

**INTO WORK  
(Limited by Guarantee)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

**Charity Number: SC028327  
Company Registration Number: SC181737**

**INTO WORK**  
**REPORT AND FINANCIAL STATEMENTS**  
**For the year ended 31 March 2021**

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## INTO WORK

### REPORT OF THE DIRECTORS

#### For the year ended 31 March 2021

The Directors are pleased to present their report and financial statements for the year ended 31 March 2021. The Directors of the Charitable Company are its Trustees for the purpose of Charity law and throughout this report are collectively referred to as the Directors.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **Chair person's report**

The year of 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 is marked by the worldwide coronavirus pandemic. We continue to review and monitor the economic impact and the disproportionate detrimental effect on disabled people's health, employment and access to services. The Into Work team has adapted service delivery to ensure support continues to our existing and new clients throughout the lockdowns and changes in COVID regulations.

This year a total of 291 disabled people and people with long term health conditions have been served across our supported employment services through All in Edinburgh, Midlothian, East Lothian, Project SEARCH and welfare rights services.

We are pleased that during this period we have secured additional funding for a new Wellbeing Coach role to enhance the delivery of 1:1 and group support to clients alongside their employment journey. The new Wellbeing+ project is a tremendously helpful addition to our existing offer to clients, now more than ever.

Whilst the wellbeing role is focusing on our service delivery, managers and the Board have been very aware of the need for an increased input for the wellbeing of our staff team, all of whom have continued to work from home and offer remote support to clients using digital platforms & telephone calls instead of our usual mode of face-to-face working.

The Board would like to acknowledge their appreciation of the efforts of the staff team to deliver and sustain all Into Work's services during this most challenging period, and to our existing and new funders for investing in our activities.

We have developed and delivered disability equality training to employers funded by the Workplace Equality Fund. We have also co-produced the development and delivery of 'understanding autism' training for employers through our Autism Works programme. Both training programmes were adapted to be delivered online which has been successful in expanding our reach to participants beyond Edinburgh & the Lothians. We have continued membership of the Public Social Partnership to work with Employers to halve the disability employment gap.

The Board were pleased to recruit two new Directors who each have experience of business development and marketing. We thank and acknowledge the support, expertise and time that all Directors have given to Into Work and very much welcome the input of our new Directors. Special thanks and acknowledgement to Norma Whannell who retired from the Board following 22 years' service.

## INTO WORK

### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### **Chair person's report (continued)**

At the end of this period the Board commissioned Rocket Science to complete a full strategic review that has involved engagement with key internal and external stakeholders. Rocket Science is Scotland's leading employability and skills consultancy, working extensively for the Scottish Government, Skills Development Scotland, Local Authorities, Local Employability Partnerships and a wide range of third sector employability organisations. The Board will launch the outcome for Into Work's future direction in 2021-22.

Income for the 2020-21 period was £595K, a reduction on the previous year's income of £1.1m which is attributed to the large one-off income event in the previous year when we exited from the Lothian Local Government Pension Scheme. This event released the pension surplus of £548,000 to Into Work's funds, which the Directors have invested within the CCLA Charities Ethical Investment Fund to manage the sustainability of the Charity.

This investment account has been designated by the Board for long-term investment to grow capital, generate annual income as needed, protect against fluctuations in income, and pursue other projects in line with the objects of the Charity in the future.

#### **Objects and activities**

Established in 1993, Into Work's charitable objectives set out in our original governing documents are 'the relief of poverty and distress of people in Scotland with a disability, by aiding them to advance into employment, and to pursue any other objects for the benefit of people with disabilities, which are now or hereafter deemed to be charitable in law'.

Into Work use the nationally promoted Five Stage Supported Employment model as the basis of service provision and supported by our welfare rights service. By assisting disabled people and people with long term health conditions into employment that is paid, sustained and meets their employment aspirations within a supportive employment environment, we ensure that there are financial, social, wellbeing and developmental benefits for the individual.

Into Work's supported employment services are currently delivered across the City of Edinburgh, East Lothian and Midlothian.

#### **Achievements and performance**

Despite the 2020-21 changes in service resulting from COVID, this has been a successful and rewarding year for Into Work beneficiaries. We continued to deliver much needed services and support while working remotely throughout the year. The staff team have been incredibly dedicated and committed to ensuring that a high quality of service is maintained to our service users.

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For the year ended 31 March 2021

#### Achievements and performance (continued)

##### All in Edinburgh (AiE)

Year 6 to March 2021 of the AiE contract was meant to be the final year, however the City of Edinburgh Council extended the contract through to March 2022 to ensure continuity of service. Run by Edinburgh Supported Employment Consortium (ESEC), Into Work and partners collectively achieved strong outcomes despite the impact of COVID.

The overall consortium performance was acknowledged by Capital City Partnership (CCP) who manage AiE contract along with other city employability services.

Flexibility in our contract was successfully negotiated this period to respond to the COVID situation so we could support more people to retain their employment and manage the employment transitions caused by the pandemic.

<b>Into Work's All in Edinburgh Service</b>	<b>Target Year 6 2020-21</b>	<b>Achievement Year 6 2020-21</b>	<b>Achievement Year 5 2019-20</b>
Engagements	125	<b>71</b>	115
Full time employment	36	<b>24</b>	37
Part time employment	8	<b>4</b>	8
Retained employment	3	<b>12</b>	3
In work progression	4	<b>3</b>	5

Four staff completed their Professional Development Award (PDA) in Supported Employment this period and consortium subgroups were established to target areas for improvement in service such as with marketing/social media, digital inclusion and increasing referrals from those with sensory impairment. The challenges to staff and disabled clients of ESF compliance remains.

The successful performance and quality of the consortium service delivery has grown and improved over time and shows that longer-term funding of such projects bears fruit and offers value for money. It encourages staff and skill retention and therefore directs more funds to actual service delivery for clients.

During this period, we have participated in co-production work with City of Edinburgh Council (CEC) on the future contract of supported employment and we have supported clients to also participate directly in this process.

##### **Welfare Rights Service**

Our Welfare Rights Officer (WRO) continues to work across all our projects providing a vital part of the overall service. Good information and guidance around benefits and money makes a huge difference to disabled people. This is repeatedly remarked on in our client feedback and evaluations, and we are very thankful for our knowledgeable WRO.

Most results were down on previous years because of COVID, except for East Lothian where our WRO had a wider remit of activity this year.

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### REPORT OF THE DIRECTORS

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#### Achievements and performance (continued)

<b>Welfare Rights Service</b>	<b>2020-2021</b>	<b>2019-2020</b>
Total engagements	127	145
Total client meetings	286	299
Total financial gains	£287,289	£376,644
<b>Financial gains breakdown:</b>		
AiE	£78,969	£234,321
Midlothian	£21,019	£11,709
East Lothian	£183,187	£114,023
Project SEARCH	£4,112	£16,591
<b>Gains for non-means-tested Disability Benefits e.g. PIP</b>	<b>£6,864</b>	<b>£35,801</b>
<b>Gains for in-work benefits</b>	<b>£74,921</b>	<b>£155,106</b>
<b>Gains for out of work benefits</b>	<b>£205,503</b>	<b>£185,736</b>
<b>Activity:</b>		
Better-off in work calculations	87	92
Benefit checks	81	65
Benefit applications supported	68	83
Successful tribunal hearings*	100%	100%

\*: Far fewer appeals were needed during COVID as the Department for Work and Pensions (DWP) relaxed decision-making and more people had disability benefit applications accepted than in previous years.

