

Charity registration number SC002223 (Scotland)

Company registration number SC165004 (Scotland)

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
PAGES FOR FILING WITH REGISTRAR**

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees	Mr M Goodlad Mr W J Munro Mr S Macindoe Ms G Slessor
Senior Management Team	Mrs S Green, Chief Executive
Management Committee	Mr A Green Mr M Goodlad Ms M Raper (Resigned April 2020) Mr W J Munro Ms G Slessor Mr S Rennie Mr K Lawton Mr S Macindoe
Secretary	Mr A Green
Charity number (Scotland)	SC002223
Company number	SC165004
Principal address	5 St Machar Drive Aberdeen Scotland AB24 3YJ
Registered office	5 St Machar Drive Aberdeen Scotland AB24 3YJ
Auditor	Findlays 11 Dudhope Terrace Dundee Scotland DD3 6TS
Bankers	Bank of Scotland PLC 39 Albyn Place Aberdeen AB10 1YN
Solicitors	Gavin Bain 432 Union Street Aberdeen AB10 1TR

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**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2022**

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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 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).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic Report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

The principal objective of the charity is to provide material support, practical assistance, and advice, to some of the neediest people in the City of Aberdeen and Aberdeenshire. The charity achieves its objective by assisting people at particular times in their lives, including:

- those setting up home for the first time on a low income.
- those setting up home after a period of homelessness.
- those forced to seek accommodation because of divorce or the breakdown of a relationship.
- those experiencing hardship because of prolonged dependence on state benefits.
- those experiencing hunger because of poverty and/or chaotic lifestyles.

The projects employed by the charity to meet these objectives included the following:

- provision of household equipment and furniture
- storage of furniture for those evicted from their home
- provision of affordable carpets, carpeting and joinery services
- provision of emergency food parcels
- distribution of Christmas gifts (Giving Tree) to children who would otherwise not receive one
- information, advice, and support
- employment skills development opportunities

Achievements and performance

COVID-19 Pandemic

The aftermath of the COVID-19 Pandemic continued to affect the organisation despite operations returning to a more normal mode in early April. Many of our partner agencies and organisations were still operating with many staff at home which limited engagement and the ability to co-ordinate support activities. Our foodbank continued to see higher levels of demand than pre pandemic although levels are now lower than demand during full lockdown.

Employment and training opportunities

During the year Instant Neighbour employed 11 full-time and 4 part-time members of staff.

Despite operating relatively normally during the period, face to face engagement was severely curtailed and this adversely impacted our client/volunteer training opportunities. We did, however, offer 9 clients referred by agencies the ability to volunteer for workplace training. IN was also approved as an employer under the government Kickstart Scheme and we provided 3 young people the opportunity to become workplace ready. The Kickstart funding will cease in April 2022 and we await further information on what, if anything, will replace this programme. The increasing profile of Instant Neighbour due to the pandemic also resulted in 18 members of the public offering their services as volunteers.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Information and Advice

Instant Neighbour staff provide information and advice to those in need on a regular basis. Advice is sought on a variety of topics but mainly in relation to applications for appropriate financial support. We maintain our knowledge of current policy and legislation via a network of online bulletins and attending relevant external meetings and training events.

Our Community Connector project is vital to the delivery of the above services, and we are pleased to confirm that funding of the position for a further 5 years was successful securing this important position until 2026.

Furniture Sale and Redistribution

Instant Neighbour collects good quality donated furniture and white goods from across Aberdeen City and Aberdeenshire. Most of the furniture is sold at modest prices from the organisation's 2 retail outlets within Aberdeen City. The income generated from furniture sales contributes to the running of the organisation and its charitable activities whilst diverting a substantial quantity of furniture and white goods from landfill. In the period we were able to divert a total of 108 tonnes of material from landfill which is on an upward trend as we continue to recover from the adverse operational impact of the COVID-19 pandemic.

In addition to the financial benefits to Instant Neighbour and the environmental benefits to the City and surrounding areas, our retail outlets provide valuable employment opportunities for individuals who are furthest away from employment, they can learn a new skill and enhance their curriculum vitae.

