

**EVALUATION SUPPORT SCOTLAND
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS
For the year ended 31 March 2022**

**Scottish Charity no: SC036529
Company no: SC284843**

EVALUATION SUPPORT SCOTLAND

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EVALUATION SUPPORT SCOTLAND

Legal and administrative information

Evaluation Support Scotland is a charitable company. It was incorporated on 16 May 2005 as a company limited by guarantee. It received recognition as a Scottish Charity on 16 May 2005. It is governed by a Memorandum and Articles of Association.

Registered office and Principal address

Thorn House
5 Rose Street
Edinburgh
EH2 2PR

Trustees

Andrew Fleming – Convenor
Dr Kevin Guyan – Deputy Convenor
Professor Karen McArdle – Deputy Convenor (resigned 13 September 2021)
Ricki McLaughlin – Treasurer
Michael Beardmore (appointed 13 September 2021)
Maxine Dinnes – Deputy Convenor (from 13 September 2021)
Diarmid Hearn
Alexander Johnston
Jacqueline Killeen
Lauren Salmon
Jane Steele
Jane Whitworth (appointed 13 September 2021)
Katherine Wilkinson

The directors of the charitable company, who are its trustees for the purposes of charity law, are collectively referred to throughout this report as trustees.

Company Secretary

Steven Marwick

Key Management Personnel

Steven Marwick	Chief Officer (known as Director)
Diane Kennedy	Depute Director (retired 31 July 2021)
Martha Lester-Cribb	Depute Director (appointed 1 July 2021)

Independent examiner

Emma Marshall CA
Geoghegans
Chartered Accountants
6 St Colme Street
Edinburgh EH3 6AD

Bankers

Bank of Scotland
75 George Street
Edinburgh EH2 3EW

EVALUATION SUPPORT SCOTLAND

Background

The trustees of Evaluation Support Scotland (ESS) present their annual trustees' report together with the financial statements of the charitable company for the year ending 31 March 2022 which are also prepared to meet the requirements for a directors' report and financial statements for Companies Act purposes.

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

Our charitable purpose

1. To promote the effectiveness and efficiency of charities and of the voluntary sector by promoting learning about evaluation and the results of evaluation as a process which can be used to improve the delivery of services for the public benefit throughout Scotland; and in support of that object but not otherwise:
 - (i) to encourage lifelong learning and education through the involvement of service users in the evaluation and improvement of services;
 - (ii) to provide advice and support to charities and other organisations undertaking or funding charitable work about undertaking and learning from evaluation of their activities;
 - (iii) to support charities and other organisations undertaking or funding charitable work in delivering better services to those in need by reason of youth, old age, unemployment, disability, health or social problems or other disadvantage and further including, without prejudice to the generality, those living in disadvantaged neighbourhoods and minority ethnic communities;
 - (iv) to improve the delivery of services for the public benefit by encouraging funders, voluntary organisations and others to work together to reduce bureaucracy and to implement learning about effective service delivery;
 - (v) to encourage Government and other organisations to learn from the results of evaluation and thus make better use of resources for the benefit of the public.
2. To promote such other purposes, objects or institutions as are charitable in law and in such proportions and manner as the trustees shall think fit.

Our mission: ESS works with the third sector and funders so they can measure and report on their impact and use learning to improve practice and influence policy.

Our vision is that people in Scotland's third sector have the knowledge, skills and support to evaluate, reflect and learn from their work.

EVALUATION SUPPORT SCOTLAND

We promote self-evaluation. By learning how to evaluate their own activities and outcomes, organisations discover what works and what does not and can make use of that learning. Self-evaluation (and evaluation generally) should be valuable, relevant and proportionate.

In order to achieve our outcomes we work in the following way:

1. We are accessible. We use plain English. We are friendly. We work in a way that meets the different needs and abilities of people and organisations.
2. We work collaboratively with organisations, combining their expertise with ours to generate evaluation approaches they can own, develop and run with.
3. We use different and creative ways to engage people in evaluation. We promote a wide range of evaluation tools.
4. We are a centre of expertise on self-evaluation in the third sector and we share what we know.
5. We work in positive partnership with others, sharing our learning and adding value to the expertise of others. We provide effective platforms to share evaluation evidence.
6. We promote a culture of learning within ESS. We seek feedback from everyone we work with so we learn from our successes and weaknesses and get better at what we do.
7. ESS is a good place to work. We support and develop our staff and trustees so they can fulfil their roles and feel valued.

The need for ESS is identified through ongoing consultation, most recently for the development of our strategic plan 2019-23. Many third sector organisations still struggle with confidence, skills and systems to measure and report on the difference they make. Others are looking for help with more complex issues such as what is "good enough" evidence or analysis of evidence. Requirements from funders and others can still get in the way of evaluation for learning and improvement. Funders themselves can face challenges in evaluating their impact. Decision-makers may need support to use third sector evaluation evidence to improve policy and practice and so improve outcomes for people.

Outcomes, activities and plans

The change we intend to make (our outcomes) is that third sector organisations have improved skills to evaluate and put in place appropriate evaluation systems. This leads to organisations being better able to generate evidence about their impact and deliver even better services. They will be better able to share learning with funders and policy-makers leading to better funding or policy decisions to benefit people and communities.

EVALUATION SUPPORT SCOTLAND

We have six roles:

1. We support the third sector to plan and do evaluation, involve service users and embed evaluation in their organisation.
2. We share good practice and ideas about how to do evaluation and tackle tough problems and barriers.
3. We work with funders to support third sector evaluation and to evaluate their own work.
4. We work with groups of third sector organisations to develop common outcomes, methods or evidence in a particular area.
5. We support the use of third sector evaluation and evidence to improve practice and influence policy.
6. We enable intermediaries to support or train others on evaluation (*we can only do this if we get the funding*).

