

CHARITY NO: SC026983

COMPANY NO: SC178293

**MOVE ON
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

MOVE ON
(A company limited by guarantee)

REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE INFORMATION

Trustees	Kevin McGlynn (Chairperson) (resigned 23 Oct 2018) Lisa Dawson Vivienne Sawers (resigned 23 Oct 2018) Yasmin Nabi Susan Burney (resigned 04 Dec 2017) Ashok Khindria (appointed 30 Sept 2017 resigned 30 Apr 2018) Marion MacPhee (resigned 05 Apr 2018) Martin Cullen Ash Mohammed (Chairperson from 23 Oct 2018)
Executive Director	John M Hinton
Company Secretary	Brenda A McChlery (resigned 17 May 2018)
Principal Office	4 th Floor 24 St Enoch Square Glasgow G1 4DB
Charity Number:	SC026983
Company Number:	SC178293
Independent Auditors	Wylie & Bisset LLP Chartered Accountants 168 Bath Street Glasgow G2 4TP
Bankers	The Co-operative Bank PLC PO Box 250 Delf House Southway Skelmersdale WN8 6NY

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Report of the Trustees for the year ended 31 March 2018

The Trustees present their annual report and financial statements of the charity for the year ended 31 March 2018.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

The legal and administrative information on page one forms part of this report.

OBJECTIVES and ACTIVITIES

As defined in the Articles of Association, Move On's company objects are:

"To prevent and relieve poverty, advance education, advance citizenship and community development and to relieve those in need by virtue of age, ill health, disability, financial hardship or other disadvantage".

Move On's Purpose:

To empower vulnerable young people and those affected by homelessness to identify and achieve their goals and build better futures.

Move On's Critical Objectives:

- Prevent crisis situations arising for vulnerable young people and people affected by homelessness.
- Work alongside vulnerable young people and people affected by homelessness, supporting them to take control of their lives and achieve their aspirations and goals.
- Enable vulnerable young people and people affected by homelessness to access and sustain volunteering, education, training and employment.

Move On's Values:

Move On is guided by the following Values, which describe Move On as we want it to be. We want our decisions and actions to demonstrate these values. We believe that putting our values into practice creates long-term benefits for service users, volunteers, staff, stakeholders and the wider community.

We act with Integrity	We are each personally accountable for the highest standards of behaviour, including honesty and fairness in all aspects of our work.
We Empower	Through all our activities we aim to build confidence and self-belief in those we work with, unlocking their potential, and providing them with the tools to help themselves.
We are Supportive	We are committed to openness and trust in all relationships. We understand that our continued success requires us to provide the education, support, opportunities and development needed to help all our staff, volunteers, board members and service users grow.

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Report of the Trustees for the year ended 31 March 2018

Move On's Values (Cont'd)

We treat people with Respect	We recognise the significant contributions that come from the diversity of individuals and ideas. We will listen to those we work with, seeking to understand their expectations and concerns. We will consistently treat others with the respect they deserve and will challenge where appropriate.
We are Creative and Flexible	We seek to learn from best practice. We constantly review the effectiveness of our work, and are open to alternative ways of achieving outcomes. We are willing to change and adopt innovative approaches.
We take responsibility for Quality	We will strive for continuous improvement and respond vigorously and effectively to change. Each of us is responsible for the quality of whatever we do.

Strategies

To achieve our purpose and critical objectives, Move On has identified seven Strategies:

- Provide early intervention/prevention
- Support people to develop skills and confidence
- Support people to identify and achieve their goals
- Support people to take control of their own lives
- Support people to improve their employability prospects
- Mitigate the impact of child poverty
- Embed service user and volunteer involvement to improve our services and organisational development

Activities

To achieve the identified Strategies, Move On has identified a number of activities which we will carry out:

- Provide homelessness prevention support, advice and information
- Provide mentoring and befriending support
- Provide money and debt advice
- Provide literacy and numeracy support
- Provide financial literacy group work
- Deliver employability training guidance, advice and information
- Provide personal development and confidence building support and group work
- Provide real life work experience
- Offer paid employment to people with lived experience of care, homelessness and/or other barriers
- Provide volunteering opportunities, including for people with support needs
- Distribute surplus food and non-food items to children and families in poverty
- Develop effective partnerships to help achieve our objectives
- Involve service users and volunteers in the strategic direction of Move On

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Activities (Cont'd)

- Consult with and actively involve service users and volunteers in service improvement

Services

During the period, Move On delivered a wide range of support and employability services, targeting vulnerable young people and those affected by homelessness. These included:

- Provision of money and debt advice
- Provision of 1:1 and group based adult numeracy and literacy services
- Provision of housing support for those who had experienced or who were threatened with homelessness
- Befriending support for homeless people to enable them to settle in the community
- Mentoring support for vulnerable, particularly care experienced, young people enabling them to set and achieve goals and move along the employability pathway
- Provision of advice and guidance in schools for young people on a range of issues, using a peer education model
- Training and support for care experienced young people to participate as "Young Inspectors" playing an active role in the inspection of social work services in Scotland
- Provision of capacity building support for other charities
- Provision of employability training and personal development programmes
- Provision of fit for purpose surplus food through our "FareShare" franchise to organisations working with people in food poverty.

With such a variety of services provided, a wide range of criteria were used to assess whether or not our services were successful. These reviewed service user and volunteer's progress taking into account a number of "soft" and "hard" outcomes. Put simply, Move On is an outcomes-based organisation, meaning that we exist to enable people to achieve positive outcomes in their lives. Our performance measurement systems measure the successes and positive change, achieved by the people we support, in their lives. Examples of indicators include access to (and sustainment of) training, employment and education, growth in confidence and work skills, increase in social networks, achievement of personal goals, gaining qualifications etc.

Volunteering

As at 31 March 2018, Move On had a volunteer team (not including Board members) of 138 active volunteers. Volunteers contribute an enormous amount towards the effectiveness and capacity of Move On's services. Without our amazing volunteers, we would be unable to deliver many of our services.

Key volunteering roles include:

- 11 Peer educators

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Volunteering (Cont'd)

- 102 Mentors
- 25 FareShare "core" volunteers

Peer educators usually have experience of homelessness and/or being in care. They use this life experience to develop and deliver advice and information sessions for others on a range of issues including; homelessness, health, citizenship, employability etc.

Mentors come from all walks of life and are matched on a 1:1 basis with a vulnerable young person for on average 12 months. They meet them weekly usually for around three hours. Befrienders volunteer to meet regularly with homeless people to help them build their own support networks and access resources, services and facilities in their local community.

FareShare volunteers (often referred to us by our community-based partner organisations who access food) carry out a range of tasks essential to the successful running of Move On's FareShare food social enterprise. Tasks include; driving our refrigerated vans and making deliveries, greeting customers collecting food, making up food orders, ensuring the warehouse is tidy and clean and sorting, weighing and storing food.

On average Mentors devote up to three hours per week to Move On, with peer educators devoting around six hours (depending on their current life circumstances). The commitment of our FareShare volunteers is on average 11 hours per week.

