

**The Welcoming Association  
(A Company Limited by Guarantee)**

**Report and Financial Statements**

**For the Year Ended**

**31 March 2018**

**Company Number: SC398913**

**Charity Number: SC041952**

## **The Welcoming Association**

### **Report and Financial Statements For the Year Ended 31st March 2018**

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## **The Welcoming Association**

### **Reference and Administrative Information**

**Company registration:** SC398913  
Registered in Scotland

**Charity registration:** SC041952  
Scottish charity

**Registered office and  
principal office address:** Unit 1  
20 Westfield Avenue  
Edinburgh  
EH11 2TT

### **Board of Directors:**

The current members of the Board are:

Martha Fleming	(appointed 1 November 2017)
Amadu Khan	(resigned 16 May 2017, appointed 21 June 2018)
Ana Valeria Luciani	
Carolyn Mance	(appointed 18 May 2017)
Pamela Mooney	(appointed 3 May 2018)
Daniel Prince	
Keith Watson	(appointed 21 August 2017)

Also serving during the year were:

Maria Luisa Fernandez	(resigned 18 August 2017)
Mark Keane	(resigned 31 October 2017)
Alison MacDonald	(appointed 21 August 2017, resigned 3 May 2018)
David Nash	(appointed 24 August 2017, resigned 31 March 2018)
David Thompson	(resigned 18 August 2017)



## **The Welcoming Association**

### **Directors' Report For the Year Ended 31 March 2018**

The members of the Board of Directors (the 'Welcoming Board') are pleased to present their report and the financial statements for the year to 31st March 2018.

#### ***Structure, Governance and Management***

The Welcoming Association, also known as "The Welcoming" is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Articles of Association and is a registered Scottish charity.

Members of the Welcoming Board are elected from the membership at the Annual General Meeting, or at any time by the Board. At each Annual General Meeting, all of the Board members retire from office but are eligible for re-election.

New Board members receive an induction pack with background information about the Welcoming and OSCR Guidance and Good Practice for Charity Trustees. They also attend an orientation meeting at the Welcoming and are encouraged to join Welcoming activities and events in order to meet participants and become familiar with the work of the organization.

The Board meets every two months and is responsible for the overall strategic management and development of the organization. Day-to-day management of the charity is delegated to the Co-Directors Jon Busby and Elaine Mowat.

The names of those who served as members of the Welcoming Board during the year are shown on page 2.

#### ***Objectives and Review of Activities***

The Charity's objects as stated in the Articles of Association are:

- (1) The advancement of education
- (2) The advancement of citizenship or community development
- (3) The promotion of religious or racial harmony

#### **Mission**

To support migrants and refugees to build new lives in Edinburgh.

#### **Vision**

Around 10,000 foreign nationals come to live in Edinburgh every year. We want them all to be welcomed and provided with the support they need in order to realise their economic and social potential and become active members of our community. Through this, Edinburgh and Scotland, can unlock the talents they bring, expand our economy, enrich our cultural capital and become a welcoming new home.

#### **Values**

Equality, Diversity, Respect, Integrity, Accessibility, Innovation, Sustainability, Unity and Welcoming.

#### **Objectives 17/18**

*Welcoming participants will:*

- develop their English language skills so that language ability becomes progressively less of a barrier to employment, education or integration in Scotland
- gain a better understanding of their new home through learning about and experiencing Scotland's music, food, history and culture.



## **The Welcoming Association**

### **Directors' Report**

**For the Year Ended 31 March 2018**

- increase the likelihood of securing employment or setting up businesses which make the most of their skills and qualifications by accessing our employability and entrepreneurship support and volunteering opportunities.
- build their social and support networks by making connections and forming friendships with local people and other newcomers
- save energy and money at home, and tackle climate change, by participating in our home energy and recycling programme
- improve their quality of life in Edinburgh by taking part in creative arts and health and wellbeing activities

#### *Local people will:*

- have opportunities to welcome newcomers to Edinburgh through a range of meaningful and well-supported volunteering positions
- have opportunities to experience and understand the social, economic and cultural value that migrants and refugees bring to Scotland

