

**Report and Financial Statements
For the year ended 31 August 2020**

Citywise Mentoring Ltd
Company no: SC309131 (Scotland)
Charity no: SC037527

Brett Nicholls
ASSOCIATES



Contents

	Page
Reference and Administrative Details	1 to 2
Report of the Trustees	3 to 12
Independent Examiner's Report	13
Statement of Financial Activities	14
Balance Sheet	15 to 16
Notes to the Financial Statements	17 to 26

Reference and Administrative Details

TRUSTEES	Dr D J Grenham (Chair) FIA, PhD, MSc Mr J D Cooper LLB, LPC Dr L G Franchi MA, PGCE, MEd, PhD, FHEA Mrs L J Whillans LLB Dr M Wilkinson DVM, CertLAS, PhD
COMPANY SECRETARY	Mr L A Wilkinson
REGISTERED OFFICE	Robertson House 152 Bath Street Glasgow G2 4TB
REGISTERED COMPANY NUMBER	SC309131 (Scotland)
REGISTERED CHARITY NUMBER	SC037527
INDEPENDENT EXAMINER	Brett Nicholls Associates 63 Ruthven Lane Glasgow G12 9BG
BANKERS	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ TSB Bank plc Henry Duncan House 120 George Street Edinburgh EH2 4LH

STRUCTURE, GOVERNANCE AND MANAGEMENT**Governing document:**

Citywise is a charity controlled by its governing document, a Memorandum of Association, and constitutes a company, limited by guarantee, as defined by the Companies Act 2006. For the purposes of UK company law, the Trustees are also directors of the company.

Citywise was founded as a voluntary organisation in 1994, incorporated on 25 September 2006 as 'Reachout Youth (Scotland) Limited' and on 29 October 2015 underwent a change of name to 'Citywise Mentoring Ltd'.

Recruitment and appointment of Trustees:

As set out in the Memorandum and Articles of Association, the Board of Trustees may at any time, appoint new Trustees to the Board as it sees fit.

Organisational structure:

The charity is governed by the Board of Trustees, which sets the overall framework. The Chief Executive and the staff team are then delegated full responsibility for implementation within this framework. The company is also significantly dependent on the services of unpaid volunteers.

Pay policy for senior staff:

The pay and remuneration of the charity's key management personnel is reviewed annually by the Trustees, taking into account each individual's performance and the charity's financial position.

Risk management:

The Trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity and its beneficiaries should those risks materialise.

Report of the Trustees

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 August 2020. The Trustees have adopted the provisions of 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 2015).

OBJECTIVES AND ACTIVITIES**Principal Objects:**

The principal objects of the charity are to promote educational opportunity, social responsibility and multicultural awareness among children and young people, primarily in inner city areas and to provide facilities in the interests of social welfare, for recreation, and leisure time occupation with the object of improving the conditions of life for those children and young people.

Vision and mission:

The vision of Citywise is that all young people we interact with would develop the tools to unlock their potential, lead flourishing lives, and make a positive contribution to their communities. Our work is targeted towards young people experiencing socio-economic disadvantage for a variety of reasons, and seeks to improve their life chances by providing support that may not otherwise be available to them.

Our mission is to support young people to discover the beauty and the practice of lifelong character growth. We see this as a primary means by which young people can develop agency and take hold of their own futures.

The projects we deliver follow a 'character curriculum' which, through mentoring, teaches the young people we work with our core values of resilience, self-control, good judgement and fairness. Our work is also rich with opportunities to develop academic, social and communications skills, reinforced through character growth.

As a mentoring organisation we pair young people with positive role models who can introduce them to the concepts of positive character growth and how to develop it. We believe that mentoring is an act of self-giving through which both parties grow, and we work hard to ensure that those volunteering with us as mentors are also given opportunities to reflect on their own character growth.

How our activities deliver public benefit:

The Trustees review the aims and objectives of the charity each year. This report looks at what the charity has achieved and the outcomes of its work for the public benefit in the reporting period. The review also helps the Trustees ensure that the charity's aims, objectives and activities remain focussed on its stated purposes.

Following best practice, we review our activities to help us ensure that we remain focussed on our stated purposes. We refer to guidance issued by the Office of the Scottish Charity Regulator (OSCR) on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the Trustees consider how our activities contribute to helping us meet our stated objectives. In the opinion of the Trustees we have complied with the guidance published by OSCR. The achievements and activities reported below demonstrate the public benefit arising through the charity's activities.