Our Development Coordinator is working to raise funds specifically for our welfare rights service. We are also recruiting for an additional part time adviser for the new Income Maximisation Service funded by East Lothian Council.

#### **East Lothian**

Into Work was awarded East Lothian's 'One Council Partnership Fund' grant at the end of March 2020 for an Employability Officer to work on a planned new school's project. Recruitment for this post was delayed because of COVID. The Employability Officer, who started in October 2020, was managed on a day-to-day basis by East Lothian Work and was given a changed remit supporting disabled people and people experiencing disadvantage.

The target was to support 30 people in a year and in six months 28 people had been supported.

<b>East Lothian</b>	<b>Achievement Oct 2020-Mar 2021 (6 months)</b>	<b>Achievement 2019-2020 (full year)</b>
Total number of clients supported	28	30
Employment outcome	9	7
Work experience/ volunteering	2	10
Further education outcome	0	4
Training course outcome	2	7

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### REPORT OF THE DIRECTORS

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#### Achievements and performance (continued)

##### Midlothian

The Midlothian Council Large Grant Scheme continued to fund one member of staff for 16 hrs per week during the year 2020-21. Our Employment Adviser worked creatively and efficiently, successfully reaching targets set by the Council and exceeding some.

Because of our adviser's background in coaching, Into Work was able to secure a short-term COVID grant through the Corra Foundation to allow 4 additional hours per week to provide enhanced coaching. Midlothian clients benefited from the coaching as well as from Into Work's Welfare Rights Service and Wellbeing+ support this year.

Our Service Delivery Manager has connected with Midlothian Local Employment Partnership (LEP) and hopes this will put us in a good position to influence the local plans and apply for further funding to continue our Midlothian service from April 2022.

<b>Midlothian</b>	<b>Target 2020-2021</b>	<b>Achievement 2020-2021</b>	<b>Achievement 2019-2020</b>
Number of referrals	N/A	17	24
Number receiving initial meeting	N/A	13	23
Clients who received a 1:1 service	15	29	17
Number who will achieve an outcome	12	14	13
Service sessions (some from previous year)	N/A	252	107
<b>Breakdown of outcomes:</b>			
Jobs	N/A	3	4
Retained employment	N/A	2	4
Work placement or volunteering position	N/A	1	3
Re-engaged with education	N/A	4	1
Qualification	N/A	2	N/A
Progression to vocational training/ other	N/A	3	1

##### Project SEARCH

Into Work have been contracted by City of Edinburgh Council (CEC) since 2014/15 to provide Job Coaches for the Edinburgh Project SEARCH programme for young disabled people to complete supported internships at the CEC and NHS Lothian (NHSL) host employer sites. This programme delivers the interns with an onsite employability qualification alongside the internships from Edinburgh College.

Project SEARCH 2019/20 interns started the programme in August 2019 and completed two internships but were unable to complete their 3rd and final internship from March 2020 to June 2020 because of the first COVID-19 lockdown. Employers could not accommodate work-based internships during this period.

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#### **Achievements and performance (continued)**

Project SEARCH Job Coaches continued to engage remotely with the interns. The programme ended with an online celebration event in June 2020. Job Coaches continued to support the 2019/20 interns (those in employment or seeking employment) up to the end of December 2020. As of 31<sup>st</sup> March 2021, 10 of the interns from this cohort had gained an employment outcome.

12 interns (6 for CEC and 6 for NHSL) joined the 2020/21 programme in August 2020. The programme was modified to adapt to the COVID-19 situation. The interns had a mix of face to face and virtual input from Job Coaches and College staff from August to December 2020. However, because of COVID restrictions, the host employers continued to be unable to offer work-based internships which unfortunately led to the decision to end the programme for the 2020/21 interns. The interns were each offered a place on a bespoke College-based employability programme for the rest of the year. 9 of the 12 2020/21 interns decided to take up the offer of the College course.

During the past two years many changes have had to take place to Project SEARCH. CEC decided more stability could be offered to Job Coach staff if their employment is transferred to the Council rather than retendering this arrangement. The transfer of employment will take place on 31<sup>st</sup> July 2021.

We wish to acknowledge all the hard work, commitment and dedication demonstrated by Into Work's Project SEARCH staff over the years.

#### **Improving Understanding of Autism Scottish Government Fund managed on their behalf by Inspiring Scotland**

The Autism Works project is funded by Scottish Government, via Inspiring Scotland, as part of the national campaign to improve the general public's understanding of autism. Autism Works has appointed a Coordinator who has established and supported an autistic advisory group to co-produce training for employers. The group has designed materials, case studies and co-working with other agencies across Scotland. The group contributed ideas to other successful funding applications such as research on work-based mentoring and we wish to acknowledge and thank each member for their invaluable ongoing input and time on this.

Three part-time associate trainers with lived experience of autism were appointed in the end of 2020 to deliver the training to employers. Training is currently being rolled out (online). Detailed evaluation will take place in 2021 and feedback to date is very positive of the impact this is making.

We are grateful to our Autism Engagement Coordinator who has brought this project to life and integrated her co-production approach, while also feeding her vision into future funded projects. Feedback from Inspiring Scotland has been very positive, and we plan to apply to the new funding stream in June 2021 to sustain and develop Autism Works.

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#### Achievements and performance (continued)

##### **Wellbeing+**

Into Work's Development Coordinator successfully applied to Communities Recovery Fund, National Lottery Awards for All, and Foundation Scotland in 2020-21 to fund a new Wellbeing Coach role to lead our Wellbeing+ project which will co-produce one to one and group support for clients. This project has developed from co-production with employment staff, clients, and the autism advisory group. The appointment of the Wellbeing Coach in March 2021 has been well received at a time when additional wellbeing support is required by many clients.

##### **WEF – Workplace Equality Fund. 'Equality Works' project Scottish Government fund managed on their behalf by 'Impact: Funding Partners'**

Our Service Delivery Manager and two Employment Advisers developed and delivered five online disability equality training sessions to three employers: Glenmorangie plc, Sopra Steria and Adobe. A total of 49 key staff from these employers participated in the training. A feedback video featuring participants was created remotely by our videographer and has been launched on our website. The training was well received; the impact is evident from the video testimonials, and we learned a lot about delivering training remotely in the process.