#### *The Welcoming will:*

- develop as an effective organisation which operates with integrity, enables participation and learning, ensures quality and efficiency, and supports its staff and volunteers
- maintain strong corporate governance
- form effective partnerships with other organisations supporting migrants and refugees in Edinburgh
- secure more diverse and sustainable sources of funding
- develop our office, classroom and workshop space to be inviting, informative, inclusive and stimulating

## **Activities and achievements**

Thanks to new funding for 17/18 and ever-growing support from volunteers, we were able to offer participants more choice of activities and support than ever before. Our programme of free drop in activities extended 6 days a week, over 50 weeks of the year, providing opportunities for newcomers to improve their English, develop their skills, find jobs, build social networks, and enjoy a better quality of life in Edinburgh.

We supported over 1200 newcomers from 78 countries.

### **English language classes**

Our English language provision remained the core of our programme, reflecting the significance of language to integration and settlement and is the first entry point for the majority of our new participants before they begin to engage in other social and cultural activities. During 17/18, we offered 17 English language classes each week at all levels from Complete Beginners to Advanced. Average attendance per class was 17 participants. All classes were taught by qualified and experienced ESOL teachers, with the majority being volunteers. They come from a wide range of different nationalities and work experience backgrounds and are able to give our participants a rich and very informed experience of living and working in a new country. Feedback from participants consistently highlighted the quality of the tuition and the friendly learning environment.

### **Scotland for Newcomers**

Our weekly trip introducing newcomers to free and accessible places of interest around the city offering insights to the culture, history, politics and nature of Scotland. Scotland for Newcomers visited over 40



## **The Welcoming Association**

### **Directors' Report**

**For the Year Ended 31 March 2018**

locations, with an average of 10 participants per visit and involving over 120 unique participants during 17/18. Funded by the City of Edinburgh Council Health Inequalities fund, this programme works hard to tackle social isolation and promote a healthy lifestyle by encouraging walking and being part of a friendly welcoming group where all aspects of local culture can be explored and discussed.

### **Employment and Business Guidance**

Thanks to new funding from the Scottish Government 'Promoting Equality and Cohesion Fund', we were able to enhance our employability provision, supporting over 150 participants with CVs, job search, networking, applications and interviews. 90% of participants improved their employability skills (based on the proportion of those who benefitted from at least a CV rewrite and advice on how to present themselves to UK employers). Over 70% of participants found a job within 6 weeks of accessing our support. A key focus was on supporting participants to find jobs that match their skills, experience and qualifications. We also introduced support for those interested in working for themselves and starting a business.

### **Digital Skills**

Funding from the SCVO Digital Participation Charter fund allowed us to introduce a new digital skills programme, including a weekday drop in session for all participants and Saturday classes aimed at Arabic speakers. These offered tuition in a combination of Arabic and English, transitioning from using an Arabic interface and keyboard to an English one, enabling those with limited English a meaningful context within which to progress their language while learning vital practical IT skills for everyday life in Scotland. Over 50 people were supported to develop basic digital skills and feedback highlighted the additional benefits in terms of participants' confidence, friendships and sense of 'digital freedom'

### **Friendship**

The opportunity to meet people and make friends is a benefit of all Welcoming activities. It is also the primary focus of our Big Lottery-funded Welcoming Friendship programme which offers 1-1 befriending, a small and intimate weekly Friendship group and a busy and lively Conversation Café every Friday. During the reporting period, 77 newcomers were matched with local befrienders through 1-1 befriending, 20 individuals took part in Friendship Group and an average of 23 participants and 4 volunteers attended Conversation Café each week. Our participants consistently pinpoint the value of friendship to their new lives in Scotland.