FINANCIAL REVIEW**Financial Position:**

The Statement of Financial Activities for the 12 months ended 31 August 2020 results in a net unrestricted fund surplus of £5,139 and restricted fund surplus of £24,712 giving a total net surplus of £29,851. This compares to last year's total net deficit of £21,986.

At balance sheet date the charity's reserves stood at £37,724 (2019: £7,873) with £9,544 of these being unrestricted (2019: £4,405). Our total income this year has increased to £219,704 (2019: £148,816).

The overall surplus in the period relates mainly to increases in both unrestricted and restricted income following significant grant awards and the generosity of our Friends of Citywise. In addition, the support given by the Government through the Coronavirus Job Retention Scheme has enabled us to retain staff during the lockdown period when we could not carry out our usual activities.

Principal Funding Sources:

Our largest funding source continues to be grants from charitable trusts, and in the reporting period our grant income as a percentage of total income was 38% (2019: 33%).

We are very grateful to all of our grant donors. Contributions this year came from:

Assumption Legacy Fund
Brian Souter Charitable Trust
Big Lottery Awards for All (England)
Cruden Foundation
Ford Britain Trust
Foundation Scotland RRR Fund
Glasgow City Council Area Partnership Fund
James T Howat Charitable Trust
National Lottery Awards For All (Scotland)
Neighbourly Community Fund
The Charity Service
The Robertson Trust
Uber Moving Forward Grant
University of Manchester Construction Community Fund
Zochonis Charitable Trust

Other significant funding sources in the reporting period have been our Friends of Citywise scheme, and rental income from the Manchester Citywise Centre. We are extremely grateful for the help of the Friends of Citywise who on a one-off or regular basis support the charity by means of unrestricted donations. Their help means a lot to us and altogether makes a very significant impact.

Reserves policy:

It is the policy of the Charity to maintain unrestricted funds, which are free reserves of the Charity, at a level equivalent to three months' expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the organisation's current activities while consideration is given to ways in which additional funds may be raised.

Report of the Trustees

Based on the accounts for the year ended 31 August 2020, ordinary expenditure for 3 months amounts to £47,462. At balance sheet date, the charity held unrestricted reserves of £9,544. The Trustees are aware that this policy is not being met, and aim to build unrestricted reserves in future through income generation to ensure this policy is met.

ACHIEVEMENTS AND PERFORMANCE

The past year has posed extraordinary challenges for the work of Citywise due to the Covid-19 crisis, which began to impact our work in March 2020. However, we have adapted our approach, and throughout the various levels of lockdown restrictions have found innovative ways to continue offering help to those who need it most. Now, more than ever, young people need the tools and guidance to strengthen their resilience and hold onto their hopes for the future.

In the 2019-20 academic year, we supported a total of 427 young people. Of these, 93 enjoyed one-to-one character mentoring on one of our school-based projects, 59 took part in our various community-based projects in Glasgow and Manchester, and all 427 received one of the Family Treat Packs which we developed and delivered in the early days of national lockdown in May 2020. The impact of our work with young people, as well as the specific focuses of our individual programmes, are set out below.

We have continued to be awarded grants and to receive funds from diverse sources to run our programmes. Specifically, this year we have received awards for new work in response to the Covid-19 crisis.

At the end of this reporting period, the Trustees would like to express their particular gratitude to the core staff team, who throughout the Covid-19 crisis have demonstrated an abundance of that core Citywise character strength - resilience. We acknowledge the personal impact that home-working and periods of furlough have had on the staff team, yet throughout the 6 months that our normal activities have been affected by Covid-19, they have continued to advance the purposes of the charity in new and innovative ways. We have great confidence in their ability to lead the organisation through the coming months as the crisis continues.

Report of the Trustees

OUR SCHOOLS PROGRAMMES

Working closely with our partner schools, young people are selected for our programmes and an invitation is issued to both them and their parents/carers. Participation in a Citywise programme is never compulsory, but is offered as a unique, positive opportunity to help children unlock their full potential. Our schools programmes are specifically designed for young people in the top two years of primary school and the first year of secondary school, to support them as they prepare for and transition into high school. Alongside 1:1 mentoring, we offer a fully-integrated package of support to their parents in their role as their child's primary educator.

