

# **SCOTLAND'S INTERNATIONAL DEVELOPMENT ALLIANCE**

**(formerly Network of International Development Organisations in Scotland (NIDOS))**

**(A company limited by guarantee)**

**Annual Report & Financial Statements**

**For the year ended**

**31 March 2020**



**Company No SC307352**

**ANNUAL REPORT & FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 MARCH 2020

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# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 MARCH 2020

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The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2020.

### OBJECTS & ACTIVITIES

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The charitable purposes of the Alliance are to relieve need anywhere in the world by increasing the effectiveness and efficiency of people and organisations working towards that end by:

- contributing to international development by encouraging communication amongst people and organisations in Scotland committed to the elimination of inequality, poverty and discrimination worldwide;
- increasing understanding of the international development sector in Scotland;
- building the strength and capacity of the international development sector in Scotland; and
- providing a forum to discuss and present opinion on key issues of international development with decision-makers within Scotland, the United Kingdom and beyond.

### ACHIEVEMENTS & PERFORMANCE

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This financial period is the third year of our 3-year Business Plan, which commenced in April 2017. This report shows progress against the 5 key outcomes in the Business Plan.

#### 1. Grow our membership base to ensure we are representative of the whole of the sector

The Alliance finished the year with 221 members of which 29 were organisations engaging in international development from outside the Alliance's traditional membership base of international non-governmental organisations (NGOs) and 54 were individuals. The biggest segment of our organisational membership outside the traditional international NGO sector, is higher education. Nine Scottish universities are Alliance members.

#### 2. Improve the services we provide to members

The Alliance has delivered a range of services to help member organisations build their effectiveness.

**Improved opportunities for productive collaboration and for skills building:** Over the year we organised training and information-sharing events which drew attendance from 798 participants, an increase of 165 participants from 2018/2019 levels. Participants comprised 770 organisational members and 28 individual members.

In recognition of the continuing importance of developing and maintaining best practice in safeguarding, we presented a project proposal to the Scottish Government for a dedicated piece of work on this to be undertaken by Philippa Ramsden, our Effectiveness & Learning Manager. The proposal was agreed and an 18 months internal secondment began on 1 October 2019, to end 31 March 2021, of Philippa Ramsden as project manager. The project draws in mentoring as well as the holding of safeguarding training sessions and working group meetings. An intended outcome is the creation of a small cadre of safeguarding specialists available to support the sector beyond the end of the project.

The Alliance is a sub-grantee of the Department for International Development (DFID) via our London-based sister organisation, Bond, under DFID's 'UK Aid Connect' funding stream. It is for four years 2018-2022 and the Alliance sub-grant is for £80,000 in each full year. The purpose is to enhance the skills of civil society organisations in Scotland. Two full time members of staff are employed under the grant to implement a skills development programme. During this second year of the 'Civil Society Collective' grant, implementation was successfully conducted with all targets met and feedback positive

We held four major events for our members during the year: a launch reception for our new individual membership category at the Royal Society Edinburgh in April 2019, addressed by Sir George Reid; the Annual Conference at the Royal Concert Hall in Glasgow on 25 September 2019; Exhibition of prize-winning photos and reception in Edinburgh's City Art Centre in November 2019 and an AGM at the COSLA Headquarters in Edinburgh on 4 December 2019. Our Annual Conference sessions explored aspects of gender equity under the over-arching theme 'Putting Gender Front and Centre'. The then Scottish Government Minister for International Development, Ben Macpherson MSP gave the keynote address. At the AGM we launched our report mapping our members' contributions towards achieving the Sustainable Development Goals (SDGs) around the world.

**Newsletter:** We have continued to publish our monthly online newsletter. At the end of March 2020, there was a total 3,467 newsletter subscribers, up from 3,222 in March 2019.

## TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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The newsletter highlights information from the sector, including updates from Scotland and around the world, members' news, events and funding updates, as well as periodic special features on effectiveness and other current topics.

