Adventure story writing competition judged by storyteller Tim Porteus, and school librarians Kelly Smith (Castlebrae Community High School) and Rachel McCabe (Holy Rood High School). The competition was popular, and uptake was very high.

Creative Residency Wildest Dreams

Feedback from the participants indicates that this project broadened their access to, and interest in, the outdoors within their local community. In our evaluation of the project, one of the pupils said 'my favourite part was exploring the woods because it was really cool, and they are so close to us'. Providing projects which take place in Craigmillar creates opportunities to engage with art projects that would not otherwise be available in the local area. One of the pupils said, 'my favourite parts were when we created our own monsters and made our own masks. We got the chance to be illustrators'.

Collaboration with other community organisations

Over the past year we increased our engagement and collaboration with other community-based organisations:

- **Venchie Children and Young People Project** Storytelling session with children and families
- **Castleview Reading Collective** 3 sessions in Craigmillar Library to share information about storytelling events and reading together.

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

- **Jack Kane Community Centre** event for children in foster care, kinship care and residential exploring the therapeutic value of reading together and for each other.
- **Carr Gomm and Craigmillar Community Grows** co-delivery of events during Craigmillar Book Festival

Objectives for the year ahead

- We will continue to deliver our programmes of support in line with the Strategic Plan and adapting to online delivery as necessary in response to COVID 19.
- We will undertake a community consultation to review aims of the project in line with the Strategic Plan.
- We will continue to build on community partnerships and collaborations to identify new areas of work to develop.

CRAIGMILLAR LITERACY TRUST'S PROGRAMME FOR 2020-21

From the 16th March 2020, the Board of Directors took the decision to suspend all front-line activities in an effort to safeguard staff, volunteers, families and the community from the spread of COVID-19. The organisation's response was immediate with a full online programme delivered to the end of March 2020. This will continue in 2020-21 and continue to focus on the following:

Delivering on-line programmes to reach the community we work with:

Craigmillar Books for Babies online programmes include:

- Twice weekly Baby & Toddler Rhymetime live on the project's Facebook page Tuesdays and Thursdays at 11am
- Daily Favourite Book of the Day shared on the project's YouTube channel and across social media platforms
- Daily Bedtime Stories live on the project's Facebook page Monday to Friday 6pm
- Saturday Storytime live once a month on the project's Facebook page last Saturday at 11am.

Developing new approaches and materials for our core programmes:

- Delivery of Family Support at Home through Facebook messenger, What's App video calls, text and phone calls.
- Development of content for Talking Together training groups. These groups are aimed at families with children under the age of 3 to share information on how babies and children learn to communicate.
- Planning for our annual autumn book festival and using the opportunity to explore new approaches to our Creating and Learning programme.

Craigmillar Literacy Trust

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2020

Supporting staff and volunteers during this time of uncertainty and concern by:

- Ensuring all staff and volunteers have up to date information on COVID-19 and are supported to practice social distancing and shielding by working from home.
- Ensuring staff and volunteers are supported in the event they have to self-isolate or become unwell
- Ensuring staff and volunteers are communicated with on a weekly basis via text, email and conference call as required.

Funding

Focussing on preparing applications and on the preparation of evaluation and funding reports for our funders.

Review of policies and procedures

Reviewing policies and procedures including finance, child protection and lone working.

Governance

Putting in place measures to deal with the current situation which include policies and procedures for staff and volunteers. The Board of Directors will continue to meet via conference call and will ensure all governance duties continue. The Chairperson and other office bearers will regularly communicate with the team to ensure that staff are supported.

Management

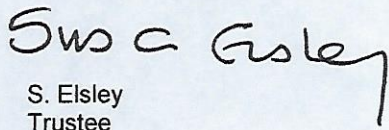
The staff team will continue to work from home for the foreseeable future. The organisation will be managed by the senior manager for the organisation, Kara Whelan. All normal management tasks will continue to be undertaken including operational tasks, preparation of papers and reports for Board meetings and funders, liaising with colleagues and partners in other agencies and keeping up to date with the latest government and public health advice and guidance.