##### **Cyber security**

Into Work were invited to partner again with Edinburgh Napier University helping 16 neurodiverse candidates successfully take part in a second Cyber Security taster course in November 2020. Funded by Scottish Government and managed by Skills Development Scotland (SDS), the selected participants came from as far as Scottish Borders and Glasgow. Two of our Employment Advisers ran this project. Another Employment Adviser who led in 2019 was invited by SDS onto their 'panel of experts' to train other funded projects. Due to COVID, all work was delivered remotely.

##### **Fundraising activities**

During this period, we secured continuation of funding for East Lothian (1 year), Project SEARCH (1 year), extension from CEC for All in Edinburgh (to March 2022) and the extension of Autism Works (to September 2021). We also received COVID response funding from the Corra Foundation to deliver coaching in Midlothian.

In August 2020 we appointed a part time Development Coordinator to deliver a pipeline of funding applications to support Into Work going forward.

From October 2020 – March 2021 we were successfully awarded nine grants totalling £35,380. The awards received were from Community Fund, M&G Community Fund, Pump House Trust, Foundation Scotland, Sir Jules Thorn Trust: Ann Rylands Donations, Souter Charitable Trust, and W M Mann. All grants awarded are for a period of one year or less. We are very grateful for the support of our funders.

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#### **Achievements and performance (continued)**

Some of the funding applied for was not successful such as Garfield Weston, Midlothian Poverty Grant, the Hugh Fraser Foundation, Prudential, and the Russell Trust. We noted an unusually high no response rate of almost 70% based on the total number of funding declines in the period.

#### **Summary**

Into Work has experienced a challenging year in 2020-21. The full impact of the COVID-19 pandemic is still unknown, yet despite this we have continued to deliver a frontline service that is valued, respected, and achieves results. The organisation is continually adapting to a rapidly changing employability/disability landscape while striving to provide an impactful and wide-ranging complement of services, initiatives and projects.

As the organisation progresses towards its 28<sup>th</sup> year of operations, we anticipate a positive future for the organisation, its clients, staff and partners.

#### **Financial review**

The accounts show net income of £79,940 in the year (2020: net income of £413,546), as detailed in the Statement of Financial Activities (SOFA). The surplus in the year includes unrealised gain of £111,016 on investments which were made with amounts received in the prior year on exiting the Lothian Pension Fund. Excluding this unrealised investment gain related to this one-off income event, the results of the year would have been a net expenditure of £31,076 (2020: £78,512). The net income comprises a net increase of £64,235 in unrestricted funds (2020: net increase of £426,351) and a net increase of £15,705 in restricted funds (2020: net decrease of £12,805). At the balance sheet date the unrestricted reserves were £705,700 (2020: £641,465) including £588,090 (2020: £472,635) in designated funds, with £49,311 (2020: £33,606) in restricted funds.

The Charity had a net surplus of funds of £755,011 (2020: £675,071) as at the year end.

For the upcoming year, our projected monthly cash outflows are in excess of our monthly cash inflows. The Directors have invested in a Development Coordinator who will endeavour to improve our funding position and have also invested in a strategic review and growth plan to assess the ongoing strategy of the Charity. The Directors continue to consider other methods to make strategic use of our reserves in keeping with our objectives as an organisation.

#### **Principal funding sources**

Our principal funding source in the year was the service level agreement for The City of Edinburgh "All in Edinburgh" contract. Further detail is available in the Notes to the Annual Accounts. The Directors are grateful to all the Charity's funders, whether big or small, named or anonymous, for their generosity and support.

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### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### Financial performance (continued)

##### **Investment policy and performance**

The investment policy and objective is to cautiously manage the assets of the Charity to provide long term capital growth and an appropriate level of income if needed to fulfil the Charity's objectives. Our investments are governed by a policy that is reviewed by the Directors annually.

Our investments experienced a large decline in value as a result of the COVID-19 pandemic in March 2020, however the value of our investments has since recovered and as of March 2021 it stands 11% above the amount originally invested in December 2019. The Directors continue to monitor investment performance considering COVID-19.

##### **Ethical investment policy**

The Charity invests its funds ethically, in a way that reflects Into Work's values and ethos and does not run counter to its aims.

##### **Reserves policy**

The Directors have a policy of maintaining reserves to protect against unforeseen fluctuations in income and to allow for capital growth. Towards the end of 2020 our reserves balance greatly increased due to our exit from the Local Government Pension Scheme, which resulted in a one-off income event. The Directors took the decision to invest the funds received as a long-term investment for the Charity to be used to grow capital, generate annual income as needed, and pursue other projects in line with the objects of the Charity in the future.

The Directors consider that it is prudent to hold between three and six month's expenditure's worth of reserve for these purposes. Three months expenditure's worth of our reserves have been kept liquid, with the remainder invested in an ethical and prudent manner and designated for long-term investment.

At 31 March 2021 the free reserves of the Charity, comprising of the general fund, amounted to £117,610 (2020: £168,830). This is equivalent to about 2.5 months' (2020: 3 months') expenditure at current levels. This is slightly below the lower end of the target range outlined above, however this is due to the timing of income received.

##### **Risk assessment**

The principal risks and uncertainties faced by the Charity are:

- Further decline in public sector funding. We have appointed a part time freelance Development Coordinator to assist in sourcing funding to continue our work. Additionally, we have appointed Rocket Science to conduct a strategic review and growth plan to support the sustainability of the Charity. This work has recommended a number of actions that will be carried out in the next financial period to mitigate against this risk. This includes the investment in a business development role to generate a pipeline of service development bids across the South East of Scotland.

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### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### Financial performance (continued)

- The All in Edinburgh contract is due to end at the end of March 2022. The All in Edinburgh Steering Group has submitted a tender for the new contract which would begin in April 2022. Having devoted substantial time and effort to preparing the retender bid we remain optimistic of our chances for success, however ultimately what happens with this contract is the Council's decision.
- The disruption to public health, businesses, and economy from the COVID-19 pandemic. We adapted our service delivery and working arrangements, however the full impact and potential for future spikes and lockdowns is concerning for everyone. We consider the health and safety of our employees and clients to be of the utmost importance. We committed to supporting our employees through COVID-19 by offering a flexible working environment as well as mental health and wellbeing support to our employees. We launched the new Wellbeing+ Project during the year with the aim of co-producing one to one and group support for clients, and our advisers continue to actively support our clients facing COVID-19 related health and financial issues. Within the All in Edinburgh consortium we have successfully negotiated flexibility in our contract with the City of Edinburgh Council to respond to the changes in the employment context. This has enabled us to be paid for outcomes to support more people to retain their employment. We continue to monitor and adhere to the changing regulations as an organisation and will continue to help our clients through this challenging time, whatever may come.
- Into Work is exposed to financial risk and market movements through its investment portfolio. Our investment and reserves policy ensures that we have sufficient liquid funds to continue operations in spite of any market movements, and also ensures that the fund which we invest in is sufficiently diversified. The Finance Manager, Senior Manager, Directors, and Investment Manager of the fund we invest in provide oversight of investment performance.

These are all significant elements of risk but are by no means insurmountable. We are proactive in our management of risk. The organisation is able to operate and trade on a significant reputation and track record of quality service delivery that has delivered significant employment and progression outcomes for unemployed disabled people.