The programme was delivered to young people in the following schools in 2019-2020:

SCHOOL	LOCATION	No.	PRINCIPAL FUNDER
St Roch's Primary	Glasgow	29	Souter Charitable Trust / Robertson Trust
St Mungo's Primary	Glasgow	15	Souter Charitable Trust / Robertson Trust
Royston Primary	Glasgow	13	Souter Charitable Trust / Robertson Trust
St Francis Primary	Manchester	26	Citywise Unrestricted Funds
Trinity High School	Manchester	10	Citywise Unrestricted Funds
	TOTAL	93	

The Citywise Curriculum:

Our unique approach of mentoring with a structured character curriculum guides young people to improve their attitudes to learning, social-emotional wellbeing and caring behaviour. They learn to form healthy relationships, become socially engaged, and feel empowered to take hold of their dreams and make a positive difference in the world. To do this, our programmes take young people on a journey from personal to social development, helping them develop in seven key areas: self-knowledge, a growth mindset, goal-setting, resilience, self-control, good judgement and fairness.

This year, mentors and young people were able to track their progress in a Character Passport that we developed in order to help them more effectively engage with the curriculum. An activity in the Passport invited young people to take time for weekly mindful moments, reflecting on their feelings and what they were grateful for.

Integrated Family Support:

In March 2020 our two-year collaboration with the Greater Good Science Center at the University of Berkeley, California came to an end. This programme has been of enormous value to our organisation, as we have been able to pilot various ways of supporting families, which have now been fully integrated into our school programmes. Parents are invited to attend sessions with their child three times during the year, and receive weekly updates on their child's progress, along with articles from our blog with tips and activities to do at home. The GGSC partnership has also supported the expansion of our family work in community contexts (see Page 7).

Covid-19 response:

Our programmes continued as normal until early March, when we began to pre-empt the seemingly inevitable national lockdown. In close communication with our partner schools, we made arrangements to draw the face-to-face aspects of our work to a close. Children were able to make a positive ending with their mentor by video calls hosted with a Project Leader in their schools. Project staff then created home-learning packs to help children complete the Citywise curriculum at home. These included resources and games as well

Report of the Trustees

as letters and video recordings from their mentors, reminding them about their character strengths, about all that they had been learning in Citywise, and encouraging them to keep going.

Besides receiving a Family Treat Pack, many of the young people in our school programmes also received a Resilience Box (see Page 9) which was then used in reconnecting calls. In these calls, which took place during the summer holidays, young people saw their mentors again and were reminded of what they had learnt in Citywise.

Evaluation of outcomes:

Despite the impact of the Covid-19 crisis on our regular evaluation model, we were still able to gather evaluation data from our mentors. 92% of mentors rated the quality of their mentoring relationship as very strong, with an average rating of 7.2 out of a possible 9. Such a strong mentoring relationship is predictive of many academic, personal, emotional and social benefits.

Our monitoring and evaluation also found that as a result of the mentoring they received, the young people we worked with now have:

1. A better understanding of their character
2. Improved attitudes towards learning
3. Greater emotional wellbeing
4. Developed their empathy and caring behaviour

With 91% attendance, we were able to closely monitor the activities specifically linked to developing these outcomes. The greatest engagement, at 95%, was found in activities to do with learning about emotions, coping mechanisms and support networks. Our evaluation data revealed that our mentors saw improvements in all of the above outcomes. They thought that Citywise helped their mentees develop especially in their attitudes towards growth and learning, with 100% of mentors rating this as extremely improved. The young people also said that Citywise sessions this year had especially helped them to develop confidence and identify their strengths.

OUR COMMUNITY PROGRAMMES

In addition to our core school mentoring programme, Citywise offers many opportunities for children and their families to interact with our character curriculum in informal ways. In the past two years this area of work has been substantially expanded thanks to our partnership with the Greater Good Science Center at the University of California, Berkeley. In this reporting period, we have worked both to continue trialling new programmes, as well as consolidating existing ones.

The depth of relationship we have developed with local families has given us an opportunity to offer support in new ways during the Covid-19 crisis. Our work during the first part of the year, as well as our response to the crisis, are detailed below.