Development of our online shop continued during the period offering 24/7 access to our client base for the purchase of quality second-hand furniture and we continued to develop our on-line support staff with the appropriate digital skills.

Instant Neighbour is Revolve accredited and a member of the Circular Communities Scotland Consortium providing good quality reuse furniture and white goods to local authorities for their tenant properties.

Furniture Removal and Storage Contracts

Instant Neighbour has successfully operated a furniture removal and storage contract on behalf of Aberdeen City Council (ACC) for over 20 years. This contract provides a vital service to ACC tenants who sadly, for several reasons, have been evicted from their property and have had to seek temporary accommodation. The furniture is professionally stored at Instant Neighbour operated sites and returned to the owner when they secure future permanent accommodation. During what are undoubtedly difficult times recipients of this service are assured that their furniture and other belongings are in safe and secure storage and can be returned to them quickly at the appropriate time.

90 collections were completed in the period which is 28% higher than the previous year. Additionally, 171 removals were carried out directly between premises. This figure is significantly up on last period (36) representing a backlog of removals building up during the pandemic now being carried out.

A contract renewal was successfully bid for, and we now anticipate providing these vital services to ACC until March 2027.

A similar bid was made to Aberdeenshire Council for removal and storage services which was successful, and this contract commenced on 1st January 2022 for an anticipated period of 5 years. In the first 3 months of this contract 171 removals were carried out, again demonstrating clearance of a backlog built up during the pandemic.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Emergency Food parcel

Instant Neighbour continued to operate its emergency food parcel service for clients which it has done for the past 35 years. We are extremely grateful to church groups, primary schools, local businesses, and members of the public for their continued support for our foodbank. Regular donations of milk, cereal and bread from other charities and manufacturers continued to be received and were used to supplement basic food parcels.

Our food bank exists to provide emergency support and it is usual to find the client base changing from time to time. This usually reflects the changing economic circumstances of individual families and various client groups as economic changes adversely impact their circumstances. Since emerging from the COVID-19 pandemic and the difficulties of lockdown, we have seen certain client groups needs diminish and even cease as they have successfully managed to support themselves. However, the removal of the additional Universal Credit (UC) support has meant that many UC clients have found themselves in increasing difficulty and continue to be regular attendees at our foodbank. Additionally, the developing food inflation during the period resulted in an increasing number of pensioners and low paid workers registering for food parcels for the first time. With the developing cost of living / energy crisis following the Russian invasion of Ukraine, the level of financial support provided by the government will have a material impact on demand from food banks and we are monitoring the situation closely so we can respond accordingly.

In the period, approximately 8500 food parcels were distributed to over 1600 clients. This is 32% lower than the last financial year however, as already mentioned, still above pre pandemic levels by some margin.

Carpetinc

Instant Neighbour supplies new carpets at competitive prices along with a professional fitting service. 50 jobs were undertaken in the period.

Joinerinc

Instant Neighbour employs a qualified joiner and can provide professional joinery services at competitive prices to clients and members of the public. 73 jobs were completed in the period.

Children's Services

The Instant Neighbour flagship Christmas appeal, The Giving Tree, has been running for the past 31 years and in that time distributed over 130,000 parcels to needy children in local communities. The support from the public and donor organisations was as strong as ever and we were delighted to be able to distribute over 13500 gifts to 4000 young people across Aberdeen City and Shire. We are extremely grateful to support organisations who assist with the distribution of the gifts in their local areas and we also gratefully acknowledge the work and support of over 50 volunteers who donated 400 hours of their time to assist with receiving, sorting and packing the gifts.

Website / Rebranding

The upgrade to the IN website was successfully completed and the rebranding theme was approved and implemented.

Financial review

The accounts show a surplus of £43,265 (2021 £205,636).

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Reserves Policy

Free unrestricted reserves, excluding fixed assets at the year end is around 2.5 months of resources expended. The Directors and Management Committee would like to increase the reserves in the future.