#### Plans for future periods

The Directors appointed Rocket Science (UK) Limited towards the end of this period to conduct a strategic review and growth plan to support the sustainability of the Charity in the furtherance of our aims. This work has involved engagement with Into Work's clients, staff, Directors, and our key external stakeholders, all contributing to the review which will be finalised and launched in 2021-22. The review will report on Into Work's market position in the current and future employability context and our potential for growth and investment. From this work the Directors will agree what Into Work's strategic priorities will be for the future 2-3 years.

The review, so far, has established that Into Work will continue to maintain service delivery focus on working with and supporting disabled people and people with long-term health conditions. Local authorities, particularly CEC, continue to invest in additional disability and employment services as the Fair Start Scotland programme is not suitable for many jobseekers with higher support needs. We want to work with Local Employability Partnerships on what we can offer to halve the Disability Employment Gap and to support No One Left Behind national strategies in our local areas.

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### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### Plans for future periods (continued)

Consequently, the Directors envisage opportunities for incremental growth in the organisation's services and capacity, both in its current core operational area and neighbouring areas. Underpinning that desire for incremental growth in the short to medium term, i.e. 2021 through 2024, key elements must come together – we will continue working with existing and new partners to try and ensure there is the best possible chance of that happening.

For 2021-22 significant plans underway include:

- Partner with Edinburgh Supported Employment Consortium to successfully retender for the contract to deliver the Edinburgh pan disability supported employment service (contracts will be awarded by November 2021 and will take effect from 1<sup>st</sup> April 2022 to 2025).
- Put into effect any changes required to transition from our existing AiE contract to the new contract that would start 1<sup>st</sup> April 2022 if awarded. May include UK Shared Prosperity Funding.
- Apply to Midlothian Council to sustain and develop our Midlothian supported employment service (new contract would take effect from 1<sup>st</sup> April 2022 to 2025).
- Apply to East Lothian to sustain delivery and development of our employment worker and welfare rights service (new contract would take effect from 2022 to 2023).
- Apply to Inspiring Scotland to continue delivery and development of Autism Works and build out from this excellent model of co-production in our employment, wellbeing and welfare rights services.
- Partner in the Public Social Partnership to work with employers to halve the disability employment gap.

#### Structure, governance and management

##### **Constitution**

Into Work was incorporated on 23 December 1997 and is a Charitable Company limited by guarantee with no share capital. The Charity's purposes and powers are prescribed by, and it is governed in accordance with, its Memorandum and Articles of Association. The Charity is recognised as a Scottish Charity.

##### **Membership**

Membership of the Charity is open to any individual or organisation with an interest in disability and employment and whose application to membership in accordance with the Charity's Memorandum and Articles of Association is successful. The liability of each Member in the event of winding-up is limited to £5.

##### **Directors, recruitment and appointment of new directors**

The Board of Directors is responsible for the management of the Charity and the safeguarding of its assets. Directors are recruited to the Board with a view to cultivating a mix of skills and experiences across a broad range of relevant disciplines.

## INTO WORK

### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### Structure, governance and management (continued)

At each AGM, one third of the appointed Directors retire and are eligible for re-appointment. The Board may also co-opt additional Directors to serve until the next AGM, following which they may be re-appointed.

#### **Induction and training of new directors**

New Directors are often already familiar with the practical work of Into Work. New Directors are provided with an induction pack and are offered training on the roles and responsibilities of Board Members. Refresher and other training opportunities are also offered. During this period Inspiring Scotland delivered a training session on the role, responsibility and good practice of Charity governance to all the Directors and Managers.

#### **Organisational structure**

The Board meets regularly to direct the business of the Charity, and has set up an HR committee, a Finance & Audit committee and a Strategic Development committee, each comprised of a minimum of three Directors and a manager from the management team. Induction and training are given as required. Responsibility for routine operational matters is delegated to the management team.

#### **Policies and procedures**

Into Work appoints professional contractors to provide employment law advice and insurance cover. Policies and procedures are reviewed on a rolling basis.

#### **Health and safety**

Health and Safety functions are reported to the HR Committee of the Board by the management team.

#### **Standards**

Into Work has recently made significant progress with external accreditation, including:

- Investors in People (IIP) standard achieved since January 2000 successfully reviewed and awarded Silver in January 2021.
- Disability Confident Employer held since July 2017 successfully reviewed and awarded as a Disability Confident Leader from June 2021. The standard continues to promote equal opportunities for disabled jobseekers and employees in all aspects of recruitment, employment, development, and retention practices.
- Cyber Essentials Certificate of Assurance obtained in December 2020.
- Edinburgh Joined Up for Integration Charter Award held since December 2019.
- Personal Development Award (PDA) qualification completed by four staff this year.
- Living Wage accreditation successfully applied for and awarded in May 2021.

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### REPORT OF THE DIRECTORS

For the year ended 31 March 2021

#### Structure, governance and management (continued)

##### **Remuneration policy & payments to senior management**

The Directors consider the management team to be the key management personnel of the Charity. The Into Work Board review the remuneration of management and all other staff annually and increases are considered in light of the Consumer Price Index (CPI) & Retail Price Index (RPI) and the prevailing economic circumstances in which the Company is operating.

##### Voluntary reporting framework

We are pleased to include our new reporting in line with the Voluntary Reporting Framework.

We are proud to have achieved Level 3 Disability Confident Leader status in June 2021. As a Charity working to support disabled people, we are fully committed to diversity and inclusion in our employment practice. We take steps to be welcoming and supportive to all disabled staff and staff with any other protected characteristic. A cross-staff working group updated our recruitment documents, processes and website information to ensure they are as welcoming as possible during this last year.

Into Work gives full and fair consideration to applications for employment made by disabled people, and disabled applicants are offered reasonable & relevant adjustments during the recruitment process as well as in the workplace. Disabled applicants who meet the essential criteria in the job specification are offered a guaranteed interview.

We work to ensure that all staff have appropriate training and career development opportunities throughout their time at Into Work. This process starts at induction and is managed through supervisions and ongoing performance reviews. We offer a flexible working environment as well as wellbeing support, and we continue to demonstrate our commitment to supporting improved mental health and wellbeing across the organisation. This has been demonstrated by the introduction of a wellbeing short term strategy of activities created and co-delivered by our staff team on an optional basis. This has included online social events and a card for discounted access to local sport and leisure facilities. Staff have access to a confidential helpline through our employee life insurance policy. This area is developing, and we have a manager currently completing a Wellbeing in the Workplace Leadership programme in 2021 to further develop our wellbeing strategy this next period.

In April 2021 we conducted a survey on equality and diversity amongst staff. 100% of staff employed at that time completed the survey. In line with the government's voluntary reporting framework, we note that 26% of staff identified as a disabled person or as having a long-term health condition. 30% of staff noted they have a reasonable adjustment in place, with 100% of those staff advising that their adjustment meets their needs.