We create programmes of support using workshops, tailored support, learning sets, events, forums, publications and our website. Through these programmes we aim to achieve the outcomes above.

2021-22 was the third year of our strategic plan 2019-23 (on our [website](#)). We have an annual work plan and plans for individual staff.

How we evaluate

We collect evidence in a range of ways. This includes:

- Self-reported feedback from organisations we work with, in feedback forms, emails and verbal feedback.
- “Physical” evidence such as evaluation plans, methods, reports created as a result of our support.
- Feedback from funders provided to us direct or reported to us about, for example, improvement in reporting or services as a result of our support.
- Feedback from service users reported to us about improvements in service provision as a result of our support.
- A biennial [stakeholder survey](#) – most recently in autumn 2020.

EVALUATION SUPPORT SCOTLAND

Headlines:

1. **Using evaluation to shape recovery:** We helped organisations evaluate their Covid-19 experiences to shape future services. We fed third sector learning into the Scottish Government recovery strategy.
2. **Evaluating “what works”:** we launched resources and ran learning programmes to help organisations identify and share how they achieve outcomes and how they tackle tough problems such as homelessness or health inequalities.
3. **Supporting evaluation leaders:** we started a new programme (a toolkit and peer learning events) for people with lead responsibility for evaluation in their organisation.
4. **Building funders and funded relationships:** we brought funders and funded organisations together to share learning from and about evaluation and we published learning on how funders can best support grantholders with evaluation.
5. **Demystifying evaluation:** we continued to deliver and improve our popular core support and training to build organisations’ evaluation skills and confidence.
6. In total we worked with **652 organisations** (more than ever before) based in every local authority area in Scotland.
7. We used our own Covid-19 evaluation to develop a **blended model** so we can deliver a mix of online and in person support in future. For this past year we successfully delivered almost all of our support online due to Covid-19 restrictions and client preferences.

More detail about our activities and impact

Role 1: support the third sector to plan and do evaluation, involve service users and embed evaluation in their organisation.

- **Let’s Evaluate!** 31 workshops for 320 participants

“This was SO much better than I expected. I have done quality management and evaluation training before that was too complex to feel confident using in real life. This has been amazing ... I’m so glad I booked this thanks.” Children’s charity

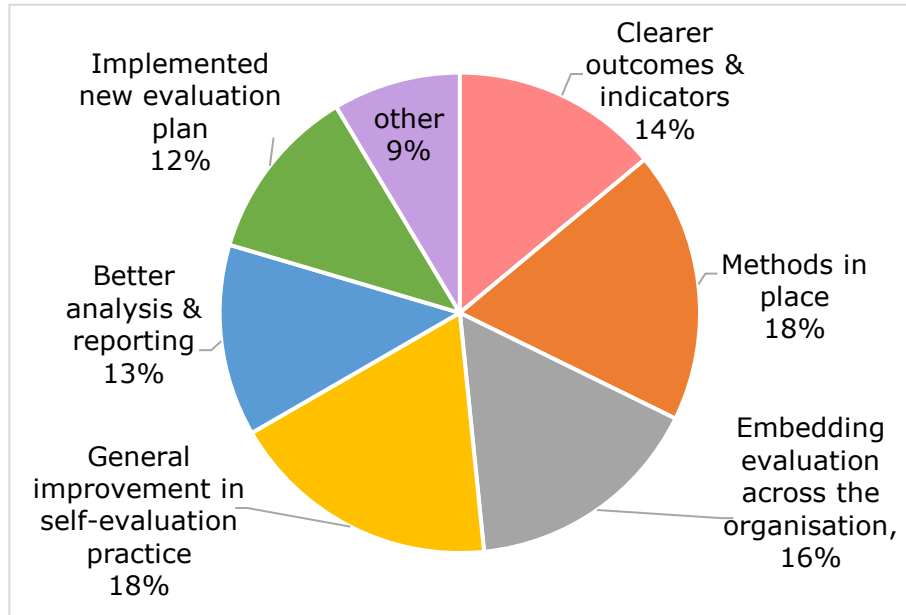
- **Tailored evaluation support** for 76 organisations
- New **mini workshops** for small groups
- **Thrive** (planning and evaluation training for sport and physical activity): trained 41 people; 9 others did Thrive Lite online learning
“Excellent delivery, informative and good discussions, really enjoyable training”
- launched **evaluation leaders** toolkit and ran four peer learning events for 90 people

EVALUATION SUPPORT SCOTLAND

Sample impact evidence.

48 Let's Evaluate! participants (27%) responded to our follow up survey and 45 said we'd helped them improve their evaluation. The pie chart summarises feedback (some said more than one thing):

"I have developed a monitoring and evaluation plan from what I learnt at the workshops ... It also taught me not to over complicate outcomes, sometimes less is more" Carers Charity



Quotes in follow up feedback after tailored support:

"[ESS] immensely helped us understand how to measure long term impact and how to better capture data from referrers. They helped us develop an outcomes framework and reviewed the tools we were already using and made many very useful suggestions on how we can improve the way we collate data. We have already used some of these suggestions in practice and it worked really well". Family support charity

"Our service has implemented multiple tools we discussed such as the fun ways to support the children to be involved in the evaluation process. Incorporating the work we already do into everyday practice as evidence of indicators of our outcomes such as registration forms and attendance records." Childcare org

Extract from feedback from 35 Thrive participants:

To what extent has your knowledge increased in relation to ...			
	... collecting evidence about your outcomes	... analysing your evidence	... identifying learning from analysis
Gigantically	6	5	7
A big bit	18	18	15
A bit	11	11	11
A wee bit	0	1	2
Not at all	0	0	0

EVALUATION SUPPORT SCOTLAND

Role 2: share good practice and ideas about how to do evaluation and tackle tough problems and barriers.