### **Home energy and recycling**

Making sense of home energy systems, suppliers and tariffs and understanding local recycling practices can be a challenge for newcomers. Together our 'Welcoming a Greener Future' and 'Welcoming a Warmer Home' projects (funded by the Scottish Government's Climate Challenge Fund and the Scottish Power Energy People's Trust respectively) supported 122 households with tailored home energy advice, enabling people to save money, avoid fuel poverty and increase the energy efficiency of their homes. The 'Welcoming a Greener Future' project focussed on supporting the newly arrived Syrian community in Edinburgh in adopting behaviours and attitudes towards tackling climate change and recorded a saving of over 70.97 tonnes of carbon emissions through home energy visits and reuse and recycling advice.

### **Community engagement**

Funding from the Scottish Government 'Promoting Equality and Cohesion Fund' gave us added capacity to support participants with accessing local services, building networks and participating in their community. We introduced monthly 'Welcome to Edinburgh' sessions aimed at those who are new to the city, helping them to find their feet, build networks and connect in to opportunities that match their hopes and aspirations for their new lives. We invited community organisations and service providers such as NHS Inform, Police Scotland, Advice Shop, Volunteer Centre Edinburgh, Edinburgh College, and the Mental Health Information Station to connect with our participants.



## **The Welcoming Association**

### **Directors' Report For the Year Ended 31 March 2018**

#### **Creative Arts**

Creative Arts featured strongly in our programme over the year, anchored by our new Creative Space activity funded by Big Lottery Awards for All. This weekly Saturday session offered a regular drop in for participants to enjoy their choice of creative activities and try out new skills in specialist workshops such as clay modelling, belly dancing, comedy, embroidery, portrait painting and Chinese paper cutting. We ran 50 sessions, with an average of 12 participants per session, involving a total of 149 individuals. Our weekday programme also embraced new regular arts opportunities such as Sewing Club, Welcoming Choir and Open Book Reading Group.

#### **Health and well-being**

Volunteers played a big role in driving forward a new range of health and well-being activities for Welcoming participants. This included our weekly 'Free to Run' jogging group, our monthly 'Cycling for Newcomers' cycle rides, our 'Table Tennis Tuesday' sessions and Thursday gym visits led by participants as volunteers.

#### **Syrian Resettlement Programme**

We worked in partnership with the City of Edinburgh Council's Refugee and Migrant Programme Team, the Schools and Life Long Learning Department and fellow charity Saheliya to develop a flexible and relevant programme of English language tuition and cultural integration activities to support the community arriving in Edinburgh through the UK Government's Syrian Resettlement Programme. Our provision included a wide choice of English classes and a weekly get-together for Syrian women at Saughtonhall Community Hall. Members of the Syrian community supported the Welcoming through a range of volunteering roles and participated in a number of community events and celebrations including Newroz, Eid and Burns Suppers, organised by the Welcoming in partnership with other organisations and community groups

#### **Syrian Voices**

Thanks to support from the Police Scotland 'Eradicating Islamophobia' fund, we were able to produce our short film 'Syrian Voices' sharing the experiences of three Syrian families settling in Edinburgh. Working with the film-makers 'Written in Film', we presented it for discussion at community venues across the city, reaching over 200 people. Feedback highlighted appreciation for the themes explored in the film.

#### **New Scots**

We celebrated the skills and talents that newcomers bring to Scotland through our New Scots series of photo portraits created by volunteer photographers Keira Menzies and Simon Hossack and featuring 24 Welcoming participants. Our New Scots Celebration at St Mary's Catholic Cathedral in November 2017 was an opportunity to celebrate St Andrew's Day through the New Scots photo exhibition, the New Scots discussion panel with musical contributions from the Welcoming choir and other performers.

#### **Reflection**

We were pleased to be able to offer a fantastic choice of activities to participants, on a free of charge, drop in basis, supported by a large pool of dedicated volunteers. We also successfully delivered all projects, meeting or exceeding the targets and outcomes agreed with our funders. However, we are also conscious of barriers to participation at the Welcoming, particularly travel costs for those needing to take public transport to our premises in Gorgie and lack of crèche facilities for those requiring childcare. We will look to improving our accessibility as part of our next strategic review.

