

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024
FOR
CRAIGMILLAR LITERACY TRUST**

Martin Aitken & Co Ltd
Chartered Accountants
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CRAIGMILLAR LITERACY TRUST

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CRAIGMILLAR LITERACY TRUST

CHAIRPERSON'S REPORT FOR THE YEAR ENDED 31 MARCH 2024

I am delighted to present the Annual Report of Craigmillar Literacy Trust for 2023-24. This was a year full of exciting developments and successful programme delivery.

Our programme was as busy as ever with a return to pre-pandemic levels of participation. The Books for Babies' Rhymetimes and Saturday storytelling sessions were jam-packed with babies, toddlers and their parents and carers with much appreciated support from our venue hosts at Craigmillar Library. We continued to deliver our Family Support at Home and initiated a review to consider how to achieve the best outcomes for families. Our well-established strand for children aged 4 to 12, Stories for Sharing, continued its creative Friday afternoon and holiday sessions with regular attendance by children and their families. The Express Yourself! programme for older young people aged 12 to 16 met during the year, led by the interests of the participants of The Club with No Name.

Our discussions with council officers and local councillors about the lease of a building in the grounds of the old Castlebrae High School resulted in a positive Council decision in summer 2023. This gives us a fantastic resource with which to develop our vision of a Craigmillar Community Literacy Hub over the coming years as well as provide office space - and storage for books!

The Board is very grateful for the unswerving commitment and enthusiasm of our talented team of staff and volunteers. Our programme was delivered by our small, expert team - Kara Whelan, Michelle Brennan-Jones and Katie Swann, our committed sessional staff - Meenakshi Sharma and Rita Raven, as well as our much-appreciated volunteers, and our storyteller-in-residence, Eric Brennan-Jones.

Many thanks go to all of our funders in 2023-24, from one-off support to multiyear funders. Without these valued contributions, our important work with the community of Greater Craigmillar would not happen. Hundreds of babies, children, young people, and their parents and carers would not have access to our programme as well as benefit from community gatherings.

Our funders' support has never been more needed in the challenging economic situation with organisational costs increasing and economic and social stresses impacting on families. In addition, our work goes further and deeper because of support and collaboration with our local partners including the library, local schools and early learning centres, community organisations, council officers and health professionals.

We would also like to thank every individual who donates to Craigmillar Literacy Trust. We work very hard to keep our overheads low so that every single donation contributes to the delivery of our work, books gifted, family Rhymetimes, storytelling and creative activities for children.

As chairperson, I would like to thank the other trustees, Simon Radcliffe, Edviges Lima, Ross McDonald and Dom Cairns-Gibson, who joined in 2023-24, for their continued enthusiastic commitment to the Trust and to the community of Craigmillar.

Looking ahead to 2023-24, we will continue to deliver our programme, underpinned by our strategic commitment to the development of Craigmillar Literacy Hub. We will work hard to maintain financial security and ensure that our governance continues to meet the needs of the organisation. Above all, we will remain true to our vision of empowering every person through literacy in the community of Craigmillar.

Dr Susan Elsley, Chairperson, Board of Trustees

CRAIGMILLAR LITERACY TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of 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) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

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.
- The prevention or relief of poverty.

Activities

During 2023-2024, Craigmillar Literacy Trust's strategic aims and objectives were taken forward through the activities of our three projects, Craigmillar Books for Babies, Craigmillar Stories for Sharing and Express Yourself! We worked with 4,688 people over the 12 months.

This 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 16 years through working with families, schools, services and other local organisations.

Goal 1

To deliver an effective early literacy programme to families with babies and young children in the community to ensure that babies and children have the best start in life and that parents/carers are supported to make a positive difference to their children's development, health and wellbeing.

Goal 2

To deliver an effective literacy programme to children between the ages of 4 and 12 and their families in the community to ensure children and young people achieve their aspirations to be all that they can be.

Goal 3

To deliver an effective literacy programme to children and young people between the ages of 12 and 16 and their families in the community to ensure children and young people achieve their aspirations to be all that they can be.

Goal 4

To develop new ways to deliver literacy support to adults in the community to ensure that individuals and families are empowered through literacy and are connected to the Craigmillar community.

Goal 5

To develop as a visible, accessible literacy organisation in all aspects of our work to support the Craigmillar community be more resilient and empowered.