We estimate that between April 2017 and March 2018, our volunteers contributed more than 33,000 hours of their time to Move On, which equates to a time commitment of more than 900 x 35 hour weeks, (the equivalent in time of more than 18 full time staff members!).

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Report of the Trustees for the year ended 31 March 2018

Volunteering (Cont'd)



FareShare Volunteers

Progress - General

While this year has seen the ongoing successful delivery of a broad range of services, enabling service users and volunteers to achieve significant positive progress in their lives, there have been a number of other significant organisational developments, namely:

- holding the official launch for our new depot for our FareShare Glasgow and the West of Scotland in Glasgow's Whiteinch
- our 20th birthday, with a celebration of the vital input of our volunteers and the positive impact of our services on 20 volunteers and service users
- a successful literacy partnership with Scottish PEN
- hosting a number of ministerial visits
- securing funding to develop our Glasgow-based Family Food Service tackling food poverty, specifically holiday hunger
- securing much needed funding to enable the development of a new Edinburgh-based social enterprise "Move On Wood Recycling"
- recruiting Move On's first ever marketing and communications staff member

Following feedback from the staff survey and information from exit interviews, Move On commissioned an external consultant to undertake a job evaluation and salary benchmarking exercise. This was completed in October 2017 and the recommendations were accepted by the board. Move On was unable to implement the recommendations at that time and doing this remains a key priority for the board and senior management team. Move On introduced

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Progress - General (Cont'd)

a flexible working pilot in January 2018 and this was very successful and widely welcomed by staff. Following the pilot phase this has been continued and feedback from staff remains positive.

Following Move On's adoption of the "Views" system as our internal recording system, previous systems have been replaced. Views offers more responsive management information offering real time snapshot reports and more detail regarding service user journeys. We are currently seeking to expand our use of the system, in particular, to record our volunteer journeys. This is a key part of our updated commitment to improve the volunteering experience at Move On.

ACHIEVEMENTS AND PERFORMANCE

Housing Education Service

This year has seen our Housing Education Service continuing to offer vulnerable young people information, advice and employability opportunities, while developing to respond to their changing needs. The service targets those aged between 16 and 28 who are undergoing, or approaching the transition to living independently, in order to better prepare them for this challenge. Young people who have experienced homelessness and in many cases being looked after, are recruited, trained and supported by Move On staff to become volunteer peer educators and/or trainees, delivering information and advice workshops based on their real life experiences. The service includes programmes aimed at young people in residential schools, group work, tailored workshops, intensive one to one work, life skills preparation, as well as advice and information programme for mainstream schools.

During the year our volunteers, staff and trainees delivered 109 workshop sessions reaching 492 vulnerable young people.

The volunteer peer educators and trainees also benefit significantly, gaining skills and confidence as a result of their involvement, leading them towards and into employment, further education and training. Out of the 27 volunteer peer educators and trainees in Edinburgh and Glasgow, since volunteering or starting traineeships with us:

- 4 have progressed into either full or part time employment
- 3 have moved into further education
- 3 have accessed further training opportunities
- 10 reported improving their social networks and/or accommodation situation

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Achievements and Performances (Cont'd)

Housing Education Service



Advice Worker

Move On is a member of the Edinburgh Housing Advice Partnership (EHAP), a formal partnership led by CHAI and also involving Four Square, Changeworks and Granton Information Centre. As part of this partnership, Move On is responsible for delivering housing advice and information in Edinburgh's secondary schools, with a focus on the delivery of more intensive group-work programmes in schools in Edinburgh's more deprived communities.

Move On's long standing relationship with the Care Inspectorate has continued and we continue to train and support care experienced young people to participate in the inspection and improvement process for Care and Support Services. Volunteers become Young Inspectors actively participating in every stage of the inspection process. They bring their relevant personal life experience to bear when talking to vulnerable young people as well as a range of senior professionals. During the course of the year, we supported 16 care experienced volunteers to participate in 4 Strategic Inspections (Perth and Kinross, East Ayrshire, Inverclyde and West Lothian) as well as 6 Single Service Inspections. Move On supported Care Inspectorate with the launch of Learning Logs which allow Young Volunteer Inspectors to work towards Community Achievement Awards.

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Achievements and Performances (Cont'd)

Mentoring

This year, Move On has continued to deliver mentoring support for vulnerable young people expanding beyond Edinburgh and Glasgow into the Lothians. At the end of the year, we had 102 active volunteer mentors, including a number of "peer mentors" with personal experience of being looked after in care. We continue to link volunteer adult mentors, drawn from all walks of life, with disadvantaged young people. In this year, across all mentoring services we matched 66 young people with a mentor, as well as sustaining matches from the previous year.

Young people matched with a mentor have experienced a wide range of positive outcomes; with 3 securing employment and 47 re-engaging or sustaining school despite experiencing significant difficulties. In addition 35 young people reported an improvement in their positive social networks.

Move On's mentoring service is externally evaluated through the Scottish Mentoring Network (SMN) and Move On retains the "Scottish Mentoring Service Quality Award". At the SMN annual conference held in Edinburgh on Wednesday 15th November, Move On staff and mentors were awarded:

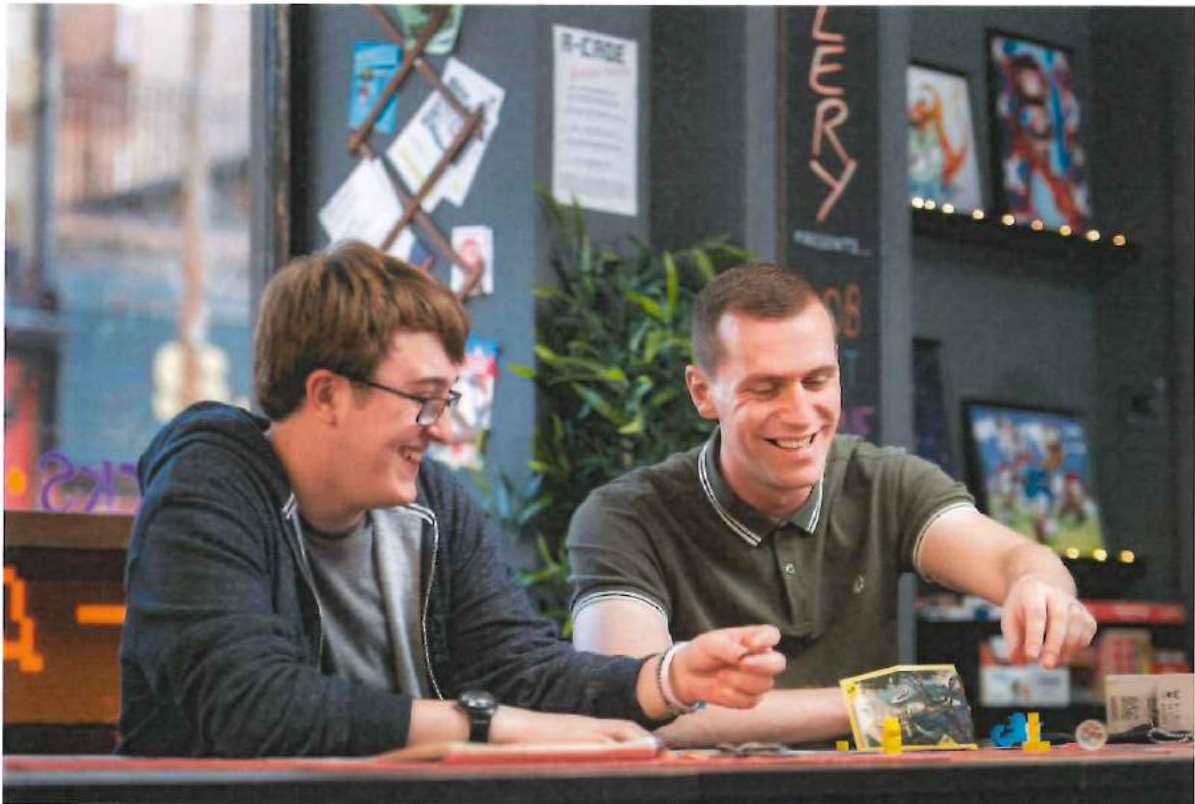
- A Special Award for "Distinguished Services to Mentoring" (for our long-standing commitment to mentoring)
- John Hinton - Outstanding Employee Contribution to Mentoring
- Ross Davidson - Highly Commended Employee certificate
- Rebecca Grant - Highly Commended Employee certificate
- Jaqueline Anderson - Highly Commended Mentor certificate
- Liz Dobson-McKittrick - Highly Commended Mentor certificate