### 3. To better represent the sector on policy and advocacy issues

The Policy Committee now comprises 12 active members. It was agreed that the priorities for the year should be the involvement of our sector in COP26, then expected to be held in Glasgow in November 2020, the SDGs and Policy Coherence for Sustainable Development (PCSD). Work on these three fronts was taken forward by some committee members in collaboration with Lewis Ryder-Jones, the Alliance Policy Officer. Three members' meetings were convened to elicit views of the members in formulating a strategy for engagement with COP. We continued to take a leading role in the SDG network convened by The Scottish Council for Voluntary Organisations. The Policy Officer organised an SDGs' mapping exercise to reveal and highlight the extent of members' contributions towards meeting the Global Goals worldwide. The findings were presented at the 2019 AGM. An event on PCSD, held during SCVO's annual 'The Gathering' in SECC Glasgow in February 2020 was well attended. We responded to the OECD consultation on PCSD and encouraged our members to do so.

The Policy Officer continued to provide secretariat support for the Scottish Parliament's Cross Party Group on International Development which met three times: in May 2019 at which the work of the Humanitarian Emergencies Fund was presented; in October 2019 on the theme of the experiences of women during and after conflict, addressed by Graeme McMeekin of Tearfund Scotland, and in November 2019 on the UN Treaty on Business and Human Rights. All meetings were well attended, including by MSPs.

The series of roundtable events with politicians and international development officials was continued during the year, including: one led by Willie Rennie MSP, Leader of the Scottish Liberal Democrats; one led by Chris Law MP, the SNP spokesperson on international development and representative on the International Development Committee and one led by (then) Secretary of State for International Development, Rory Stewart MP. We organised invitations for representatives from our Board and from DFID grant-holders in Scotland to a meeting with Secretary of State Ann-Marie Trevelyan MP at DFID's East Kilbride offices in February 2020. Meetings were also held with DFID's Director of Economic Development on preparedness for Brexit and with the (then) DFID Head of Inclusive Societies Dept. on DFID's response to the Independent Commission on Aid Impact's report on DFID's engagement with civil society.

We have been convening and managing a series of meetings with the Scottish Government, held alternatively with senior officials and with the Scottish Government Minister for International Development. These meetings were agreed in response to a request put by Lewis Macdonald MSP, Convenor of the Cross Party Group on International Development, to the previous Minister, Dr. Alasdair Allan. Two meetings were held during the year, on 7 June 2019 with senior SG officials and in November 2019 with the (then) Minister Ben Macpherson MSP. Both meetings were well attended and are greatly appreciated by members.

We responded to a number of consultations and opportunities to submit evidence including the Scottish Government's proposals for a Circular Economy Bill; the UK Government's Environmental Audit Committee Inquiry: Voluntary National Review of the UK's progress against the SDGs; The Scottish Parliament's Culture, Tourism and External Affairs Committee's External Affairs Inquiry.

We wrote a letter of congratulations to every Scottish MP following the General Election in December 2019 to introduce them to the Alliance and to draw their attention to the possible merger of the Department for International Development with the Foreign & Commonwealth Office and seeking their support for the Alliance's objections to the merger.

### 4. To ensure the infrastructure and IT capability are fit for purpose to deliver the plan

There has been no staff turnover during the year. We were given notice by SCVO to leave the shared premises managed by them in Hayweight House and will be relocating to shared premises in Montgomery Street Lane, Edinburgh, managed by the Challenges Group. Issues of poor compatibility of our website and our database continue to add unnecessarily to the management of functions which should work well together and investment in resolving these problems should be secured.

The staff team all began working remotely from their own homes in mid-March 2020 as restrictions imposed by the COVID-19 pandemic were imposed. All training sessions, working groups and other events have been transferred from face-to-face to online delivery, which has been working well. Participation levels have not been adversely affected.

### 5. To improve the perceptions of international development and the profile of the sector in the minds of the public and other key stakeholders across Scotland

## TRUSTEES' ANNUAL REPORT

### FOR THE YEAR ENDED 31 MARCH 2020

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The Alliance has not been successful in attracting funding to invest in meeting this fifth key objective and hence no financial reporting is relevant. However, the need to allocate resources to this objective has taken on extra importance and urgency since it first emerged as one of the priorities identified by members during our strategic planning exercise in 2016. Securing funding for this objective remains an urgent priority.

#### **Strategic Planning**

As the three year period of the Strategic Plan 2017/2020 extended only to 31 March 2020, an extensive strategic planning exercise involving as many members as possible was undertaken during the year. All members were encouraged to feed into the process, which was overseen by the Board. Two meetings of members were organised, one in Edinburgh and one in Glasgow, and a third meeting convened specifically around smaller members was held as the final session of a Small Charities Dialogue Day in May. There was also an online consultation. Member responses were used to develop a new 3-year Strategy 2020/2023 and Theory of Change, which were approved the members at the 2019 AGM.