CRAIGMILLAR LITERACY TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

Significant activities

Craigmillar Books for Babies

Working towards goals 1, 4 and 5 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.

What we have done:

Craigmillar Books for Babies support for families with babies and young children under the age of 4:

- 41 families supported through our Family Support at Home visiting programme.
- 41 Baby & Toddler Rhymetimes approx. 20 families each week, with a 20% increase over the summer months in 2023.
- 9 Saturday Storytimes with our Storyteller in Residence approximately 12 families each month.
- 1 Christmas party for 34 children and 33 parents/carers.
- Book-gifting in the community including provision of dual language books.
- 4 parents/carers and their babies completing a 4 week Talking Together early communication training programme.
- The annual Myra Robertson Book of the Year activity involving 6 parents/carers and babies on the shortlisting panel and 17 parents/carers taking part in the voting.
- 6 events at the International Edinburgh Book Festival in August 2023 with 10 local families attending.
- Delivery of Baby Rhymetime for 4 families with babies under 6 months April-June
- Early communication sessions offering 1:1 support to 15 families, in partnership with community Speech and Language Therapy.
- My Rights My Story children's rights exhibition co-produced with 5 families.

Highlights include:

Celebrate the project's 25th birthday

Celebrating the project's 25th birthday with families, staff and volunteers, trustees and supported by Craigmillar Library in May and at the Edinburgh International Book Festival in August.

Delivery of Baby Rhymetime for families with very young babies.

Following a successful pilot during the previous year Baby Rhymetime is now part of the programme of support we deliver to families with babies under 6 months. Baby Rhymetime in Craigmillar Library is a small, closed group which gives families with babies under 6 months the opportunity to come together once a week over several weeks to share rhymes and songs and books while making friends and building connections in the Craigmillar community. Baby Rhymetime ran twice in 2023 with 9 families taking part.

- "I was really happy to be asked to take part in this group and come back to groups after having my second child. The group was great to take part in. I am not that confident and don't really have mum friends. It was great to meet other mums and get to chat to them too and learning things from each other. Hopefully we will see each other around and build a connection. The group was great to be part of and a fantastic initiative Michelle has created for the community." Parent Feedback

Talking Together training

Delivery of early communication and early language development training specially designed for parents/carers and babies to do together. This was delivered in our office to 4 families, with 4 parents/carers and 4 babies over 4 weeks.

- "Safe space to freely discuss the material among peers".
- "Coming together with other families and learning of their experiences".
- "It has been interesting to hear the importance of interacting and communicating at such a young age". Parent/carer feedback

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

OBJECTIVES AND ACTIVITIES

Children's Rights Exhibition Launch in May 2023

We launched our exhibition of photographs following a series of meetings with 5 families exploring babies and young children's rights. The exhibition featured 10 photographs with accompanying narratives highlighting a range of children's rights from identity, religion, family life and relationships, play, safe communities, health and nutrition. The exhibition was displayed in Craigmillar Library and in Craigmillar Medical Centre. Feedback from families taking part in the exhibition and from people viewing the exhibition highlighted the importance of raising awareness of children's rights.

- "Many people will not be aware of these rights or how they apply to them or their families." Viewer feedback
- "I liked having the opportunity to sit and chat with someone who isn't in my circle. I liked hearing different perspectives, diversity. You don't always get that opportunity to sit and chat about things especially things like children's rights. There's not a lot of awareness of children's rights in the infant community" Parent participant feedback.

Craigmillar Stories for Sharing

Working towards Goals 2,4 and 5 of the Strategic Plan, Craigmillar Stories for Sharing aims to bring a fun and creative approach to literacy support through storytelling, where children aged 4-12 and parents/carers can explore and discover stories, books, reading and writing together.

What we have done:

Craigmillar Stories for Sharing support for families with children aged 4-12 years:

- 26 Feel Good Fridays (Family Literacy Group) weekly attended by on average by 8 families each week - including 3 sessions with Art Buds Collective in Cairntows Park.
- 8 families supported through our Stories for Sharing home visiting programme.
- 9 Storytime events including events during school holidays.
- Establishing Tea Time Tales a weekly Storytime for 4-6-year-olds in partnership with Craigmillar Library, October 2023.
- Summer of Stories 2023 10 sessions with storytellers, facilitators and puppeteers attended by 90 families.
- Book-gifting in the community at events and on World Book Day and as part of our Craigmillar Christmas
- Delivery of the annual Johnni Stanton Creative Writing Award
- 2 events at the International Edinburgh Book Festival with 10 local families attending
- Celebrating the second birthday of Craigmillar Stories for Sharing with 10 families in June 2023.
- Delivery of 4 comic book workshops with a local artist for 16 children.

