

CREATIVE CARBON SCOTLAND
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

CREATIVE CARBON SCOTLAND

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Morag Arnot (**Treasurer**)

Mike Bonaventura

Clare Harris (nominated by and representing the Scottish Contemporary Art Network; stepped down 24 November 2020)

Lewis Hetherington

Amanda Liddle (nominated by and representing the Federation of Scottish Theatre) (**Secretary**)

Ragne Lowe

Emma Nicolson (nominated by Scottish Contemporary Art Network as a representative of the visual arts community; appointed 23 February 2021)

Matthew Rate

Karen Ridgewell

Gary Stewart (nominated by and representing Festivals Edinburgh) (**Convenor**)

Secretary

Amanda Liddle (Federation of Scottish Theatre)

Charity number (Scotland)

SC042687

Registered office

Room 9/50
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Independent examiner

McFadden Associates Limited
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Edinburgh
EH1 2BB

CREATIVE CARBON SCOTLAND

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CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees present their report and accounts for the year ending 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's constitution, 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 (FRS 102) (effective 1 January 2019)".

This period was very busy for Creative Carbon Scotland (CCS), despite the ongoing pandemic. The organisation moved entirely to home working in March 2020 and delivered all activity virtually throughout the year. The staff team rapidly developed the knowledge and technical skills required to meet increasing demand for our services and events, and online delivery saw us attracting enquiries and participants from a wider geographical range. Because of the shift to home working, by summer 2020 CCS developed and adopted new policies and procedures to support staff. These covered the practical health and safety aspects of setting up home workstations, the use of personal equipment for CCS work, and ways of promoting and supporting staff members' mental health and wellbeing. A significant area of development for CCS was and continues to be understanding digital accessibility.

This was the final year of our 30-month long Cultural Adaptations project, delivered with partners in Belgium, Ireland and Sweden. We were able to stage a four-day online rather than in-person conference and successfully conclude a very stimulating and rewarding project that has attracted considerable interest and support from the key funders, Creative Europe and the Scottish Government.

We were also able to continue our involvement in the Clyde Rebuilt project up to its planned end in December 2020, drawing on EIT Climate-KIC funding to help develop an adaptation strategy for Glasgow City Region.

2020-21 was the last of our 3-year Regular Funding award from Creative Scotland and we welcome their extension of funding for 2021-22 which enabled us to plan up to March 2022.

We continued to run the Carbon Management Planning programme for Creative Scotland, an important recognition of the importance of our carbon emissions reduction work. During the year we worked with Iain Phillips, a Masters student in Data Analytics, to develop a customised tool to help us analyse RFOs' carbon emissions data and create user-friendly reports for each RFO to use when producing, implementing and refreshing their CMPs.

During the year we were fortunate to receive a donation from Hawkins Brown Architects.

We continued the Interreg-funded Seas of the Outer Hebrides project with NatureScot to support the inclusion of a creative approach to engaging communities in the development of a local marine conservation plan.

Other income generating activity included our advisory role for the Green Arts Initiative Ireland and smaller projects with Museums Galleries Scotland, Zero Waste Scotland and the European Theatre Forum.

This year saw the start of a three-year collaboration with an embedded University of Glasgow Doctoral Researcher to develop an evaluation programme for culture/SHIFT projects; this will enable us to measure the impact of embedded artist projects and can be shared across the cultural and climate sectors in due course. This Collaborative Doctoral Award is funded by the Scottish Graduate School for Arts & Humanities.

None of the work to date could have taken place without the financial support of Creative Scotland, in-kind support from the City of Edinburgh Council's Culture Service and the very fulsome support of particularly Festivals Edinburgh, but also the Federation of Scottish Theatre and Scottish Contemporary Art Network. We thank our partners for their generous support and look forward to continuing these relationships over the coming year. I would also like to thank my fellow Trustees and our staff.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Objectives and activities

CCS' charitable purposes are:

- a. 'to advance the environmentally sustainable development of culture (including the arts, culture, heritage and science); and
- b. To advance the promotion of environmentally sustainable development by cultural organisations in Scotland.'

'Sustainable development' is defined as 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs'.

