

Charity Number SC044072

PLAYLIST FOR LIFE

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2017**



PLAYLIST FOR LIFE

Accounts for the Year ended 30 June 2017

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PLAYLIST FOR LIFE

Report of the Trustees for the Year ended 30 June 2017

The Trustees present the annual report and financial statements of the charity for the year ended 30 June 2017. 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 trust deed, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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.

Objectives and Activities

'When his mind is in this rut, nothing helps his distress but when the music is played through the earphones, it seems to ease his mind and release his thoughts to a more comforting place'. - [REDACTED]

Personal music can help people living with dementia. Playlist for Life wants everyone to know this simple fact so that everyone living with the disease can have access to a unique playlist of personal music to help make life easier and happier.

We were founded four years ago by writer and BBC broadcaster [REDACTED]. Her mother [REDACTED] had dementia and over time [REDACTED] observed that personal music became the only thing keeping [REDACTED] connected to the family and her very sense of self. After [REDACTED] death, [REDACTED] discovered this was not an accident but a recognised phenomenon backed up by two decades of research. However, no-one was sharing this knowledge as a matter of course with families in the UK, and [REDACTED] decided this needed to change.

Playlist for Life was established to tell other families about the power of personal music and to empower them to use personal music in their own lives. We have developed four discrete strands of activity that form part of a coherent strategy to bring Playlist for Life into the mainstream of dementia care. They are:

- **Playlist for Communities (developing grassroots support):** Includes all our volunteer activity including partnership with other organisations to grow our Help Point network, training volunteer speakers to spread the word to local community groups (they spoke to more than 12,000 people last year) and our Music Detective network, where volunteers are trained to find and share personal music locally and nationally through our app.
- **Playlist for Professionals (developing capacity in the care sector and health services):** Backed by the Care Inspectorate, we trained 1,600 health and care professionals in 2016/17. We launched our certified care home register, awarding plaques and registration on our website to care homes and hospitals that have shown they are incorporating personal music into care.
- **Digital Development (increasing access):** We have identified that digital exclusion can be a barrier to using playlists. Working with Glasgow Caledonian University and Nesta we completed a research prototype of an iOS app. We will launch a commercial version later in the year.
- **Raising Awareness (promoting use):** Last year we redesigned our website with a grant from the Transform Foundation. We more than doubled our Facebook and Twitter followers. Raising awareness is the charity's top priority for the next two years.

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Report of the Trustees for the Year ended 30 June 2017

Objectives and Activities (continued)

Research

The charity is currently helping to fund a PhD at Glasgow Caledonian University examining the impact of Playlist for Life on the culture of care within care homes that adopt the intervention. Our student, [REDACTED] is now in his second year of the study and we are very grateful to the Cruden Foundation for their help funding our share of these costs.

Last year the charity took a strategic decision to step back from managing or funding further research ourselves so that we could focus on raising awareness and developing practical support. We decided instead to seek out a strategic partner that wanted to work with us to coordinate and develop research into this important area. We were delighted to announce in May 2017 our partnership with the internationally renowned Centre for Dementia Prevention at Edinburgh University. The Centre for Dementia Prevention is now scoping a major effectiveness study with us into the use of personal music.

There were two relevant Cochrane reviews published this year. The first¹ found that 'among sensory simulation interventions, the only convincingly effective intervention for reducing behavioural symptoms (specifically agitation and aggressive behaviour) was music therapy'. The second study² showed "music intervention significantly reduces agitated behaviours in demented people." A recurring theme from both was that there is so much variation across the current research that meta-analysis is difficult. We continue to be open to working with anyone interested in researching the outcomes of our work and hope that by connecting them to our work with Edinburgh we can contribute to bringing greater coordination to the research in this cutting-edge area.

¹ Systematic review of systematic reviews of non-pharmacological interventions to treat behavioural disturbances in older patients with dementia, [REDACTED] et al, BMJ July 2017.