As at March 2022, the charity had reserves of £521,658 (2021: £478,394) of which £46,252 (2021: £19,355) are restricted and £475,406 (2021: £459,039) are unrestricted.

The value of tangible fixed assets held within restricted funds is £14,880 (2021: £19,355) and within unrestricted funds is £334,112 (2021: £327,259).

Principal funding sources

The principal funding sources for the charity in the period were by way of contract income from Aberdeen City Council, Aberdeenshire Council, sale of secondhand furniture, government and private grants and donations from the public.

Plans for future periods

The charity will continue the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. The ongoing development of the charity's online retail sales outlet and digital presence will be the priority projects during the next financial year.

Structure, governance and management

Instant neighbour is a charitable company limited by guarantee, incorporated on 18 April 1996, and registered as a charity on 18 April 1996. the company was established under a Memorandum of Association, which established the objectives and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr M Goodlad

Mr W J Munro

Mr S Macindoe

Ms G Slessor

Recruitment and appointment of directors and management committee

The Management Committee comprises local people from a range of backgrounds, who bring a variety of expertise to the charity. Several Members also hold the position of Company Director and therefore have legal and financial responsibilities for the charity.

Directors and Management Committee induction and training

Most of the Management Committee are already familiar with the work of the charity having been encouraged to spend time with staff to understand their work.

Ongoing training alongside the staff is offered and well received.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

Risk Management

Instant Neighbour has been in existence for over 30 years and regularly reviews its strategy, considering future developments, risks, and management. It is fortunate to own its headquarter premises in St Machar Drive. There is a continuous drive on cost efficiency which includes considering the overall costs of running the charity and seeking suitable alternative suppliers where appropriate.

Organisational Structure

Oversight of Instant Neighbour and the development of objectives and strategy is the responsibility of its Members in the form of The Management Committee. Day to day responsibility is delegated to The Chief Executive who is responsible for ensuring that the charity achieves its objectives as set out in the annual operating plan. The committee meets circa every six weeks to review operational performance, discuss recommendations from The Chief Executive and, when necessary, approve strategic changes.

Related Parties

In so far as it is complementary to the charity's objectives, the charity is guided by both local and national policy. The charity is represented on several external groups which include: The Homelessness Strategy Group, The Food Poverty Action Aberdeen, the local Employability Forum, the local Social Enterprise Network. The Chief Executive is also Chair of the Social Entrepreneur Network in Scotland and a Vice Chair of Circular Communities Scotland.

In accordance with the company's articles, a resolution proposing that Findlays be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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

Mr W J Munro
Trustees

10 November 2022

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
STATEMENT OF TRUSTEES' RESPONSIBILITIES
*FOR THE YEAR ENDED 31 MARCH 2022***

The trustees, who are also the directors of Instant Neighbour Aberdeen for the purpose of company law, 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).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- 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 adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT**

TO THE TRUSTEES OF INSTANT NEIGHBOUR ABERDEEN

Opinion

We have audited the financial statements of Instant Neighbour Aberdeen (the 'charity') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

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

Conclusions relating to going concern

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

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

TO THE TRUSTEES OF INSTANT NEIGHBOUR ABERDEEN

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

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

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under Chapter 3 of Part 16 of the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

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

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF INSTANT NEIGHBOUR ABERDEEN**

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- Making enquiries of management about any known or suspected instances of non compliance with laws and regulations, including GDPR, employment law and fraud
- Review of correspondence with regulators including OSCR
- Review of legal fees expenditure and Board minutes
- Challenging assumptions and judgements made by management in their significant accounting estimates including fixed asset depreciation, bad debt provisions and allocation of overheads
- Auditing the risk of management override controls, including through testing of journal entries and other adjustments for appropriateness

Because of the field in which the client operates we identified the following areas as those most likely to have a material impact on the financial statements; terms and conditions stipulated in grant funding, employment law, GDPR and compliance with the UK Companies Act, Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts Regulations 2006.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body, and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