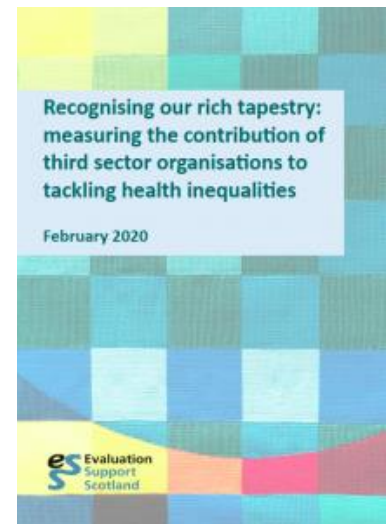
- **Crisis to Recovery** supported organisations to use Covid-19 evaluation to make decisions about future services, reshape plans and identify new partners. We created resources and videos to help others.

“... We were also able to use the reflections and learning to make a successful application to the Falkirk Food Futures plan and are setting up a Falkirk Food Revolution project. We started last week! The sessions were really helpful because not only did it mean that I protected time to reflect and plan which when delivering a service can be really difficult but also the logical approach provided excellent tools for building a robust strategy forward and the discussion with other organisation were really inspiring and provided a great deal of mutual support at a very difficult time” Crisis to Recovery participant 6 months later.



- **Working Together Better** programme helped **partnerships** evaluate their joint work. “We hadn't actively evaluated our partnership before. This support gave us a structure to feed into that.”
- **Recognising our Rich Tapestry** is our programme to support the third sector evaluate its contribution to **tackling health inequalities**. This year we ran workshops for 25 practitioners. We published a [scoping report](#) on how commissioners can use third sector evidence. Example participant feedback:

“The impact of your training has been positive and helped us recognise and acknowledge how our work with children and families contributes to health and the importance of measuring / reporting this to funders and for ourselves.”
Children’s disability charity



Role 3: work with funders to support third sector evaluation and to evaluate their own work.

- We completed **evaluation support contracts** with the National Lottery Community Fund (NLCF) and The Robertson Trust and continued contracts with many other funders, meaning hundreds of organisations got free evaluation support. We published [lessons learned](#) on how **funders best support grantholder evaluation**.
- We worked with Corra Foundation to develop practical resources on how **Corra as a funder uses evidence**, including community stories.

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- We ran our **Scottish Government *Funding and Relationships*** workshop for 23 officials with funding responsibilities.

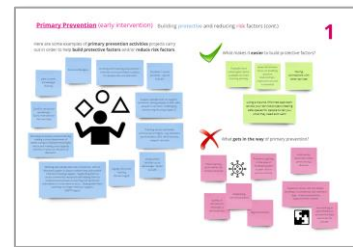
"I thought it was one of the best workshop/courses I have been on in Scottish Government. It was very practical and I will be able to implement this into my own work"

- We supported officials to embed outcome good practice in the new Victim Centred Approach Fund. The lead official said:

"From my perspective I found ESS input really useful in helping us design the fund. Your input and feedback as the guidance developed was invaluable, especially on issues such as defining priorities and outcomes and thinking about what level of detail it was fair to expect applicants to be able to provide. ESS input gave us a different perspective, from an applicant's point of view, that we wouldn't have had within SG."

Role 4: work with groups of third sector organisations to develop common outcomes, methods or evidence in a particular area.

- We continued to run our **preventing homelessness learning** programme for lottery-funded projects to come together with funding officers and generate shared learning written up in shared reports. Projects said it is valuable to reflect alongside others and that this helps reduce "competition".



"Sharing experiences has helped not feeling it's just us!

"I think the NLCF should be applauded for taking this step in evaluation with ESS."

- We rolled out a new outcomes framework for community-led projects funded by Falkirk Health and Social Care Partnership (HSCP). This shifted the focus from numbers to meaningful outcomes. The **evidence provided made the case for HSCP investment in more community link workers**. Senior managers responded positively to the shift to more qualitative data.

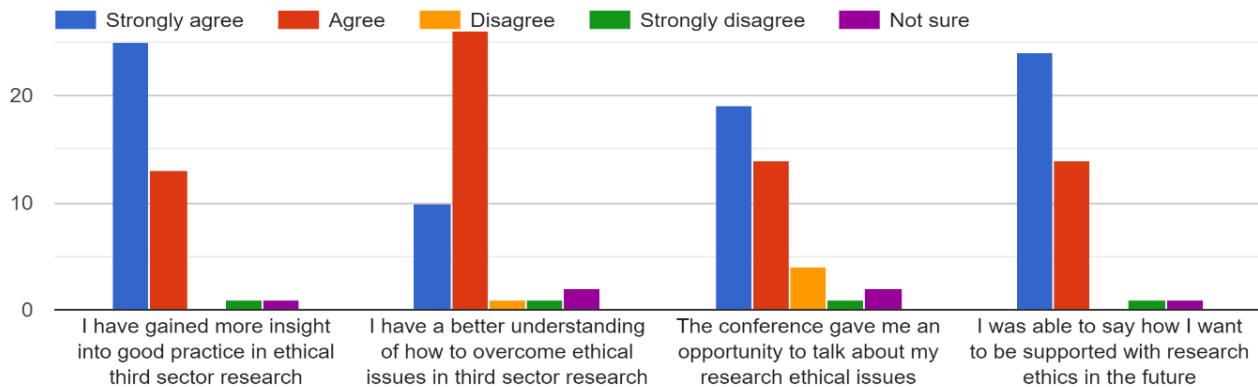
Role 5: support the use of third sector evaluation and evidence to improve practice and influence policy

- We ran meetings of the Third Sector Research Forum (TSRF), promoted third sector research, ran joint events with Policy Scotland (Glasgow University) and launched our research ethics guide.