Highlights include:

Celebrate the project's 2nd birthday

Celebrating the project's 2nd birthday in June 2023 with families and staff, volunteers and supporters in Craigmillar Library.

Teatime Tales

Following feedback from families with children aged 4-6 and in collaboration with Craigmillar Library a weekly Storytime was set up in October 2023 as a pilot programme. Featuring stories, hot chocolate and cosy blankets, Teatime Tales was a great way to ease into the autumn and winter months. This pilot will be reviewed in 2024. Craigmillar Stories for Sharing was involved in facilitating 9 of these sessions with 65 children, 38 parents/carers and 37 families taking part.

Comic Book Workshops

We identified a group of children aged 8-12 who were all keen writers and loved drawing. They varied in experience and confidence, but were keen to share their ideas and follow a project through from start to finish. We were also keen to see if there was interest in events on a Saturday for families unable to attend during the week.

CRAIGMILLAR LITERACY TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

OBJECTIVES AND ACTIVITIES

We organised four 1.5 hour workshops on Saturday mornings in June and September with Edward Ross, a local comic book artist who has worked with the Trust in the past. We invited the children to join us in a space in the library to take part in fun drawing and writing activities, culminating in designing their own characters and comic book storylines. Parents and carers could stay if they wanted to. The sessions were attended by 18 children and 2 adults. The feedback was overwhelmingly positive with a keen interest for more workshops with Edward, as well as more activities in general for that age group.

When asked what the best bit of the morning was, one child said 'Realizing I'm not the only one who loves writing' which is so lovely to hear. And EVERYONE wanted to continue making a comic when they get home. Result! Katie Swann (Facebook).

- "We have so much fun! Excited about next Saturday class!!" Parent feedback.

Art Buds Collective Collaboration

In early 2024, Craigmillar Stories for Sharing collaborated with Art Buds who delivered a programme of outdoor art and nature-based exploration in Cairntows Park, Craigmillar. The aim of the programme was to connect families in the area with their local green space and gain valuable insight into the merits, needs and uses of the park and how the local community would like it to be. Over 3 weeks, families from the Feel Good Friday group met in Cairntows park to take part in this project. Families enjoyed being outdoors and being in nature. This has led to more outdoor sessions in Craigmillar Library's Garden and further sessions with Art Buds Collective.

Express Yourself!

Working towards Goals 3,4 and 5 of the Strategic Plan, Express Yourself! for 12-16-year-olds supporting them to increase their self-confidence, explore their identity, and express their feelings using a creative based programme. Benefits included increased confidence among young people and increased connections within the community.

What we have done and highlights:

- Establishing The Club with No Name with 12 young people aged 12-15 from 3 different schools.
- 7 sessions facilitated by an artist and filmmaker in Castlebrae Community High School and Craigmillar Library.
- Activities included making a zine, exploring a storytelling game, and coming up with ideas for a Dragon's Den style pitch and an Introduction to Tabletop Games.
- 'My pupils were really enthused by the whole thing, so its continuing is great! Thanks so much to both you and Peter - you have worked really hard to create something quite unique, I think.' School Librarian Holy Rood High School.
- 'I enjoyed the special guest teaching us about filmmaking'. Young person's feedback.

ACHIEVEMENT AND PERFORMANCE

Strategic Development

Over the past year we made progress towards achieving goal 5 of our Strategic Plan: To develop as a visible, accessible literacy organisation in all aspects of our work to support the Craigmillar community be more resilient and empowered.

Securing a 25 year lease from the City of Edinburgh Council was a major step towards realising our vision of a Craigmillar Literacy Hub which will serve as a base for our staff team as well as a space for delivery of small group activities and literacy support. Taking on the lease also presented new challenges as we took over the maintenance and security of the building and considered options for its short and medium term development.

FINANCIAL REVIEW

Financial position

The total income for the charity this year is £145,807 (2023: £136,606). The total expenditure for the year was £132,481 (2023: £117,822).