## INTO WORK

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For the year ended 31 March 2021

#### Reference and administrative information

**Charity name** Into Work

**Charity registration number** SC028327

**Company registration number** SC181737

#### **Directors**

Valerie Bell	Chair
Alan David Wilson	Treasurer
Andrew Smith	
Jamie Szymkowiak	(appointed 28 July 2020)
Jean Maclellan	
Kenneth Dinwoodie	
Norma Whannell	(retired 24 November 2020)
Scott Mackintosh	(appointed 28 July 2020)

**Company secretary** Kathryn Bailer

#### **Key management personnel**

Senior Manager	Rebecca Allen
Service Delivery Manager	Tanya Knight
Service Delivery Manager	Lynda McLeod
Finance Manager	Kathryn Bailer

**Principal office and registered office**  
Norton Park  
57 Albion Road  
Edinburgh, EH7 5QY

**Senior Statutory Auditor Independent Auditors**  
Kevin Cattanach  
Whitelaw Wells  
Statutory Auditor  
9 Ainslie Place  
Edinburgh, EH3 6AT

**Bankers**  
Bank of Scotland  
Edinburgh Greenside, PO Box 17235  
Edinburgh EH11 1YH

**Investment manager**  
CCLA Investment Management Limited  
Senator House, 85 Queen Victoria Street  
London, EC4V 4ET

**INTO WORK**

**REPORT OF THE DIRECTORS**

**For the year ended 31 March 2021**

**Statement of directors' responsibilities**

The Directors are responsible for preparing the Directors' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the Charitable Company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of 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; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the Charitable Company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charitable Company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities & Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Directors are also responsible for safeguarding the assets of the Charitable Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

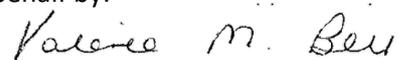
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the Charitable Company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**Disclosure of information to auditors**

So far as the Directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the Charity's auditors are unaware, and each Director has taken all the steps they ought to have taken as a Director in order to make themselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by and authorised for issue by the Board of Directors on 29 July 2021 and signed on their behalf by:-

  
.....

**Valerie Bell (Chair)**  
**Director**

## INTO WORK

### INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS

For the year ended 31 March 2021

#### Opinion

We have audited the financial statements of Into Work (the 'charitable company') for the year ended 31 March 2021, which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and 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 FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Accounting 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 2021 and of 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 requirements of 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 Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the Charity 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 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

In auditing the financial statements, we have concluded that the Directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Directors with respect to going concern are described in the relevant sections of this report.

#### Other information

The other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The Directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

## INTO WORK

### INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS

**For the year ended 31 March 2021**

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.

#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Directors' annual report; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit

#### **Responsibilities of directors**

As explained more fully in the Directors' responsibilities statement set out on page 16, the Directors are responsible for the preparation of the financial statements which give a true and fair view, and for such internal control as the Directors 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 Directors 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 Directors either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

#### **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 report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

## INTO WORK

### INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS

**For the year ended 31 March 2021**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error.

From enquiries of those charged with governance, it was determined that the risk of material misstatement from fraud was low with little scope for fraud to occur. Our audit testing is designed to detect material misstatements from fraud where there is not high level collusion.

Our audit testing was designed to detect material misstatements from other irregularities that result from error where there is not high level concealment of the error. In this regard the following audit work was undertaken: applicable laws and regulations were reviewed and discussed with management; senior management meeting minutes were reviewed; internal controls were reviewed; and journals were reviewed. From this audit testing it was determined that the risk of material misstatement in this regard was low.

We performed income and expenditure testing which was designed to identify any irregularities as a result of mistakes or human error. From this audit testing it was determined that the risk of material misstatement in this regard was low.

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](http://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 Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and the Directors, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the Charity's members 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 Charity and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kevin Cattanach (Senior Statutory Auditor)

for and on behalf of Whitelaw Wells

Statutory Auditor

9 Ainslie Place

Edinburgh

Midlothian

EH3 6AT

29 July 2021

Whitelaw Wells is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**INTO WORK**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
(Including Income & Expenditure Account)  
For the year ended 31 March 2021

	Note	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income and endowments from:</b>					
Donations	2	112	-	112	2,494
Charitable activities					
<i>Grants and service level agreements</i>	3	364,214	230,000	594,214	591,798
<i>Consultancy income</i>	3	555	-	555	1,769
Investment income					
<i>Bank interest</i>		29	-	29	73
<b>Total income before pension income</b>		364,910	230,000	594,910	596,134
Pension income		-	-	-	548,000
<b>Total</b>		364,910	230,000	594,910	1,144,134
<b>Expenditure on:</b>					
Raising funds		5,477	-	5,477	5,949
Charitable activities		414,570	205,939	620,509	668,697
<b>Total</b>	4	420,047	205,939	625,986	674,646
Net gain/(loss) on investments	8	111,016	-	111,016	(55,942)
<b>Net income/(expenditure) before transfers and pension income</b>		55,879	24,061	79,940	(134,454)
<b>Net income/(expenditure) before transfers</b>		55,879	24,061	79,940	413,546
<b>Transfers between funds</b>	12	8,356	(8,356)	-	-
<b>Net movement in funds</b>		64,235	15,705	79,940	413,546
<b>Funds brought forward</b>		641,465	33,606	675,071	261,525
<b>Funds carried forward</b>	12	705,700	49,311	755,011	675,071

The results for the year derive from continuing activities. The Charity has no recognised gains or losses other than those included in the Statement of Financial Activities above. The notes on pages 23 to 38 form part of these financial statements.

## INTO WORK

### BALANCE SHEET

At 31 March 2021

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible fixed assets	7		12,832		8,393
Investments	8		575,258		464,242
			<hr/>	<hr/>	
			588,090		472,635
<b>Current assets</b>					
Debtors	9	60,587		71,896	
Cash at bank and on hand		187,676		193,498	
		<hr/>	<hr/>	<hr/>	<hr/>
			248,263		265,394
<b>Creditors: amounts falling due within one year</b>	10	(81,342)		(62,958)	
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net current assets</b>			166,921		202,436
			<hr/>	<hr/>	<hr/>
<b>Net assets</b>	13		755,011		675,071
			<hr/>	<hr/>	<hr/>
<b>Funds</b>					
<b>Unrestricted funds</b>					
Unrestricted general fund	12		117,610		168,830
Designated funds	12		588,090		472,635
<b>Restricted funds</b>	12		49,311		33,606
			<hr/>	<hr/>	<hr/>
			755,011		675,071
			<hr/>	<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

These financial statements were approved by the Directors on 29 July 2021 and signed on their behalf by:



**Alan David Wilson (Treasurer)**

Director

Company Registration No: SC181737

The notes on pages 23 to 38 form part of these financial statements.