Clubs:

Being in a different context to our school-based projects requires a different approach to mentoring, rather than the structured 1:1 pairing with a mentor, following the Citywise curriculum. The after-school clubs have a small group of committed mentors (ideally ones

Report of the Trustees

who may be able to volunteer for a number of years) and take a longer-term view of the development of character. While sessions may contain a theme from our curriculum (e.g. growth mindset), these are addressed through play, craft, drama, sport etc. and may be revisited a number of times, in different ways, throughout the year. A summary of the achievements of our clubs in Manchester and Glasgow follows:

Manchester Citywise Centre Clubs: During the 2019-20 academic year, the number of children attending our after-school Boys and Girls Clubs has grown to 21. We have been delighted to see the growth in ownership of these clubs, both by the children attending and by the core volunteers who have taken responsibility for planning and delivering sessions. During the year, children helped to plan and organise trips out, including a 'fishing trip' (visit to a local pet shop) to top up the population of the Centre's fish tank. This was part of a term-long project teaching about responsibility and care of others, where the children all undertook tasks to clean, feed, maintain and care for the fish. Families from these clubs have been among the first to sign up for our various online sessions (see below), and we will be looking for more ways to support them in the coming year.

Glasgow Family Games Club: these after school sessions were hosted at one of our partner schools (St Mungo's Primary). The sessions were open to whole families, who spent time together playing board games. The aim was to give parents a simple and fun means of helping their children develop character strengths by learning about turn-taking and winning (and losing!) well. In total 16 people from 9 different families attended. The success of this club has laid the foundations for our goal of creating a community presence in Glasgow that mirrors our local work in Manchester. We are very grateful for the support of two core volunteers who have been the driving force behind the development of this club.

Holiday projects:

Our one or two-week holiday projects, usually offered in the summer holiday, are always popular with families we interact with both on our school projects and our community clubs. Offered at no cost to the families participating (although donations are welcomed), the holiday projects offer an opportunity for young people to interact with our curriculum in a different way, with a combination of structured sessions – where children reflect on their strengths and how to develop them – and sports, arts, drama, music and other activities. Our mentors have the space and time young people, over a prolonged period, to engage in, and revisit, deep formational conversations, in a context of fun, encouragement, and support.

This year, our plans for a holiday project at Easter in Glasgow were halted by the onset of the Covid-19 crisis. Working closely with our funders, we were able to reallocate the money for other projects (see Page 9). We also had the time to prepare for re-commencing face-to-face work with children as soon as lockdown restrictions permitted, the first of which was a week-long camp at one of our partners schools – St Mungo's Primary – in Glasgow in August 2020.

There was even greater demand for the holiday provision than usual, families having been in lockdown by this time for almost 4 months. Working closely with St Mungo's, 22 children deemed most in need of support were personally invited to the camp, which was funded in part by a grant from The National Lottery Fund Awards for All (Scotland) and in part by the school itself.

Report of the Trustees

In preparation for this project, we worked with a family therapist – Hand in Hand Creative Therapeutic Support – to develop a box of resources designed to support children with the transition back to school. These 'Resilience' boxes contained craft materials, books and toys designed to be used in conjunction with 4 sessions following on from the holiday camp. These sessions covered Resilience, Recovery and Reconnection, and supported children with the difficult transition back into school after several months away from their peers. We also adapted the sessions into 8 short activities that classroom teachers could use during form time, and these were shared with all our partner schools in Manchester and Glasgow.

Following the pattern of the Glasgow camp, and follow-on sessions, a similar camp took place in Manchester in late August for 20 children known to us through our Clubs and school projects. This camp took place online, restrictions in Manchester at the time prohibiting face-to-face work. All children attending received one of the Resilience boxes, and then joined 3 sessions online during the course of a week. The project was led by the Manchester Director, supported by 6 volunteers.

Our holiday camps are often oversubscribed, with places limited only by our funding and staffing capacities. Responding to the feedback from families we have received this year, we are exploring ways to make more holiday projects available throughout the year.

Other Family Services:

Outside of the parenting support offered to the parents of children taking part in our core school mentoring programmes (see Page 6), we offer a wide range of activities to help families engage in our character curriculum:

Blog: our website hosts a growing resource of articles to supply parents and teachers with evidence-based approaches for promoting children's character growth

Family Fun Days: these continue to be very popular. In February 2020 we hosted 43 adults and children from 15 families at our Citywise Centre in Manchester for a morning of activities and crafts exploring emotions and how to manage them

Parenting Groups: in November 2019 we hosted a short series of parenting seminars at our Citywise Centre in Manchester for local families

Coffee Mornings: we hosted a number of coffee mornings at our partner schools in Glasgow and Manchester, open to any parent from the school (not only those whose children were on a mentoring project). Topics covered included Purposeful Parenting and Family Values, and were very well-received.