10 November 2022

Lesley Campbell, BA, C.A. (Senior Statutory Auditor)
for and on behalf of Findlays

Chartered Accountants
Statutory Auditor
11 Dudhope Terrace
Dundee
Scotland
DD3 6TS

Findlays is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2022**

		Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021 Restated	Restricted funds 2021 Restated	Total 2021 Restated
	Notes	£	£	£	£	£	£
Income and endowments from:							
Donations and legacies	3	343,865	425,895	769,760	408,869	514,844	923,713
Charitable activities	4	140,316	-	140,316	164,616	-	164,616
Other trading activities	5	262,591	-	262,591	90,874	-	90,874
Other income	6	2,400	-	2,400	2,124	-	2,124
Total income		749,172	425,895	1,175,067	666,483	514,844	1,181,327
Expenditure on:							
Raising funds	7	142,261	-	142,261	63,969	89,080	153,049
Charitable activities	8	590,543	398,998	989,541	405,762	416,328	822,090
Other		-	-	-	552	-	552
Total resources expended		732,804	398,998	1,131,802	470,283	505,408	975,691
Net income for the year/ Net movement in funds		16,368	26,897	43,265	196,200	9,436	205,636
Fund balances at 1 April 2021		459,038	19,355	478,393	262,839	9,919	272,758
Fund balances at 31 March 2022		475,406	46,252	521,658	459,039	19,355	478,394

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.

The notes set out on pages 13 - 27 form part of these financial statements

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET**

AS AT 31 MARCH 2022

		2022	2021
	Notes	£	£
Fixed assets			
Tangible assets	12	348,992	346,614
Current assets			
Stocks	13	19,892	10,625
Debtors	14	73,226	46,592
Cash at bank and in hand		148,900	135,881
		<u>242,018</u>	<u>193,098</u>
Creditors: amounts falling due within one year	16	<u>(56,030)</u>	<u>(61,318)</u>
Net current assets		185,988	131,780
Total assets less current liabilities		<u>534,980</u>	<u>478,394</u>
Creditors: amounts falling due after more than one year	17	(13,322)	-
Net assets		<u>521,658</u>	<u>478,394</u>
Income funds			
Restricted funds	19	46,252	19,355
Unrestricted funds		475,406	459,039
		<u>521,658</u>	<u>478,394</u>

These financial statements have been prepared and delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 10 November 2022

Mr W J Munro
Trustee

Company Registration No. SC165004

The notes set out on pages 13 - 27 form part of these financial statements

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 31 MARCH 2022

		2022		2021	
	Notes	£	£	£	£
Cash flows from operating activities					
Cash generated from operations	25		16,387		211,855
Investing activities					
Purchase of tangible fixed assets		(23,961)		(18,620)	
Proceeds on disposal of tangible fixed assets		2,400		-	
Net cash used in investing activities			(21,561)		(18,620)
Financing activities					
Payment of obligations under finance leases		18,193		-	
Net cash generated from/(used in) financing activities			18,193		-
Net increase in cash and cash equivalents			13,019		193,235
Cash and cash equivalents at beginning of year			135,881		(57,354)
Cash and cash equivalents at end of year			148,900		135,881

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022**

1 Accounting policies

Charity information

Instant Neighbour Aberdeen is a private company limited by guarantee incorporated in Scotland. The registered office is 5 St Machar Drive, Aberdeen, AB24 3YJ, Scotland.

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), FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 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.

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.

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.

Income from donated goods is measured at the fair value of the goods unless it is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers. Food parcels are estimated at £15 per parcel and Giving Tree parcels at £25 per gift (at an average of three gifts per child).

Income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it related:

Expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.

Expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.

Other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

1.6 Tangible fixed assets

Tangible fixed assets 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:

Freehold land and buildings	50 years / 10 years
Plant and equipment	6 years
Computers	6 years
Motor vehicles	4 years

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 the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

Donated goods are valued at the estimated sales value of the individual items.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

1 Accounting policies

(Continued)

1.9 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.