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Achievements and Performances (Cont'd)

Mentoring



Mentor and mentee in Glasgow

Inspiring Scotland

Inspiring Scotland supports Move On to deliver employability support for young people, not involved in any kind of training, education, or employment, aged between 14 and 19. The service supports young people towards and into positive destinations. As well as committing significant funds to Move On for a 10 year period, Inspiring Scotland has delivered significant non-financial support to help us strengthen our overall business and sustainability. This has been in the form of free, or reduced price consultancy, as well as pro bono support through Inspiring Scotland's network of individual and corporate supporters (including invaluable mentoring and coaching support for Move On's Executive Director and VAT and HR advice).

This was another successful year, with outcomes again exceeding agreed targets. In the reporting period January – December 2017. With Move On's support; 12 young people secured employment, 167 education destinations and 52 training opportunities. In addition many achieved softer outcomes such as gaining confidence and increasing basic work skills. This represents a 73% (nearly three quarters) success rate in terms of supporting young people into positive destinations.

In order to deliver this service, Move On has had to establish and develop positive links and relationships with many agencies. Schools, other Inspiring Scotland-supported "Ventures",

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Achievements and Performances (Cont'd)

Inspiring Scotland

statutory agencies, specialist support providers, to name but a few. These links have proved instrumental in opening up other opportunities and were a key factor in Move On's participation in Connect2 a Glasgow wide employability programme led by Glasgow City Council targeting the city's most excluded school leavers not in positive destinations.

Inspiring Scotland has played a huge part in the growth, development and confidence of Move On, which has benefited not just the beneficiaries of the 14-19 fund, but our service users more widely. December 2018 will mark the end of the 14-19 fund and a significant change in our relationship with Inspiring Scotland. Rather than an ending we hope that this will be a new direction in our joint journey to improve outcomes for vulnerable young people. Our success in joining the "Intandem" mentoring portfolio means that our relationship will continue into next year and beyond.

Visiting Support Service

Our Edinburgh-based Visiting Support Service provides user-led housing support in the community for people who have experienced homelessness. The service is delivered as part of the Gateway Consortium, led by Bethany Christian Trust and provides support for up to six months for people, living in their own accommodation, offering practical and emotional support enabling them to sustain independent living within the community.

The service includes a befriending element, matching people who have experienced homelessness with volunteer befrienders. We continue to recruit, train and support volunteer befrienders who are making a huge positive contribution to Move On's work and to the lives of homeless people.

Unfortunately, this service ended in February 2018, as our partnership bid was unsuccessful in securing the re-tendered contract. We worked hard to ensure that this change in delivery did not adversely impact on our staff and service users. We wish the new provider, their staff and service users all the best for the future. On a more positive note our befriending work will continue in Edinburgh focusing on homeless young people, in a new partnership with LinkLiving.

Literacies

Move On has continued to deliver community-based literacies work in Glasgow, including engaging with young people (46 of who made positive progress in their family, community or working life as a result of improved literacy skills).

We partnered with Scottish PEN, who linked Move On with author Karen Campbell as part of their commitment to working with marginalised groups. Move On literacy staff worked alongside a group of residents from Phoenix Futures and Rainbow House (offering support for those with alcohol and substance misuse problems). The result was "Many Voices" a publication and a performance at the Byres Road book festival.

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Achievements and Performances (Cont'd)

Literacies

With support from Glasgow Community Planning Partnership's Integrated Grant Fund, staff worked alongside a group of people who had participated in a series of creative writing workshops. Drawn from across Glasgow, this group, again mainly those in recovery from addiction, contributed to "Pen for ma thoughts" a published collection of short stories and poems and a recital, developed in partnership with Glasgow-based authors Chris McQueer and Ian Pattison.

"I had the good fortune to meet and work with some of these contributors. They inspire themselves and each other and more power to them." Ian Pattison

"I was absolutely blown away by the quality of work from these guys. I can't wait to see what else they come up with in the future." Chris McQueer



Writers Chris McQueer and Ian Pattison speaking to adult literacy learners

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Achievements and Performances (Cont'd)

Money and Debt Advice and Financial Inclusion

Move On's "MADAS" Money and Debt Advice service has continued to deliver much needed income maximisation, and money and debt advice work. This is targeted at vulnerable young people, those affected by homelessness and at people with mental health difficulties (through a partner agency Flourish House). With support from our Money and Debt Advice worker, service users maximised their incomes and/or had debts written off with a very significant financial value of more than £291k.

FareShare Glasgow and the West of Scotland

FareShare is a UK-wide initiative, which takes surplus "fit for purpose" food from the food and drink industry and distributes it to organisations working with disadvantaged people in the community. Through our links with the UK food and drink industry we access surplus food (surplus due to being; over-ordered, wrongly labelled etc.) and divert it away from landfill and towards agencies supporting disadvantaged people. FareShare operates across the UK on a franchise basis, with different partners operating different Regional Centres (RCs). Move On runs the Glasgow and the West of Scotland RC.



Some of the staff and volunteer team in the FareShare Glasgow and West of Scotland depot

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Achievements and Performances (Cont'd)

FareShare Glasgow and the West of Scotland

By the end of the year we had 83 partner agencies all accessing food on a regular basis. These partners or "Community Food Members" (CFMs), as we call them, received 637 tonnes of surplus food, allowing them to provide around 1.5 million meals for disadvantaged people in Glasgow and the West of Scotland experiencing food poverty. Our CFMs pay a membership fee, which goes towards Move On's operational costs.