Covid-19 response:

When national lockdown commenced in March 2020, we very quickly assessed the needs young people may face in the coming months of uncertainty. Following the expertise of national agencies such as the NSPCC we began to adapt our work to continue offering support for young people's mental health and sense of purpose and connection. We were very grateful for the support of new funds created for organisations leading Covid-19 responses, and were able to commence the following projects in the early weeks of lockdown:

Family Treat Packs: thanks to funding from Foundation Scotland's Response, Recovery and Resilience Fund, The Charity Service, and a crowdfunder campaign among our supporters, we created a Family Treat Pack which was posted to all 427 children we had worked with in the past 12 months. The pack contained toys, chocolates, games

Report of the Trustees

and activities, as well as specially designed 'Flash Cards' and 'Character Journals' which we developed with the support of a designer. These contain short activities and games that children can do at home on their own, or with the support of an adult, to foster resilience and positive mental health.

Online sessions: we have been able to hold many sessions online, both for our school projects, and the various community and holiday projects we have run since the beginning of lockdown. In many ways this innovation has been very positive, and has allowed children to remain in touch with Citywise throughout this unprecedented period. We have, however, also realised that many of the children most in need of support have been unable to access online sessions. This has been sometimes due to lack of access to technology, and sometimes because parental support has been lacking. While we intend to continue developing online work throughout and beyond the pandemic, we also look forward to starting our face-to-face work again.

Development of resources: one significant innovation we have made in response to the Covid-19 crisis has been the rapid development of print and digital resources which we have been able to share with children and their families, as well as education professionals. We intend to continue this development process in the coming year, and to make more materials available on our website to help support children's character growth.

OUR VOLUNTEERS

The majority of our volunteers are students at the University of Manchester, Manchester Metropolitan University, the University of Glasgow and the University of Strathclyde. We continue to provide our mentors with comprehensive introductory and refresher training to ensure that they are suitably trained in mentoring and safeguarding, and to make sure they understand our core values and how to put them into practice in their work with young people. In total this year, 96 volunteers supported our school 1:1 mentoring programmes, 15 volunteered at the community clubs in Manchester, 6 volunteered at the community clubs in Glasgow, and 19 volunteered at the Glasgow summer camp (four of whom were 15-18 year-old 'junior mentors' from secondary schools). We are extremely grateful to them all.

Following a pilot scheme in Glasgow in 2018-19, we continued to offer a programme whereby our volunteer mentors can themselves receive mentoring. 10 student mentors were paired with other Citywise supporters to work on their personal and professional development, following a framework aligned with the core Citywise values. We are extremely grateful to the 'mentors of mentors' for their time given to support our young volunteers in this way.

Internships:

We continue to benefit enormously from the support of interns, who undertake extra tasks in addition to serving as volunteer mentors. Typically, interns will volunteer for half a day per week during term-time, and are encouraged to innovate in areas of the charity's work that interest them the most. Feedback in the past has been that the opportunity to undertake an internship has provided significant workplace experience that has proven useful when seeking future employment.

During the academic year 2019-20, we appointed more interns than ever before, with a Business Development Intern leading a team of five other interns across our two locations.

Report of the Trustees

The team were able to offer significant support to the Chief Executive in the development of Citywise's long-term strategy through research and local relationship-building. The programme was unfortunately brought to an early end by the Covid-19 crisis, but the work generated will be of great value to the core team in the coming years.

This year, as in previous years, we were delighted to be accepted onto the University of Manchester's Student Experience Internship programme. Sadly, however, owing to the Covid-19 crisis, we were unable to take up the placements which usually happen during the summer months. As testament to the character of the volunteers Citywise is fortunate to work with, two of the applicants went on to offer their time as mentors on other programmes we have been running during the summer. We hope to be able to partner with the University on this scheme again next year.

In Glasgow, two students from the University of Strathclyde Business School were placed with us for the duration of the year as part of the Social Responsibility Pathway on the Widening Access Scheme.