#### **Impact**

The overall aim across our different activities is to support newcomers with building new lives in Edinburgh and achieving their potential. Feedback shared by participants\* evidences the value of their



## **The Welcoming Association**

### **Directors' Report For the Year Ended 31 March 2018**

experience at the Welcoming. As a result of taking part in activities at the Welcoming:

- 97% feel they have improved their English language skills
- 91% feel they have gained new knowledge and skills
- 92% feel they have improved their confidence
- 92% feel they have met more people and made friends
- 79% feel they have been helped to settle and start a new life in Edinburgh

*\* 300 Welcoming participants surveyed during 17/18.*

Positive experiences for newcomers offer wider benefits to society as a whole. Although it is challenging for the Welcoming to track these, we are committed to working towards Scottish Government National Outcomes including:

- We have tackled the significant inequalities in Scottish society.
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
- We take pride in a strong, fair and inclusive national identity.

Further detail about impact is available via our infographics, case studies and online annual reviews. Visit [www.thewelcoming.org/about](http://www.thewelcoming.org/about)

### **Volunteers**

Volunteers are vital to our work, helping us to welcome newcomers in all kinds of ways. Key contributions include ESOL teaching and befriending. Other volunteer roles during 17/18 included cycling advisors, table tennis facilitators, playgroup helpers, lunch hosts, sewing group members and conversation café and creative space contributors. Volunteers also assisted in the Welcoming office and as part of community events. In total, there were over 180 active volunteers for this reporting period, contributing an average of 661 volunteer hours per month.

We are committed to supporting our volunteers through induction and ongoing learning opportunities and by involving them in our special events and celebrations. We will continue to focus on developing this support in the year ahead.

### **Student placements and projects**

Student placements are a valuable opportunity to draw a wider range of people in our work and to benefit from new ideas and approaches. In 17/18, we hosted and supervised students from the University of Edinburgh BA (Hons) Community Education programme, the Psychology Outreach programme and the MasterCard Scholars Programme as well as a student from the Edinburgh Napier University BA (Hons) Photography programme. We also facilitated project opportunities and work experience for students in social geography, community music, social anthropology and ESOL.

### **Partnerships**

We are glad to work in partnership with a wide range of organisations across the city who share our goals of welcoming and supporting newcomers. This allows us to reach out to more individuals and communities as well as to signpost our participants to relevant services and opportunities. Over the year we have forged important new relationships including Bikes for Refugees, the New Scots Steering Group, the Royal Lyceum Theatre, the Remakery and the Refugee Survival Trust. We look forward to continuing to build relationships that will support Edinburgh to become a welcoming new home for everyone who comes to live here.



## **The Welcoming Association**

### **Directors' Report For the Year Ended 31 March 2018**

#### ***Financial Review***

Income for the year was £294,686 and expenditure was £340,867 resulting in a deficit for the year of £46,181. A full breakdown of the income and expenditure is given on the Statement of Financial Activities on page 10 and in the notes on page 13.

The Welcoming Board considers that the charity should have reserves of approximately three months' running costs (approximately £85,000) to provide for periods when there is a shortfall in funding and further funding is being sought. The amount of £45,543, of general funds at the end of the year, falls short of this figure and the directors are looking into how this target can be achieved.

#### ***Small Companies Provisions***

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies' regime.

Approved by the Directors on ... 27/9/2018 ... and signed on their behalf:



.....  
M Fleming

## **Independent Examiner's report to the Members of the Board of Directors of The Welcoming Association**

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 10 to 17.

### **Respective responsibilities of Directors and examiner**

The charity's Directors 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.

The Directors 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 independent examiner's statement**

My examination is 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 seeks explanations from the Directors 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 the course of 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 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.

Signed .....

*Stanley Wynd*

Date .....