#### **Core funding from the Scottish Government**

The three year core funding agreement came to an end on 31 March 2020. The Scottish Government has agreed continued core funding for four years from 1 April 2021, for which the Alliance Board is very grateful. The level of funding is frozen for the next four years at the same level as 2019/2020, which equates to a significant cut in real terms and presents challenges on how the level of services to members can be at least maintained.

#### **COVID-19**

In mid-March 2020 all staff began working remotely from home as Scotland went into lockdown. All meetings, training sessions and events have subsequently been held remotely. Member participation levels have remained high despite the move from meeting face-to-face to meeting virtually. The budget for 2020/2021 was reviewed in the light of COVID and a decision was taken to maintain earlier forecasts of governmental funding for 2020/2021 but reduce forecasts of unrestricted income from membership subscriptions, sponsorship, sales of exhibition space at the Annual Conference, and attendance fees from the Annual Conference. The Scottish Government required a COVID-19 impact assessment before agreeing the first tranche of core grant funding for 2020/2021. This was submitted and subsequently approved by the Scottish Government who have agreed the first six months' core grant. Because of the anticipated downturn in unrestricted income, the revised budget now projects a small deficit which can be met from unrestricted reserves. The financial implications of COVID present challenges for the Alliance but they are manageable and there are no going concerns issues in the year ahead

#### **FINANCIAL REVIEW**

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Income and expenditure for the year is set out in the statement of financial activities (the SOFA) on page 9 and the accompanying notes. Total income amounted to £373,765, including core grant income of £194,487 from the Scottish Government as the third year of 3-year funding (subsequently extended). Membership fee income was £45,421, an increase of 12% on the previous year reflecting the growth in membership. Event fees, exhibitor fees and sponsorship income amounted to £16,162.

Total expenditure, as shown in note 5, amounted to £354,426, an increase of 15% on the previous year reflecting the one full year of DFID grant funding and 6 months of new project funding for safeguarding from the Scottish Government. This project funding, the increase in membership subscription income and events income, together more than compensated for the decrease in Scottish Government core funding.

The result shows net income of £19,399 for the year of which £18,304 is in unrestricted funds. Restricted funds stood at £20,391, which represent the balances to be carried forward to be spent in the subsequent year in implementing grants from the Scottish Government and DFID.

Details of the movement in funds are shown in note 13 on page 16 Unrestricted funds of £126,658 are carried forward, which after setting aside reserves equivalent to 3 months' running costs and redundancies, leaves a balance of £65,747.

This year was the third year of a 3 year core grant award from the Scottish Government and second year of a 4 year grant award from DFID. The indicative funding amount for the subsequent financial period is £194,487 for 2020-21 core grant from the Scottish Government and £80,000 from DFID.

# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 MARCH 2020

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### Principal risks

The trustees are aware of the major risks affecting the charity and consider that, as far as possible, appropriate procedures are in place to mitigate those risks. Potential risks are discussed at every Directors' meeting.

### Reserves policy

The reserves policy agreed by the Board is to maintain the general fund (the free reserves) of 3 months' operating costs plus allowance for redundancy payments, in order to ensure adequate resources for growth. At the end of the financial year, there were sufficient free reserves to meet £81,411 estimated cost of 3 months expenditure at current levels and redundancies. The trustees are satisfied with the level of reserves held.

## STRUCTURE GOVERNANCE AND MANAGEMENT

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### Governing document

Scotland's International Development Alliance, known as 'the Alliance' (hereinafter referred to as 'the charity' or 'the company') is a company limited by guarantee and not having share capital. The liability of the members is limited to £1 each. The company is governed by the terms of its Articles of Association, most recently revised in March 2017.

The name of the company was changed on 4 May 2017. The Alliance was previously known as the Network of International Development Organisations in Scotland (NIDOS). The name change and new membership categories were approved by the membership in General Meeting at the end of the previous year, on 23 March 2017. The public launch of the new Alliance took place at the Annual Conference and AGM held in Glasgow on 13 September 2017.

There are two categories of membership: Full Membership, which is open to organisations which meet the criteria set out in Clause 5 of the company's Articles of Association; and Individual Membership. Full Members appoint an authorised representative and one named depute to represent them at general meetings of The Alliance.