² "Effects of Music on Agitation in Dementia: A Meta-Analysis", [REDACTED] et al Frontiers in Psychology, May 2017.

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Report of the Trustees for the Year ended 30 June 2017 (continued)

Achievements and Performance

Business Review

The fourth year of the charity has been a whirlwind of activity and opportunities. It is also the first complete year of work towards the Strategic Business Plan we agreed last year. We are broadly on course and highlights this year have been:

Expanding our partnerships: Our strategy is to spread by working with others and giving ourselves away and it has been a great year for developing new partnerships. Universal Music adopted us as their staff charity and are working with us and 7Digital to develop solutions to the technical and licensing challenges people can encounter when trying to get started with Playlists. [REDACTED] addressed the annual central meetings of the Rotary and The Guild. We launched our research partnership with the Centre for Dementia Prevention. Facebook adopted us for a Hack for Good. We tested our community Help Point model with partner organisations. We worked with Healthcare Improvement Scotland to train ten Specialist Dementia Units and 30 Post Diagnostic Support Workers. We continued to collaborate with Opera Holland Park, RSNO, big band 'That Swing Sensation' and new playwright [REDACTED] to spread the word within communities.

Successfully piloting the community Help Points Model: Many organisations work to support people living with dementia, including specialist dementia organisations and broader community organisations such as churches or libraries. Last year, with funding from the Voluntary Action Fund, Playlist for Life ran a successful pilot establishing Help Points within such partner organisations.

We estimate 68 playlists were made and used over eight months, but creating a playlist emerged as only one measure of the impact of Help Points. 510 people affected by dementia benefitted from music-related or music-supported activity within those Help Points including singing together and musical reminiscence. The Robertson Trust and Utley Foundation are now helping us to take this work forward for three years and we will launch a Help Point Toolkit in early 2018.

'Playlist for Life has changed my ministry' – Help Point Leader

Launching our register of Playlist for Life certified homes: A major achievement last year was publishing our comprehensive training manual for health and care professionals and launching our register of health and care establishments that incorporate Playlist for Life into care. The register is searchable on our website by anyone looking for a care home. At the end of June 2017, we had two homes on the register and another 57 working towards completion. We were also delighted to work with the Abbeyfield Society to roll out Playlist for Life across their homes in England and Wales and over the moon when they were nominated for a Laing Buisson Best Practice Award for the project.

"Working with the residents has given a fascinating insight into the lives and experiences of the wonderful characters at the home... the process [of finding the music] and the result is extremely rewarding and my knowledge of Frank Sinatra has grown tenfold." – Abbeyfield care worker

PLAYLIST FOR LIFE

Report of the Trustees for the Year ended 30 June 2017 (continued)

Achievements and Performance (continued)

Technology advances: This year we redesigned our website thanks to a grant from the Transform Foundation. We have been working for two years on an app to help people find, access and listen to personal music on a single, integrated device. This year the research prototype was completed and transferred from Glasgow Caledonian University to us to complete a commercial version, scheduled for launch in October 2017. Digital exclusion is emerging as a clear barrier for some people to access their personal music and finding solutions is a growing part of our work. Thanks to the Utley Foundation we have taken on [REDACTED] as Head of Digital and Development, who is developing a digital roadmap for future developments. The licensing framework for music continues to be complex and uncertain. This proves a stumbling block in some NHS and care establishments as IT departments take different approaches and we are working to find a standard solution.

" The difference this [app] makes is remarkable and a very powerful tool to have and share – [REDACTED]"

Staffing

We have expanded the full-time staff team to five:

- Chief Executive
- Head of Digital and Development
- Communities Officer
- Training Officer
- Office Manager

We have stabilised our sessional Training Team at 16 for the time being and have taken on a Finance Officer for 1 day per week to modernise our financial procedures and improve our business planning.

We explicitly do not want to grow into a large organisation ourselves but rather enable partners to start promoting and using Playlist for Life by providing them with high quality tools, resources and training. Our enabling strategy is working, but we recognise that we require more capacity at the centre around communications and to boost the capacity of the Implementation Team (Communities and Training).