Achievements and performance

Carbon Reduction and Organisational work

Carbon Reduction Project

In 2020-21 we continued to support Creative Scotland RFOs and organisations receiving cultural funding from City of Edinburgh Council with their emissions reporting and carbon management. Despite the challenges of the pandemic and related restrictions and the impacts on cultural organisations **118 organisations** provided a carbon management plan and **111 Creative Scotland RFOs** reported their emissions. This impressive response points to ongoing engagement across the cultural sector in addressing the climate emergency. In summer 2020 we hosted **Iain Phillips**, an MSc Data Analytics student at the University of Strathclyde, for a work placement in which he introduced **Power BI** as a platform to work with the data we've gathered since organisations first reported their emissions on a voluntary basis in 2014-15. This enabled us to bring the whole data set together to produce organisation-specific visualisations and observe wider trends that informed our feedback to Creative Scotland on RFOs' progress and to the City of Edinburgh Council's Culture service on that of the arts organisations they fund.

We collaborated with a range of individual organisations to support their sustainability work, including:

- developing and delivering a series of workshops to Museums Galleries Scotland staff on becoming climate ready
- contributing to emergency planning guidance for the Scottish Council on Archives
- developing and delivering a series of workshops to National Museums of Scotland on carbon footprinting, public engagement on climate change, and understanding the environmental impact of production.

During the year we added to the tools and resources on our carbon management web pages, including our updated Tenant Energy Toolbox which now includes advice on how to monitor emissions when working from home.

We continued to promote use of our unique web-based tool to track travel-related carbon emissions www.claimexpenses.com. The commercial subscription service remains at the much subsidised annual rate of £40 for all Scottish arts organisations; nearly all pre-pandemic subscribers retained their membership and we attracted a few new members.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Green Arts Initiative

The Green Arts Initiative continued to grow and develop and there are now over 300 members. The monthly Green Arts Online Meetup begun the previous year became a fixture, appreciated by members working from home and isolated by the pandemic. The GAI Steering Group digital networking group was active throughout the year, with an expanding membership, and in January we initiated a 6-month pilot Culture for Climate Scotland group made up of GAI and Green Tease network members and with a focus on effecting a just and green recovery from the pandemic. Our fourth #GreenArts Day took place in March 2021 and we were able to shape one day of the online Cultural Adaptations conference that month to the particular interests of the GAI membership.

Throughout the year we regularly published Green Arts blogs and updated or added new resources to the Green Arts pages of our website.

Cultural Adaptations project

2020-21 was the last year of our 30-month Creative Europe funded Cultural Adaptations project working with cultural and adaptation partners in Glasgow, Belgium, Sweden and Ireland. Though the pandemic meant we had to re-frame project activities from in-person to digital we were able to deliver all planned actions and produce two toolkits – the Embedded Artist Toolkit and the Adapting our Culture Toolkit both available free on the project website along with a digital resource – and, with Scottish Government funding, virtually deliver our largest ever conference over four days, attended by more than 400 people from 32 countries.

Edinburgh Festivals

We continued our strategic work with the Edinburgh Festivals, providing a dedicated member of staff (0.5FTE) to Festivals Edinburgh as their environmental sustainability officer. A major area of support this year was helping the festivals to model travel emissions reduction pathways by developing a 'how to' guide on measuring types of emissions, delivering support sessions on carbon reduction plans and developing a Production Travel Carbon Calculator tool.

Culture/SHIFT

In 2020-21 we drew together the learning from our four years' experience of developing and delivering our culture/SHIFT programme into one methodology for supporting arts and sustainability collaborations to tackle the climate emergency. The methodology was ready for publication on our website by the end of the year.

As part of our culture/SHIFT programme we continue to identify and publish new case studies for the Library of Creative Sustainability, and to promote the resource through social media and guest blogs.

Our Green Tease events moved entirely online due to the pandemic – we were able to hold nine online Green Tease events during the year. The differences we observed in who was able to participate contributed to our ongoing learning in terms of equalities, diversity and inclusion, especially as regards digital accessibility, which we have taken forward into our 2021-22 EDI Action Plan.