Family Food Service

October saw the start of a new service linking people in food poverty with food available through FareShare. Our Family Food Service, funded through the European "Aspiring Communities Fund" consists of a team of 4 staff, working with a number of community partners to develop a "holiday hunger" network and ensure that those experiencing food poverty can access good quality food while maintaining their dignity. Outcomes and outputs include:

- 600 school pupils have benefitted from the supply of fruit for "Fruity Friday"
- 50 Families benefitted from healthy snacks for a Santa's Grotto Event in Drumchapel.
- 40 Parents also attended cooking classes as part of our parent education session
- 35 Families attended a Christmas and New Year meal held at Heart of Scotstoun (one of our CFMs)
- 130 Food Parcels delivered at Christmas
- 1300 individuals supported through the supply of food during various activities throughout the Easter Break
- 1.8 tonnes of non-food supplied, mostly in the form of school uniforms and children's clothes
- 8.5 tonnes of food supplied for families in 8 of Glasgow communities.

Move On Wood Recycling (MOWR)

This year saw us make considerable progress towards the establishment of a new Edinburgh-based social enterprise MOWR. Much like FareShare, this is a franchise and partnership with Brighton-based National Community Wood Recycling Project. Following the appointment of a project Manager in January, we have worked hard to secure suitable premises and access start-up funding support. We anticipate starting trading and service delivery in late summer/early autumn 2018.

Funding Sources

Move On would like to acknowledge the vital support of the following statutory/private sector funders and partners, without whom we would have been unable to deliver our service to the current standard and scale, and provide services to as many people:

Big Lottery Fund - Investing In Communities, Care Inspectorate, City of Edinburgh Council/European Social Fund, City of Edinburgh Council, Glasgow City Council, Glasgow

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Achievements and Performances (Cont'd)

Funding Sources

Community Planning Partnership Integrated Grant Fund, Inspiring Scotland, Money Advice Service, Scottish Council for Voluntary Organisations (SCVO) (Community Jobs Scotland), Scottish Government, Scottish Government - Fair Food Fund, Scottish Government - Housing Voluntary Grant Scheme, Scottish Government's Aspiring Communities Fund/European Social Fund and Skills Development Scotland.

Additionally we are grateful for the generous financial support of the following charitable trusts and foundations: BBC Children In Need/Hunter Foundation, Cruden Foundation, Developing the Young Workforce Glasgow, Dulverton Trust, Garfield Weston Foundation, Global's Make Some Noise, Glasgow Chamber of Commerce/Developing the Young Workforce, Henry Smith Charity, Hope Trust, Hugh Fraser Foundation, Inspiring Scotland, Life Changes Trust, Nancie Massey Charitable Trust, Paul Hamlyn Foundation, Robertson Trust, Russell Trust, Souter Charitable Trust, SSP Foundation, STV Appeal, Trades House of Glasgow and the Volant Charitable Trust.

Move On has a number of commercial relationships with other organisations, who purchase consultancy, programmes and other services from us. We recognise the importance of these and value them very highly. We look forward to sustaining and developing these relationships in the longer term.

We would like to say a huge thank you to the following corporate supporters; Edrington Group, Merchant City Yoga, Upload Abode, Ventient Energy, Scottish Equity Partners LLP and Zurich Insurance Glasgow.

Finally, particular thanks go to: the Hillcrest Group, who chose Move On as one of their two charities of the year to benefit from the proceeds of a 50th anniversary gala fundraising dinner, Arnold Clark (South Street, Glasgow) for their kind provision of a van to our FareShare Operation and the staff of the Link Group, who as part of their "LinkGiving" event carried out significant improvement works in Move On's Food and training Depot in South Street. These works included replacing and upgrading the staff and volunteer kitchen, landscaping the back yard to include a seating area with benches and planters for the volunteers, painting work in two of the offices and in the main warehouse, improving access to one of the offices through installing a new doorway and upgrading the cleaning area with a new sink.

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Achievements and Performances (Cont'd)

Funding Sources



Corporate volunteers

Risk Management

As a key part of the business planning process, the Directors have conducted their own review of the major risks to which Move On is exposed and systems have been established to mitigate these risks. A detailed risk assessment is included in Move On's current Business Plan and this is now a standing item of Board business.

The Board have identified the following major risks facing Move On (all financial):

- failure to secure tenders for existing Move On services, when they are re-tendered
- failure to replace reducing Inspiring Scotland (due to end 2018) income with alternative sources of grant income
- failure to secure tenders for new areas of work

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Achievements and Performances (Cont'd)

Risk Management

Strategies for addressing the identified risks include:

- Continuing to identify grant funding and tender opportunities
- Continuing to diversify income streams through a greater focus of resources on sponsored events, corporate relationships and promoting the Move On brand
- Pro-actively developing relationships with other third sector agencies in order to develop successful partnerships able to secure investment
- Expansion of Move On's social enterprise focus with the further growth and development of FareShare Glasgow and the West of Scotland and the start-up of Move On Wood Recycling.

PLANS FOR THE FUTURE

Move On's plan for continued sustainability and growth involve ensuring a diverse income stream from a wide range of sources. The focus of the Executive Director's role on developmental activities, part of the Marketing and Communication Officer's time spent building corporate relationships, as well as the employment of a full time Fundraiser are key steps to ensure we achieve this. Move On is becoming increasingly recognised as a centre of excellence for mentoring and we continue to seek ways in which to expand the size and scope of our mentoring services, while at the same time seeking to improve them.

Move On's success in establishing FareShare Glasgow and the West of Scotland has offered relevant business and social enterprise experience and knowledge. In addition to the environmental impact of re-using surplus food and the social impact of addressing food poverty, this development has also helped to deliver high quality employability opportunities for our volunteers and service users. Wishing to replicate these kind of impacts in Edinburgh, Move On, with financial support from Zero Waste Scotland commissioned a feasibility study to investigate whether there was potential for a community wood recycling business in Edinburgh. The findings of the study were positive and enabled Move On to approach Zero Waste Scotland for start-up funding for such an enterprise. Development is well under way and we will be trading in late summer/early autumn.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Move On is registered as a charity in Scotland (SCO26983). It is constituted as a company limited by guarantee and is bound by its Articles of Association.

Organisational structure

The Board of Directors has full responsibility for the effective running of Move On, ensuring that all legal and statutory requirements are met and that the services provided meet the needs of and are responsive to service users. The Board has key roles in terms of establishing strategic direction, setting budgets, and monitoring Move On's expenditure and income. The day to day running of the charity is delegated to the staff team, led by the Executive Director, John Hinton. Move On has a Senior Management Team made up of the Executive Director and the Director of Operations.

