



**Scottish Older People's Assembly**  
(a Scottish Charitable Incorporated Organisation)

**Annual Report and Accounts**  
For the year ended 30 June 2020

**Registered Charity – SC046520**

# Scottish Older People's Assembly

## Annual Report and Accounts For the year ended 30 June 2020

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## Scottish Older People's Assembly

### Charity Information

#### Charity number

SC046520

#### Trustees

The following trustees served during the year, representing the groups and bodies noted:

Diana Findlay	Chair	Borders Older People's Forum, Regional Ambassador for Age Scotland
Alan Sidaway	Vice Chair	Unite Retired Members Association Dumfries
Samuel Gibson		Unite Retired Members Association Lanarkshire
Betty Milton		A City for All Ages Advisory Group, Edinburgh
Eileen Wallace		Public Partnership Stirling Forum
John White		Dumfries & Galloway over 50's Group and Public Partnership Forum
Alan Spinks		National Federation of Occupational Pensioners (NFOP)
Christine Wilson		Human Development Scotland

The following trustees were appointed at the Annual General Meeting on 7 August 2019

Chris Grant	Ability Net (resigned November 2019)
Elaine Thornton-Nicol	Older People's Champion

#### Principal office

Eric Liddell Centre  
15 Morningside Road  
Edinburgh  
EH10 4DP

#### Independent Examiner

Elaine Alsop ACA DChA  
EA Independent Ltd  
1 Rosebery Place  
Dunbar  
East Lothian  
EH42 1AQ

## **Scottish Older People's Assembly**

### **Trustees' Report For the year ended 30 June 2020**

The trustees present their report and receipts and payments accounts of the charity for the year ended 30 June 2020.

#### **Structure, governance and management**

##### **Constitution**

The Charity is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 29 April 2016. The Scottish Older People's Assembly was delivered by the City of Edinburgh Council from 2011 until March 31, 2016 and changed its form to become a SCIO on 29 April 2016.

##### **Appointment of trustees**

The Constitution states that the Full Members of SOPA may elect any Full Member (unless he/she is debarred from appointment to the Board of Trustees) to serve as a charity trustee with effect from each Annual General Meeting (AGM). There must be a minimum of eight and a maximum of 18 trustees.

In line with section 87.2 of the Constitution one third of all Trustees (those who have been in position the longest) are asked to stand down at each AGM for re-election if they wish.

All full members are asked to vote on the election and re-election of Trustees. Those who will not be in attendance at the AGM can submit their vote by mail, email or telephone call to the charity co-ordinator.

##### **Membership applications**

There are two categories of membership:

- Full membership – open to organisations involved in any aspect of promoting the voice and experience of older people
- Associate membership – open to other bodies (whether public sector or private sector) and to individuals

##### **Management**

The charity currently receives funding which enables a co-ordinator and an administrator to be appointed to assist with the general running of the charity on behalf of the trustees.

#### **Objectives and activities**

##### **Charitable purpose and principal activities**

The Scottish Older People's Assembly exists to give a strong voice to older people about their experience of life in Scotland, their challenges and concerns, and to celebrate the positive contribution that older people make to society.

SOPA has over 45 membership organisations including community groups, national campaigns and organisations, equality and minority groups and lifelong learning associations along with individual members.

SOPA aims to enable and empower members to use their experience and skills to influence policy decisions that affect later life. Members are encouraged to feedback from national groups and forums to their wider networks of older people, creating a powerful network of engagement.

## **Scottish Older People's Assembly**

### **Trustees' Report For the year ended 30 June 2020**

#### **Achievement and review of the year**

This year has been very challenging as our plans for 2020 have had to be put aside due to the COVID crisis. However, since our last AGM in August 2019 we have managed to accomplish a fair amount.

Following our AGM in Edinburgh, when we had a good turn out and elected 2 new Trustees, we went forward with 10 Trustees in place.

As a member of the Unforgotten Forces consortium we continued to work with them and we have also been working with Age Friendly Communities Network to promote the interests of Older People. We were delighted that both of these organisations accepted our invitation to lead Workshops at our Parliamentary Assembly on 5th October.

Our Assembly was a very successful event with many of our Members from around Scotland and representatives from partner agencies joining us and taking part. We were very pleased that the Minister for Older People & Equality, Christina McKelvie MSP and quite a few other MSPs joined us and also took part in a Panel to answer questions posed by those present. This event raised many of the topics which are the projects we continue to work on and take forward in the coming years.