Clyde Rebuilt

This project, concluded in December 2020, was a major partnership with EIT Climate-KIC and Climate Ready Clyde. It involved and supported three local cultural organisations (RIG Arts, Glasgow Women's Library and Lateral North) in contributing to the development of a transformational climate change adaptation strategy for Glasgow City Region, as well as ensuring that culture formed a key plank in the development and action plan for the strategy. CCS's contribution included research into the value of the cultural contribution of the project, developing an understanding of mapping complex systems, and setting up an embedded artist in the Climate Ready Clyde Board to help promote difference voices in the eventual strategy.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Decoupling advisory group embedded artist project

Also taking place within 2020-21 was Demystifying Decoupling, an embedded artist project with Zero Waste Scotland involving local filmmaker Janine Finlay in an independent advisory group set up to analyse the challenges associated with decoupling our economic and social prosperity from the environmental impacts of resource production, consumption and waste.

Janine's role was to work with the advisory group to encourage members to view decoupling in different ways, to explore the complex issues surrounding decoupling and help make them visible and providing the means of engagement to a wider audience in the form of a short film.

Seas of the Outer Hebrides (SEASOH)

As funding allowed, we continued to work in partnership with NatureScot on involving local artists in community engagement workshops around developing a local Marine Protected Area plan. This project continues into 2021-22.

Climate Beacons for COP26

A major new initiative we developed through this year in collaboration with Creative Scotland, Museums Galleries Scotland, the Edinburgh Centre for Carbon Innovation, Architecture & Design Scotland, the Scottish Library and Information Council and the Sustainable Scotland Network was the Climate Beacons project. Climate Beacons for COP26 is an innovative project that will harness the cultural sector's unique power to deliver deep-rooted public engagement with climate change through the once-in-a-generation opportunity of COP26 in Glasgow. It will seize this chance to bring about lasting change within the cultural sector, society and policy in Scotland and provide an internationally inspiring example of Scotland's climate leadership. The Scottish Government's Culture and Energy & Climate Change teams have provided significant funding contributions and by the end of the year we had issued a call for expressions of interest from local partnerships across Scotland wishing to participate. The project is envisaged to run until at least March 2022.

Evaluation

In autumn 2020 Emma Hall began work on research for a PhD titled 'Assessing arts-based interventions for sustainable practice'. Emma's role is to reflect critically on a range of Creative Carbon Scotland's cultural projects, focusing on the culture/SHIFT programme. Emma will evaluate the success of the interventions at engaging communities and motivating sustainable change. The aim of the project is to develop an open-access framework that cultural organisations and funders can use to make informed decisions when designing or assessing arts interventions. The work is expected to conclude in 2023.

Structures

This area of work focuses on influencing and changing the organisations and groups which shape how the cultural sector and society more generally works, aiming to enable the sector to fulfil its role in achieving the transition to a sustainable society.

Presentations and talks

With increasing regularity we are invited to give presentations, supply video talks and sit on panels at events, conferences and meetings within Scotland and Europe; in 2020-21 these have taken place online and included a Creative Ireland panel discussion, the European Theatre Forum 2020 conference "European Performing Arts in Focus", the European Theatre Convention, the Informal European Theatre Meeting, Green Arts Initiative Ireland, OPART in Lisbon, a public sector client forum on designing for a changing climate for Architecture & Design Scotland and the Scottish Government Cross Party Group on Culture.

The CCS Director contributes to the Federation of Scottish Theatre's Strategy group on environmental sustainability and to the RFO sector support network. Teaching and training talks to Royal Conservatoire of Scotland students and various others have been delivered by the Director and other members of staff.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Communications and Partnerships

Website and social media

By the end of the year, subscribers to the monthly CCS newsletter had increased by just over a third from 681 to 997. We enjoyed growing follower numbers on all social media channels with LinkedIn making a big jump of 38% to 863 followers. Instagram increased by 20% to 2008, Twitter gained 400+, with 77 in March 2020 alone (to coincide with the Cultural Adaptations conference) to a total of 4367, while Facebook gained just under 400 new followers to bring numbers to 2653.

We recorded almost 91,000 website pageviews with the Green Arts Initiative and Green Tease main pages providing popular entry points after the website's home page. The third most popular page for the period was the new Climate Beacons for COP26 project page, published 24th March 2021, resulting from huge Scotland-wide interest in the EOI and applications process. This is a clear indication of the growing interest from cultural and non-cultural organisations in working together. There was a slight drop in overall user numbers for the website, possibly due to the COVID-19 pandemic, in the initial stages of which our online activity was also reduced while we introduced new ways of running events etc.

In July 2020, we featured in Joyce McMillan's article for The Scotsman 'How the performing arts world can "build back better"'.