Financial review

The statement of Financial Activities shows net outgoing resources of £17,338 (2019 £3,718).

The total funds of the charity as at 31 March 2020 amounted to £63,093 (2019 - £80,431).

The trustees' annual report was approved on 30/11/2020 and signed on behalf of the board of trustees by:


S. Elsley
Trustee

Craigmillar Literacy Trust

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Craigmillar Literacy Trust

Year ended 31 March 2020

I report to the trustees on my examination of the financial statements of Craigmillar Literacy Trust ('the charity') for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities and Trustee Investment (Scotland) Act 2005 ('the 2005 Act'), the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts carried out under section 44(1)(c) of the 2005 Act. In carrying out my examination I have followed the requirements of Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Independent examiner's statement

Since the charity is required by company law to prepare its accounts on an accruals basis and is registered as a charity in Scotland your examiner must be a member of a body listed in Regulation 11(2) of the Charities Accounts (Scotland) Regulations 2006 (as amended). I can confirm that I am qualified to undertake the examination because I am a registered member of ICAS which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act, section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; or
2. the financial statements do not accord with those records or with the accounting requirements of Regulation 8 of the Charities Accounts (Scotland) Regulations 2006; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Craigmillar Literacy Trust

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Independent Examiner's Report to the Trustees of Craigmillar Literacy Trust *(continued)*

Year ended 31 March 2020

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Robert G Andrews F.C.I.E
Independent Examiner

Clark Andrews Limited
4 Eaglesham Road
Clarkston
Glasgow
G76 7BT

Craigmillar Literacy Trust

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2020

		Unrestricted funds £	2020 Restricted funds £	Total funds £	2019 Total funds £
Income and endowments					
Donations and legacies	5	1,773	130,033	131,806	129,745
Total income		<u>1,773</u>	<u>130,033</u>	<u>131,806</u>	<u>129,745</u>
Expenditure					
Expenditure on charitable activities	6,7	96	149,048	149,144	133,463
Total expenditure		<u>96</u>	<u>149,048</u>	<u>149,144</u>	<u>133,463</u>
Net expenditure and net movement in funds		<u>1,677</u>	<u>(19,015)</u>	<u>(17,338)</u>	<u>(3,718)</u>
Reconciliation of funds					
Total funds brought forward		44,705	35,726	80,431	84,149
Total funds carried forward		<u>46,382</u>	<u>16,711</u>	<u>63,093</u>	<u>80,431</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 15 to 24 form part of these financial statements.

Craigmillar Literacy Trust
Company Limited by Guarantee
Statement of Financial Position
31 March 2020

	Note	2020 £	2019 £
Fixed assets			
Tangible fixed assets	12	517	347
Current assets			
Cash at bank and in hand		64,714	83,045
Creditors: amounts falling due within one year	13	<u>2,138</u>	<u>2,961</u>
Net current assets		<u>62,576</u>	<u>80,084</u>
Total assets less current liabilities		<u>63,093</u>	<u>80,431</u>
Net assets		<u>63,093</u>	<u>80,431</u>
Funds of the charity			
Restricted funds		16,711	35,726
Unrestricted funds		<u>46,382</u>	<u>44,705</u>
Total charity funds	15	<u>63,093</u>	<u>80,431</u>

For the year ending 31 March 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

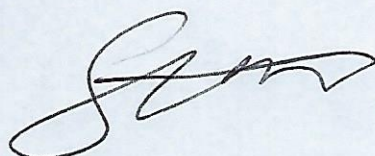
Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 30/11/2020, and are signed on behalf of the board by:

S. Radcliffe
Trustee



Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2020

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is C.C.H.S., 2a Greendykes Road, Edinburgh, EH16 4DP.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- investment income is included when receivable
- Incoming resources from charitable trading activity are accounted for when earned.

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

3. Accounting policies *(continued)*

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 classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Equipment - 25% reducing balance

Defined contribution plans

The charity makes payment into a defined contribution scheme on behalf of its staff members. The assets of the scheme are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the funds

4. Limited by guarantee

Craigmillar Literacy Trust is a company limited by guarantee, not having a share capital.