We continue to take part in meetings of Older Peoples Strategic Action Forum (OPSAF), Older Peoples Development Group, Cross Party on Older People, Age and Ageing and other meetings led by government officers on topics such as Housings for Older People, Transport, Social Security and various other topics, which are part of our lives and of importance to Older People.

#### **Financial Review**

We thank our funders for their continuing support.

The charity had receipts in the year of £28,513 (2019: £25,264) and payments of £21,984 (2019: £30,510) resulting in net receipts of £6,529 (2019: net payments of £5,246). Total funds under management of the charity at 30 June 2020 are £12,294, which are represented by cash and bank balances. The unrestricted fund, including general and designated funds stands at £5,121, while those funds dedicated to specific projects are £7,173.

#### **Reserves**

The trustees are mindful to retain appropriate reserves to cover three months' worth of normal running costs to meet commitments and to cover any unexpected expenditure in the event of a sudden loss of funding. Based on these accounts, three months' expenditure is approximately £5,000, which would cover costs for the co-ordinator, administrative assistant, rent, office and travel costs. As at 30 June 2020, unrestricted reserves of £5,121 is sufficient to meet these costs, in particular with other restricted funding in place for 20/21. The trustees will continue to review the reserves position in light of the risks facing the charity.

#### **Major risks facing the charity**

The Trustees consider that the biggest risk facing the charity is the uncertainty caused by COVID crisis. The typical SOPA activities, bringing people together in person for Assembly, Reception and outreach may not be possible for the foreseeable future as the SOPA constituent group are largely in categories at greater risk. SOPA is tentatively planning for these activities but will always carefully assess the risks and benefits.

## **Scottish Older People's Assembly**

### **Trustees' Report For the year ended 30 June 2020**

#### **Major risks facing the charity (continued)**

However, SOPA is adapting to the new circumstances. More recently we have been using Zoom to hold monthly meetings of our Board and sharing the Notes of those meetings with our Planning Group Members, asking them for their comments, suggestions and participation.

We have undertaken interesting projects during 'lock-down' as alternatives to our planned outreach events and in doing so are exploring ways to achieve our core aims.

A second risk is the ability to meet high levels of demand to participate in consultations and committees while managing the organisation with limited volunteer/staff capacity. SOPA is in the process of developing working groups to increase capacity and continues to focus on organisational development.

#### **Plans for future periods**

Although this is a period of great uncertainty due to the COVID crisis, SOPA looks forward to resuming activities such as the Assembly and outreach. While in-person meetings remain a challenge, we will build on our recent experience of engaging Older People in different ways and bringing their voices into the policy and decision-making environments.

#### **Approved by the Trustees and signed on their behalf**

*D Findley*

**Diana Findley  
Chair**

**4 August 2020**

## **Independent Examiner's Report to the Trustees of Scottish Older People's Assembly**

I report on the accounts of the charity for the year ended 30 June 2020, which are set out on pages 6 and 7 and the related notes on page 8 and 9.

### **Respective responsibilities of trustees 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 and the Charities Accounts (Scotland) Regulations 2006(as amended) ("the 2006 Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (d) of the Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

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

### **Independent examiner's statement**

In 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 Regulations
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*E Alsop*

**Elaine Alsop ACA DChA**  
**1 Rosebery Place**  
**Dunbar**  
**East Lothian**  
**4 August 2020**

## Scottish Older People's Assembly

### Receipts and Payments Account For the year ended 30 June 2020

	Notes	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
<b>Receipts</b>					
Grants and donations	2	1,000	26,983	<b>27,983</b>	25,064
Other income from charitable activities		530	-	<b>530</b>	200
		<u>1,530</u>	<u>26,983</u>	<u><b>28,513</b></u>	<u>25,264</u>
<b>Payments</b>					
Charitable activities	3	83	21,901	<b>21,984</b>	29,935
Governance costs	4	-	-	-	575
		<u>83</u>	<u>21,901</u>	<u><b>21,984</b></u>	<u>30,510</u>
<b>Net receipts/(payments) before transfers</b>		1,447	5,082	<b>6,529</b>	(5,246)
<b>Transfers</b>		(849)	849	-	-
<b>Net receipts for the year</b>		<u>598</u>	<u>5,931</u>	<u><b>6,529</b></u>	<u>(5,246)</u>