Move On's Board members are recruited through a process of advertising vacancies with a view to filling particular gaps in board skills or expertise. Applicants then undergo a formal interview process, with the opportunity to observe the board prior to any formal offer being made. New Board members are provided with an induction pack of relevant information by the Company Secretary and can be offered a "buddy" who will meet them prior to meetings to discuss board business. In addition the Executive Director will meet with all new board members to share information about all aspects of Move On. Ongoing training opportunities for Board members are identified by the Chairperson, Executive Director, Company Secretary and Board members themselves.

FINANCIAL REVIEW

The charity generated a deficit for the year of £31,926 (2017: £113,785). Total income amounted to £1,206,812 (2017: £1,050,624), of which £958,264 (2017: £734,773) was related to restricted projects and £248,548 (2017: £315,851) to unrestricted funds. At the balance sheet date, the unrestricted reserves were £326,567 (2017: £357,492), with £48,296 (2017: £49,297) in restricted funds.

Reserves Policy

Move On's Board adopted a policy to build reserves which would allow current activities to continue for a short period of time if a major funder ceased to support our work. This time would be used to secure further funding, and/or ensure that the support needs of those affected could be met by other providers. The Directors are continuing to work towards building such a reserve, to enable Move On to operate in a more secure environment, benefiting both staff and our service users.

Free reserves, being unrestricted and undesignated funds not represented by tangible fixed assets, should be between three and six months of expenditure, or around £250,000 to £500,000. At this level, the Directors feel that they would be able to continue the current activities of the charity for a short time in the event of a significant drop in funding. It would

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Reserves Policy (Cont'd)

obviously be necessary to consider how the funding would be replaced or activities changed. As at the year end, free reserves amounted to £303,579 representing around three months' worth of expenditure.

Key Management Personnel 2017/18

In addition to the trustees, who receive no remuneration, the key management personnel are;

- John Hinton, Executive Director
- Jim Burns, Director of Operations
- Brenda McChlery, Company Secretary (resigned 17th May 2018)

The directors consider the board of directors, who are the Trust's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year. Details of directors' expenses are disclosed in note 3 to the accounts.

The remuneration for all posts including the pay of the senior management staff are considered on the basis of the responsibilities of the post, the market rate for similar positions and experience of the post holder. Remuneration for senior management is approved by the board.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Move On for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also

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(A company limited by guarantee)

Report of the Trustees for the year ended 31 March 2018

Trustees' responsibilities in relation to the financial statements (Cont'd)

responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

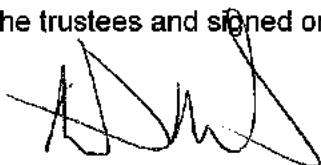
Statement of Disclosure to the Auditor

In so far as the trustees are aware:

- there is no relevant audit information of which the charity auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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

Approved by the trustees and signed on their behalf by:



Name:

Ash Mohammed

Date: 23 October 2018

MOVE ON

(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF MOVE ON FOR THE YEAR ENDED 31 MARCH 2018

Opinion

We have audited the financial statements of Move On, (the charitable company) for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cashflow Statement and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

The other information comprises the information included in the report and financial statements, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

MOVE ON
(A company limited by guarantee)

**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF MOVE ON
FOR THE YEAR ENDED 31 MARCH 2018**

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matter on which we are required to report by exception

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

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

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

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on pages 19 and 20 the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

MOVE ON

(A company limited by guarantee)

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES AND MEMBERS OF MOVE ON FOR THE YEAR ENDED 31 MARCH 2018

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Act and relevant regulations made or having effect thereunder. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

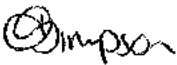
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee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

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

Use of our report

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

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



Jenny Simpson
Senior statutory auditor
For and on behalf of Wylie & Bisset LLP, Statutory Auditor

168 Bath Street
Glasgow
G2 4TP

Date: 23 October 2018

MOVE ON

(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDING 31 MARCH 2018

(Including an Income and Expenditure account)

	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Unrestricted Funds 2017 £	Restricted Funds 2017 £	Total Funds 2017 £
Income and endowments from:							
Donations and legacies	4	38,144	-	38,144	22,570	-	22,570
Charitable activities	5	204,858	958,264	1,163,122	270,273	734,773	1,005,046
Other trading activities	6	5,079	-	5,079	21,616	-	21,616
Investments	7	467	-	467	1,392	-	1,392
Total Income		248,548	958,264	1,206,812	315,851	734,773	1,050,624
Expenditure on:							
Raising funds							
Raising donations & legacies	8	35,678	-	35,678	39,066	-	39,066
Charitable activities	10	243,795	959,265	1,203,060	229,133	896,210	1,125,343
Total Expenditure		279,473	959,265	1,238,738	268,199	896,210	1,164,409
Net (expenditure)/income for the year		(30,925)	(1,001)	(31,926)	47,652	(161,437)	(113,785)
Transfers between funds		-	-	-	-	-	-
Net movement in funds		(30,925)	(1,001)	(31,926)	47,652	(161,437)	(113,785)
Funds reconciliation							
Total Funds brought forward	18	357,492	49,297	406,789	309,840	210,734	520,574
Total Funds carried forward	18	326,567	48,296	374,863	357,492	49,297	406,789

The Statement of Financial Activities includes all gains and losses recognised in the year.

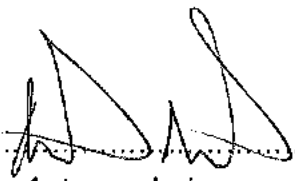
All income and expenditure derive from continuing activities.

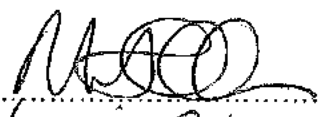
MOVE ON
(A company limited by guarantee)
BALANCE SHEET AS AT 31 MARCH 2018

	Note	Total Funds 2018 £	Prior Year 2017 £
Fixed assets:			
Tangible assets	14	67,355	75,914
Total fixed assets		67,355	75,914
Current assets:			
Debtors	15	204,624	64,867
Cash at bank and in hand	21	260,002	371,615
Total current assets		464,626	436,482
Liabilities:			
Creditors falling due within one year	16	(157,118)	(105,607)
Net current assets		307,508	330,875
Net assets		374,863	406,789
The funds of the charity:			
Restricted income funds	18	48,296	49,297
Unrestricted funds	18	326,567	357,492
Total charity funds		374,863	406,789

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to the members of the company.

Approved by the Trustees and signed on their behalf by:

Name: 
 Ash Mohammed
 Date: 23 October 2018

Name: 
 (MAZONI CULLEN)

REGISTERED COMPANY NO: SC178293

MOVE ON
(A company limited by guarantee)
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDING 31 MARCH 2018

	Note	Total Funds 2018 £	Prior Year 2017 £
<i>Cash flows from operating activities:</i>			
Net cash (used in)/provided by operating activities	20	(110,214)	31,735
<i>Cash flows from investing activities:</i>			
Dividends, interest and rents from investments		467	1,392
Purchase of property, plant and equipment		(1,866)	(33,271)
Net cash (used in) investing Activities		(1,399)	(31,879)
Change in cash and cash equivalents in the year		(111,613)	(144)
Cash and cash equivalents brought forward	21	371,615	371,759
Cash and cash equivalents carried forward	21	260,002	371,615

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies

(a) Basis of preparation and assessment of going concern

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound (£).