### Appointment of trustees

Up to 9 trustees are elected by the members (the elected trustees) and a further 3 trustees may be co-opted either at the AGM or subsequently by the Board of trustees. Elected trustees serve for a term of 3 years and then retire but are eligible to be re-elected for one further 3-year term only. Co-opted trustees serve until the next AGM, but may then be co-opted again. The Chair and Vice-Chair (if desired) are elected by the members at the AGM from the elected trustees. Other office bearers are appointed by the trustees.

### Organisational structure

The affairs of the charity are directed and managed by the Board of Trustees (the company directors).

Strategic decisions are made by the Board of Trustees at quarterly meetings. Day to day management is delegated to staff under the supervision of the Chief Executive. There are four sub-committees of the Board, working on the key areas of finance, human resources and safeguarding, policy and membership.

### Alliance Membership

At 31 March 2020 The Alliance had 167 organisational members and 54 individual members, total 221. The new category of individual membership was launched at an event held at the Royal Society of Edinburgh in April 2019. During this financial period, 25 new organisational members joined The Alliance, while 15 organisations did not renew their membership, a net increase of 10. The reason most often given for resignation was budgetary constraints. This factor will be taken into account as we review membership subscription levels in the year ahead.

## REFERENCE AND ADMINISTRATIVE DETAILS

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<b>Charity Name</b>	Scotland's International Development Alliance
<b>Charity No</b>	SC035314
<b>Company No</b>	SC307352

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**TRUSTEES' ANNUAL REPORT**FOR THE YEAR ENDED 31 MARCH 2020

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**Principal Address & Registered Office** 5-7, Montgomery Street Lane  
Edinburgh  
EH7 5JT

**Website Address** [www.intdevalliance.scot](http://www.intdevalliance.scot)

**Current Trustees**

Simon Anderson	Chair	IIED
Mark Chadwick	Treasurer	Mercy Corps Europe
Geraldine Hill	Vice Chair	SCIAF
Mark O'Donnell	Elected 4/12/2019	Inclusive Development Consulting
Agnes Holmes	Re-elected 4/12/2019	Friends of Chitambo
Esther Kamonji		Kenyan Women in Scotland Association
Peter Kelly	Resigned 12/06/19	Poverty Alliance
Peppy Sparrow		Oxfam Scotland
Samantha Ross		Link Community Development International
Amy Blake	Resigned 4/12/19	International Voluntary Service
Amy Blake	Elected 4/12/19	Classrooms for Malawi
Catherine Ratcliff	Co-opted 05/09/19	Thrive Scotland
Alastair Strickland	Co-opted 05/09/19	University of Dundee
Ruth Jackson	Co-opted 05/09/19	The Halo Trust

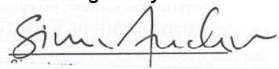
**Staff**

Jane Salmonson		Chief Executive & Company Secretary
Cecilia Corcoran		Finance & Administration Manager (part time)
Philippa Ramsden		Effectiveness & Learning Manager
Lewis Ryder-Jones		Policy & Communications Officer
Sarah Conway	Resigned 31/01/20	Membership Services Manager
Catherine Garner	Appointed 01/01/20	Membership Services Manager (Maternity Cover until 1/1/20)
Laura French-Constant		Effectiveness & Learning Advisor
Kara Weekes		Project Assistant

**APPROVAL**

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This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees on 16 August 2020 and signed on their behalf by:

DocuSigned by:  
  
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**Simon Anderson**  
 Chair

## **INDEPENDENT EXAMINER'S REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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#### **Independent examiner's report to the trustees of Scotland's International Development Alliance**

I report on the accounts of the charity for the year ended 31 March 2020, which are set out on pages 9 to 19.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10)(1)(a)-(c) of the 2006 Regulations does not apply.

It is my responsibility to examine the accounts under section (44)(1)(c) of the 2005 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 2006 Regulations. 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 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 came 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 Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Regulationshave 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.