*27/9/18*

Stanley Wynd ACIS FCIE  
122 Giles Street  
Edinburgh  
EH6 6BZ



**The Welcoming Association**

**Statement of Financial Activities ( including Income & Expenditure Account )**

**For the Year Ended 31 March 2018**

<b>Income from:</b>	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2018 £</b>	<b>Total 2017 £</b>
<b><i>Donations and legacies</i></b>					
Grants	1	6,000	263,971	269,971	345,279
Donations		21,777	-	21,777	13,031
<b><i>Charitable activities</i></b>					
Fees		575	-	575	891
<b><i>Other trading activities</i></b>					
Fundraising events		2,363	-	2,363	-
<b>Total</b>		<b>30,715</b>	<b>263,971</b>	<b>294,686</b>	<b>359,201</b>
<b>Expenditure on:</b>	2				
<b><i>Raising funds</i></b>		6,800	-	6,800	-
<b><i>Charitable activities</i></b>		23,702	310,365	334,067	272,688
<b>Total</b>		<b>30,502</b>	<b>310,365</b>	<b>340,867</b>	<b>272,688</b>
<b>Net income / (expenditure)</b>		213	(46,394)	(46,181)	86,513
<b>Transfers between funds</b>		2,030	(2,030)	-	-
<b>Net movement in funds</b>		2,243	(48,424)	(46,181)	86,513
<b>Funds brought forward</b>		50,383	90,843	141,226	54,713
<b>Funds carried forward</b>	9	52,626	42,419	95,045	141,226

The notes on pages 12 to 17 form part of these financial statements.

**The Welcoming Association**

**Balance Sheet at 31 March 2018**

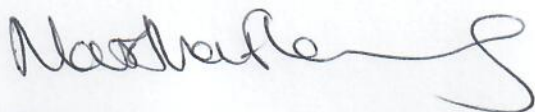
	Note	2018 £	2017 £
<b>Fixed Assets</b>			
Tangible assets	5	7,083	5,445
<b>Current Assets</b>			
Debtors	6	46,978	46,537
Cash at bank and in hand		<u>48,057</u>	<u>97,908</u>
		<u>95,035</u>	<u>144,445</u>
<b>Liabilities</b>			
Creditors:			
Amounts due within one year	7	<u>7,073</u>	<u>8,664</u>
<b>Net Current Assets</b>		<u>87,962</u>	<u>135,781</u>
<b>Net Assets</b>		<b>95,045</b>	<b>141,226</b>
<b>Funds</b>			
Restricted funds	9	42,419	90,843
Unrestricted funds	9	<u>52,626</u>	<u>50,383</u>
<b>Total Funds</b>	10	<b>95,045</b>	<b>141,226</b>

For the year ending 31st March 2018 the company 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 accounts 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 accounts,
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 10 to 17 were approved by the Directors on 27/9/2018 and are signed on their behalf by:



**M Fleming**

The notes on pages 12 to 17 form part of these financial statements.



## **The Welcoming Association**

### **Notes to the Accounts**

**For the Year Ended 31 March 2018**

#### **Accounting policies**

##### ***Basis of accounting***

The financial statements have been prepared under the historic cost convention and in accordance with '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)' - (referred to as 'the Charities SORP'), the 'Financial Reporting Standard applicable in the UK and Republic of Ireland' (FRS 102), the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015. The charity constitutes a public benefit entity as defined by FRS 102.

The charity has applied the alternative structure for smaller charities allowed by paragraph 4.22 of the Charities SORP and has not reported on an activity basis. Similarly, as a smaller charity, a cash flow statement has not been prepared.

##### ***Going concern***

The financial statements have been prepared on a going concern basis. The directors have assessed the charitable company's ability to continue as a going concern and have reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing these financial statements.

##### ***Accounting estimates***

The directors do not consider there are any areas of the financial statements where significant judgements are being carried out.

##### ***Income***

Grants and donations are recognised in full in the Statement of Financial Activities in the period in which they are receivable, provided any conditions for use of the grant or donation have been fulfilled and the requirement of the charity SORP of probability, entitlement and measurement have been met. Where a grant or donation is received for a specific purpose, it is included within restricted income and any unexpended portion carried forward as a restricted fund.

##### ***Expenditure***

All expenditure is accounted for on an accruals basis.