PLAYLIST FOR LIFE

Report of the Trustees for the Year ended 30 June 2017 (continued)

Achievements and Performance (continued)

2016/17 YEAR IN NUMBERS

87p In every pound raised going directly towards delivering our charitable objectives	4,007 Total number of playlists made (Est)	x2 More than doubled our income
21,000 People contacted about Playlist for Life	12,000 People attending talks and events	4k Facebook friends 3k Twitter followers
4 Help Points established in host organisations	510 People with dementia reached by Help Points with music-related or music-supported activity	68 Playlists made, thanks to support from Help Points
1600 Health and care professionals trained	98 Health and care organisations trained	272 iPods despatched

PLAYLIST FOR LIFE

Report of the Trustees for the Year ended 30 June 2017 (continued)

Thanks

We have many people to thank during this period, not least all the members of the public who have donated money and iPods, Mp3 players, speakers, cables and headphones. (Due to the difficulty of valuing these items, they have not been brought into the accounts, but they have been sent to many grateful families with instructions on how to administer a personalised playlist).

We are also indebted to the growing army of volunteers around the country who are helping to spread the word about the power of playlists by delivering talks, holding bucket collections, training as Music Detectives and representing us at events. We are grateful to the support of the Voluntary Action Fund for making it possible to build Playlist for Communities. We would also like to recognise [REDACTED] in particular, one of the very first 'girls in the west'. She is retiring to enjoy time with her family and develop her painting. We will miss her terribly and wish her well.

We are very grateful for the ongoing support of the Esmee Fairbairn Foundation and for the new partnerships we formed this year with Universal Music UK, The Robertson Trust, who are supporting Playlist for Communities, and the Utley Foundation. [REDACTED] and their fellow Trustees have made the commercial app development possible and have also committed to working with us for three years to help us increase our reach. Huge thanks too to Pandaprint, [REDACTED] John Menzies plc and Weir Group for their continued support and to the Cruden Foundation, Facebook and the Transform Foundation.

Special thanks go to the ongoing support of the Gordon and Ena Baxter Foundation, who with Edinburgh and Lothian Health Foundation, Alzheimer's Scotland and Glasgow Caledonian University made the app research prototype possible. Thanks too must go to the support of the Nesta Health Lab and developers CtrlGroup for building the app. Special mention to James Godwin and to Professor Gianna Cassidy, a driving force behind the app since she helped found the charity in 2013. Gianna stepped down as Trustee this year with our grateful thanks.

We are grateful to a number of family trusts that have supported us: the Sir Tom Farmer Foundation, the Ward Charitable Trust, Mr and Mrs William Donalds Memorial Trust, Kenneth Barge Memorial Trust, Linton Charitable Trust, the Kuenssberg Family Trust and Stella Symons Charitable Trust.

And we would like to record a special tribute to those donations that came from families in memory of a loved one: [REDACTED]

And we are indebted to the several hundred churches, guilds, Rotary and community groups who have generously donated throughout the year, or asked us to come and speak so that they can spread the word.

Many thanks to everyone who has helped organise special fundraising events and activities on our behalf, including: Rally for Bally, Remembering Not To Forget, Boots in Paisley, Spalston Bowling Club, the Rotary, Glasgow High School, Saints and Sinners, the Hairy Haggis Relay team, Scottish Police Choir, Renfrew Trinity Church, Eastwood Theatre, the Scottish Album of the Year Awards, the staff at the Scottish Parliament, Live@Troon, Buckie Choral Union, the Blue Nile Fan Club, the Dunfermline Tea Dance and Merchants House.

Thank you to the host organisations for the pilot community Help Points: St Andrews Church, Moray libraries and the community of Elgin, Stirling Libraries, MECOPP and Trinity School, Edinburgh.