1.10 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.

1.11 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.

1.12 Retirement benefits

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

1.13 Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessees. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets at the lower of the assets fair value at the date of inception and the present value of the minimum lease payments. The related liability is included in the balance sheet as a finance lease obligation. Lease payments are treated as consisting of capital and interest elements. The interest is charged to net income/(expenditure) for the year so as to produce a constant periodic rate of interest on the remaining balance of the liability.

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

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, which currently include depreciation, food parcels and Giving Tree parcels. 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.

Critical judgements

Depreciation

Tangible fixed assets are depreciated over a period to reflect their estimated useful lives. The applicability of the assumed lives is reviewed annually, taking into account factors such as physical condition, maintenance and obsolescence.

Fixed assets are also assessed as to whether there are indicators of impairment. This assessment involves consideration of the economic viability of the purpose for which the asset is used.

Food parcels and Giving Tree parcels

Food parcels are based on 8-12 items of food at an average cost of £15 with the Giving Tree parcels estimated at an average of gifts per child totaling £25.

Allocation of wages

Wages are allocated across projects both on a direct basis and a percentage basis. Where salaries are funded, the allocation of wages is direct. For employees involved in several projects, the salaries are allocated on a percentage basis.

Allocation of support costs

Support costs are not related directly to charitable activities but support the general running of the organisation. Support costs are allocated based on actual costs in regards to certain activities and a percentage basis based on income for insurance.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	114,865	16,000	130,865	188,851	15,904	204,755
Grants	27,000	119,151	146,151	77,490	232,694	310,184
Donated goods and services	202,000	290,744	492,744	142,528	266,246	408,774
	<u>343,865</u>	<u>425,895</u>	<u>769,760</u>	<u>408,869</u>	<u>514,844</u>	<u>923,713</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

3 Donations and legacies

(Continued)

Grants receivable for core activities

SCVO	-	-	-	5,990	-	5,990
Community Connector Grant	-	-	-	-	12,500	12,500
DWP Kickstart	6,000	13,228	19,228	-	-	-
First Port Ltd	-	-	-	-	37,961	37,961
The Hunter Foundation	-	-	-	-	37,513	37,513
Community Enterprise	-	-	-	-	64,065	64,065
Aberdeen City - Food Fund	-	-	-	-	17,000	17,000
Aberdeen City Covid Grant	-	-	-	56,500	-	56,500
Aberdeen City Council Hardship Fund	16,000	-	16,000	15,000	-	15,000
AVCO	-	-	-	-	1,000	1,000
Crisis UK	-	-	-	-	5,000	5,000
Zero Waste	-	-	-	-	500	500
Community Food Grant	-	-	-	-	5,000	5,000
Foundation Scotland	-	-	-	-	2,000	2,000
Community Enterprise	-	-	-	-	24,500	24,500
Pegasus Sport	-	-	-	-	8,000	8,000
INEOS	-	-	-	-	10,000	10,000
CNOOC Petroleum	-	-	-	-	7,655	7,655
Adapt and Thrive	-	74,999	74,999	-	-	-
Bank of Scotland Foundation	-	30,924	30,924	-	-	-
Sainsbury	5,000	-	5,000	-	-	-
	<u>27,000</u>	<u>119,151</u>	<u>146,151</u>	<u>77,490</u>	<u>232,694</u>	<u>310,184</u>

4 Charitable activities

	Charitable Income	Providing Support	Total Charitable Income	Providing Support	Total
	2022	2022	2022	2021	2021
	£	£	£	£	£
				Restated	Restated
Services provided under contract	-	131,220	131,220	-	78,456
Performance related grants	9,096	-	9,096	86,160	-
	<u>9,096</u>	<u>131,220</u>	<u>140,316</u>	<u>86,160</u>	<u>164,616</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

5 Other trading activities

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Shop income	209,177	45,622
CRNS sales	14,791	3,322
Joinery, carpet and removal income	38,623	34,438
SCVO Grants	-	7,492
	<u>262,591</u>	<u>90,874</u>
Other trading activities	<u>262,591</u>	<u>90,874</u>