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- 78 people attended our **Talking Ethics** conference. [More information including the conference report is on our website](#). Extract below

1. Thinking about the whole conference please rate the following statements:



"Feeling part of a research community again - it can be lonely working in your own bubble! Opportunity to connect with researchers exploring issues that are of interest to me and my organisation but approaching them in very different ways."

- We published a new guide: **"Learning from Evaluation – What works in your third sector organisations"**
- We shared third sector evidence with **Scottish Government** and joined the SG evaluation and research group for Covid recovery.

Our year in numbers

Number of workshops and learning events	107
Number of workshops/event participants	1,373
Total number of organisations that received tailored support	76
Number of organisations in our in learning sets	55
Number of organisations in our forums	25
Number of people on our mailing list	3,124
Total organisations we worked with	652

What we learned

- Using **Zoom and website learning modules** allows us to reach new people in new ways and still make a difference. We will continue to develop shorter workshops to complement our popular Let's Evaluate! programme. We will improve how we get feedback about online learning modules.

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2. The review of the lottery contract showed our evaluation support successfully built technical evaluation skills, strong relationships and learning cultures. We need to continue to **encourage funders** to help grantholders to access evaluation support in ways that work for them.
3. Peer learning events and “advanced” workshops work best for people with existing evaluation knowledge. We need to work even harder to direct people to the **right level of support** at booking.
4. We had significantly **less communications capacity** this year and that shows in reduced website and social media engagement. We need to take our communications more seriously to get our messages out. We are rectifying that now.
5. We need to keep thinking about **equality, diversity and inclusion** and participant feedback helps. Two examples: we now automatically enable live captioning in Zoom; in response to participant feedback, we changed wording on one exercise from “mother and toddlers’ group” to “adult and toddlers”.
6. **Crisis to Recovery**: We made meaningful, long-term impact on participating organisations. ESS support was timely and relevant during the Covid-19 crisis. We can build on this to promote other ways of using **evaluation for a purpose** in future.
7. We did not recruit as many participants as hoped for our **evaluating partnerships** programme probably because this is “nice to do” but not essential for third sector organisations. However, our [evaluating partnerships resource](#) is valuable so we should continue to promote it.
8. From regular evaluations we know that the Third Sector Research Forum and events make a positive difference. However, feedback shows a need for more practical support and networking for **third sector researchers** than is possible through our current activities. We have commissioned an independent review to find a better way of supporting third sector research and researchers.

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Financial review

ESS's total incoming resources were £360,865 in 2021/22 (2020/21 £401,298). This consisted of:

- Grants of £156,300 from the Scottish Government Third Sector Unit.
- Grant funding of £10,000 via New Philanthropy Capital for ESS's involvement in *Inspiring Impact*.
- Income earned from other activities including contracts, training and bank interest totalling £194,565 (2020/21: £220,288).

Pricing policy

- Workshops are costed to break even, covering costs for staff salaries, materials, venues and catering.
- Organisations receiving tailored support are charged a daily rate to cover the staff and administration costs of providing the service.
- Other programmes of work are costed to cover the salaries and administration costs of delivering the programme.

Programmes paid for by funders and Scottish Government mean that over 80% of third sector organisations we worked with received support they did not have to pay for. Hundreds more benefited from free online resources, webinars and our grant-funded learning events.

Reserves policy

ESS's funding comes from a range of grants and contracts. These rarely last for more than a year and are often agreed or terminated at short notice. The trustees judge that ESS should hold free reserves (being unrestricted funds excluding fixed assets) of between four and five months' running costs to ensure that in the event of a significant loss of, or drop in funding the charity will be able to continue to operate while consideration is given to finding alternative funding. Unrestricted reserves are £172,987 (31 March 2021: £153,574) and free reserves are £171,118 (2021: £149,835). This is around 6 months' running costs at current levels.

Designated funds

The total funds at 31 March 2022 is £3,397 and these funds will be used to pay for future depreciation costs and contribute toward the cost of future IT replacements. In March 2022 the board designated £4,500 for a review of the Third Sector Research Forum (TSRF), and an additional £3,000 for the IT fund.

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Future funding

ESS has a confirmed annual core grant of £156,300 from the Scottish Government for 2022/23. Other contracts and grants are in place or anticipated in the coming months so we expect to cover our costs in 2022/23. We have developed a new income generation strategy to help us focus on key areas to improve our income. We have restructured our staff team and are looking at reducing our other costs in the year in order to reduce our annual expenditure.

We have revised and updated our risk register and as well as regular board reports on finance and income generation, we have put in place actions to take regular stock of income generation and costs so we can take early actions to maintain ESS's financial health.

Plans for future periods

We will continue to offer our training, tailored support and events online, and will start to deliver face-to-face support as demand for this returns. We are developing a blended delivery strategy to enable us to deliver both in-person and online, depending on what suits the event or training better.

We will help the third sector to use evaluation to learn from its Covid-19 response, including publishing case studies, running events and producing resources. We will also continue to support the sector to evaluate their own online or adapted services.

We will run Evaluation Support Accounts so the sector can access free training and support paid for by their funding, and we will work with funders to establish what other support we can provide to their funded organisations.

We will work with funders to run funder/funded programmes eg with the Alliance Self-Management Fund.

We will provide training to the sports sector through the Thrive Programme.