PLAYLIST FOR LIFE

Report of the Trustees for the Year ended 30 June 2017 (continued)

Thanks (continued)

And thank you to all the special individuals who have this year gone above and beyond to help us, including: [REDACTED] at Pandaprint, [REDACTED] and the Hairy Haggis relay team, [REDACTED]

Financial Review

The results for the year are set out in the Accounts. The statement of financial activities of the charity show a surplus for the year of £37,571 (2016: £12,874 deficit).

We are broadly on course against the Strategic Business Plan agreed last year. We more than doubled our income from £135k in 15/16 to £296k in 16/17.

Nevertheless, we did not manage to secure funding for a communications role meaning that our total income was £34k less than that projected in the Business Plan. Raising awareness remains our top objective for the next three years. People can transform their lives with personal playlists - but only if they know about it.

Investment policy

Under the Memorandum and Articles of Association, the charity has the power to invest any money that the organisation does not immediately require in any investments, securities or properties. As there are few funds for long-term investment the trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy, have operated a policy of keeping available funds in an interest-bearing bank account.

Risk management policy

The Board actively reviews the major risks which the charity faces on a regular basis and believes that maintaining reserves at current levels, combined with regular reviews of controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the charity and confirms that it has established systems to mitigate significant risks. We have a risk management matrix in place on roles and responsibilities to mitigate exposure to risk and are satisfied that sufficiently effective systems are in place. We will continue to refine our approach over the coming year.

Reserves Policy and going concern

The Board has set a target to maintain its reserves to a level equivalent to three months running costs for the organisation.

In the opinion of the Trustees, the charity's assets are sufficient for it to fulfil the obligations of the charity. The Trust has identified a minimum reserve requirement of £60,000 to meet commitments as they fall due. The actual free reserves at 30 June 2017 were £97,747 (2016: £70,898).

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Report of the Trustees for the Year ended 30 June 2017 (continued)

Plans for Future Periods

It feels like the moment has come for music and dementia in strategic and policy terms, and that Playlist has an important part to play in 'democratising the power of music'. Most musical initiatives involve specialist expertise or group settings. This is of no use when someone is desperate in the middle of the night or lying on a trolley in A&E, but Playlist for Life is. It is something we all have and that anyone can do, but only if they know about it.

Entering the second year of our strategic plan we are broadly on course and will focus on expanding our reach across the four workstreams:

- **Playlist for Communities:** We will expand the community Help Point network to 150 by July 2018.
- **Playlist for Professionals:** We will continue to grow the number of homes registered on our site as incorporating Playlist for Life into care.
- **Digital Development:** We will launch our iOS app in Autumn 2017 and develop a digital roadmap to support people affected by dementia to overcome technical and licensing barriers.
- **Raising Awareness:** Over the next two years we aim to build the mainstream and social media profile of personal playlists through a major awareness- raising effort engaging our partners and the growing Help Point network.

We are financially healthy. Our training arm is self-funding and we are building our community work upon good relationships with trusts and foundations. Digital development is an important part of widening access and we are working with partners to develop solutions and will continue to seek specialist funds. Over the coming year we are diversifying our fundraising to focus on building the support needed for the awareness raising campaign.

Structure, Governance and Management

Governing Document

The charity is a Scottish Charitable Incorporated Organisation, governed by a constitution and controlled by its Trustees. It is a registered charity, number SC044072 and was granted charitable status by The Office of Scottish Charity Regulators on 12 June 2013.

Recruitment and Appointment of Trustees

There are six Trustees, the Trustees are elected annually at the Annual General Meeting. New Trustees are approached by existing Trustees and their duties explained to them.

Trustee Induction and Training

The induction and training of the Trustees is carried out during their term of service.

Key management personnel remuneration

The trustees consider Sarah Metcalfe to be the key management personnel of the charity. All trustees give their time freely and no trustee remuneration was paid in the year. Details of trustee expenses and related party transactions are disclosed in note 2 to the accounts.