CRAIGMILLAR LITERACY TRUST

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2024

FINANCIAL REVIEW

Funding and sustainability

We continued to work on our systems to ensure that our financial planning, budgeting, reporting, and fundraising were in line with our commitment to careful financial management. Detailed cashflow and income and expenditure reports are presented at each board meeting.

In our fundraising plans we carefully considered our resources, the values of our organisation and the ambition we have for future growth and development. A Funding Subgroup met 4 times during the year to discuss and review fundraising strategy and make recommendations to the Board. We were successful in attracting multiyear funders although securing sufficient funding continues to be a major task for our small team.

Highlights include:

- Celebrating the 25th anniversary of Craigmillar Literacy Trust and the Craigmillar Books for Babies project.
- Delivering Talking Together training for parents/carers and babies on how language and early communication develops
- Increasing provision for 4-6-year-olds with Teatime Tales collaboration with Craigmillar Library.
- Securing a 25 year lease for our building from the City of Edinburgh Council.
- Increasing the membership of the organisation.
- Ensuring the finance necessary to run our programme.

Reserves policy

The trustees consider that between three and six months of annual expenditure is an appropriate level of reserves to hold to meet the day to day running costs of the charity. This amounts to £32. The total funds held at the end of the financial year is £129,013 (2023: £115,687) of which £51,132 (2023: £51,367) is unrestricted reserves. The trustees continue to strive to ensure the resilience of the charity and to secure further funding.

The trustees are comfortable with the level of reserves held at the year end and that the use of the going concern basis is appropriate.

FUTURE PLANS

- Continue to develop our vision for the Community Literacy Hub.
- Review and update our Strategic Plan.
- Explore funding possibilities and develop a new Fundraising Plan.
- Review current programmes including home visiting support and Express Yourself!
- Explore the potential for our current and future building base.
- Develop our membership of the Trust.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

Leadership and management

The Board of Trustees governs Craigmillar Literacy Trust and met regularly every 6 weeks during this period. The day to day management of the organisation was undertaken by the experienced Project Manager with the support of our Literacy Programmes Coordinator, Development Officer and a team of sessional workers and volunteers. During this period, we updated our governance documents including our policies and procedures, recruited new Board members and began to develop the membership of the Trust.

Sessional staff and volunteers continued to provide vital support assisting in the delivery of activities and undertaking a range of administrative roles. Staff and volunteers completed Neurodiversity and Literacy training and Paediatric First Aid Training in January and February 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

SC027495

CRAIGMILLAR LITERACY TRUST

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2024**

Principal address

2B Greendykes Road
Edinburgh
EH16 4DP

Trustees

Dr Susan Elsley Chairperson
Simon Radcliffe
Ross McDonald Treasurer
Edviges Tavares Lima
Dom Cairns-Gibson

Independent Examiner

Gavin Curr FCCA
Martin Aitken & Co Ltd
Chartered Accountants
Caledonia House
89 Seaward Street
Glasgow
G41 1HJ

Approved by order of the board of trustees on 28 November 2024 and signed on its behalf by:

Dr Susan Elsley - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CRAIGMILLAR LITERACY TRUST

I report on the accounts for the year ended 31 March 2024 set out on pages nine to twenty.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention :

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Gavin Curr FCCA
The Association of Chartered Certified Accountants

Martin Aitken & Co Ltd
Chartered Accountants
Caledonia House
89 Seaward Street
Glasgow
G41 1HJ

28 November 2024

CRAIGMILLAR LITERACY TRUST

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME FROM					
Donations and legacies		2,066	-	2,066	2,480
Charitable activities					
Stories for Sharing and Express Yourself		-	40,366	40,366	35,003
Books for Babies		-	103,375	103,375	99,123
Total		<u>2,066</u>	<u>143,741</u>	<u>145,807</u>	<u>136,606</u>
EXPENDITURE ON					
Charitable activities					
Stories for Sharing and Express Yourself		689	26,300	26,989	31,517
Books for Babies		1,533	102,539	104,072	85,315
Governance costs		80	1,340	1,420	990
Total		<u>2,302</u>	<u>130,179</u>	<u>132,481</u>	<u>117,822</u>
NET INCOME/(EXPENDITURE)		(236)	13,562	13,326	18,784
RECONCILIATION OF FUNDS					
Total funds brought forward		51,367	64,320	115,687	96,903
TOTAL FUNDS CARRIED FORWARD		<u><u>51,131</u></u>	<u><u>77,882</u></u>	<u><u>129,013</u></u>	<u><u>115,687</u></u>