We will develop a new offer of work around helping others learn about evaluation. This will initially be developed through work with Third Sector Interfaces.

We will promote and support the use of third sector evidence for decision-making, especially lived experience evidence.

We will facilitate the Third Sector Research Forum and confirm how the Forum will operate in the future after the review by an independent consultant has been completed.

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Structure governance and management

Appointment of trustees

One trustee stepped down this year. Two new trustees were appointed through an open recruitment process. Potential new trustees received an application pack. They completed an application form and were interviewed by a trustee subcommittee. The board appointed those who had the best fit with the skills in the role description. The board ensures that it contains a mix of trustees with experience of funding voluntary organisations, of working in the third sector and of evaluation theory and practice. Trustees are normally appointed for 3 years and can serve a maximum of 6 years.

Induction and training for Trustees

New trustees receive an induction pack and induction with the Director and other trustees. Each new trustee is allocated a trustee 'buddy'. The trustee handbook is updated annually and incorporates good practice guidance from the Scottish Charity Regulator (OSCR).

Operations of the board

A register of interest is held and regularly reviewed. Interests are declared at the start of each board meeting.

The board conducts our business through meetings every 2 months. The board met 6 times throughout the year. An in person away day for trustees and all staff started the process of planning for our new strategic plan. The board's two standing committees are Finance and Human Resources.

Key management personnel

In the opinion of the board the key management personnel are the board, as trustees and directors of the charitable company, and the Director and Depute Director as disclosed in the financial statements.

All members of the Board give their time freely and no trustee received any remuneration in the current or prior year. Details of expenses reimbursed during the period are disclosed in note 8 to the financial statements.

The pay of all staff including the key management personnel is reviewed annually by the human resources subcommittee.

Risk policy

The trustees have examined the major governance, operational, financial, reputational, environmental and legal risks which the charity faces and confirm that there are policies, procedures and contingencies in place to manage and reduce these risks. The risk register is reviewed annually and consideration of risk is a standing item at each meeting. Staff members are aware of the risks identified. A risk review is undertaken at the start of all major new projects.

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Our Strategic Plan 2019-23 was developed in line with sector needs and our income generation strategy was updated in 2022.

The most significant risks are financial sustainability, loss of key staff, and maintaining our ability to respond to and/or stimulate demand. These risks have been heightened during the current pandemic and the board has updated mitigation plans accordingly. Most staff are continuing to work from home, with regular office contact taking place on 'Workmate Wednesdays', we provide our services online successfully and we are in regular contact with our funders. Procedures for supporting staff, and managing staff absence if necessary, have been updated.

EVALUATION SUPPORT SCOTLAND

Trustees' responsibilities statement

The trustees (who are also directors of Evaluation Support Scotland for the purposes of company law) are responsible for preparing the Trustees' annual 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

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 2019 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

EVALUATION SUPPORT SCOTLAND

This report has been prepared in accordance with *the Statement of Recommended Practice – Accounting and Reporting by Charities* (January 2015) applicable to charities preparing their accounts in accordance with FRS 102 and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 18 July 2022 and signed on their behalf by:

DocuSigned by:


Ricki McLaughlin
Treasurer

EVALUATION SUPPORT SCOTLAND

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EVALUATION SUPPORT SCOTLAND

I report on the financial statements of the charitable company for the year ended 31 March 2022 which are set out on pages 19 to 33.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The trustees 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 financial statements as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charitable company 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 the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;

have not been met; or

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INDEPENDENT EXAMINER'S REPORT (CONTINUED) TO THE TRUSTEES OF EVALUATION SUPPORT SCOTLAND

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Emma Marshall CA
Independent Examiner

18 July 2022

Geoghegans
Chartered Accountants
6 St Colme Street
Edinburgh EH3 6AD

EVALUATION SUPPORT SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT) for the year ended 31 March 2022

	Notes	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
Income from:					
Charitable activities:					
Grants	3	156,300	10,000	166,300	176,300
<i>Other charitable activities</i>	4	193,156	-	193,156	218,926
COVID income – CJRS		-	-	-	4,710
Meeting room lets		335	-	335	-
Investment - Bank interest		1,074	-	1,074	1,362
Total income		<u>350,865</u>	<u>10,000</u>	<u>360,865</u>	<u>401,298</u>
Expenditure on:					
Charitable activities	5	<u>331,452</u>	<u>10,000</u>	<u>341,452</u>	<u>396,915</u>
Total expenditure		<u>331,452</u>	<u>10,000</u>	<u>341,452</u>	<u>396,915</u>
Net income and net movement in funds	7	19,413	-	19,413	4,383
Funds brought forward		<u>153,574</u>	<u>-</u>	<u>153,574</u>	<u>149,191</u>
Funds carried forward	13	<u>172,987</u>	<u>-</u>	<u>172,987</u>	<u>153,574</u>

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

All income and expenditure derive from continuing operation.