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	1,773	1,050	2,823
M Corr	-	-	-
Grants			
National Lottery Fund	-	43,700	43,700
Robertson Trust	-	10,000	10,000
BBC Children in Need	-	34,827	34,827
Edinburgh Trades Fund	-	-	-
Cattanach Trust	-	3,825	3,825
Volant Trust	-	-	-
One City Trust	-	-	-
Peoples Health Trust	-	823	823
CEC Neighbourhood Partnership	-	18,558	18,558
You Decide	-	-	-
Garfield Weston Foundation	-	-	-
David Summers Trust	-	2,000	2,000
John Watson Trust	-	1,000	1,000
Cruden Foundation	-	-	-
St James Place	-	-	-
The Corra Foundation	-	3,000	3,000
Nancie Massey Charitable Trust	-	1,000	1,000
Baillie Gifford	-	10,000	10,000
Scotmid	-	250	250
	<u>1,773</u>	<u>130,033</u>	<u>131,806</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	3,213	-	3,213
M Corr	-	4,130	4,130

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Grants			
National Lottery Fund	–	33,334	33,334
Robertson Trust	–	10,000	10,000
BBC Children in Need	–	24,540	24,540
Edinburgh Trades Fund	–	1,000	1,000
Cattanach Trust	–	7,650	7,650
Volant Trust	–	4,902	4,902
One City Trust	–	10,000	10,000
Peoples Health Trust	–	5,761	5,761
CEC Neighbourhood Partnership	–	10,715	10,715
You Decide	–	2,000	2,000
Garfield Weston Foundation	–	5,000	5,000
David Summers Trust	–	3,000	3,000
John Watson Trust	–	1,000	1,000
Cruden Foundation	–	1,000	1,000
St James Place	–	2,500	2,500
The Corra Foundation	–	–	–
Nancie Massey Charitable Trust	–	–	–
Baillie Gifford	–	–	–
Scotmid	–	–	–
	<u>3,213</u>	<u>126,532</u>	<u>129,745</u>

6. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Creating and Learning Together	96	32,722	32,818
Books for Babies	–	115,401	115,401
Support costs	–	925	925
	<u>96</u>	<u>149,048</u>	<u>149,144</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Creating and Learning Together	–	22,848	22,848
Books for Babies	–	106,180	106,180
Support costs	–	4,435	4,435
	<u>–</u>	<u>133,463</u>	<u>133,463</u>

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

7. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2020	Total fund 2019
	£	£	£	£
Creating and Learning Together	32,818	–	32,818	22,848
Books for Babies	115,401	–	115,401	106,180
Governance costs	–	925	925	4,435
	<u>148,219</u>	<u>925</u>	<u>149,144</u>	<u>133,463</u>

8. Net expenditure

Net expenditure is stated after charging/(crediting):

	2020	2019
	£	£
Depreciation of tangible fixed assets	<u>172</u>	<u>116</u>

9. Independent examination fees

	2020	2019
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>900</u>	<u>650</u>

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020	2019
	£	£
Wages and salaries	84,072	75,162
Social security costs	4,068	2,604
Employer contributions to pension plans	<u>8,367</u>	<u>7,025</u>
	<u>96,507</u>	<u>84,791</u>

The average head count of employees during the year was 7 (2019: 5). The average number of full-time equivalent employees during the year is analysed as follows:

	2020	2019
	No.	No.
Number of staff - Project manager	1	1
Number of staff - Project workers	<u>6</u>	<u>4</u>
	<u>7</u>	<u>5</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Equipment £
Cost	
At 1 April 2019	11,084
Additions	342
At 31 March 2020	<u>11,426</u>
Depreciation	
At 1 April 2019	10,737
Charge for the year	172
At 31 March 2020	<u>10,909</u>
Carrying amount	
At 31 March 2020	<u>517</u>
At 31 March 2019	<u>347</u>

13. Creditors: amounts falling due within one year

	2020 £	2019 £
Accruals and deferred income	1,662	1,428
Social security and other taxes	476	1,533
	<u>2,138</u>	<u>2,961</u>

14. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £8,367 (2019: £7,025).