DocuSigned by:

*Anne Knox*

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**Anne Knox, FCIE**

Community Accountancy Scotland

Cameron House

Forthside Way

Stirling

FK8 1QZ

16 August 2020



**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
 FOR THE YEAR ENDED 31 MARCH 2020

				Unrestricted	Restricted	Total	Total
	Note			Funds	Funds	2020	2019
				£	£	£	£
<b>Income from:</b>							
<b>Donations:</b>							
Grants receivable	2			-	309,542	309,542	296,536
Donations				1,594	-	1,594	1,100
<b>Charitable activities:</b>							
Membership fees				45,421	-	45,421	40,678
Training & events income				3,867	-	3,867	2,047
<b>Trading activities:</b>							
Advertising & sponsorship				12,295	-	12,295	3,474
<b>Investments:</b>							
Bank interest				1,046	-	1,046	684
<b>Total income</b>				<b>64,223</b>	<b>309,542</b>	<b>373,765</b>	<b>344,519</b>
<b>Expenditure on:</b>							
<b>Charitable Activities</b>							
Membership relations				7,693	39,838	47,531	43,063
Membership services				23,313	180,093	203,406	175,487
Policy & Advocacy				4,439	25,180	29,619	25,721
Organisational development, fundraising & governance				10,474	63,396	73,870	64,670
<b>Total expenditure</b>	3			<b>45,919</b>	<b>308,507</b>	<b>354,426</b>	<b>308,941</b>
<b>Net income</b>				<b>18,304</b>	<b>1,035</b>	<b>19,339</b>	<b>35,578</b>
<b>Transfers between funds</b>				<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>				<b>18,304</b>	<b>1,035</b>	<b>19,339</b>	<b>35,578</b>
<b>Reconciliation of funds:</b>							
Funds brought forward				108,652	39,356	148,008	112,430
<b>Funds carried forward</b>				<b>126,956</b>	<b>40,391</b>	<b>167,347</b>	<b>148,008</b>

All income and expenditure derives from continuing activities.

The above statement includes all gains and losses recognised during the year, and complies with the requirements for an income and expenditure account under the Companies Act 2006

Comparative figures for the previous year by fund type are shown in Note 16

The Notes on pages 11 to 19 form an integral part of these accounts.

**STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)**

AS AT 31 MARCH 2020

			Fixed Assets			
		Unrestricted	Designated	Restricted	Total	Total
	Note	Funds	Fund	Funds	2020	2019
<b>Fixed assets:</b>		£	£	£	£	£
Tangible assets		-	298	-	<b>298</b>	597
<b>Current assets:</b>						
Debtors		4,112	-	1,385	<b>5,497</b>	2,562
Cash at bank and in hand		129,515	-	70,722	<b>200,237</b>	168,124
		133,627	-	72,107	<b>205,734</b>	170,686
<b>Liabilities:</b>						
Creditors (due within one year)		6,969	-	31,716	<b>38,685</b>	23,275
<b>Net current assets</b>		126,658	-	40,391	<b>167,049</b>	147,411
<b>Net Assets</b>		126,658	298	40,391	<b>167,347</b>	148,008
<b>Funds of the charity:</b>						
Unrestricted funds		126,658	-	-	<b>126,658</b>	108,055
Fixed Assets Designated Fund		-	298	-	<b>298</b>	597
Restricted funds		-	-	40,391	<b>40,391</b>	39,356
		126,658	298	40,391	<b>167,347</b>	148,008

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2020

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 8.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Notes on 11 to 19 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 16 August 2020 and signed on their behalf by:

DocuSigned by:  
  
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**Simon Anderson**  
Trustee

DocuSigned by:  
  
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**Mark O'Donnell**  
Treasurer

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 1. Basis of preparation

1.1. These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities and Trustee Investment (Scotland) Act 2005
- (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)
- (c) The Companies Act 2006
- (d) The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)
- (e) 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 01 January 2015)

1.2. Changes to the basis of preparation

None

1.3. Changes to previous accounts

In reviewing the 2018/19 accounts, the trustees identified a sum that should have been allocated to the charity's general fund was instead allocated against the restricted funding. The trustees have adjusted between the restricted and unrestricted carried forward funds from the year ended 31st March 2019 in the SOFA and Statement of Financial Position. The overall financial position of the charity is unaffected by the adjustment.

1.4. The charity meets the definition of a public benefit entity as defined by FRS 102.

1.5. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

### 2. Accounting policies

2.1. Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Designated funds are unrestricted funds that the trustees have set aside for particular purposes. The designation is administrative only and does not restrict the trustees' ability to apply the funds.
- (c) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (d) The purposes of the funds are shown in Note 14.