**INTO WORK**

**CASH FLOW STATEMENT**

**For the year ended 31 March 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities:</b>		
Net cash provided by operating activities	2,505	507,293
	<hr/>	<hr/>
<b>Cash flows from investing activities:</b>		
Interest	29	73
Purchase of property, plant and equipment	(8,356)	(8,403)
Purchase of investments	-	(467,000)
	<hr/>	<hr/>
<b>Net cash (used in) investing activities</b>	<b>(8,327)</b>	<b>(475,330)</b>
	<hr/>	<hr/>
<b>Change in cash and cash equivalents in the year</b>	<b>(5,822)</b>	<b>31,963</b>
Cash and cash equivalents at the beginning of the year	193,498	161,535
	<hr/>	<hr/>
<b>Cash and cash equivalents at the end of the year</b>	<b>187,676</b>	<b>193,498</b>
	<hr/>	<hr/>
<b>Reconciliation of net expenditure to net cash flow from operating activities</b>		
<b>Net income for the year (as per the Statement of Financial Activities)</b>	<b>79,940</b>	<b>413,546</b>
<b>Adjustments for:</b>		
Depreciation charge	3,917	1,380
(Gain)/loss on investments	(111,016)	55,942
Interest from investments	(29)	(73)
Decrease in debtors	11,309	14,654
Increase in creditors	18,384	21,844
	<hr/>	<hr/>
<b>Net cash provided by operating activities</b>	<b>2,505</b>	<b>507,293</b>
	<hr/>	<hr/>
<b>Analysis of cash and cash equivalents</b>		
Instant access bank deposits	187,676	193,498
	<hr/>	<hr/>
<b>Total cash and cash equivalents</b>	<b>187,676</b>	<b>193,498</b>
	<hr/>	<hr/>

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### ***Basis of preparation***

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Into Work Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Directors consider there are no material uncertainties about the charitable company's ability to continue as a going concern. The Directors' going concern assessment includes the expected impact of COVID-19 to the Charity for a period of at least 12 months from the date of signing of these financial statements. Accordingly, the financial statements have been prepared on a going concern basis.

##### ***Income recognition***

Donations including grants that provide core funding or are of general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the Charity has unconditional entitlement.

Income from investments, namely bank interest, is included in the year in which it is receivable.

Income from charitable activities includes income received under contract, or where entitlement to grant funding is subject to specific performance conditions, is recognised as earned (as the related services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 1. Accounting policies (continued)

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The Charity is registered for VAT and, accordingly, expenditure is shown gross of irrecoverable VAT.

- Costs of raising funds comprise the costs associated with attracting donations and investment management cost.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Support costs are those functions that assist the work of the Charity but do not directly undertake charitable activities. Support costs include governance costs which support the Charity's programmes and activities. These costs include the expenses of Directors meetings, the statutory audit and legal and professional fees. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 4.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.
- Grants payable are recognised when the beneficiary earns the right to consideration by its performance.

##### **Operating leasing**

Rentals applicable to operating leases, where substantially all of the benefits and risks of ownership remain with the lessor, are charged to the Statement of Financial Activities on a straight-line basis over the period of the lease.

##### **Taxation**

As a recognised charitable body, the Charity is exempt from corporation tax on its charitable activity.

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

All fixed assets are initially recorded at cost with assets costing in excess of £500 capitalised. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Office equipment	20%-33% on cost
Computer equipment	33% on cost

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 1. Accounting policies (continued)

##### ***Investments***

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price. The statement of financial activities includes the net gains and losses arising on revaluations and disposals throughout the year.

The Charity does not acquire put options, derivatives or other complex financial instruments.

The main form of financial risk faced by the Charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or subsectors.

The Charity anticipates a long-term future and accepts the reality that financial markets are such that capital values of investments will fluctuate during a long time-scale.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

##### ***Pension costs***

The Charity operates a Defined Contributions Pension Scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the Scheme.

Until October 2019 qualifying staff were members of the Lothian Pension Fund, a multi-employer Defined Benefit Scheme. This Scheme is now closed to new members and the Scheme was exited in the previous year which resulted in the liability being crystallised and a refund of the surplus being received. Deficits under the scheme are recognised in the accounts in accordance with the requirements of Financial Reporting Standard 102, based on the company's share of the scheme assets and liabilities, as reported by the scheme actuary. The scheme assets are valued at market value. In accordance with FRS 102 "retirement benefits" the company's share of a scheme deficit is recognised in full on the balance sheet and its share of a surplus is recognised to the extent that the surplus can be recovered.

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**1. Accounting policies (continued)**

***Fund accounting***

- Unrestricted funds are available for use at the discretion of the Directors to further the general objectives of the Charity.
- Designated funds are unrestricted funds earmarked by the Directors for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the funder or donor or through the terms of an agreement.

**2. Income from donations**

	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>		
Other donations	112	-	112	2,494
	<hr/>	<hr/>	<hr/>	<hr/>
	112	-	112	2,494
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Income from donations was £112 (2020: £2,494) all of which was unrestricted.

**3. Income from charitable activities (grants)**

	<b>2021</b>	<b>2021</b>	<b>2021</b>	<b>2020</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>£</b>	<b>£</b>
	<b>£</b>	<b>£</b>		
<b>Supported employment services:</b>				
All in Edinburgh (SLA)	347,984	-	347,984	369,784
Inspiring Scotland – Understanding Autism	-	33,258	33,258	16,629
City of Edinburgh Council – Project SEARCH	-	92,231	92,231	125,611
East Lothian Council – Core & Fairer				
Scotland Fund (FSF)	-	34,000	34,000	34,000
East Lothian – Welfare Rights	-	7,000	7,000	-
Midlothian Council	-	16,667	16,667	16,667
Midlothian Council – ESF	-	-	-	4,213
Edinburgh Napier University	6,250	-	6,250	5,000
Agnes Hunter Trust	-	6,950	6,950	6,800
Impact Funding – Workplace Equality Fund	-	13,094	13,094	13,094
Wellbeing+ Project	-	24,800	24,800	-
Corra Foundation	-	2,000	2,000	-
Souter Charitable Trust	5,000	-	5,000	-
Core Funding Grants £1,000 and under	4,980	-	4,980	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total supported employment services</b>	<b>364,214</b>	<b>230,000</b>	<b>594,214</b>	<b>591,798</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 3. Income from charitable activities (grants)

	2021 Unrestricted £	2021 Restricted £	2021 £	2020 £
<b>Other projects &amp; services</b>				
Consultancy	555	-	555	1,769
	555	-	555	1,769
<b>Total income from charitable activities</b>	364,769	230,000	594,769	593,567

Income from charitable activities was £594,769 (2020: £593,567) of which £364,769 (2020: £371,553) was unrestricted and £230,000 (2020: £222,014) was restricted.