EVALUATION SUPPORT SCOTLAND

BALANCE SHEET At 31 March 2022

	Notes	2022 £	2021 £
Fixed assets			
Intangible assets	9	1,667	3,334
Tangible assets	10	<u>202</u>	<u>404</u>
		1,869	3,738
Current assets			
Debtors	11	41,647	26,875
Bank & cash		<u>206,415</u>	<u>190,530</u>
		248,062	217,405
Creditors: Amounts falling due within one year	12	<u>(76,944)</u>	<u>(67,569)</u>
Net current assets		<u>171,118</u>	<u>149,836</u>
Net Assets		<u>172,987</u>	<u>153,574</u>
Unrestricted Funds			
General Funds	13,14	169,590	148,154
Designated Funds	13,14	3,397	5,419
Restricted Funds	13,14	<u>-</u>	<u>-</u>
Total funds		<u>172,987</u>	<u>153,574</u>

For the year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities. Approved and authorised for issue by the Board of trustees on 18 July 2022 and signed on their behalf by:

DocuSigned by:

Ricki McLaughlin

Ricki McLaughlin

Trustee

Company Registration No: SC284843

EVALUATION SUPPORT SCOTLAND

RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES for the year ended 31 March 2022

	2022 £	2021 £
Net income for the year (per SOFA)	19,413	4,383
Adjustments for:		
Interest from investments	(1,074)	(1,362)
Depreciation	1,869	3,439
(Increase) in debtors	(14,772)	(16,556)
Increase in creditors	<u>9,375</u>	<u>13,992</u>
Net cash provided by operating activities	<u><u>14,811</u></u>	<u><u>3,896</u></u>

STATEMENT OF CASH FLOWS for the year ended 31 March 2022

	2022 £	2021 £
Cash flows from operating activities:		
<i>Net cash provided by operating activities</i>	<u>14,811</u>	<u>3,896</u>
Cash flows from investing activities:		
Purchase of tangible fixed assets	-	(5,607)
Interest from investments	<u>1,074</u>	<u>1,362</u>
Net cash flow provided by / (used in) investing activities	<u>1,074</u>	<u>(4,245)</u>
Change in cash and cash equivalents in the year	15,885	(349)
Cash and cash equivalents at the beginning of the year	<u>190,530</u>	<u>190,879</u>
Cash and cash equivalents at the end of the year	<u><u>206,415</u></u>	<u><u>190,530</u></u>

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 2022

1. Accounting policies

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

Basis of accounting

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements. The financial statements are presented in sterling which is the functional currency of the charitable company and rounded to the nearest £.

The financial statements have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and UK Generally Accepted Accounting Practice.

Evaluation Support Scotland meets the definition of a public benefit entity under FRS 102.

The financial statements have been prepared on a going concern basis. At the time of approving the financial statements, the trustees are confident that the charitable company has adequate funds to continue in operational existence. Trustees have considered the impact of the COVID-19 pandemic on the financial position and future performance of the charitable company and continue to monitor finances to ensure expenditure remains within the income available. Trustees are satisfied these efforts are sufficient and therefore continue to adopt the going concern basis of accounting in preparing the financial statements.

Income

All income is included in the Statement of Financial Activities when the charitable company has entitlement to the funds, any performance conditions attached have been met, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied to particular categories of income:

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

1. Accounting policies (continued)

- Income is received by way of grants and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance of the charitable company, are recognised when the charitable company becomes unconditionally entitled to the grant.
- Training income which includes income from room lets is included in the Statement of Financial Activities when the rental has taken place and the charitable company is entitled to the income.
- Conference income has been included on receipt as it is non-refundable in nature.
- Donated services and facilities are included at the value to the charitable company where this can be quantified.
- Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charitable company; this is normally upon notification of the interest received by the Bank.

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 comprises those costs incurred by the charitable company in the delivery of its activities and services. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs form part of charitable support costs and comprise those costs associated with meeting the constitutional and statutory requirements of the charitable company, include the audit fee and costs linked to the strategic management of the charitable company. Other support costs relate to the administrative cost of running the charitable company.

The charitable company is registered for VAT. Any VAT which cannot be recovered is reported as part of the expenditure to which it relates.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis as set out in notes 5 and 6.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

1. Accounting policies (continued)

Pension

Employees of the charitable company are entitled to join a defined contribution 'money purchase' pension scheme run by The Pensions Trust. The charge in the financial statements represents the contributions payable by the charitable company for the period.

Intangible fixed assets

Intangible fixed assets are included in the financial statements at cost. Amortisation is provided on all intangible fixed assets at rates calculated to write off the cost by equal instalments over the useful economic life as follows:

Website costs	Over 3 years
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Tangible fixed assets

Tangible fixed assets are stated at cost less provision for diminution in value. Only assets costing more than £500 are capitalised.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value of each asset over its expected useful life as follows:

Office furniture	Over 3 years
Computer equipment	Over 3 years

Debtors

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments.

Creditors

Creditors and provisions are recognised where the charitable company 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.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

1. Accounting policies (continued)

Fund accounting

Funds held by the charitable company comprise both unrestricted and restricted funds. Restricted funds can only be used for particular restricted purposes within the objects of the charitable company. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose. Unrestricted funds include designated funds where the directors have earmarked funds for a particular purpose.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Taxation

As a charitable company, Evaluation Support Scotland is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen in the charitable company.

2. Legal status

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

3. Grants

	2022	2021
	£	£
Scottish Government grant – Core funding	156,300	156,300
New Philanthropy Capital – Inspiring Impact grant	<u>10,000</u>	<u>20,000</u>
	<u>166,300</u>	<u>176,300</u>

Included within grants above is £10,000 (2021 - £20,000) which was restricted in nature.