The notes form part of these financial statements

CRAIGMILLAR LITERACY TRUST**BALANCE SHEET
31 MARCH 2024**

		2024	2023
	Notes	£	£
FIXED ASSETS			
Tangible assets	5	2,310	1,063
CURRENT ASSETS			
Cash at bank and in hand		132,422	120,333
CREDITORS			
Amounts falling due within one year	6	(5,719)	(5,709)
NET CURRENT ASSETS		126,703	114,624
TOTAL ASSETS LESS CURRENT LIABILITIES		129,013	115,687
NET ASSETS		129,013	115,687
FUNDS	8		
Unrestricted funds		51,132	51,367
Restricted funds		77,881	64,320
TOTAL FUNDS		129,013	115,687

The financial statements were approved by the Board of Trustees and authorised for issue on 28 November 2024 and were signed on its behalf by:

Ross McDonald - Trustee

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

The financial statements are presented in Sterling (£).

Going concern

The financial statements have been prepared on a going concern basis which the Trustees believe to be appropriate for the reasons set out in the Trustees' Report.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Provisions

Provisions are recognised when the charity has a legal or constructive obligation at the reporting date as a result of a past event, it is probable that the charity will be required to settle the obligation and the amount of the obligation can be reliably estimated. Provisions are recognised at the best estimate of the amount required to settle the obligation at the reporting date.

Judgements

The charity considers on an annual basis the judgements that are made by management when applying its significant accounting policies that would have the most significant effect on amounts that are recognised in the financial statements.

Income

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

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised 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 and is not deferred.

Other revenue streams are recognised when there is an understanding of the terms to both parties and the charity has invoiced the appropriate entity. In the event that a service is subject to conditions that require a level of performance before the charity is entitled to funds, the income is deferred and not recognised until either those conditions are fully met or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

1. ACCOUNTING POLICIES - continued

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities

Costs of charitable activities are incurred on the charity's provision of sepsis awareness, including support costs and costs relating to the governance of the charity.

Governance costs

Consists of the costs of the accounts preparation and other financial services and any expenditure incurred in compliance with the legal requirements of the charity.

Allocation and apportionment of costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

Tangible fixed assets

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

Tangible fixed assets are included at cost less accumulated depreciation and accumulated impairment losses.

Impairment of tangible fixed assets

At each reporting date non-financial assets not carried at fair value, like plant and equipment, are reviewed to determine whether there is an indication that an asset may be impaired. If there is an indication of possible impairment, the recoverable amount which is the higher of value in use and the fair value less cost to sell, is estimated and compared with the carrying amount. If the recoverable amount is lower, the carrying amount of the asset is reduced to its recoverable amount and an impairment loss is recognised immediately in profit and loss.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES - continued

Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other accounts receivable and payable.

Debt instruments that are payable or receivable within one year, typically other debtors and other creditors, are measured, initially and subsequently, at the undiscounted amount of cash or other consideration expected to be paid or received.

Financial assets measured at cost and amortised cost are assessed at the end of each reporting period for evidence of impairment and if found, an impairment loss is recognised in profit or loss.

Financial liabilities are derecognised when the liability is extinguished, that is when the contractual obligation is discharged, cancelled or expires.

Cash and cash equivalents includes cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. Bank overdrafts, when applicable, are shown within borrowings in current liabilities.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

3. STAFF COSTS

	2024	2023
	£	£
Wages and salaries	90,019	83,249
Social security costs	8,664	8,529
Other pension costs	8,510	7,984
	107,193	99,762

The average monthly number of employees during the year was as follows:

	2024	2023
Project Manager	1	1
Project Workers	4	3
	5	4

No employees received emoluments in excess of £60,000.