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

15. Analysis of charitable funds

Unrestricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
General funds	<u>44,705</u>	<u>1,773</u>	<u>(96)</u>	<u>46,382</u>

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
General funds	<u>41,492</u>	<u>3,213</u>	<u>–</u>	<u>44,705</u>

Restricted funds

	At 1 April 2019	Income	Expenditure	At 31 March 2020
	£	£	£	£
National Lottery Fund	15,205	43,700	(56,182)	2,723
Robertson Trust	9,150	10,000	(9,150)	10,000
BBC Children in Need	–	34,827	(34,827)	–
Volant Trust	2,181	–	(2,181)	–
Peoples Health Trust	1,440	823	(2,263)	–
CEC Neighbourhood Partnership	–	18,558	(16,623)	1,935
Corra Foundation	–	3,000	(1,947)	1,053
Cattanach Trust	–	3,825	(3,825)	–
Baillie Gifford	–	10,000	(10,000)	–
You Decide	2,000	–	(2,000)	–
David Summers Trust	–	2,000	(2,000)	–
John Watson Trust	–	1,000	(1,000)	–
St James Place	2,500	–	(2,500)	–
M Corr	3,250	–	(3,250)	–
Nancie Massey Charitable Trust	–	1,000	–	1,000
Scotmid	–	250	(250)	–
Restricted Donation	–	1,050	(1,050)	–
	<u>35,726</u>	<u>130,033</u>	<u>(149,048)</u>	<u>16,711</u>

	At 1 April 2018	Income	Expenditure	At 31 March 2019
	£	£	£	£
National Lottery Fund	12,921	33,334	(37,073)	9,182
Robertson Trust	–	10,000	(850)	9,150
BBC Children in Need	6,290	24,540	(30,830)	–
Volant Trust	4,517	4,902	(7,238)	2,181
One City Trust	1,922	10,000	(11,922)	–
Peoples Health Trust	2,469	5,761	(6,790)	1,440

The notes on pages 14 to 24 form part of these financial statements.

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

15. Analysis of charitable funds *(continued)*

CEC Neighbourhood Partnership	2,566	10,715	(13,281)	—
Corra Foundation	2,100	—	(2,100)	—
Cattanach Trust	3,849	7,650	(11,499)	—
Baillie Gifford	6,023	—	—	6,023
You Decide	—	2,000	—	2,000
Garfield Weston Foundation	—	5,000	(5,000)	—
David Summers Trust	—	3,000	(3,000)	—
John Watson Trust	—	1,000	(1,000)	—
Cruden Foundation	—	1,000	(1,000)	—
St James Place	—	2,500	—	2,500
M Corr	—	4,130	(880)	3,250
Nancie Massey Charitable Trust	—	—	—	—
Scotmid	—	—	—	—
Restricted Donation	—	—	—	—
Edinburgh Trades Fund	—	1,000	(1,000)	—
	<u>42,657</u>	<u>126,532</u>	<u>(133,463)</u>	<u>35,726</u>

The notes on pages 14 to 24 form part of these financial statements.

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

15. Analysis of charitable funds *(continued)*

National Lottery Fund

A grant received for staff wages, sessional staff and other charity expenses. **Robertson Trust**

A grant received for staff wages.

BBC Children in Need

A grant received for staff wages.

Volant Trust

A grant received for book gifting.

Peoples Health Trust

A grant received for sessional staff.

CEC Neighbourhood Partnership

A grant received for Talking Together, Author Fees, Creative Reading and equipment. **The Corra**

Foundation

A grant received for storytelling and book gifting.

Cattanach Trust

A grant received for Talking Together.

Baillie Gifford

A grant received for various charity expenses.

You Decide

A grant received for book gifting.

David Summers Trust

A grant received for staff wages.

John Watson Trust

A grant received for materials.

St James Place

A grant received for book gifting and resources.

M Corr

A grant received for staff wages.

Nancie Massey Charitable Trust

A grant received for staff wages.

Scotmid

A grant received for book gifting.

Restricted Donations

Various small grants received for resources.

The notes on pages 14 to 24 form part of these financial statements.