4. Other income from charitable activities

	2022	2021
	£	£
Income from contracts	185,758	211,383
Income from workshops	<u>7,398</u>	<u>7,543</u>
	<u>193,156</u>	<u>218,926</u>

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

5. Cost of charitable activities 2021/22	Basis of Allocation	Core Activities £	Restricted Activities £	2022 £	2021 £
Charitable expenditure					
Staff costs	Staff time	194,014	9,400	203,414	255,354
Staff pension	Staff time	17,212	600	17,812	20,957
Staff training	Direct	2,376	-	2,376	1,085
External training provision	Direct	235	-	235	575
Consultancy	Direct	16,300	-	16,300	15,798
Support costs		<u>101,315</u>	<u>-</u>	<u>101,315</u>	<u>103,146</u>
		<u>331,452</u>	<u>10,000</u>	<u>341,452</u>	<u>396,915</u>
Support costs:					
Staff costs	Staff time	41,809	-	41,809	46,035
Staff pension	Staff time	4,327	-	4,327	4,534
Payroll charges	Direct	420	-	420	465
Recruitment	Direct	460	-	460	230
Insurance	Direct	790	-	790	756
Office costs	Direct	35,203	-	35,203	33,444
Phone & internet	Direct	195	-	195	53
Website development and IT	Direct	3,332	-	3,332	1,906
Travel & subsistence	Direct	28	-	28	(39)
Subscriptions	Direct	881	-	881	914
Professional services	Direct	35	-	35	35
Bank charges	Direct	35	-	35	37
Depreciation	Direct	1,869	-	1,869	3,439
Governance costs (note 6)	Direct	<u>11,931</u>	<u>-</u>	<u>11,931</u>	<u>11,337</u>
		<u>101,315</u>	<u>-</u>	<u>101,315</u>	<u>103,146</u>

Charitable expenditure was £341,452 (2021: £396,915) of which £331,452 (2021 - £375,912) was unrestricted in nature and £10,000 (2021 - £21,003) was restricted in nature.

All charitable activities are in relation to supporting charities to measure and report on their impact and use learning to improve practice and inform policy.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

5. Cost of charitable activities 2020/21	Basis of Allocation	Core Activities £	Restricted Activities £	2021 £	2020 £
Charitable expenditure					
Staff costs	Staff time	235,618	19,736	255,354	246,459
Staff pension	Staff time	19,690	1,267	20,957	20,588
Staff training	Direct	1,085	-	1,085	2,781
External training provision	Direct	575	-	575	14,773
Consultancy	Direct	15,798	-	15,798	-
Support costs		103,146	-	103,146	111,747
		<u>375,912</u>	<u>21,003</u>	<u>396,915</u>	<u>396,348</u>
Support costs:					
Staff costs	Staff time	46,035	-	46,035	44,144
Staff pension	Staff time	4,534	-	4,534	3,611
Payroll charges	Direct	465	-	465	420
Recruitment	Direct	230	-	230	230
Insurance	Direct	756	-	756	724
Office costs	Direct	33,444	-	33,444	38,858
Phone & internet	Direct	53	-	53	103
Website development and IT	Direct	1,906	-	1,906	2,691
Travel & subsistence	Direct	(39)	-	(39)	5,973
Subscriptions	Direct	914	-	914	1,214
Professional services	Direct	35	-	35	35
Bank charges	Direct	37	-	37	32
Depreciation	Direct	3,439	-	3,439	1,571
Governance costs (note 6)	Direct	11,337	-	11,337	12,141
		<u>103,146</u>	<u>-</u>	<u>103,146</u>	<u>111,747</u>

Charitable expenditure was £396,915 (2021: £396,348) of which £375,912 (2021 - £378,351) was unrestricted in nature and £21,003 (2021 - £17,997) was restricted in nature.

All charitable activities are in relation to supporting charities to measure and report on their impact and use learning to improve practice and inform policy.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

6. Governance	Basis of Allocation	Core Activities £	Restricted Activities £	2022 £	2021 £
Staff costs	Staff time	7,635	-	7,635	7,326
Staff pension	Staff time	637	-	637	610
Board expenses*	Direct	647	-	647	532
Trustee Indemnity Insurance	Direct	339	-	339	324
Company House filing fee	Direct	13	-	13	13
Independent examination	Direct	<u>2,660</u>	<u>-</u>	<u>2,660</u>	<u>2,532</u>
		<u>11,931</u>	<u>-</u>	<u>11,931</u>	<u>11,337</u>

* 2022 board expenses include costs of venue hire and catering for a strategy day.

7. Net (expenditure) for the year	2022 £	2021 £
This is stated (net) after charging:		
Depreciation	1,869	3,439
Independent examiner's remuneration	<u>2,660</u>	<u>2,532</u>
8. Staff costs and trustees' remuneration	2022 £	2021 £
Gross salaries	234,781	285,964
Social security costs	18,076	22,751
Pension costs	<u>22,776</u>	<u>26,101</u>
Total staff costs	<u>275,663</u>	<u>334,816</u>

No trustees received any remuneration during the current or prior year. No trustees received reimbursement of expenses totalling £Nil (2021 - one trustee totalling £68) for travel and subsistence in relation to attending board and other meetings during the year.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

8. Staff costs and trustees' remuneration (continued)

The average number of employees during the year was 9 full and part-time staff (2021 – 10). The breakdown, calculated on the basis of full-time equivalents, was as follows:

	2022	2021
Chief Officer (Director)	1.0	1.0
Depute Director	1.0	1.0
Development Officers	5.0	5.5
Administration	2.0	2.5
	<u>9.0</u>	<u>10.0</u>
Total	<u>9.0</u>	<u>10.0</u>

The employees of the charitable company were members of the charitable company's pension scheme. Contributions totalling £2,751 were outstanding at 31 March 2022 (2021 - £Nil).

The key management personnel of the charitable company are the Board of Trustees, the Chief Officer (Director) and Depute Director. The trustees all give of their time without remuneration. Details of trustees' expenses are disclosed above. The Director and Depute Director's aggregate remuneration for the year was £116,552 (2021 - £96,898).

The pay of all staff including the key management personnel is reviewed annually by the Human Resources subcommittee.