CRAIGMILLAR LITERACY TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME FROM			
Donations and legacies	1,980	500	2,480
Charitable activities			
Stories for Sharing and Express Yourself	-	35,003	35,003
Books for Babies	-	99,123	99,123
Total	<u>1,980</u>	<u>134,626</u>	<u>136,606</u>
EXPENDITURE ON			
Charitable activities			
Stories for Sharing and Express Yourself	981	30,536	31,517
Books for Babies	-	85,315	85,315
Governance costs	-	990	990
Total	<u>981</u>	<u>116,841</u>	<u>117,822</u>
NET INCOME	999	17,785	18,784
RECONCILIATION OF FUNDS			
Total funds brought forward	50,368	46,535	96,903
TOTAL FUNDS CARRIED FORWARD	<u>51,367</u>	<u>64,320</u>	<u>115,687</u>

5. TANGIBLE FIXED ASSETS

	Equipment £
COST	
At 1 April 2023	13,314
Additions	1,689
At 31 March 2024	<u>15,003</u>
DEPRECIATION	
At 1 April 2023	12,251
Charge for year	442
At 31 March 2024	<u>12,693</u>
NET BOOK VALUE	
At 31 March 2024	<u>2,310</u>
At 31 March 2023	<u>1,063</u>

CRAIGMILLAR LITERACY TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2024	2023
	£	£
Taxation and social security	3,757	3,967
Other creditors	1,962	1,742
	<u>5,719</u>	<u>5,709</u>

7. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Fixed assets	2,310	-	2,310	1,063
Current assets	54,541	77,881	132,422	120,333
Current liabilities	(5,719)	-	(5,719)	(5,709)
	<u>51,132</u>	<u>77,881</u>	<u>129,013</u>	<u>115,687</u>

8. MOVEMENT IN FUNDS

	At 1/4/23	Net movement in funds	At 31/3/24
	£	£	£
Unrestricted funds			
General fund	51,367	(235)	51,132
Restricted funds			
National Lottery Fund	18,172	19,061	37,233
Robertson Trust	15,000	-	15,000
BBC Children in Need	3,827	(468)	3,359
Cattanach Trust	7,000	3,739	10,739
Garfield Weston Foundation	7,500	(7,500)	-
Baillie Gifford	5,000	(5,000)	-
William Syson Foundation	5,221	(5,221)	-
Restricted Donations	500	(500)	-
St James Place	2,100	(2,100)	-
Hugh Fraser	-	3,000	3,000
Kelly Family Trust	-	2,917	2,917
University of Edinburgh	-	1,900	1,900
Volant Trust	-	3,733	3,733
	<u>64,320</u>	<u>13,561</u>	<u>77,881</u>
TOTAL FUNDS	<u>115,687</u>	<u>13,326</u>	<u>129,013</u>

CRAIGMILLAR LITERACY TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

8. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	2,066	(2,301)	(235)
Restricted funds			
National Lottery Fund	53,070	(34,009)	19,061
Robertson Trust	15,000	(15,000)	-
BBC Children in Need	13,435	(13,903)	(468)
Cattanach Trust	10,739	(7,000)	3,739
Garfield Weston Foundation	-	(7,500)	(7,500)
Baillie Gifford	-	(5,000)	(5,000)
City of Edinburgh Council	11,572	(11,572)	-
William Syson Foundation	-	(5,221)	(5,221)
Restricted Donations	-	(500)	(500)
Magic Little Grant	500	(500)	-
St James Place	-	(2,100)	(2,100)
Hugh Fraser	3,000	-	3,000
Nancy Massey Charitable Trust	2,000	(2,000)	-
Kelly Family Trust	5,000	(2,083)	2,917
Postcode Lottery	15,000	(15,000)	-
University of Edinburgh	1,900	-	1,900
Volant Trust	11,115	(7,382)	3,733
Society of Writers	400	(400)	-
Royal High Society of Constabularies	500	(500)	-
Scotmid Community Grants Fund	300	(300)	-
Fair Saturday Scotland	210	(210)	-
	<u>143,741</u>	<u>(130,180)</u>	<u>13,561</u>
TOTAL FUNDS	<u><u>145,807</u></u>	<u><u>(132,481)</u></u>	<u><u>13,326</u></u>

CRAIGMILLAR LITERACY TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/22	Net movement in funds	At 31/3/23
	£	£	£
Unrestricted funds			
General fund	50,368	999	51,367
Restricted funds			
National Lottery Fund	28,037	(9,865)	18,172
Robertson Trust	-	15,000	15,000
BBC Children in Need	-	3,827	3,827
One City Trust	840	(840)	-
Corra Foundation	8,000	(8,000)	-
Cattanach Trust	3,000	4,000	7,000
Taylor Wimpey	1,000	(1,000)	-
Garfield Weston Foundation	-	7,500	7,500
Baillie Gifford	-	5,000	5,000
City of Edinburgh Council	2,937	(2,937)	-
William Syson Foundation	2,721	2,500	5,221
Restricted Donations	-	500	500
St James Place	-	2,100	2,100
	46,535	17,785	64,320
TOTAL FUNDS	96,903	18,784	115,687