##### ***Tangible fixed assets and depreciation***

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated by the straight line method to write off the cost of fixed assets over their estimated useful lives, as follows:  
Equipment & furniture 20% per annum

##### ***Debtors***

Debtors are recognised at the settlement amount due.

##### ***Creditors and provisions***

Creditors and provisions are recognised, at settlement amount, where the charity has a present obligation resulting from a past event, which is likely to result in the transfer of funds to a third party, and the amount due can be measured or estimated reliably.

##### ***Fund Accounting***

Unrestricted funds arise from donations without a specified purpose and other income generated and are available to be used for any of the objects of the charity at the discretion of the directors. Restricted funds are to be used for specific purposes as laid down by the donor or funder. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

##### ***Pensions***

The charity operates a defined contribution pension scheme. Contributions are charged to the income and expenditure account as they become payable in accordance with the rules of the scheme.

# The Welcoming Association

## Notes to the Accounts (continued)

1. Income	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
Grants:				
Scottish Government	-	131,411	131,411	106,240
City of Edinburgh Council	-	64,128	64,128	66,250
Big Lottery	-	47,537	47,537	46,722
Scottish Power	-	5,000	5,000	44,997
Gordon Fraser Trust	-	2,000	2,000	-
Police Scotland	-	4,370	4,370	-
SCVO Digital Fund	-	8,915	8,915	-
Big Bike Revival	-	610	610	-
Nancy Massie Trust	2,000	-	2,000	-
Seedbed Christian Trust	4,000	-	4,000	-
Robertson Trust	-	-	-	15,000
Tudor Trust	-	-	-	37,500
Awards for All	-	-	-	6,640
Castansa Trust	-	-	-	5,000
Woodward Trust	-	-	-	500
Garfield Weston	-	-	-	15,000
Social Enterprise	-	-	-	1,000
Scottish Refugee Council	-	-	-	430
<b>Total grants receivable</b>	<b>6,000</b>	<b>263,971</b>	<b>269,971</b>	<b>345,279</b>
2. Expenditure	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
<b>Raising funds:</b>				
Staff costs (grants)	5,600	-	5,600	-
Staff costs (events)	1,200	-	1,200	-
	<b>6,800</b>	<b>-</b>	<b>6,800</b>	<b>-</b>
<b>Charitable activities:</b>				
Staff costs	4,302	215,392	219,694	183,941
Training costs and tutor fees	7,042	46,712	53,754	32,020
Materials and consumables	141	2,491	2,632	3,493
Catering and hospitality costs	1,823	8,958	10,781	10,664
Printing and publicity costs	131	1,055	1,186	2,378
Events	929	2,860	3,789	1,925
Office costs	606	3,417	4,023	6,747
Equipment costs	892	844	1,736	1,612
Premises costs	2,998	21,588	24,586	21,920
Travel costs	97	4,678	4,775	1,477
Volunteers' expenses	421	1,027	1,448	1,736
Insurance	-	505	505	371
Subscriptions	190	453	643	164
Accounts and examination	960	-	960	1,074
Donations made	50	-	50	150
Depreciation	2,463	-	2,463	1,642
Miscellaneous	657	385	1,042	1,374
	<b>23,702</b>	<b>310,365</b>	<b>334,067</b>	<b>272,688</b>



## The Welcoming Association

### Notes to the Accounts (continued)

3. Staff costs	2018	2017
	£	£
Wages & salaries	206,954	168,415
Social security costs	15,885	12,750
Pension costs	1,914	-
Training	971	1,903
Payroll costs	770	873
<b>Total staff costs</b>	<b>226,494</b>	<b>183,941</b>

The average number of employees in the year was 10 (2017: 8).

There were no employees with emoluments above £60,000.

The amount of employee benefits received by key management personnel was £34,833 (2017: £33,432).

During the year The Welcoming was supported by volunteers in a variety of roles including teachers, befrienders, group facilitators and helpers, home energy advisors, events assistants and creative artists.