#### 4. Expenditure

	Fundraising Costs £	All in Edinburgh £	Employment Support £	Total 2021 £	Total 2020 £
<b>Direct operating costs:</b>					
Staff travel, training & events	-	7,144	3,078	10,222	5,352
Beneficiary expenses & events	-	-	-	-	168
Subscriptions and publications	-	342	(37)	305	2,919
<b>Support costs:</b>					
Staff costs (see below)	5,477	287,482	254,728	547,687	594,871
Premises costs	-	16,344	7,163	23,507	30,285
IT & website costs	-	3,609	974	4,583	5,837
Office administration costs	-	7,724	6,572	14,296	13,500
Other costs & professional fees	-	4,056	10,705	14,761	10,082
Depreciation	-	-	3,917	3,917	1,380
Irrecoverable VAT	-	-	1,398	1,398	5,988
Bad debts	-	-	-	-	224
<b>Governance costs:</b>					
Audit & accountancy fees	-	2,549	2,761	5,310	4,040
<b>Total</b>	5,477	329,250	291,259	625,986	674,646

Overheads and support costs are allocated on the basis of staff time.

Expenditure was £625,986 (2020: £674,646) of which £420,047 (2020: £439,827) was unrestricted and £205,939 (2020: £234,819) was restricted.

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 4. Expenditure (continued)

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Staff salaries	455,965	479,892
Social security costs	35,746	32,321
Pension costs	39,612	31,804
External consultants	6,870	1,823
Redundancy payments	9,494	49,031
	<hr/>	<hr/>
Total	547,687	594,871
	<hr/> <hr/>	<hr/> <hr/>

The policy for redundancy follows the statutory redundancy provisions unless covered by a legal binding settlement agreement.

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	<b>No.</b>	<b>No.</b>
Management staff	4	4
Project staff	15	16
Administrative staff	1	2
	<hr/>	<hr/>
Total	20	22
	<hr/> <hr/>	<hr/> <hr/>

No emoluments were paid to Directors and £Nil (2020: £Nil) expenses were reimbursed in the current year to Directors.

At the year end the Charity considers its key management personnel comprise the Senior Manager, Service Delivery Managers and the Finance Manager. The total employment benefits including employer pension contributions of the key management personnel was £164,225 (2020: £131,757). No employee had emoluments of more than £60,000 during either the current or previous year.

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**5. Summary analysis of expenditure and related income for activities**

This table shows the cost of the main activities and the sources of income that support those activities.

	<b>Fundraising costs £</b>	<b>All in Edinburgh £</b>	<b>Employment support £</b>	<b>Total 2021 £</b>	<b>Total 2020 £</b>
Costs	(5,477)	(329,250)	(291,259)	(625,986)	(674,646)
Donations	112	-	-	112	2,494
Grants and service level agreements	-	347,984	246,230	594,214	591,798
Consultancy	-	-	555	555	1,769
Investment income	29	-	-	29	73
Pension income	-	-	-	-	548,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>(5,336)</b>	<b>18,734</b>	<b>(44,474)</b>	<b>(31,076)</b>	<b>469,488</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**6. Net income for the year**

	<b>2021 £</b>	<b>2020 £</b>
This is stated after charging:		
Depreciation	3,917	1,380
Auditors' remuneration – audit fee	5,310	4,040
Operating lease	22,997	22,384
	<hr/> <hr/>	<hr/> <hr/>

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

7. <b>Tangible fixed assets</b>	<b>Office equipment £</b>	<b>Computer equipment £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2020	4,538	29,440	33,978
Additions	1,314	7,042	8,356
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	5,852	36,482	42,334
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>			
At 1 April 2020	4,428	21,157	25,585
Charge for year	186	3,731	3,917
Eliminated on disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	4,614	24,888	29,502
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net book value</b>			
At 31 March 2021	1,238	11,594	12,832
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2020	110	8,283	8,393
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

<b>8. Investments</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Market value at 1 April 2020	464,242	53,184
Additions	-	467,000
Unrealised gain/(loss) on investments	111,016	(55,942)
	<hr/>	<hr/>
Market value at 31 March 2021	575,258	464,242
	<hr/> <hr/>	<hr/> <hr/>
<b>Historic cost</b>		
At 31 March 2021 (excluding cash)	517,000	517,000
	<hr/> <hr/>	<hr/> <hr/>
The portfolio consists of:		
	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
UK securities and unit trusts	575,258	464,242
	<hr/> <hr/>	<hr/> <hr/>

The UK securities invested in are themselves invested in a diverse portfolio including overseas equities, UK equities, property, other assets and cash. All investments are carried at their fair value. Investments are all traded in quoted public markets, primarily the London Stock Exchange. The basis of fair value for quoted investments is equivalent to the market value, using the bid price. Asset sales and purchases are recognised at the date of trade at cost (that is their transaction value).

<b>9. Debtors</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Grants receivable	47,347	63,391
Other debtors	13,240	8,505
	<hr/>	<hr/>
Total	60,587	71,896
	<hr/> <hr/>	<hr/> <hr/>

<b>10. Creditors: amounts falling due within one year:</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other taxation and social security	12,606	59
Pension contributions	4,695	4,524
Accruals	23,191	19,569
VAT	40,850	32,889
Deferred income	-	5,917
	<hr/>	<hr/>
Total	81,342	62,958
	<hr/> <hr/>	<hr/> <hr/>

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**11. Commitments under operating leases**

At 31 March 2021 the Charity had annual commitments under non-cancellable operating leases as set out below:

	<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020</b>
	<b>Land &amp;</b>	<b>Other</b>	<b>Land &amp;</b>	<b>Other</b>
	<b>buildings</b>		<b>buildings</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Operating leases which expire:				
Within one year	10,451	404	10,451	2,939
One to two years	800	61	10,451	683
Two to five years	-	-	2,793	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**12. Movement on funds**

	Note	At 1 April 2020 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	At 31 March 2021 £
<b>Restricted funds:</b>							
Understanding Autism Fund	a	11,248	33,258	(34,995)	-	(3,952)	5,559
CEC – Project SEARCH	b	7,662	92,231	(97,737)	-	-	2,156
East Lothian (FSF)	c	1,587	41,000	(22,057)	-	-	20,530
Midlothian	d	3,250	16,667	(17,491)	-	(1,040)	1,386
Welfare Works	e	235	6,950	(7,185)	-	-	-
Workplace Equality Fund	f	9,624	13,094	(19,354)	-	(3,364)	-
Wellbeing+ Project	g	-	24,800	(5,120)	-	-	19,680
Corra Foundation	h	-	2,000	(2,000)	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total restricted funds</b>		33,606	230,000	(205,939)	-	(8,356)	49,311
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Unrestricted funds:</b>							
<b>Designated funds:</b>							
CEC – All in Edinburgh	k	-	347,984	(329,250)	-	(18,734)	-
Investment fund	l	464,242	-	-	111,016	-	575,258
Fixed asset fund	m	8,393	-	(3,917)	-	8,356	12,832
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total designated</b>		472,635	347,984	(333,167)	111,016	(10,378)	588,090
General fund		168,830	16,926	(86,880)	-	18,734	117,610
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total unrestricted</b>		641,465	364,910	(420,047)	111,016	8,356	705,700
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>		675,071	594,910	(625,986)	111,016	-	755,011
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Notes on funds:**

- a. The Understanding Autism Fund, managed by Inspiring Scotland on behalf of the Scottish Government, is a project in co-production and co-presentation with autistic people to develop and deliver a comprehensive training programme to a range of businesses to improve their understanding of autism within employment policy and practice. The transfer from the fund represents assets purchased in the year using the funding.