The notes on pages 14 to 24 form part of these financial statements.

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2020

16. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	517	–	517
Current assets	45,865	18,849	64,714
Liabilities less than 1 year	–	(2,138)	(2,138)
Net assets	<u>46,382</u>	<u>16,711</u>	<u>63,093</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	347	–	347
Current assets	44,358	38,687	83,045
Liabilities less than 1 year	–	(2,961)	(2,961)
Net assets	<u>44,705</u>	<u>35,726</u>	<u>80,431</u>

The notes on pages 14 to 24 form part of these financial statements.

Craigmillar Literacy Trust
Company Limited by Guarantee
Management Information
Year ended 31 March 2020

The following pages do not form part of the financial statements.

Craigmillar Literacy Trust

Company Limited by Guarantee

Detailed Statement of Financial Activities

Year ended 31 March 2020

	2020 £	2019 £
Income and endowments		
Donations and legacies		
Donations	2,823	3,213
M Corr	–	4,130
National Lottery Fund	43,700	33,334
Robertson Trust	10,000	10,000
BBC Children in Need	34,827	24,540
Edinburgh Trades Fund	–	1,000
Cattanach Trust	3,825	7,650
Volant Trust	–	4,902
One City Trust	–	10,000
Peoples Health Trust	823	5,761
CEC Neighbourhood Partnership	18,558	10,715
You Decide	–	2,000
Garfield Weston Foundation	–	5,000
David Summers Trust	2,000	3,000
John Watson Trust	1,000	1,000
Cruden Foundation	–	1,000
St James Place	–	2,500
The Corra Foundation	3,000	–
Nancie Massey Charitable Trust	1,000	–
Baillie Gifford	10,000	–
Scotmid	250	–
	<u>131,806</u>	<u>129,745</u>
Total income	<u>131,806</u>	<u>129,745</u>

Craigmillar Literacy Trust

Company Limited by Guarantee

Detailed Statement of Financial Activities *(continued)*

Year ended 31 March 2020

	2020 £	2019 £
Expenditure		
Expenditure on charitable activities		
Wages and salaries	84,072	75,162
Employer's NIC	4,068	2,604
Pension costs	8,367	7,025
Legal and professional fees	925	4,435
Depreciation	172	116
Resources	16,437	19,731
Books and packs	4,780	1,540
Events	2,175	2,471
Company expenses and administration	2,326	1,347
Publicity	283	2,962
Events	–	75
Volunteer expenses	193	62
Telephone and utilities	1,077	1,374
Training and conferences	811	777
Speech and language	20,444	13,782
Professional fees	3,014	–
	<u>149,144</u>	<u>133,463</u>
Total expenditure	<u>149,144</u>	<u>133,463</u>
Net expenditure	<u>(17,338)</u>	<u>(3,718)</u>

Craigmillar Literacy Trust

Company Limited by Guarantee

Notes to the Detailed Statement of Financial Activities

Year ended 31 March 2020

	2020 £	2019 £
Expenditure on charitable activities		
Creating and Learning Together		
Activities undertaken directly		
Wages	15,746	15,241
Employer's NIC	880	—
Pension costs	2,111	—
Resources	9,813	6,399
Events	2,175	—
Company expenses and administration	690	1,096
Publicity	283	—
Events	—	75
Volunteer expenses	193	37
Training and conferences	100	—
Professional fees	827	—
	<u>32,818</u>	<u>22,848</u>
Books for Babies		
Activities undertaken directly		
Wages	68,326	59,921
Employer's NIC	3,188	2,604
Pension costs	6,256	7,025
Depreciation	172	116
Resources	6,624	13,332
Books and packs	4,780	1,540
Events	—	2,471
Company expenses and administration	1,636	251
Publicity	—	2,962
Volunteer expenses	—	25
Telephone and utilities	1,077	1,374
Training and conferences	711	777
Speech and language	20,444	13,782
Professional fees	2,187	—
	<u>115,401</u>	<u>106,180</u>
Governance costs		
Governance costs - Independent examiners fee	925	4,435
	<u>149,144</u>	<u>133,463</u>