There was good engagement on the Cultural Adaptations project website and social media, particularly around the culminating conference, which took place online from 2nd to 5th March 2021 with 35 speakers and more than 400 attendees. Over the year we published eight project newsletters, distributed via Mailchimp.

International Partnerships

This year has seen a number of strengthening international collaborations, not only within our transnational Creative Europe project Cultural Adaptations, but also via the IETM Satellite Meeting in Galway, with Theatre Forum Ireland around the establishment of the Green Arts Initiative for Ireland, and working with Creative Ireland to develop and assess their Creative Climate fund.

Environmental Policy and Impacts

Creative Carbon Scotland has a clear environmental sustainability policy and runs a near paperless office using efficient laptop computers. Our staff normally work flexibly between home and two small office locations, but for 2020-21, due to Covid-19, all staff worked from home. Our reported 'Waverley Court' utility emissions are estimated on the same basis we have used since 2017-18, based on an approximate 'normal' use of 3 FTE desks out of a total of roughly 2,500 workstations across the City of Edinburgh Council's central City Chambers and Waverley Court buildings, between April 2020 and March 2021. Electricity emissions from these buildings have decreased, probably due to far fewer people working in the offices during lockdown, but gas emissions reported have increased, as the higher gas use per desk in the City Chambers building has been fully taken into account for the first time. No 'Waverley Court' water emissions have been included for 2020-21 as these have been replaced by home usage.

Our water, electricity and gas emissions from home were estimated using the method we recommend to reporting cultural organisations, with average usage figures per working hour adjusted for our 37.5 hour working week; these are reported for the first time this year.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Waste and landfill are estimated on a similar basis, using averages per FTE, and food waste has been estimated for the first time this year. As the number of FTE staff has increased in 2020-21 waste emissions have increased slightly. However, our total energy emissions have decreased by 0.25t CO₂e compared to the previous year.

Travel is recorded accurately using claimexpenses.com and includes travel by staff, freelancers and artists who are involved in our work and events. In 2020-21 only one train journey took place, producing just 0.0008t CO₂e. This is the main reason why our total annual emissions have decreased by 2.63t CO₂e compared to the previous year.

Our total carbon emissions for 2020-2021 are 2.85 tonnes

| | Tonnes CO ₂ e | | | | | |
|-------------------------------|--------------------------|---------|---------|---------|---------|---------|
| | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |
| Waverley Court Electricity | 0.759 | 1.500 | 1.699 | 1.699 | 1.366 | 2.391 |
| Home Electricity | 0.590 | 0.500 | 0.151 | 0.151 | 0.175 | |
| Waverley Court Gas | 0.897 | 0.500 | 0.551 | 0.551 | 0.376 | 0.658 |
| Home Heating | 0.360 | 0.900 | 0.396 | 0.396 | 0.396 | |
| Waverley Court Water | | 0.022 | 0.025 | 0.025 | 0.017 | 0.029 |
| Home Water | 0.061 | | | | | |
| Waste to landfill (estimated) | 0.140 | 0.044 | 0.048 | 0.048 | 0.048 | 0.048 |
| Recycling (estimated) | 0.021 | 0.002 | 0.002 | 0.002 | 0.002 | 0.002 |
| Food waste | 0.018 | | | | | |
| Travel total | 0.001 | 2.015 | 2.561 | 1.067 | 1.172 | 2.138 |
| Total annual emissions | 2.85 | 5.48 | 5.43 | 3.94 | 3.55 | 5.27 |

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

CCS received continuing financial support from Creative Scotland in the shape of the third of three annual awards of £150,000 under the 2018-21 RFO programme. In addition, CCS continued to receive in-kind support from the City of Edinburgh Council in the form of desk space and various facilities at City Chambers and at Waverley Court: this support is valued at £15,928 per annum. The SCIO earned income from a range of sources and received a donation from Hawkins Brown Architects.

The accounts show income of £362,757 and expenditure of £423,626, producing a deficit for the year of £60,869. Within these sums, restricted funds were reduced by £84,334 due to expenditure on the relevant projects, whilst unrestricted funds increased by £23,465. The balance of funds at the end of the year was £143,713, of which £3,785 are restricted funds. The charity's unrestricted funds therefore total £139,928.

The charity's unrestricted reserves continue to meet the threshold set in the reserves policy as the amount sufficient to cover three months of usual expenditure, allowing for an orderly winding-up or time to raise additional funding.