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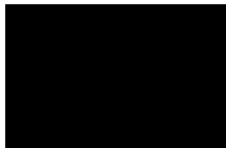
Report of the Trustees for the Year ended 30 June 2017 (continued)

Reference and Administrative Information

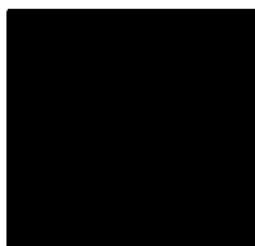
Charity name
Charity number

PLAYLIST FOR LIFE SCIO
SC044072

Principal and Operational
address



Trustees who served during the year were as follows: -



Chair
Vice Chair
Treasurer
Secretary
(Resigned 7 October 2016)

(Appointed 15 August 2017)

The members are eligible for re-election on an annual basis.

Independent Examiner


Thomson Cooper
3 Castle Court
Carnegie Campus
Dunfermline
KY11 8PB

Bankers

Clydesdale Bank
64 High Street
Dunfermline
KY12 7AS

Key management personnel

 – Chief Executive Office

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Report of the Trustees for the Year ended 30 June 2017 (continued)

Statement of Trustees' responsibilities

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

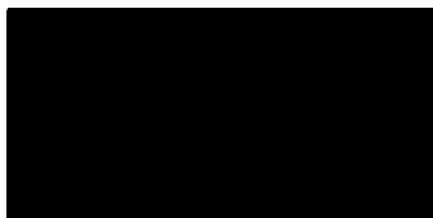
The law applicable to charities in Scotland requires the trustees to prepare financial statements which give a true and fair view of the charity's financial activities for each financial year and of its financial position at the end of the year. In preparing financial statements which give a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards and statements of recommended practice have been followed subject to any 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 operation.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy, the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law, regulations and the constitution of the SCIO. They are also responsible for safeguarding the assets of the SCIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Approved by the Trustees and signed on its behalf by:



Date: 28 February 2018

PLAYLIST FOR LIFE

Independent Examiner's Report to the Trustees of Playlist for Life

I report on the accounts of the charity for the year ended 30 June 2017, which are set out on pages to 12 - 22.

Respective responsibilities of the Management Committee and Examiner

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

Basis of independent examiner's statement

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

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Thomson Cooper
3 Castle Court
Carnegie Campus
Dunfermline
KY11 8PB

Date: 28 February 2018

PLAYLIST FOR LIFE

Statement of Financial Activities (Including Income & Expenditure Account)

For the Year ended 30 June 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income					
Donations and legacies	3	105,530	-	105,530	101,739
Charitable activities	4	129,015	61,548	190,563	32,135
Investment Income	5	18	-	18	217
Total Incoming Resources		<u>234,563</u>	<u>61,548</u>	<u>296,111</u>	<u>134,091</u>
Resources Expended					
Charitable Activities	6	207,714	50,826	258,540	146,965
Total Resources Expended		<u>207,714</u>	<u>50,826</u>	<u>258,540</u>	<u>146,965</u>
Net movement in funds		<u>26,849</u>	<u>10,722</u>	<u>37,571</u>	<u>(12,874)</u>
Net income/ (expenditure) for the year		<u>26,849</u>	<u>10,722</u>	<u>37,571</u>	<u>(12,874)</u>
Reconciliation of Funds					
Total funds brought forward		70,898	1,595	72,493	85,367
Total funds carried forward		<u>97,747</u>	<u>12,317</u>	<u>110,064</u>	<u>72,493</u>

The notes on pages 14 to 22 form part of these accounts

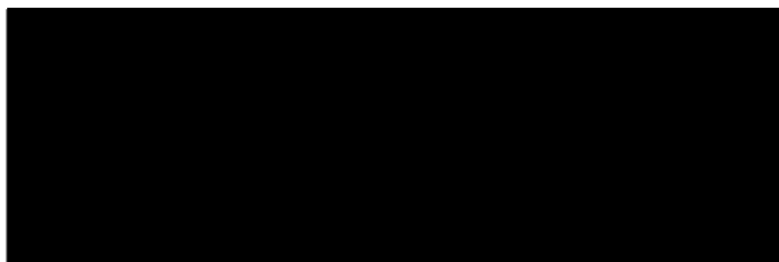
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Balance Sheet