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Move On constitutes a public benefit entity as defined by FRS 102.

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

(b) Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created funds for specific purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the donor or trust deed, or through the terms of an appeal.

Further details of each fund are disclosed in note 18.

(c) Income recognition

Income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the 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.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies (continued)

Income from government and other grants, whether 'capital' 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.

Income received in advance of the provision of a specified service deferred until the criteria for income recognition are met (see note 17).

(d) Expenditure recognition

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 settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. For more information on this attribution refer to note (f) below.

- Costs of raising funds comprised staff costs;
- Expenditure on charitable activities includes Social Enterprise, Support, Training & Employability and other activities undertaken to further the purposes of the charity and their associated support costs;

Irrecoverable VAT is charged as a cost against the activity for which the expenditure is incurred.

(e) Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised. Refer to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(f) Allocation of support and governance costs

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

Governance costs and support costs relating to charitable activities have been apportioned based on the number of individual grant awards made in recognition that the administrative costs of awarding, monitoring and assessing research grants, salary support grants and postgraduate scholarships are broadly equivalent. The allocation of support and governance costs is analysed in note 9.

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

(g) Tangible fixed assets and depreciation

All assets costing more than £500 are capitalised and valued at historical cost. Depreciation is charged as follows:

	Basis
Property improvements	Straight line over the life of lease
Office equipment	25% straight line
Fixtures and fittings	20% straight line

(h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

(j) Creditors and provisions

Creditors and provisions 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

(k) Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 11. There were no outstanding contributions at the year end.

2. Legal status of the Charity

The charity is a registered Scottish charity and a company limited by guarantee with no share capital. The liability of each member in the event of winding up is limited to £1.

3. Related party transactions and trustees' expenses and remuneration

The trustees all give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2017: £nil). No expenses were paid to or waived by trustees (2017: £nil).

During the year no trustee had any personal interest in any contract or transaction entered into by the charity (2017: none).

4. Income from donations and legacies

	2018	2017
	£	£
Donations	38,144	22,570
	<u>38,144</u>	<u>22,570</u>

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****5. Income from charitable activities**

	2018	2017
	£	£
Social Enterprise	246,853	212,936
Support	495,707	296,076
Training & Employability	420,562	496,034
	<u>1,163,122</u>	<u>1,005,046</u>

6. Income from other trading activities

	2018	2017
	£	£
Training & consultancy fees	2,970	2,641
Rental & other income	2,109	18,975
	<u>5,079</u>	<u>21,616</u>

7. Investment income

	2018	2017
	£	£
Bank Interest	467	1,392
	<u>467</u>	<u>1,392</u>

8. Raising funds

	Direct Costs £	Support Costs £	Total 2018 £	Total 2017 £
Staff costs	35,678	-	35,678	39,066
	<u>35,678</u>	<u>-</u>	<u>35,678</u>	<u>39,066</u>

9. Allocation of governance and support costs

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below:

Cost type	Total allocated £	Social Enterprise £	Support £	Training & Employability £	Basis of Apportionment
Staff costs	267,151	97,658	107,487	62,006	Staff time
Administration	8,399	3,070	3,379	1,950	Staff time
Insurance	2,713	992	1,091	630	Staff time
Professional fees	10,744	3,928	4,323	2,493	Staff time
Property costs	1,575	576	634	365	Staff time
Publicity	2,209	808	889	512	Staff time
Travel & Transport	7,710	2,818	3,102	1,790	Staff time
Miscellaneous	2,270	830	913	527	Staff time
Depreciation	10,425	3,810	4,195	2,420	Staff time
Total	<u>313,196</u>	<u>114,490</u>	<u>126,013</u>	<u>72,693</u>	

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****9. Allocation of governance and support costs (Cont'd)**

Governance costs:	2018	2017
	£	£
Audit Fee	3,995	3,995
Accounts preparation	2,175	3,975
Directors meetings expenses	287	160
	<u>6,457</u>	<u>8,130</u>

Allocation of governance and other support costs:	Support Costs	Governance	2018	2017
			£	£
Social Enterprise	114,490	2,360	116,850	48,209
Support	126,013	2,598	128,611	63,218
Training & Employability	72,693	1,499	74,192	88,211
Total allocated	<u>313,196</u>	<u>6,457</u>	<u>319,653</u>	<u>199,638</u>

10. Analysis of expenditure on charitable activities

	Social Enterprise	Support	Training & Employability	Total 2018	2017
	£	£	£	£	£
Staff costs, training & recruitment	93,123	359,523	171,061	623,707	630,585
Administration	2,649	6,779	1,808	11,236	16,498
Professional fees	-	9,436	-	9,436	1,876
Property Costs	75,298	39,961	22,694	137,953	123,879
Publicity	8,657	2,644	295	11,596	3,969
Telephone	2,406	8,487	3,176	14,069	16,932
Travel & transportation	31,864	5,807	1,617	39,288	44,085
Volunteer & service user costs	26,517	27,942	17,930	72,389	73,558
Miscellaneous expenses	2,643	1,105	274	4,022	14,323
VAT recovered*	(40,289)	-	-	(40,289)	-
Governance costs (note 9)	2,360	2,598	1,499	6,457	8,130
Support costs (note 9)	114,490	126,013	72,693	313,196	191,508
	<u>319,718</u>	<u>590,295</u>	<u>293,047</u>	<u>1,203,060</u>	<u>1,125,343</u>

*During the year the charity registered for VAT and made a back-dated reclaim of VAT on the FARESHARE project totalling £40,289.

11. Analysis of staff costs and remuneration of key management personnel

	2018	2017
	£	£
Salaries and wages	822,978	715,204
Social security costs	64,610	53,518
Employer contributions to defined contribution pension schemes	13,796	12,488
Total staff costs and employee benefits	<u>901,384</u>	<u>781,210</u>

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****11. Analysis of staff costs and remuneration of key management personnel (Cont'd)**

The charity made £13,796 of contributions to the pension plan on behalf of the employees (2017: £28,974).

No employees had employee benefits in excess of £60,000 (2017: Nil).

	2018 No.	2017 No.
The average weekly number of persons, by headcount, employed by the charity during the year was:	45	42
	<u>2018</u> £	<u>2017</u> £
Key Management Personnel remuneration	117,156	121,265

12. Net income/(expenditure) for the year

This is stated after charging:	2018 £	2017 £
Depreciation	10,425	12,132
Auditor's remuneration:		
Audit fees	3,995	3,995
Accountancy services	2,175	3,975

13. Government Grants

Included within income from charitable activities are the following government grants:

Scottish Government - £118,674 (2017 - £98,780). The funding was received in order to facilitate the provision of the Housing Education, Fareshare and Family Food Services.

City of Edinburgh Council - £55,812 (2017 - £77,927). The funding was received in order to facilitate the provision of the Housing Education and Mentoring services.