2.2. Income

Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Donations - income from donations is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably
  - (b) Grants – Income from annual grants is recognised in the period to which the grant relates. Any part of an annual grant relating to a future accounting period is included as deferred income in creditors. Income from other grants and donations is recognised on receipt, provided all conditions for use of the grant have been fulfilled.
  - (c) Income from membership fees, training and advertising is recognised on an invoice basis. Any part of fees relating to a future accounting period is included as deferred income in creditors.
  - (d) Bank interest is recognised when credited to the account.
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## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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- (e) Gift Aid is recognised in the same accounting period as the donation to which it relates.
- (f) Where income has related expenditure (e.g. fundraising), the income and related expenditure are reported gross in the SoFA.
- (g) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.
- (h) The value of voluntary help is not included in the accounts but is described in the trustees' annual report.

### 2.3. Expenditure and liabilities

Liabilities are recognised when it is probable that there is a legal or constructive obligation committing the charity to pay out resources and the monetary value can be measured with sufficient reliability. The specific bases used are as follows:

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

### 2.4. Operating Leases

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

### 2.5. Tangible assets

- (a) Tangible assets are capitalised if they can be used for more than one year, and cost at least £250. They are valued at cost or, if gifted, at their value on receipt.
- (b) Depreciation is calculated to write off the cost of tangible fixed assets over their useful economic lives. The rates used are as follows:
 

(i) Fixtures and fittings	25%	Straight line / Reducing balance
(ii) Computer equipment	25%	Straight line / Reducing balance

### 2.6. Debtors

- (a) Short term debtors are recognised at transaction price less any impairment.
- (b) Prepayments relate to amounts paid in advance for expenditure attributable to future financial periods. Accrued income relates to income due for the current year, which had not been billed or received at the year-end

### 2.7. Cash

- (a) Cash includes cash in hand and bank balances repayable on demand.

### 2.8. Creditors

- (a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (b) Accrued charges are normally valued at their settlement amount.

### 2.9. Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 2.10. Taxation

The charity is not liable to corporation tax or capital gains tax on its charitable activities.

### 3. Transactions with trustees and related parties

- (a) No remuneration was paid to the trustees during the year (2019: £Nil).
- (b) Travelling expenses totalling £128 (2019: £295) were reimbursed to 2 trustees (2019: 2 trustees).
- (c) There were no transactions with related parties (2019: £Nil).

### 4. Grants received

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Scottish Government <i>to improve members' impact</i>	-	194,487	194,487	224,008
Scottish Government <i>for Safeguarding</i>	-	25,127	25,127	20,000
BOND / DFID <i>for UK Aid Connect project 2018-2022</i>	-	89,928	89,928	52,528
<b>Total grants receivable</b>	-	309,542	309,542	296,536

### 5. Expenditure on charitable activities

	Direct costs	Governance costs	Other support costs	Total 2020	Total 2019
	£	£	£	£	Restated £
<i>Charitable activities</i>					
Membership relations	42,030	493	5,008	47,531	43,063
Membership services	186,541	2,110	14,755	203,406	175,487
Policy & Advocacy	27,246	307	2,066	29,619	25,721
Organisational development, fundraising & governance	66,286	766	6,818	73,870	64,670
	322,103	3,676	28,647	354,426	308,941
<b>Analysis of above expenditure:</b>					
<i>Direct charitable costs:</i>					
Staff costs (Note 4)	182,366	-	-	182,366	146,800
Staff training	1,373	-	-	1,373	1,071
Membership relations	3,593	-	-	3,593	3,722
Membership support: effectiveness	41,479	-	-	41,479	47,251
Membership support: networking	12,315	-	-	12,315	9,551
Membership support: communications	8,408	-	-	8,408	10,955
Policy & advocacy work	6,610	-	-	6,610	2,017
Organisational development	-	-	-	-	2,000
<i>Support costs including governance:</i>					
Staff costs (Note 4)	-	-	65,959	65,959	54,653
Travel & committee expenses	-	3,126	1,815	4,941	3,864
Occupancy costs	-	-	18,863	18,863	18,424
Office running costs	-	-	6,770	6,770	6,827
Professional fees	-	550	900	1,450	1,425
Depreciation	-	-	299	299	381
<b>Total expenditure</b>	256,144	3,676	94,606	354,426	308,941

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2020

#### 6. Expenditure above includes the following

	2020	2019
	£	£
Governance costs:		
Independent examiner's remuneration	550	550
Board meeting & AGM costs	3,126	1,251
	<b>3,676</b>	<b>1,801</b>
Operating lease payments:	<b>17,855</b>	<b>17,488</b>

#### 7. Staff costs

	2020	2019
	£	£
Gross salaries (net of SMP recovered)	209,553	160,372
Employer's National insurance costs	17,038	12,117
Pension costs	21,734	19,086
Total cost of employed staff	<b>248,325</b>	<b>191,575</b>
Consultant staff	-	8,500
Recruitment costs	-	1,378
<b>Total staff costs</b>	<b>248,325</b>	<b>201,453</b>

The average number of staff employed during the year, on a headcount basis was 8 (2019:6). There has been an increase in the full time equivalent number of staff.