9. Intangible Fixed Assets

	Website costs £
Cost	
At 1 April 2021	5,000
Additions	-
	<u>5,000</u>
At 31 March 2022	<u>5,000</u>
Depreciation	
At 1 April 2021	1,666
Charge for year	1,667
	<u>3,333</u>
At 31 March 2022	<u>3,333</u>
Net Book Value at 31 March 2022	<u>1,667</u>
Net Book Value at 31 March 2021	<u>3,334</u>

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

10. Tangible Fixed Assets	Computer Equipment £	Office Furniture £	Total £
Cost			
At 1 April 2021	5,319	502	5,821
Additions	-	-	-
At 31 March 2022	<u>5,319</u>	<u>502</u>	<u>5,821</u>
Depreciation			
At 1 April 2021	4,915	502	5,417
Charge for year	202	-	202
At 31 March 2022	<u>5,117</u>	<u>502</u>	<u>5,619</u>
Net Book Value at 31 March 2022	<u>202</u>	<u>-</u>	<u>202</u>
Net Book Value at 31 March 2021	<u>404</u>	<u>-</u>	<u>404</u>
11. Debtors		2022 £	2021 £
Trade debtors		12,735	25,317
Grants receivable		28,178	-
Other debtors		-	1,000
Prepayments and accrued income		734	558
		<u>41,647</u>	<u>26,875</u>
12. Creditors		2022 £	2021 £
Taxes and social security costs		22,264	24,325
Accruals		2,671	2,546
Holiday pay		4,479	7,240
Deferred income		45,712	32,970
Other creditors		1,818	488
		<u>76,944</u>	<u>67,569</u>
* Movement in deferred income in year			
Brought forward		32,970	31,178
Released in the year		(32,970)	(31,178)
Deferred in the year		45,712	32,970
		<u>45,712</u>	<u>32,970</u>

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

13. Funds

2021/22	At 31 March 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Unrestricted Funds					
General funds	148,155	350,865	(329,430)	(7,500)	162,090
Designated fund – website	3,334	-	(1,667)	-	1,667
Designated fund – IT Equipment	2,085	-	(355)	3,000	4,730
Designated fund – TSRF review	-	-	-	4,500	4,500
	<u>153,574</u>	<u>350,865</u>	<u>(331,452)</u>	<u>-</u>	<u>172,987</u>
Restricted Funds					
Inspiring Impact	-	10,000	(10,000)	-	-
	<u>-</u>	<u>10,000</u>	<u>(10,000)</u>	<u>-</u>	<u>-</u>
Total Funds	<u>153,574</u>	<u>360,865</u>	<u>(341,147)</u>	<u>-</u>	<u>172,987</u>
2020/21	At 31 March 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Unrestricted Funds					
General funds	139,330	381,298	(372,473)	-	148,155
Designated fund – website	5,000	-	(1,666)	-	3,334
Designated fund – IT Equipment	3,858	-	(1,773)	-	2,085
	<u>148,188</u>	<u>381,298</u>	<u>(375,912)</u>	<u>-</u>	<u>153,574</u>
Restricted Funds					
Inspiring Impact	1,003	20,000	(21,003)	-	-
	<u>1,003</u>	<u>20,000</u>	<u>(21,003)</u>	<u>-</u>	<u>-</u>
Total Funds	<u>149,191</u>	<u>401,298</u>	<u>(396,915)</u>	<u>-</u>	<u>153,574</u>

EVALUATION SUPPORT SCOTLAND**NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2022****13. Funds (continued)****General Fund – Third Sector Unit**

This grant of £156,300 was provided by the Scottish Government towards the core costs of running ESS. This included costs for running the third sector research forum conference. Core costs include staff costs, office expenditure, and other costs. Under the terms of the funding arrangement ESS may not dispose of any equipment purchased with grant funds within five years of the award without the prior written consent of Scottish Ministers, where the equipment has a minimum value of £1,000 at the time of disposal.

Designated Fund - Website

In 2018 the board designated £5,000 for website improvements. The costs incurred during 2021/22 £1,667 reflect the annual depreciation charge on the capitalised asset and the closing fund balance of £1,667 reflects the net book value of the asset.

Designated Fund – IT Equipment

In 2018 the board designated funds for ICT improvements to take place in 2019/20. In the 2021/22 financial year, depreciation of £355 was allocated against this fund. The closing fund balance of £1,730 represents the carrying value of the asset purchased plus a further £3,000 designated in 2022.

Designated Fund – TSFR Review

In 2022 the board designated £4,500 for the review of the Third Sector Research Forum.

Inspiring Impact

Payments totalling £10,000 were made in 2021/22 by New Philanthropy Capital from grants paid to the Inspiring Impact programme. The grant is restricted to the strand of work Inspiring Impact Scotland and to provide collaborative assistance to the Inspiring Impact programme.

EVALUATION SUPPORT SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS (continued) for the year ended 31 March 2022

14. Analysis of Net Assets Between Funds

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	1,869	-	1,869
Net current assets	<u>171,118</u>	<u>-</u>	<u>171,118</u>
Net Assets at 31 March 2022	<u>172,987</u>	<u>-</u>	<u>172,297</u>

Analysis of Net Assets Between Funds

	Unrestricted £	Restricted £	Total £
Tangible fixed assets	3,738	-	3,738
Net current assets	<u>149,836</u>	<u>-</u>	<u>149,836</u>
Net Assets at 31 March 2021	<u>153,574</u>	<u>-</u>	<u>153,574</u>

15. Analysis of changes in net funds

	1 April 2021 £	Cashflows £	31 March 2022 £
Cash and cash equivalents	<u>190,530</u>	<u>15,885</u>	<u>206,415</u>

16. Related Party Transactions

No trustees or other person related to the charitable company had any personal interest in any contract or transaction entered into by the charitable company during the year (2021 – None).