Glasgow City Council - £140,808 (2017 - £62,500). The funding was received in order to facilitate the provision of the Literacy and Connect 2 services, and also for the Fareshare Services.

Big Lottery Fund - £20,974 (2017 - £62,919). The funding was received for the Fareshare services.

There were no unfulfilled conditions or conditions attached to these grants.

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****14. Tangible Fixed Assets**

	Property Improvements £	Office Equipment £	Fixtures & Fittings £	Total £
Cost or valuation				
At 1 April 2017	54,775	4,032	35,524	94,331
Additions	-	1,866	-	1,866
Disposals	-	-	-	-
At 31 March 2018	<u>54,775</u>	<u>5,898</u>	<u>35,524</u>	<u>96,197</u>
Depreciation				
At 1 April 2017	5,478	4,032	8,907	18,417
Charge for the year	4,930	172	5,323	10,425
Eliminated on disposals	-	-	-	-
At 31 March 2018	<u>10,408</u>	<u>4,204</u>	<u>14,230</u>	<u>28,842</u>
Net book value				
At 31 March 2018	<u>44,367</u>	<u>1,694</u>	<u>21,294</u>	<u>67,355</u>
At 31 March 2017	<u>49,297</u>	<u>-</u>	<u>26,617</u>	<u>75,914</u>

15. Debtors

	2018 £	2017 £
Trade debtors	86,307	50,521
Other debtors	118,317	14,346
	<u>204,624</u>	<u>64,867</u>

16. Creditors: amounts falling due within one year

	2018 £	2017 £
Deferred income (Note 17)	37,553	34,326
Other creditors	119,565	71,281
	<u>157,118</u>	<u>105,607</u>

17. Deferred income

	£
Balance as at 1 April 2017	34,326
Amount released to income earned from charitable activities	(34,326)
Amount deferred in year	37,553
Balance as at 31 March 2018	<u>37,553</u>

Deferred income comprises Fare Share fees paid in advance by members and grants received for the year to 31 March 2019

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****18. Analysis of charitable funds**

Analysis of Fund movements 2018	Balance b/fwd 2017 £	Income £	Expenditure £	Transfers £	Fund c/fwd 2018 £
Unrestricted funds					
Fixed Asset Fund	26,617	-	5,495	1,866	22,988
Total designated funds	26,617	-	5,495	1,866	22,988
General funds	330,875	248,548	273,978	(1,866)	303,579
Total unrestricted funds	357,492	248,548	279,473	-	326,567
Restricted fund					
Skills Employability					
City of Edinburgh Council	-	17,500	17,500	-	-
Money Advice Service	-	58,749	58,749	-	-
Scottish Government	-	25,000	25,000	-	-
HVGS					
The Russell Trust	-	1,000	1,000	-	-
Who Cares? Scotland	-	15,000	15,000	-	-
Mentoring					
BBC Children in Need/ Hunter Foundation	-	32,930	32,930	-	-
City of Edinburgh Council	-	38,312	38,312	-	-
Global's Make Some Noise	-	36,795	36,795	-	-
Inspiring Scotland/ Scottish Government (Intadem)	-	37,539	37,539	-	-
Life Changes Trust	-	52,399	52,399	-	-
Nancie Massey Charitable Trust	-	2,000	2,000	-	-
Volant Charitable Trust	-	10,000	10,000	-	-
Inspiring Scotland					
Glasgow City Council (Connect 2)	-	94,789	94,789	-	-
Inspiring Scotland	-	150,000	150,000	-	-
Literacy					
Glasgow City Council	-	27,019	27,019	-	-
Fareshare					
Big Lottery Fund Grant	-	20,974	20,974	-	-
Fareshare – Other					
Fareshare UK – Scottish Government Fair Food Initiative	-	40,211	40,211	-	-
Wheatley Group	-	9,000	9,000	-	-
Glasgow City Council (CSEF)	-	19,000	19,000	-	-
Glasgow Chamber of Commerce (DYWF)	-	2,448	2,448	-	-
Hugh Fraser Foundation	-	3,000	3,000	-	-
Robertson Trust	-	18,000	18,000	-	-

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

18. Analysis of charitable funds (Continued)

Analysis of Fund movements 2018	Balance b/fwd 2017 £	Income £	Expenditure £	Transfers £	Fund c/fwd 2018 £
Souter Charitable Trust	-	2,000	2,000	-	-
Family Food service					
Scottish Government – Aspiring Communities Fund (ESF)	-	53,463	53,463	-	-
Wood Recycling					
Garfield Weston Foundation	-	10,000	10,000	-	-
Inspiring Scotland	-	20,000	16,071	-	3,929
Cruden Foundation	-	1,600	1,600	-	-
Paul Hamlyn Foundation	-	30,000	30,000	-	-
SCVO	-	80,580	80,580	-	-
STV Appeal	-	2,000	2,000	-	-
Wheatley Group	-	46,956	46,956	-	-
Fixed Asset Fund	49,297	-	4,930	-	44,367
Total restricted funds	49,297	958,264	959,265	-	48,296
TOTAL FUNDS	406,789	1,206,812	1,238,738	-	374,863

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

18. Analysis of charitable funds (Continued)

Analysis of Fund movements 2017	Balance b/fwd 2016 £	Income £	Expenditure £	Transfers £	Fund c/fwd 2017 £
Unrestricted funds					
Fixed Asset Fund	-	-	-	26,617	26,617
Total designated funds	-	-	-	26,617	26,617
General funds	309,840	315,851	268,199	(26,617)	330,875
Total unrestricted funds	309,840	315,851	268,199	-	357,492
Restricted fund					
Housing Education:	25,827	-	25,827	-	-
Glasgow City Council	-	23,716	23,716	-	-
City of Edinburgh Council	-	17,500	17,500	-	-
Dulverton Trust	-	16,800	16,800	-	-
Zurich Community Trust	-	5,000	5,000	-	-
Scottish Government	-	25,000	25,000	-	-
Royal Bank of Scotland	-	13,017	13,017	-	-
Reaching Higher	-	5,500	5,500	-	-
Glasgow City Council	-	31,009	31,009	-	-
Who Cares? Scotland	-	9,500	9,500	-	-
Mentoring	30,121	-	30,121	-	-
BBC Children in Need/Hunter Foundation	-	32,479	32,479	-	-
Life Changes Trust	-	37,996	37,996	-	-
City of Edinburgh Council	-	38,313	38,313	-	-
Inspiring Scotland/ Scottish Government (Intandem)	-	7,652	7,652	-	-
Henry Smith Charity	-	30,000	30,000	-	-
City of Edinburgh Council/ ESF (EPSIP)	-	22,113	22,113	-	-
Paul Hamlyn Foundation	-	13,259	13,259	-	-
Inspiring Scotland					
Inspiring Scotland	-	154,325	154,325	-	-
Glasgow City Council	-	19,200	19,200	-	-
Literacy	1,635	25,709	27,344	-	-
Fareshare					
Big Lottery Fund Grant	34,956	62,919	97,875	-	-
Fareshare – Other	63,420	-	63,420	-	-
Fareshare UK	-	13,366	13,366	-	-
Wheatley Group	-	15,000	15,000	-	-
Scottish Government	-	55,000	55,000	-	-
SCVO	-	60,400	60,400	-	-
Fixed Asset Fund	54,775	-	5,478	-	49,297
Total restricted funds	210,734	734,773	896,210	-	49,297
TOTAL FUNDS	520,574	1,050,624	1,164,409	-	406,789

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

18. Analysis of charitable funds (Continued)

- a) The unrestricted funds are available to be spent for any of the purposes of the charity.