4. Independent Examiner	2018	2017
	£	£
Remuneration of independent examiner (inc vat)	300	300
Accountancy and other services (inc vat)	780	1,020

5. Tangible Fixed Assets	Office equipment
<b>Cost:</b>	£
At 1 April 2017	8,212
Additions	4,101
At 31 March 2018	<u>12,313</u>
<b>Depreciation:</b>	
At 1 April 2017	2,767
Charge for period	2,463
At 31 March 2018	<u>5,230</u>
<b>Net Book Value:</b>	
At 31 March 2018	<u>7,083</u>
At 31 March 2017	<u>5,445</u>

6. Debtors	2018	2017
	£	£
Accrued income	<u>46,978</u>	<u>46,537</u>

7. Creditors	2018	2017
<i>Amounts falling due within one year:</i>	£	£
Trade creditors	5,439	1,749
Taxation and social security	-	5,707
Accruals & other creditors	1,634	1,208
	<u>7,073</u>	<u>8,664</u>

# The Welcoming Association

## Notes to the Accounts (continued)

### 8. Donations made

A donation of £50 was made to an individual to help with travel costs (2017: £150).

### 9. Movement on Funds

		At 01/04/17	Income £	Expenditure £	Transfers £	At 31/03/18
<b>Restricted funds:</b>						
Climate Challenge Fund	(a)	-	86,411	(86,091)	(320)	-
Tudor Trust	(b)	38,650	-	(35,647)	-	3,003
CEC Syrian Resettlement Programme	(c)	(14,538)	53,400	(27,917)	(570)	10,375
CEC Health Inequalities	(d)	1,258	9,168	(8,412)	-	2,014
ESOL programme	(e)	720	1,560	(2,274)	(6)	-
Big Lottery	(f)	14,255	47,537	(43,558)	(50)	18,184
Awards for All	(g)	5,937	-	(4,197)	(315)	1,425
Scottish Power	(h)	43,692	5,000	(46,254)	(430)	2,008
Social Enterprise	(i)	869	-	(1,587)	718	-
Big Bike Revival	(j)	-	610	(603)	(7)	-
Equality Fund	(k)	-	45,000	(42,114)	(450)	2,436
Gordon Fraser Trust	(l)	-	2,000	-	-	2,000
SCVO Digital Fund	(m)	-	8,915	(7,393)	(548)	974
Police Scotland	(n)	-	4,370	(4,318)	(52)	-
<b>Total restricted funds</b>		<u>90,843</u>	<u>263,971</u>	<u>(310,365)</u>	<u>(2,030)</u>	<u>42,419</u>
<b>Unrestricted funds:</b>						
Fixed assets fund	(o)	5,445	-	(2,463)	4,101	7,083
General fund		<u>44,938</u>	<u>30,715</u>	<u>(28,039)</u>	<u>(2,071)</u>	<u>45,543</u>
<b>Total unrestricted funds</b>		<u>50,383</u>	<u>30,715</u>	<u>(30,502)</u>	<u>2,030</u>	<u>52,626</u>
<b>Total funds</b>		<u>141,226</u>	<u>294,686</u>	<u>(340,867)</u>	<u>-</u>	<u>95,045</u>

#### Notes to the funds:

- Climate Challenge Fund grant award as part of their 'Welcoming a Greener Future' project for Community Engagement and Integration, Home Energy Saving and Renewal programmes. The transfer represents equipment purchased in the year put to the fixed assets fund.
- Funding from Tudor Trust towards the costs of the Director and Deputy Director.
- Funding from the City of Edinburgh Council to run and develop the Life Skills for Living and Working in Scotland programme and to develop and deliver a programme of cultural integration activities for the newly arrived Syrian refugee communities. The transfer represents equipment purchased in the year put to the fixed assets fund.
- City of Edinburgh Council Health Inequalities Programme - Employability and cultural integration activities designed to increase the social capital of newcomers to Edinburgh
- Edinburgh City Council funding to meet the costs of ESOL tutoring. The transfer represents residual funds moved to general funds
- Big Lottery Improving Lives - Welcoming Friendship' befriending programme to support the social integration of migrants and refugees in Edinburgh. The transfer represents equipment purchased in the year put to the fixed assets fund.