No employee earned more than £60,000

In the opinion of the Trustees the key management team consists of the Chief Executive. The total employee benefits of this post, including pension contributions, during the year were £45,949 (2019: £45,931)

#### 8. Lease Commitments

At the balance sheet date, the charity had future minimum payments under non-cancellable operating leases for premises as follows:

	2020	2019
	£	£
Payable in less than one year	-	4,464

#### 9. Debtors

	2020	2019
	£	£
Accrued income & other debtors	3,905	991
Prepayments	1,592	1,571
	<b>5,497</b>	<b>2,562</b>

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2020

**10. Creditors (Amounts falling due within one year)**

						2020	2019
						£	£
Deferred income: memberships						2,230	3,000
Tax & social security						5,464	5,234
Accruals & other creditors						30,991	15,041
						<b>38,685</b>	<b>23,275</b>

**11. Movements on deferred Income**

						2020	2019
						£	£
Opening balance at 1 April						3,000	7,800
Amount released to income in year						(3,000)	(7,800)
Amount deferred in year						2,230	3,000
Closing balance at 31 March						<b>2,230</b>	<b>3,000</b>
Deferred income comprises membership fees, relating to future accounting periods, paid in advance.							

**12. Fixed Assets**

						Office equipment & furniture
<b>Cost:</b>						£
At 1 April 2019						5,436
Additions						-
Disposals						-
<b>At 31 March 2020</b>						<b>5,436</b>
<b>Depreciation:</b>						
At 1 April 2019						4,839
Charge for period						299
On disposals						-
<b>At 31 March 2020</b>						<b>5,138</b>
<b>Net Book Value:</b>						
<b>At 31 March 2020</b>						<b>298</b>
At 31 March 2019						<b>597</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 13. Movements in funds – Current Year

		At	Movements in current year			At
	Note	1/4/19	Income	Expenditure	Transfers	31/3/20
		£	£	£	£	£
<b>Restricted funds:</b>						
Scottish Government: Core	(a)	36,402	194,487	(206,463)	-	24,426
Scottish Government:						
Safeguarding	(b)	-	25,127	(16,951)	-	8,176
BOND / DFID	(c)	2,954	89,928	(85,093)	-	7,789
<b>Total restricted funds</b>		<b>39,356</b>	<b>309,542</b>	<b>(308,507)</b>	<b>-</b>	<b>40,391</b>
<b>Unrestricted funds:</b>						
General fund		108,055	64,223	(45,620)	-	126,658
Fixed asset fund	(d)	597	-	(299)	-	298
<b>Total unrestricted funds</b>		<b>108,652</b>	<b>64,223</b>	<b>(45,919)</b>	<b>-</b>	<b>126,956</b>
<b>Total funds</b>		<b>148,008</b>	<b>373,765</b>	<b>(354,426)</b>	<b>-</b>	<b>167,347</b>

### 14. Movement of Funds – Prior Year

		At	Movements in prior year			At
		1/4/18	Income	Expenditure	Transfers	31/3/19
		£	£	£	£	£
<b>Restricted funds:</b>						
Scottish Government: Core		16,525	224,008	(204,131)	-	36,402
Scottish Government:						
Safeguarding		-	20,000	(20,000)	-	-
BOND / DFID		-	52,528	(49,574)	-	2,954
<b>Total restricted funds</b>		<b>16,525</b>	<b>296,536</b>	<b>(273,705)</b>	<b>-</b>	<b>39,356</b>
<b>Unrestricted funds:</b>						
General fund		91,638	47,983	(31,566)	-	108,055
Designated training fund	(e)	3,289	-	(3,289)	-	-
Fixed asset fund		978	-	(381)	-	597
<b>Total unrestricted funds</b>		<b>95,905</b>	<b>47,983</b>	<b>(35,236)</b>	<b>-</b>	<b>108,652</b>
<b>Total funds</b>		<b>112,430</b>	<b>344,519</b>	<b>(308,941)</b>	<b>-</b>	<b>148,008</b>

### 15. Purpose of funds

General fund                      Unrestricted funds that can be expended at the discretion of the trustees in furtherance of the objects of the charity.