As at 30 June 2017

		Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
		£	£	£	£
Fixed assets					
Tangible fixed assets	13	3,604	-	3,604	1,783
Total fixed assets		3,604	-	3,604	1,783
Current assets					
Stock		3,136	-	3,136	-
Debtors	14	62,386	-	62,386	20,001
Cash at bank and in hand		81,363	14,058	95,421	73,421
Total current assets		146,885	14,058	160,943	93,422
Liabilities					
Creditors: amounts falling due within one year	15	(52,742)	(1,741)	(54,483)	(22,712)
Net current assets		94,143	12,317	106,460	70,710
Net assets		97,747	12,317	110,064	72,493
The funds of the charity:					
Unrestricted funds	16	72,747	-	72,747	45,898
Designated funds	16	25,000	-	25,000	25,000
Restricted funds	16	-	12,317	12,317	1,595
Total charity funds		97,747	12,317	110,064	72,493

The Accounts were approved by the Trustees on 28 February 2018 and signed on its behalf by:



The notes on pages 14 to 22 form part of these Accounts

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Notes to the Accounts

For the Year ended 30 June 2017

1. Accounting Policies

(a) Basis of accounting and going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost unless otherwise stated in the relevant notes to these accounts. 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 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

The trust constitutes a public benefit entity as defined by FRS 102.

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

(b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

(c) Fund accounting

- *Unrestricted funds* are funds that can be used in accordance with the objectives of the charity at the discretion of the trustees.
- *Designated funds* are unrestricted funds set aside by the trustees for specific future purposes or projects.
- *Restricted funds* are funds that can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

(d) Income

All 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 and grants 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.

All other income of a revenue nature is included when the charity is entitled to the income.

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Notes to the Accounts (continued)

For the Year ended 30 June 2017

(e) Interest receivable

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

(f) 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), the general volunteer time Trustees is not recognised and 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.

(g) 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 (i) below.

(h) Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

(i) Allocation of support and governance costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, payroll and governance costs and are incurred directly in support of expenditure on the objectives of the charity. The basis on which support costs have been allocated are on a direct basis or as an apportionment of time spent are set out in note 8.

(j) Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £1,000 are not capitalised. Depreciation is provided at annual rates calculated to write off the cost of each asset over its expected useful life, as follows:

- Office equipment 33.3% straight line

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Notes to the Accounts (continued)

For the Year ended 30 June 2017

7. Summary analysis of expenditure and related income for charitable activities

This table shows the cost of the main charitable activity and the sources of income directly to support that activity.

	Promotion of personal playlists £	Research and development £	Total 2017 £
Costs	(248,540)	(10,000)	(258,540)
Donations and legacies	105,530	-	105,530
Charitable activities	190,563	-	190,563
Investment income	18	-	18
Net costs funded from other income	47,571	(10,000)	37,571

8. Analysis of support and governance costs

The charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Refer to the table below for the basis of apportionment and the analysis of support and governance costs.

	General Support £	Governance £	Total 2017 £	Basis of apportionment
Stationery & Post	12,010	-	12,010	Allocate on time
Advertising	1,040	-	1,040	Allocate on time
Website	24,868	-	24,868	Allocate on time
Telephone	1,004	-	1,004	Allocate on time
Insurance	793	-	793	Allocate on time
IT Costs	592	-	592	Allocate on time
Office expenses	8,512	-	8,512	Allocate on time
Sundries	239	-	239	Allocate on time
Bank charges	568	-	568	Allocate on time
Depreciation	1,343	-	1,343	Allocate on time
Legal Fees	4,500	-	4,500	Allocate on time
	55,469	-	55,469	

9. Net income/ (expenditure) for the year

	2017 £	2016 £
The net movement of funds is stated after charging:		
Depreciation	1,343	471

PLAYLIST FOR LIFE

Notes to the Accounts (continued)

For the Year ended 30 June 2017

10. Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2017	2016
	£	£
Gross Wages	112,684	74,067
Employers NIC	10,405	3,292
Pensions	5,073	1,570
	128,162	78,929

No employee received emoluments of more than £60,000.