The notes on pages 8 and 9 form part of these accounts



## Scottish Older People's Assembly

### Statement of Balances As at 30 June 2020

	Notes	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
Bank balances at 1 July 2019		4,523	1,242	<b>5,765</b>	11,011
Net receipts for the year		598	5,931	<b>6,529</b>	(5,246)
Bank balances at 30 June 2020	6	<u>5,121</u>	<u>7,173</u>	<u><b>12,294</b></u>	<u>5,765</u>
<b>Creditors (for information only)</b>					
		£	£	£	£
PECF costs 19-20		-	935	<b>935</b>	-
Insurance		89	-	<b>89</b>	-
Independent examiners fee		400	-	<b>400</b>	-
		<u>489</u>	<u>935</u>	<u><b>1,424</b></u>	<u>-</u>

Approved by the Trustees on 4 August 2020 and signed on their behalf by:

*D Findley*

**Diana Findley**  
Chair

The notes on pages 8 and 9 form part of these accounts

# Scottish Older People's Assembly

## Notes to the Accounts For the year ended 30 June 2020

### 1. Accounting policies

#### *Basis of accounting*

The accounts have been prepared on a Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

#### *VAT*

The charity is not registered for VAT and, accordingly, expenditure includes VAT where appropriate.

#### *Resources expended*

Expenditure incurred has been classified on a basis appropriate to the charity's circumstances. All expenditure relates to the charitable activities.

Governance costs are separately identified.

### 2. Grants and donations

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Total 2019 £
<b>Grants</b>				
PECF Funding	-	18,633	<b>18,633</b>	16,208
Awards for All	-	8,350	<b>8,350</b>	-
OPSAF Consultation	-	-	-	5,000
<b>Donations</b>				
Independent Age	1,000	-	<b>1,000</b>	-
Other donations	-	-	-	3,856
	<u>1,000</u>	<u>26,983</u>	<u><b>27,983</b></u>	<u>25,064</u>

### 3. Charitable activities

	Unrestricted 2020 £	PEC 19-20 2020 £	Awards for All 2020 £	Total 2020 £	Total 2019 £
Coordinator & administrator	-	14,800	-	<b>14,800</b>	15,898
Rent	-	675	-	<b>675</b>	1,071
Meeting and travel costs	-	1,046	-	<b>1,046</b>	3,156
Office costs	83	59	144	<b>286</b>	918
Insurance	-	-	-	-	450
Recruitment	-	230	-	<b>230</b>	-
Assembly costs	-	833	-	<b>833</b>	8,442
Video project	-	2,146	1,968	<b>4,114</b>	-
	<u>83</u>	<u>19,789</u>	<u>2,112</u>	<u><b>21,984</b></u>	<u>29,935</u>

## Scottish Older People's Assembly

### Notes to the Accounts For the year ended 30 June 2020

#### 4. Governance costs

	Total 2020 £	Total 2019 £
Independent examination fee	-	575
	<u>-</u>	<u>575</u>

The fee for the independent examination of the 2020 accounts is £400 and is included in the creditors as shown in the Statement of Balances

#### 5. Trustees and Related Parties

No remuneration was paid to trustees during the year (2019: £Nil).

Travel expenses are paid to trustees for attending meetings and events on behalf of the charity. A total of £714 of travel expenses were paid to 5 trustees (2019: £3,537, 8)

#### 6. Funds

	Balance at 1 July 2019 £	Receipts £	Payments £	Transfers £	Balance at 30 June 2020 £
<b>Unrestricted Funds</b>					
General fund	4,523	1,530	(83)	(849)	5,121
	<u>4,523</u>	<u>1,530</u>	<u>(83)</u>	<u>(849)</u>	<u>5,121</u>
<b>Restricted Funds</b>					
PECF	1,242	18,633	(19,789)	849	935
Awards for All	-	8,350	(2,112)	-	6,238
	<u>1,242</u>	<u>26,983</u>	<u>(21,901)</u>	<u>849</u>	<u>7,273</u>
<b>Total Funds</b>	<u><u>5,765</u></u>	<u><u>28,513</u></u>	<u><u>(21,984)</u></u>	<u><u>-</u></u>	<u><u>12,294</u></u>

##### **Restricted funds:**

**PECF fund** represents funding awarded to cover the costs of the co-ordinator and administrator, together with volunteer expenses and a contribution towards rent and office costs. The balance of the 2019 Assembly was paid from the PECF funding, and as agreed with the funder, due to the cancellation of the 2020 Reception and activities due to Covid, the balance of the 19-20 PECF funding was put towards a filming project, in conjunction with the Awards for All funding. The balance of £935 has been fully utilised on the expenses received post year end.

**Awards for All** funding has been received to support remote participation and the filming project

##### **Transfers between funds:**

A transfer was made between the general funds and PECF to contribute to the balance of expenditure on the fund and contribute towards rent and office costs.