## INTO WORK

### NOTES TO THE ACCOUNTS

For the year ended 31 March 2021

#### 12. Movement on funds (continued)

##### Notes on funds (continued):

- b. Project SEARCH is funded by the City of Edinburgh Council. It provides a supported internship programme for disabled people. The programme is a partnership between two host employers (City of Edinburgh Council and NHS Lothian), a training provider (Edinburgh College) and a supported employment agency (Into Work). The funding pays for Into Work's job coaching element of the programme.
- c. The "Into Work East Lothian" project is funded by East Lothian Council's Partnership Fund to provide peer support to young people at risk of leaving education without a positive destination. This service is based at East Lothian Works in Haddington. Into Work also supplies part-time welfare rights expertise which is funded by and delivered at East Lothian Works.
- d. The "Into Work Midlothian" project is funded by Midlothian Council through their Employability Learning and Training Standard grant fund to support disabled job seekers into employment, Further Education (FE) training, placement, volunteering or employment focused training. The transfer from the fund represents assets purchased in the year using the funding.
- e. Welfare Works is funding from the Agnes Hunter Trust to provide finance and benefits advice and support to disabled people transitioning to paid employment.
- f. The Workplace Equality Fund, managed by Impact: Funding Partners on behalf of the Scottish Government, enabled Into Work to develop relationships and deliver awareness training to private sector employers around improving equality in employment for disabled people. The transfer from the fund represents assets purchased in the year using the funding.
- g. The new Wellbeing+ Project has been initially funded by a mix of funders including the Communities Recovery Fund, managed by National Lotteries Community Fund on behalf of the Scottish Government, National Lottery Awards for All, and the Community Response, Recovery and Resilience Fund, managed by Foundation Scotland. This funding supports our Wellbeing Coach to co-produce and provide 1 to 1 as well as group wellbeing support to disabled people and people with long term health conditions.
- h. The Corra Foundation funding was COVID response funding which enabled Into Work to provide enhanced coaching services in Midlothian.
- i. The Cyber Security Project raising awareness of cyber security careers for neuro-atypical/autistic participants concluded in 2019-20.
- j. Digital Inclusion project supporting clients to engage with the CodeClan programme was concluded in 2019-20.

## INTO WORK

### REPORT OF THE DIRECTORS

for the year ended 31 March 2021

#### 12. Movement on funds (continued)

##### Notes on funds (continued):

- k. The All in Edinburgh project is funded by City of Edinburgh Council via Capital City Partnership's Improving Employability Challenge Fund to provide a specialist employment service to Edinburgh residents who are disabled, neurodiverse, or who have a health condition. Into Work delivers the project in partnership with three other agencies.
- l. The investment fund corresponds to the value of investments. This has been designated during the year as these assets are intended to be used as a long term investment for the Charity and will be used to grow capital, generate annual income as needed, and pursue other projects in line with the objects of the Charity in the future. These funds could also be used to secure the Charity's ongoing existence in the short-term.
- m. The fixed asset fund corresponds to the net book value of fixed assets. Annual depreciation is charged to the fund and the cost of fixed assets purchased is transferred into it.

INTO WORK

REPORT OF THE DIRECTORS

for the year ended 31 March 2021

12. Movement on funds (continued)

	Note	At 1 April 2019 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	At 31 March 2020 £
<b>Restricted funds:</b>							
Understanding Autism Fund	a	-	16,629	(5,381)	-	-	11,248
CEC – Project SEARCH	b	14,347	125,611	(132,296)	-	-	7,662
East Lothian (FSF)	c	8,587	34,000	(41,000)	-	-	1,587
Midlothian	d	-	20,880	(17,630)	-	-	3,250
Welfare Works	e	-	6,800	(6,565)	-	-	235
Workplace Equality Fund	f	14,796	13,094	(18,266)	-	-	9,624
Cyber Security Project	i	-	5,000	(5,000)	-	-	-
Digital Inclusion Project	j	8,681	-	(8,681)	-	-	-
<b>Total restricted funds</b>		<b>46,411</b>	<b>222,014</b>	<b>(234,819)</b>	<b>-</b>	<b>-</b>	<b>33,606</b>
<b>Unrestricted funds:</b>							
<b>Designated funds:</b>							
CEC – All in Edinburgh	k	-	369,784	(360,338)	-	(9,446)	-
Investment fund	l	-	-	-	-	464,242	464,242
Fixed asset fund	m	1,370	-	(1,380)	-	8,403	8,393
<b>Total designated</b>		<b>1,370</b>	<b>369,784</b>	<b>(361,718)</b>	<b>-</b>	<b>463,199</b>	<b>472,635</b>
General fund		213,744	552,336	(78,109)	(55,942)	(463,199)	168,830
<b>Total unrestricted</b>		<b>215,114</b>	<b>922,120</b>	<b>(439,827)</b>	<b>(55,942)</b>	<b>-</b>	<b>641,465</b>
<b>Total funds</b>		<b>261,525</b>	<b>1,144,134</b>	<b>(674,646)</b>	<b>(55,942)</b>	<b>-</b>	<b>675,071</b>

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**13. Analysis of net assets between funds**

	<b>General fund £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Tangible fixed assets	-	12,832	-	12,832
Fixed assets investments	-	575,258	-	575,258
Net current assets	117,610	-	49,311	166,921
	-----	-----	-----	-----
<b>Total net assets at 31 March 2021</b>	<b>117,610</b>	<b>588,090</b>	<b>49,311</b>	<b>755,011</b>
	-----	-----	-----	-----
	<b>General fund £</b>	<b>Designated funds £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Tangible fixed assets	-	8,393	-	8,393
Fixed assets investments	-	464,242	-	464,242
Net current assets	168,830	-	33,606	202,436
	-----	-----	-----	-----
<b>Total net assets at 31 March 2020</b>	<b>168,830</b>	<b>472,635</b>	<b>33,606</b>	<b>675,071</b>
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**14. Pension and other post-retirement benefit commitments**

**Defined contribution pension scheme**

The Charity participates in a defined contribution pension scheme run by NEST. The Charity's contribution to this scheme is 7.5% of participants' salaries which is charged to the Statement of Financial Activities in the year to which the payments relate. This scheme is open to all qualifying employees.

<b>Defined contribution</b>	<b>2021 £</b>	<b>2020 £</b>
Contributions payable by the Charity for the year	39,612	31,804
Amounts outstanding at the year end	4,695	4,524
	=====	=====

**INTO WORK**

**NOTES TO THE ACCOUNTS**

**For the year ended 31 March 2021**

**15. Related party transactions**

No one individual had control of the Charity during the year.

There were no related party transactions during the year as required to be disclosed by Financial Reporting Statement 102.

**16. Company limited by guarantee**

The Charitable Company has no share capital as it is a Company limited by guarantee.