6 Other income

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Net gain on disposal of tangible fixed assets	2,400	-
Insurance proceeds	-	2,124
	<u>2,400</u>	<u>2,124</u>
	<u>2,400</u>	<u>2,124</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

7 Raising funds

	Unrestricted funds	Unrestricted funds	Restricted funds	Total
	2022	2021	2021	2021
	£	£	£	£
<u>Trading costs</u>				
Operating charity shops	35,310	16,026	22,008	38,034
Other trading activities	14,540	13,216	-	13,216
Staff costs	92,411	34,727	67,072	101,799
	<u>142,261</u>	<u>63,969</u>	<u>89,080</u>	<u>153,049</u>
Trading costs	<u>142,261</u>	<u>63,969</u>	<u>89,080</u>	<u>153,049</u>
	<u><u>142,261</u></u>	<u><u>63,969</u></u>	<u><u>89,080</u></u>	<u><u>153,049</u></u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

8 Charitable activities

	Providing Support	Providing Support
	2022 £	2021 £
Staff costs	220,819	150,198
Depreciation and impairment	21,582	25,600
Donated goods	492,748	408,773
Rates	2,074	1,789
Light and heat	7,806	7,318
Repairs and maintenance	4,367	2,086
Postage, stationery and advertising	2,505	1,469
Legal and professional	3,650	3,773
Cleaning and decoration	5,005	3,269
Interest payable	1,256	917
Bank charges	884	377
Covid 19 costs	747	2,368
Premises expenses	8,379	8,851
Staff training	-	147
Motor and travel costs	28,514	18,584
The Giving Tree	13,407	18,722
Food bank expenses	9,744	13,482
	<u>823,487</u>	<u>667,723</u>
Share of support costs (see note 9)	158,410	147,817
Share of governance costs (see note 9)	7,644	6,550
	<u>989,541</u>	<u>822,090</u>
Analysis by fund		
Unrestricted funds	590,543	405,762
Restricted funds	398,998	416,328
	<u>989,541</u>	<u>822,090</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

9 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	127,546	-	127,546	123,192	-	123,192
Premises	14,534	-	14,534	14,498	-	14,498
Administration	16,330	-	16,330	10,127	-	10,127
Audit fees	-	7,644	7,644	-	6,550	6,550
	<u>158,410</u>	<u>7,644</u>	<u>166,054</u>	<u>147,817</u>	<u>6,550</u>	<u>154,367</u>
Analysed between						
Charitable activities	<u>158,410</u>	<u>7,644</u>	<u>166,054</u>	<u>147,817</u>	<u>6,550</u>	<u>154,367</u>

Governance costs includes payments to the auditors of £7,644 (2021- £6,550) for audit fees.

10 Trustees

One of the trustees S Macindoe (or any persons connected with them) received remuneration of £nil (2021: £2,355).
None of the trustees (or any persons connected with them) received benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Advice and support	7	7
Management and administration	5	5
Sales	7	7
Total	<u>19</u>	<u>19</u>

Employment costs

	2022 £	2021 £
Wages and salaries	386,784	345,067
Social security costs	31,442	22,735
Other pension costs	22,550	7,387
	<u>440,776</u>	<u>375,189</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE**
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

11 Employees

(Continued)

The number of employees whose annual remuneration was more than £60,000 is as follows:

2022 Number	2021 Number
1	1
<u>1</u>	<u>1</u>

12 Tangible fixed assets

	Freehold land and buildings £	Plant and equipment £	Computers £	Motor vehicles £	Total £
Cost					
At 1 April 2021	442,149	95,109	26,542	47,245	611,045
Additions	-	-	965	22,995	23,960
Disposals	-	-	-	(23,995)	(23,995)
	<u>442,149</u>	<u>95,109</u>	<u>27,507</u>	<u>46,245</u>	<u>611,010</u>
At 31 March 2022	442,149	95,109	27,507	46,245	611,010
Depreciation and impairment					
At 1 April 2021	112,049	90,000	23,012	39,370	264,431
Depreciation charged in the year	10,844	1,339	1,025	8,374	21,582
Eliminated in respect of disposals	-	-	-	(23,995)	(23,995)
	<u>122,893</u>	<u>91,339</u>	<u>24,037</u>	<u>23,749</u>	<u>262,018</u>
At 31 March 2022	122,893	91,339	24,037	23,749	262,018
Carrying amount					
At 31 March 2022	<u>319,256</u>	<u>3,770</u>	<u>3,470</u>	<u>22,496</u>	<u>348,992</u>
At 31 March 2021	<u>330,100</u>	<u>5,109</u>	<u>3,530</u>	<u>7,875</u>	<u>346,614</u>

13 Stocks

	2022 £	2021 £
Shop Stock	19,892	10,625
	<u>19,892</u>	<u>10,625</u>

14 Debtors

	2022 £	2021 £
Amounts falling due within one year:		
Trade debtors	37,881	20,135
Other debtors	35,345	26,457
	<u>73,226</u>	<u>46,592</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

15 Finance lease commitments

Future minimum lease payments due under finance leases:

	2022	2021
	£	£
Within one year	4,871	-
Within two and five years	13,322	-
	<u>18,193</u>	<u>-</u>

16 Creditors: amounts falling due within one year

	Notes	2022	2021
		£	£
Obligations under finance leases	15	4,871	-
Other taxation and social security		15,301	19,364
Trade creditors		15,355	13,039
Other creditors		10,884	6,351
Accruals and deferred income		9,619	22,564
		<u>56,030</u>	<u>61,318</u>

The bank overdraft is secured by a standard security over the property owned by the company.

17 Creditors: amounts falling due after more than one year

	Notes	2022	2021
		£	£
Obligations under finance leases	15	13,322	-
		<u>13,322</u>	<u>-</u>

18 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £22,550 (2021 - £7,387).

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

19 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:

	Balance at 1 April 2020	Movement in funds		Balance at 1 April 2021	Movement in funds		Balance at 31 March 2022
		Incoming resources	Resources expended		Incoming resources	Resources expended	
	£	£	£	£	£	£	£
Fixed Assets	460	-	(460)	-	-	-	-
Donated Goods	-	266,246	(266,246)	-	290,744	(290,744)	-
Community Connector	-	12,500	(12,500)	-	-	-	-
Premises Assets	9,459	-	(1,730)	7,729	-	(1,101)	6,628
Union Square	-	11,000	(11,000)	-	-	-	-
Crisis UK	-	5,000	(5,000)	-	-	-	-
Lord provost	-	3,404	(3,404)	-	-	-	-
First port	-	37,961	(37,961)	-	-	-	-
AVCO	-	1,000	(1,000)	-	-	-	-
The Hunter Foundation	-	37,513	(37,513)	-	-	-	-
Community Enterprise	-	64,065	(64,065)	-	-	-	-
Aberdeen City Council	-	17,000	(5,374)	11,026	-	(3,375)	8,251
Zero waste	-	500	(500)	-	-	-	-
Community Food Grant	-	5,000	(5,000)	-	-	-	-
Community Enterprise	-	24,500	(24,500)	-	-	-	-
DWP Kickstart funding	-	-	-	-	13,228	(13,228)	-
Pegasus Sport	-	8,000	(8,000)	-	-	-	-
Adapt and Thrive	-	-	-	-	74,999	(46,220)	28,779
Bank of Scotland Foundation	-	-	-	-	30,924	(30,924)	-
Foundation Scotland	-	2,000	(2,000)	-	-	-	-
INEOS	-	10,000	(10,000)	-	-	-	-
CNOOC Petroleum	-	7,655	(7,655)	-	16,000	(13,406)	2,594
Suncor	-	1,500	(1,500)	-	-	-	-
	9,919	514,844	(505,408)	19,355	425,895	(398,998)	46,252

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

20 Restricted Funds

The **fixed asset** funding has been received from numerous sources to help fund the purchases of the new assets together with their maintenance.