The Trustees assess the major risks to which the charity is exposed at each Board meeting and are satisfied that the systems are in place to mitigate exposure to these risks.

Structure, governance and management

Creative Carbon Scotland (CCS) is a single tier Scottish Charitable Incorporated Organisation (SCIO) whose members are all therefore Trustees. Trustees during the period were:

Morag Arnot (Treasurer)

Mike Bonaventura

Clare Harris (nominated by and representing the Scottish Contemporary Art Network; stepped down 24 November 2020)

Lewis Hetherington

Amanda Liddle (nominated by and representing the Federation of Scottish Theatre)(Secretary)

Ragne Lowe

Emma Nicolson (nominated by Scottish Contemporary Art Network as a representative of the visual arts community; appointed 23 February 2021)

Matthew Rate

Karen Ridgewell

Gary Stewart (nominated by and representing Festivals Edinburgh)(Convenor)

The Board meets a minimum of four times per financial year and reviews an updated risk register for the SCIO at each Board meeting.

CREATIVE CARBON SCOTLAND

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

Staffing

A planned restructure was implemented in April 2020, despite the pandemic, in order to better meet increased demand for our services and to recognise the experience and performance of the staff team.

- Alice Buckner was employed from July 2020 at two days per week (40% FTE), rising to four days per week (80% FTE) in September, as the administration and finance officer, a new post on the staff team.
- Lewis Coenen-Rowe was employed throughout the year for four days per week (80% FTE) as culture/SHIFT programme officer.
- Katherine Denney was employed throughout the year for three days per week (60% FTE) as the communications manager, plus an additional one day per month to work on the Cultural Adaptations project funded by Creative Europe.
- Amanda Grimm was employed from July 2020 as the green arts officer and seconded to Festivals Edinburgh for two-and-a-half days per week (50% FTE) as environmental sustainability officer.
- Emma Hall joined CCS as a PhD student funded through the Scottish Graduate School for the Arts and Humanities, in collaboration with the University of Glasgow.
- Gemma Lawrence was employed as full time culture/SHIFT manager throughout the year.
- Fiona MacLennan was employed as carbon reduction project manager for one day per week (20% FTE) throughout the year.
- Caro Overy was employed throughout the year for two days per week (40% FTE) as carbon management planning officer.
- Catriona Patterson was employed as programme lead, Transformation of Culture, full time throughout the year. She dedicated two days per week to the Cultural Adaptations project funded by Creative Europe.
- Kimberley Tooke was employed through the year for one day per week (20% FTE) as communications officer for the Clyde Rebuilt project to the end of December 2020 and then to provide additional communications support for Cultural Adaptations.
- The director Ben Twist was employed for four and a half days per week (90% FTE) throughout the year.
- Alexis Woolley was employed as general manager for three days per week (60% FTE) throughout the year. She was employed for an additional half-day per week to work on the Cultural Adaptations project.

The trustees' report was approved by the Board of Trustees.



Gary Stewart (nominated by and representing Festivals Edinburgh)(Convenor)

Trustee

Dated: 14 December 2021

CREATIVE CARBON SCOTLAND

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CREATIVE CARBON SCOTLAND

I report on the financial statements of the charity for the year ended 31 March 2021, which are set out on pages 10 to 18.

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, and they consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts 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 our attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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



David Stewart CA

19 Rutland Square
Edinburgh
EH1 2BB

Dated: 14 December 2021

CREATIVE CARBON SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

| | | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|---|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | | | | |
| <u>Income from:</u> | | | | | | | |
| Donations and legacies | 3 | 16,804 | - | 16,804 | 23,344 | - | 23,344 |
| Charitable activities | 4 | 314,036 | 31,831 | 345,867 | 253,151 | 32,500 | 285,651 |
| Investments | 5 | 86 | - | 86 | 81 | - | 81 |
| Total income | | 330,926 | 31,831 | 362,757 | 276,576 | 32,500 | 309,076 |
| <u>Expenditure on:</u> | | | | | | | |
| Charitable activities | 6 | 307,461 | 116,165 | 423,626 | 233,140 | 63,909 | 297,049 |
| Net income/(expenditure) for the year/ | | | | | | | |
| Net movement in funds | | 23,465 | (84,334) | (60,869) | 43,436 | (31,409) | 12,027 |
| Fund balances at 1 April 2020 | | 116,463 | 88,119 | 204,582 | 73,027 | 119,528 | 192,555 |
| Fund balances at 31 March 2021 | | 139,928 | 3,785 | 143,713 | 116,463 | 88,119 | 204,582 |

The statement of financial activities includes all gains and losses recognised in the year.