The average number full time equivalent employees during the year was 4 (2016:2).

The total employee benefits of key management personnel remuneration totalled £47,584 (2016: £30,749)

11. Staff numbers

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2017	2016
	Number	Number
The average weekly number of employees of the charity was:		
Core	4	2
	<u>4</u>	<u>2</u>

None of the Trustees received any remuneration during the period.

12. Taxation

As a charity, Playlist for Life SCIO is exempt from tax on income and gains arising from its charitable activities. No tax charges have arisen in the period.

PLAYLIST FOR LIFE

Notes to the Accounts (continued)

For the Year ended 30 June 2017

13. Tangible fixed Assets

	Equipment £
Cost	
As at 01 July 2016	2,254
Additions	3,164
Disposals	-
As at 30 June 2017	<u>5,418</u>
Depreciation	
As at 01 July 2016	471
Charge for the period	1,343
On disposals	-
As at 30 June 2017	<u>1,814</u>
Net Book Value	
As at 30 June 2017	<u>3,604</u>
As at 30 June 2016	<u>1,783</u>

14. Debtors

	2017 £	2016 £
Trade Debtors	7,007	3,685
Debtors	51,800	15,420
Prepayments	-	603
Gift Aid	3,579	293
	<u>62,386</u>	<u>20,001</u>

15. Creditors falling due within one year

	2017 £	2016 £
Accruals and Other creditors	50,901	21,541
PAYE Creditor	3,582	1,171
	<u>54,483</u>	<u>22,712</u>

PLAYLIST FOR LIFE

Notes to the Accounts (continued)

For the Year ended 30 June 2017

16. Analysis of charitable funds

Analysis of movement in unrestricted funds

	Balance at 30 June 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 30 June 2017 £
Unrestricted Funds:					
General Fund	45,898	234,563	(207,714)	-	72,747
Designated Fund	25,000	-	-	-	25,000
	70,898	234,563	(207,714)	-	97,747

Name of unrestricted fund	Description, nature and purpose of the fund
General Fund	Income granted, donated or earned by the SCIO to be used at the discretion of the trustees to fund any activity, which is in furtherance of the charity's objectives.
Designated Fund	The Trustees have set aside funds for the purpose of an awareness campaign.

Analysis of movement in restricted funds

	Balance at 30 June 2016 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 30 June 2017 £
Merchant House	-	1,500	-	-	1,500
Stewarton Scottish Country Dance Class	970	-	-	-	970
Voluntary Action Fund	-	19,048	(19,048)	-	-
The Robertson Trust	-	16,000	(6,778)	-	9,222
Remember Not To Forget	625	-	-	-	625
Esmee Fairbairn	-	25,000	(25,000)	-	-
	1,595	61,548	(50,826)	-	12,317

Name of Restricted fund	Description, nature and purpose of the fund
Stewarton Scottish Country Dance Class	A donation received to be put to use in the areas of Kilmaronock, Stewarton and Irvine for the purpose of purchasing equipment or training volunteers in care facilities.
Voluntary Action Fund	A grant received to be used to cover wages costs of the Communities Project Officer.
The Robertson Trust	A grant received to be used to cover wages costs of the Communities Project Officer.

PLAYLIST FOR LIFE

Notes to the Accounts (continued)

For the Year ended 30 June 2017

Analysis of movement in restricted funds (continued)

Name of Restricted fund	Description, nature and purpose of the fund
Remember Not to Forget	A donation received to be used to assist with volunteering.
Merchant House	A grant received to assist speakers with equipment and volunteer training in the Glasgow area.
Esmee Fairbairn	A grant received to be used to cover salary costs of the Chief Executive Officer.