Food Bank funds were received from organisations to allow the purchase of food to help disadvantaged people in the Aberdeenshire area.

Donated goods include storage space and food, toys, furniture and other items donated by public for distribution.

Community Connector funds were received from The Robertson trust to assist with the employment of a community liaison.

Premises Refurbishment fund were received from the Clothworkers' foundation to fund the refurbishment of the premises.

Union Square funds were received for assistance for running the charity's shop due to the closure of the Union Square unit.

Crisis UK funds were received to assist in the continued running of the charity.

Lord Provost funds were received for the purchase of food for the food bank.

First Port funds were received for wages in the provision of services by the charity.

AVCO funds were received towards the provision of food packages for the food bank.

The **Hunter Foundation** funds were received to assist in the provision of the food bank.

Community Enterprise funds were received to provide assistance to the foodbank during the pandemic.

Aberdeen City Council funds were received for the provision of the food bank and to assist in the purchase of a refrigerated van.

Zero Waste funds were received to help purchase Covid distancing measures during the pandemic.

Community Food Grant funds to provide help with food care packages.

Community Enterprise funds were received to assist the charity continue work in the foodbank, telephone help and regular communication during the pandemic.

DWP Kickstart is funding received from the government to support work placements for young people if they are at risk on long term unemployment.

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

20 Restricted Funds

(Continued)

HMRC furlough grants funds were received for the payment of wages to furloughed workers during lockdown.

Pegasus Sports funds were received to assist with the payment of salaries.

Adapt and Thrive funds were received to assist with marketing and development salaries.

Bank of Scotland Foundation funds were received to assist with the employment of a community liason.

Foundation Scotland funds were received for the purchase of fresh food for the foodbank.

INEOS funds were received to provide assistance to the Charity in the provision of foods parcels.

CNOOC Petroleum funds were received to provide funding towards the Giving Tree.

Suncor funds were received to provide funds for the food bank.

Other funds include any other smaller donations or grants that require to be used for a specific purpose.

21 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March 2022 are represented by:						
Tangible assets	334,112	14,880	348,992	327,259	19,355	346,614
Current assets/(liabilities)	154,616	31,372	185,988	131,780	-	131,780
Long term liabilities	(13,322)	-	(13,322)	-	-	-
	<u>475,406</u>	<u>46,252</u>	<u>521,658</u>	<u>459,039</u>	<u>19,355</u>	<u>478,394</u>

22 Operating lease commitments

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

	2022 £	2021 £
Within one year	<u>-</u>	<u>5,667</u>

**INSTANT NEIGHBOUR ABERDEEN
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

23 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2022 £	2021 £
Aggregate compensation	79,545	65,718

24 Prior year adjustment

Due to updated guidance released specifically relating to the accounting treatment of the CJRS funding, grant income received from the scheme has been shown within income from charitable activities and removed from income from donations and legacies. This income was also previously shown as restricted therefore this has now been reclassified at unrestricted income.

In 2021 £86,160 of wages expenses relating to the CJRS was included within restricted expenses. This has therefore also be reallocated to unrestricted in line with guidance.

25 Cash generated from operations

	2022 £	2021 £
Surplus for the year	43,265	205,636
Adjustments for:		
(Gain)/loss on disposal of tangible fixed assets	(2,400)	552
Depreciation and impairment of tangible fixed assets	21,582	25,600
Movements in working capital:		
(Increase)/decrease in stocks	(9,267)	24,644
(Increase) in debtors	(26,634)	(26,491)
(Decrease) in creditors	(10,159)	(18,086)
Cash generated from operations	16,387	211,855

26 Analysis of changes in net funds

	At 1 April 2021 £	Cash flows £	At 31 March 2022 £
Cash at bank and in hand	135,881	13,019	148,900
Obligations under finance leases	-	(18,193)	(18,193)
	135,881	(5,174)	130,707

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.