CRAIGMILLAR LITERACY TRUST

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2024

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,980	(981)	999
Restricted funds			
National Lottery Fund	38,128	(47,993)	(9,865)
Robertson Trust	15,000	-	15,000
BBC Children in Need	13,810	(9,983)	3,827
One City Trust	-	(840)	(840)
Corra Foundation	10,580	(18,580)	(8,000)
Cattanach Trust	10,650	(6,650)	4,000
Taylor Wimpey	-	(1,000)	(1,000)
Garfield Weston Foundation	15,000	(7,500)	7,500
David Summers Trust	3,000	(3,000)	-
Baillie Gifford	5,000	-	5,000
Swinton Paterson Trust	1,500	(1,500)	-
City of Edinburgh Council	9,165	(12,102)	(2,937)
Edinburgh UNESCO City of Literature Trust	300	(300)	-
The Rotary Club	500	(500)	-
William Syson Foundation	2,500	-	2,500
Restricted Donations	500	-	500
Magic Little Grant	500	(500)	-
St James Place	2,100	-	2,100
Walter Scott Foundation	2,060	(2,060)	-
Coorie In Grant	1,333	(1,333)	-
Siobhan Dowd Trust	3,000	(3,000)	-
	<u>134,626</u>	<u>(116,841)</u>	<u>17,785</u>
TOTAL FUNDS	<u><u>136,606</u></u>	<u><u>(117,822)</u></u>	<u><u>18,784</u></u>

National Lottery Fund

A grant received for salaries and core costs.

Robertson Trust

A grant received for core costs.

BBC Children in Need

A grant received for Books for Babies salary costs

Cattanach Trust

A grant received for Books for Babies project costs

Garfield Weston Foundation

A grant received for core costs.

Baillie Gifford

A grant received for resources.

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024

8. MOVEMENT IN FUNDS - continued

City of Edinburgh Council

A grant received for Books for Babies salary costs and nursery rhyme booklet costs.

William Syson Foundation

A grant received for Express Yourself.

Restricted Donation

A donation received from Arnold Clark for book gifting.

Magic Little Grant

A grant received for Stories for Sharing project costs.

St James Place

A grant received for Stories for Sharing.

Hugh Fraser

A grant received for Stories for Sharing salary costs.

Nancy Massey Charitable Trust

A grant received for Stories for Sharing salary costs.

Kelly Family Trust

A grant received for salary costs for family support programmes.

Postcode Lottery

A grant received for salary costs.

University of Edinburgh

A grant received for Stories for Sharing project costs.

Volant Trust

A grant received for Books for Babies salary costs.

Society of Writers

A grant received for Stories for Sharing salary costs.

Royal High Society of Constabularies

A grant received for Stories for Sharing project costs.

Scotmid Community Grants Fund

A grant received for Stories for Sharing project costs.

Fair Saturday Scotland

A grant received towards project costs.

CRAIGMILLAR LITERACY TRUST

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2024**

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

CRAIGMILLAR LITERACY TRUST**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024**

	2024 £	2023 £
INCOME		
Donations and legacies		
Donations	2,066	2,480
Charitable activities		
Grants	143,741	134,126
Total incoming resources	145,807	136,606
EXPENDITURE		
Charitable activities		
Wages	90,019	83,249
Social security	8,664	8,529
Pensions	8,510	7,984
Insurance	424	-
Resources	7,100	5,511
Books and packs	5,095	4,238
Administration expenses	2,699	1,794
Publicity	311	574
Events	-	1,889
Telephone and utilities	887	949
Training and conferences	1,657	11
Professional fees	1,750	1,750
Property repairs	3,503	-
Depreciation of tangible fixed assets	442	354
	131,061	116,832
Support costs		
Governance costs		
Independent examiner's fee	1,420	990
Total resources expended	132,481	117,822
Net income	13,326	18,784

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Susan Elsley's e-mail address is: susan@susanelsley.com.

Signature 2

Signed by Ross McDonald using authentication code dXA3OS5YYjQsKEch at IP address 31.185.37.81, on 2024/12/02 21:21:40 Z.

Ross McDonald's e-mail address is: rossjmcDonald@hotmail.co.uk.