## The Welcoming Association

### Notes to the Accounts (continued)

Notes to the funds (continued):

- (g) Big Lottery Awards for All - Creative Space' project providing creative and social opportunities for Welcoming participants. The transfer represents equipment purchased in the year put to the fixed assets fund.
- (h) Scottish Power Energy People's Trust - 'Welcoming a Warmer Home' project to support migrants and refugees at risk of fuel poverty. The transfer represents equipment purchased in the year put to the fixed assets fund.
- (i) Social Enterprise Award - Contribution to start-up costs for upcycling social enterprise. The transfer represents general funds used to further the activity
- (j) Big Bike Revival - grant to fund guided bicycle rides to promote the enjoyment of cycling. The transfer represents residual funds moved to general funds.
- (k) Equality Fund - Scottish Government grant from the Promoting Equality and Cohesion Fund to help newly arrived migrants and refugees in Edinburgh. The transfer represents equipment purchased in the year put to the fixed assets fund.
- (l) Gordon Fraser Trust - Funding for weekly Creative Space sessions to provide participants with social and creative opportunities in a relaxed environment.
- (m) SCVO Digital Fund - grant from the Scottish Council for Voluntary Organisations to provide weekly classes and drop in sessions to help participants develop basic digital skills to support their new lives in Scotland. The transfer represents equipment purchased in the year put to the fixed assets fund.
- (n) City of Edinburgh Funding 'Shared Vision Your Decision' administered by Police Scotland for the production and showing of the film 'Syrian Voices'. The transfer represents residual funds transferred to general fund at the end of the project
- (o) The Fixed Assets fund corresponds to the net book value of tangible fixed assets. Depreciation and the cost of disposals is charged to the fund and the cost of fixed assets purchased is transferred into the fund.

### 10. Analysis of Net Assets Between Funds

	Restricted Funds	Unrestricted Funds	Total Funds
	£	£	£
Tangible fixed assets	-	7,083	7,083
Current assets	48,207	46,828	95,035
Liabilities	(5,788)	(1,285)	(7,073)
<b>Net assets at 31 March 2018</b>	<b>42,419</b>	<b>52,626</b>	<b>95,045</b>

### 11. Related party transactions

No remuneration was paid to the directors during the year.

Travel expenses totalling £124 were paid in the year to one director (2017: £124 - two directors).

# The Welcoming Association

## Notes to the Accounts (continued)

### 12. Lease commitments

At the end of the year the charity had annual commitments under non-cancellable operating leases as set out below:

	2018 £	2017 £
Operating leases which expire:		
not later than one year	16,834	16,834
later than one year and not later than five years	29,458	46,292

### 13. Comparative figures for the Statement of Financial Activities for the year ended 31 March 2017

The following provides an analysis by class of the comparative figures in the SOFA as required by paragraph 4.2 of the Statement of Recommended Practice for Charities.

	Unrestricted Funds £	Restricted Funds £	Total 2017 £
<b>Income from:</b>			
<i>Donations and legacies</i>			
Grants	35,500	309,779	345,279
Donations	13,031	-	13,031
<i>Charitable activities</i>			
Fees	891	-	891
<i>Other trading activities</i>			
Fundraising events	-	-	-
<b>Total</b>	<u>49,422</u>	<u>309,779</u>	<u>359,201</u>
<b>Expenditure on:</b>			
<i>Raising funds</i>	-	-	-
<i>Charitable activities</i>	23,480	249,208	272,688
<b>Total</b>	<u>23,480</u>	<u>249,208</u>	<u>272,688</u>
<b>Net income / (expenditure)</b>	25,942	60,571	86,513
<b>Transfers between funds</b>	<u>(3,366)</u>	<u>3,366</u>	<u>-</u>
<b>Net movement in funds</b>	22,576	63,937	86,513
<b>Funds brought forward</b>	<u>27,807</u>	<u>26,906</u>	<u>54,713</u>
<b>Funds carried forward</b>	<u>50,383</u>	<u>90,843</u>	<u>141,226</u>