- The Scottish Government Fund for the current year is to facilitate engaged support, strengthen the support base and improve the impact of members of the Alliance. This is the third of a three-year plan for this work (2017-2020). The balance carried forward will be spent in the next financial year, with the agreement of the funder.
- The Scottish Government awarded an additional grant towards the costs of work around Safeguarding. The balance carried forward is with permission of the funder.
- THE DFID/BOND Project represents funding received by the Alliance for implementing effectiveness work as part of DFID's UK Aid Connect programme, for with BOND is the lead partner. This project runs from 2018 – 2022.
- The fixed asset fund represents the net book value of fixed assets. Depreciation for each period is charged to the fund and the cost of assets purchased is transferred in.



## **NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2020

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- (e) The designated training fund represents funds committed by the trustees from the 2017- 2018 year to specific training initiatives which took place during 2018-19 (specifically, MANGO training for members and online training software)

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2020

**16. Comparative Statement of Financial Activities**

				<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
				<b>Funds</b>	<b>Funds</b>	<b>2019</b>
				<b>£</b>	<b>£</b>	<b>£</b>
<b>Income from:</b>						
<b><i>Donations:</i></b>						
Grants receivable				-	296,536	<b>296,536</b>
Donations				1,100	-	<b>1,100</b>
<b><i>Charitable activities:</i></b>						
Membership fees				40,678	-	<b>40,678</b>
Training & events income				2,047	-	<b>2,047</b>
<b><i>Trading activities:</i></b>						
Advertising & sponsorship				3,474	-	<b>3,474</b>
<b><i>Investments:</i></b>						
Bank interest				684	-	<b>684</b>
<b>Total income</b>				<b>47,983</b>	<b>296,536</b>	<b>344,519</b>
<b>Expenditure on:</b>						
<b><i>Charitable activities</i></b>						
Membership relations				2,361	40,702	<b>43,063</b>
Membership services				8,336	167,151	<b>175,487</b>
Policy & Advocacy				1,386	24,335	<b>25,721</b>
Organisational development, fundraising & governance				3,153	61,517	<b>64,670</b>
<b>Total expenditure</b>				<b>15,236</b>	<b>293,705</b>	<b>308,941</b>
<b>Net income</b>				<b>32,747</b>	<b>2,831</b>	<b>35,578</b>
<b>Net movement in funds</b>				<b>32,747</b>	<b>2,831</b>	<b>35,578</b>
<b>Reconciliation of funds:</b>						
Funds brought forward				95,905	16,525	<b>112,430</b>
<b>Funds carried forward</b>				<b>128,652</b>	<b>19,356</b>	<b>148,008</b>

**NOTES TO THE FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2020

**17. Comparative Statement of Financial Position**

		Fixed Assets				
		Unrestricted	Designated	Restricted	Total	Total
		Funds	Fund	Funds	2019	2018
<b>Fixed assets:</b>		£	£	£	£	£
Tangible assets		-	597	-	597	978
<b>Current assets:</b>						
Debtors		1,068	-	1,494	2,562	9,133
Cash at bank and in hand		113,032	-	55,092	168,124	130,705
		114,100	-	56,586	170,686	139,838
<b>Liabilities:</b>						
Creditors (due within one year)		6,045	-	17,230	23,275	28,386
<b>Net current assets</b>		108,055	-	39,356	147,411	111,452
<b>Net Assets</b>		108,055	597	39,356	148,008	112,430
<b>Funds of the charity:</b>						
Unrestricted funds		108,055	-	-	108,055	91,638
Fixed Assets Designated Fund		-	597	-	597	978
Designated Training Fund		-	-	-	-	3,289
Restricted funds		-	-	39,356	39,356	16,525
		108,055	597	39,356	148,008	112,430

Charity Name	Scotland's International Development Alliance
Charity No	SC035314
Company No	SC307352
Date Period End	31 March 2020
Date Accounts Approved	16 August 2020
Date Examination	16 August 2020
Previous Year End	2019