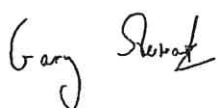
All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

CREATIVE CARBON SCOTLAND
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2021

| | Notes | 2021 £ | £ | 2020 £ | £ |
|-----------------------------|-------|----------------|----------------|----------------|----------------|
| Current assets | | | | | |
| Trade and other receivables | 11 | 76,317 | | 38,507 | |
| Cash at bank and in hand | | 156,430 | | 196,061 | |
| | | <u>232,747</u> | | <u>234,568</u> | |
| Current liabilities | 12 | (89,034) | | (29,986) | |
| Net current assets | | | <u>143,713</u> | | <u>204,582</u> |
| Income funds | | | | | |
| Restricted funds | 13 | | 3,785 | | 88,119 |
| Unrestricted funds | | | 139,928 | | 116,463 |
| | | | <u>143,713</u> | | <u>204,582</u> |

The financial statements were approved by the Trustees on 14 December 2021



Gary Stewart (nominated by and representing Festivals Edinburgh)(Convenor)
Trustee

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

Creative Carbon Scotland is a Scottish Charitable Incorporated Organisation. The registered office is Room 9/50, City Chambers, High Street, Edinburgh, EH1 1YJ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Expenditure on charitable activities includes the costs of supporting Creative Carbon Scotland and other activities undertaken to further the purposes of the charity and their associated support costs.

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

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support Creative Carbon Scotland's activities. These costs have been allocated on the basis of time spent by staff on each activity.

1.6 Property, plant and equipment

Property, plant and equipment are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

| | |
|---------------------|----------------------|
| Website | 33.33% straight line |
| Plant and machinery | 25% straight line |

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Basic financial liabilities

Basic financial liabilities, including trade and other payables and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Debtors

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

1.12 Cash at bank and in hand

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

1.13 Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

3 Donations and legacies

| | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
| | 2021 | 2020 |
| | £ | £ |
| Donations and gifts | 16,804 | 23,344 |

4 Charitable activities

| | Earned Income 2021 £ | Creative Scotland 2021 £ | Total 2021 £ | Earned Income 2020 £ | Creative Scotland 2020 £ | Total 2020 £ |
|------------------------------------|----------------------------|--------------------------------|--------------------|----------------------------|--------------------------------|--------------------|
| Sales within charitable activities | 131,908 | - | 131,908 | 66,501 | - | 66,501 |
| Performance related grants | - | 213,959 | 213,959 | - | 219,150 | 219,150 |
| | <u>131,908</u> | <u>213,959</u> | <u>345,867</u> | <u>66,501</u> | <u>219,150</u> | <u>285,651</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | 127,018 | 187,018 | 314,036 | 66,501 | 186,650 | 253,151 |
| Restricted funds | 4,890 | 26,941 | 31,831 | - | 32,500 | 32,500 |
| | <u>131,908</u> | <u>213,959</u> | <u>345,867</u> | <u>66,501</u> | <u>219,150</u> | <u>285,651</u> |

5 Investments

| | Unrestricted funds | Unrestricted funds |
|---------------------|--------------------|--------------------|
| | 2021 | 2020 |
| | £ | £ |
| Interest receivable | 86 | 81 |

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

| | 2021 £ | 2020 £ |
|--|----------------|----------------|
| Staff costs | 248,280 | 182,526 |
| Support to the sector | 14,028 | 26,006 |
| Culture/SHIFT projects | 30,529 | 17,915 |
| Strategic Development and Research | 8,454 | 55 |
| Marketing and Communications | 1,513 | 448 |
| EUCAN | 91,809 | 46,149 |
| | <u>394,613</u> | <u>273,099</u> |
| Share of support costs (see note 7) | 27,630 | 23,019 |
| Share of governance costs (see note 7) | 1,383 | 931 |
| | <u>423,626</u> | <u>297,049</u> |
| Analysis by fund | | |
| Unrestricted funds | 307,461 | 233,140 |
| Restricted funds | 116,165 | 63,909 |
| | <u>423,626</u> | <u>297,049</u> |