The Trustees have created the following designated funds:

Tangible Fixed Assets – Represent the net book value of the charity's unrestricted assets.

The unrestricted funds includes funds received from the following sources:

- Hope Trust
- SSP Foundation
- Hillcrest Group

- b) The charity has the following restricted funds:

- Skills Employability – City of Edinburgh Council; For YP volunteering
- Skills Employability – The Money Advice Service What Works Fund; For evaluation of schools' financial capability workshops
- Housing Education/Skills Employability – Scottish Government Housing Voluntary Grant Scheme; For providing housing education to vulnerable young people
- Skills Employability – The Russell Trust; For money and debt advice service
- Housing Education/Skills Employability – Who Cares? Scotland; For Housing Education Training Costs.
- Housing Education - City of Edinburgh Council; Edinburgh Housing Advice Partnership; For homelessness prevention workshops in schools.
- Housing Education – Dulverton Trust; To provide a peer education programme in Glasgow.
- Housing Education – Zurich Community Trust; To provide housing education to vulnerable YP.
- Housing Education – Royal Bank of Scotland; For Fundraising for Housing Education.
- Housing Education – Glasgow City Council; For Aftercare support for young people 16-19 after attending Connect 2.
- Mentoring – BBC Children In Need/Hunter Foundation; For care experienced and homeless YP 14-18.
- Mentoring – City of Edinburgh Council; For mentoring for CEYP and in SEBD schools.
- Mentoring – Global's Make Some Noise; For mentoring disadvantaged YP and creating employability pathways.
- Mentoring – Inspiring Scotland/Scottish Government (Intandem); Mentoring for 8-14 year olds looked after at home in Edinburgh and Lothians.
- Mentoring – Life Changes Trust; For peer mentoring for care experienced YP, and an Empowerment Grant for a media related project with care experienced YP
- Mentoring – Nancie Massey Charitable Trust; For young people's mentoring activities
- Mentoring – Volant Charitable Trust; For mentoring young carers aged 14-17.
- Mentoring – Henry Smith Charity; For mentoring for care experienced and homeless YP.
- Mentoring – City of Edinburgh Council/ESF (EPSIP) ; For mentoring for homeless young people under 26.
- Mentoring – Paul Hamlyn Foundation; For peer mentoring of care experienced young people.
- Inspiring Scotland/Housing Education – Glasgow City Council/Connect 2; For employability training for disadvantaged school leavers plus costs
- Inspiring Scotland; For 14-19 year olds, housing education and mentoring.

MOVE ON

(A company limited by guarantee)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018

18. Analysis of charitable funds (Continued)

- Literacy – Glasgow City Council; Integrated Grant Fund: for literacy and numeracy support and creative writing workshops for people of all ages
- FareShare - The Big Lottery Fund Investing in Communities grant covers MOFVEP Employability training for vulnerable YP.
- FareShare – FareShare UK, Scottish Government Fair Food Fund; For part of Move On Staff salaries for FareShare.
- FareShare – Wheatley Group/GHA; To contribute to food costs.
- FareShare – Glasgow City Council (CSEF); For contribution towards marketing and promotion related to the FareShare Project.
- FareShare – Developing the Young Work Force, Glasgow; To provide forklift truck training to disadvantaged YP.
- FareShare – Hugh Fraser Foundation; For training and supporting young people through FareShare
- FareShare – Robertson Trust; For training and supporting YP through FareShare and MOFVEP employability training for vulnerable YP
- FareShare – Souter Charitable Trust; For FareShare awareness raising events
- Family Food Service – Scottish Government’s Aspiring Communities Fund (ESF); For Family Food Service Holiday Hunger Network
- Wood Recycling – Garfield Weston Foundation; For training and supporting volunteer YP.
- Wood Recycling – Inspiring Scotland; For Wood Recycling project
- Cruden Foundation – For providing a Christmas event for Volunteers
- Paul Hamlyn Foundation – For organisational growth plans
- SCVO/Housing Education - Salaries for Reaching Higher (care experienced YP) and Community Jobs Scotland Trainees.
- STV Appeal – For relief of children and YP living in poverty
- Wheatley Group – To contribute towards Home Comforts Salary costs
- The fixed Asset fund represents the net book value of assets acquired under using restricted funds which still have restrictions of the use attached.

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****19. Net assets over funds**

As at 31 March 2018	Unrestricted Funds	Restricted Funds	Total 2018 £
Fixed assets	22,988	44,367	67,355
Current Assets			
Debtors	204,624	-	204,624
Cash at bank	256,073	3,929	260,002
Current liabilities	(157,118)	-	(157,118)
	<u>326,527</u>	<u>48,296</u>	<u>374,863</u>

As at 31 March 2017	Unrestricted Funds	Restricted Funds	Total 2017 £
Fixed assets	26,617	49,297	75,914
Current assets			
Debtors	64,867	-	64,867
Cash at bank	371,615	-	371,615
Current liabilities	(105,607)	-	(105,607)
	<u>357,492</u>	<u>49,297</u>	<u>406,789</u>

20. Reconciliation of net income/(expenditure) to net cash flow from operating activities

	2018 £	2017 £
Net (expenditure)/ income for the year (as per the Statement of Financial Activities)	(31,926)	(113,785)
Adjustments for:		
Depreciation charges	10,425	12,132
Dividends, Interest, and rents from investments	(467)	(1,392)
Decrease/(increase) in debtors	(139,757)	97,225
Increase in creditors	51,511	37,555
Net cash (used)/provided by operating activities	<u>(110,214)</u>	<u>31,735</u>

21. Analysis of cash and cash equivalents

	2018 £	2017 £
Cash in hand	260,002	371,615
Total cash and cash equivalents	<u>260,002</u>	<u>371,615</u>

MOVE ON**(A company limited by guarantee)****NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2018****22. Operating lease commitments**

At the year-end date the charity had outstanding commitments for future minimum lease payments under a non-cancellable operating leases, which fall due as follows;

	Equipment		Land and Buildings	
	2018	2017	2018	2017
	£	£	£	£
Less than 1 year	2,222	1,300	82,770	81,480
Between 2 and 5 years	5,839	-	320,765	337,535
In more than 5 years	-	-	178,000	244,000
	<u>8,061</u>	<u>1,300</u>	<u>581,535</u>	<u>663,015</u>