7 Support costs

| | Support costs £ | Governance costs £ | 2021 Support costs £ | Governance costs £ | 2020 £ |
|-------------------------|--------------------|-----------------------|-------------------------|-----------------------|---------------|
| Rent | 15,928 | - | 15,928 | 12,000 | 12,000 |
| Insurance | 1,315 | - | 1,315 | 1,150 | 1,150 |
| Repairs and maintenance | 4,304 | - | 4,304 | 2,861 | 2,861 |
| Travel expenses | 255 | - | 255 | 1,632 | 1,632 |
| Consultancy fees | 3,900 | - | 3,900 | 3,660 | 3,660 |
| Sundry expenses | 1,192 | - | 1,192 | 912 | 912 |
| Subscriptions | 482 | - | 482 | 718 | 718 |
| Bank charges | 254 | - | 254 | 86 | 86 |
| Accountancy | - | 960 | 960 | - | 931 |
| Legal and professional | - | 423 | 423 | - | - |
| | <u>27,630</u> | <u>1,383</u> | <u>29,013</u> | <u>23,019</u> | <u>23,950</u> |
| Analysed between | | | | | |
| Charitable activities | <u>27,630</u> | <u>1,383</u> | <u>29,013</u> | <u>23,019</u> | <u>23,950</u> |

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2021 Number | 2020 Number |
|--------------|----------------|----------------|
| Organisation | 11 | 9 |

Employment costs

| | 2021 £ | 2020 £ |
|-----------------------|----------------|----------------|
| Wages and salaries | 226,162 | 167,999 |
| Social security costs | 15,313 | 10,173 |
| Other pension costs | 6,805 | 4,354 |
| | <u>248,280</u> | <u>182,526</u> |

There were no employees whose annual remuneration was £60,000 or more.

10 Key management personnel

The key management personnel of the charity, comprise the Director. The total employee benefits of the key management personnel of the charity were £44,974 (2020: £38,472).

11 Trade and other receivables

| | 2021 £ | 2020 £ |
|--------------------------------------|---------------|---------------|
| Amounts falling due within one year: | | |
| Trade receivables | 4,396 | 36,825 |
| Other receivables | 70,272 | 1,055 |
| Prepayments and accrued income | 1,649 | 627 |
| | <u>76,317</u> | <u>38,507</u> |

CREATIVE CARBON SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

12 Current liabilities

| | 2021 £ | 2020 £ |
|------------------------------------|---------------|---------------|
| Other taxation and social security | 5,558 | 4,056 |
| Trade payables | 9,805 | 2,672 |
| Other payables | 26,611 | 2,060 |
| Accruals and deferred income | 47,060 | 21,198 |
| | <u>89,034</u> | <u>29,986</u> |

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

| | Movement in funds | | | Movement in funds | | | |
|---------------------------------|---------------------------------|----------------------------|----------------------------|---------------------------------|----------------------------|----------------------------|----------------------------------|
| | Balance at 1 April 2019 £ | Incoming resources £ | Resources expended £ | Balance at 1 April 2020 £ | Incoming resources £ | Resources expended £ | Balance at 31 March 2021 £ |
| EUCAN | 85,036 | - | (63,909) | 21,127 | 26,941 | (46,275) | 1,793 |
| Scottish Government | 32,500 | 32,500 | - | 65,000 | - | (65,000) | - |
| City of Edinburgh Council | 1,992 | - | - | 1,992 | - | - | 1,992 |
| Conference Income | - | - | - | - | 4,890 | (4,890) | - |
| | <u>119,528</u> | <u>32,500</u> | <u>(63,909)</u> | <u>88,119</u> | <u>31,831</u> | <u>(116,165)</u> | <u>3,785</u> |

14 Analysis of net assets between funds

| | Unrestricted funds 2021 £ | Restricted funds 2021 £ | Total 2021 £ | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2021 are represented by: | | | | | | |
| Current assets/(liabilities) | 139,928 | 3,785 | 143,713 | 116,463 | 88,119 | 204,582 |
| | <u>139,928</u> | <u>3,785</u> | <u>143,713</u> | <u>116,463</u> | <u>88,119</u> | <u>204,582</u> |

15 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