We appreciate the dedication and commitment to Citywise shown by all of our interns and placement students and wish them well in their future endeavours.

STAFF

During the course of this year we have employed at different times 3 full-time staff and 8 part-time staff. Full time staff have responsibility for the core operations of the charity, and oversee the management of part-time staff and volunteers. Our part-time staff undertook roles as project leaders during the academic year, and supported the recruitment, training and management of volunteers.

As described in our Annual Accounts 2019, a core staff member was appointed to the role of Glasgow Director in August 2019. Part of the arrangement was that they enrol on a part-time PhD at the University of Glasgow which incorporates a critical study of the work of Citywise. This is with a view to: a) expanding current literature in the fields of character development and mentoring, and b) bridging the gap between research and practice. The first year has laid a successful foundation for the research, and we are confident that the benefits to Citywise will be felt in the short and long-term.

Following the announcement of the UK Government's Coronavirus Job Retention Scheme, all part-time staff engaged on projects that were forced to end early were placed on furlough and retained until the end of their contracts. Core staff were placed on and off furlough as the organisation's needs permitted. This allowed us to continue advancing the charity's objectives whilst retaining all core staff positions.

In addition, we have been very fortunate to receive the support of two volunteers who have given substantial amounts of time to support Citywise with their professional expertise in finance, management and human resources. Their contribution is invaluable and greatly appreciated.

Key management remuneration:

In the opinion of the Trustees there is one member of key management, the Chief Executive. The total cost to the employer for this post, including pension and National Insurance contributions, was £41,733 (2019: £39,359).

FUTURE ACTIVITIES

As part of our continual review of the aims, objectives and activities of the charity, we have considered new ways in which our work can be of public benefit in the coming years. In 2017 we initiated a development strategy to tackle four key areas of our work: developing our curriculum, establishing the Citywise Centre in Manchester, integrating parent support work, and supporting school leadership. In our year-end reports for 2018 and 2019 we reported on the progress we had made on the first 3 areas, and the gains made in each area are now established components of our delivery model.

The fourth area for development involves exploring the possibilities for working with teachers or whole schools to foster an approach to education that supports holistic character growth. In the coming year this will be a key area of development, headed by the Chief Executive.

The innovations we have been forced to make due to the Covid-19 crisis have presented us with new opportunities for the furtherance of the charity's objectives. Physical resources such as the flash-cards and journals (see Page 10) allow us to put our resources in the hands of children and parents far beyond the geographical locations where we work, and also present an opportunity to generate income. We will be developing further resources in the coming year, and making these available for sale on our website.

In addition to physical resources, we are investing time in the development of digital resources that support parents, teachers and mentors in the promotion of positive character development among the young people in their care. In the coming year we plan to substantially expand this provision, through articles on our website, live/recorded training videos, sessions and worksheets, etc. We aim to increase the reach of our resources both in terms of who uses them, but also in terms of who contributes to them. Connections being made by our Glasgow Director through her PhD research will be crucial in expanding the range of authors contributing to our output.

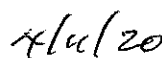
Our curriculum continues to receive ongoing monitoring and improvement. At the time of writing, we are publishing our full year-long school mentoring curriculum as part of an interactive workbook that children can work through with their mentor. This supports the work of our school projects, and gives greater security against the threat of further local or national lockdowns, as children will more easily be able to continue on the programme from home.

The Trustees are satisfied that the charity remains a going concern based on our financial forecasts and the innovations we have undertaken in recent months to adapt our work to the challenges presented by the Covid-19 crisis. As the uncertainty created by crisis continues, the staff are working hard to adapt our approach to ensure children continue to receive the support they need to unlock their potential, flourish in all areas of their lives, and contribute positively to their communities.

APPROVED BY ORDER OF THE BOARD ON AND SIGNED ON ITS BEHALF BY:



DR D J GRENHAM
Chair of Trustees



DATE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITYWISE MENTORING LTD

I report on the accounts for the year ended 31 August 2020 set out on pages 14 to 26.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's 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 accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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

Independent examiner's statement

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

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

**DAVID NICHOLLS FCCA**

Fellow, Association of Chartered Certified Accountants
Brett Nicholls Associates
63 Ruthven Lane
Glasgow
G12 9BG

DATE 6 November 2020

Statement of Financial Activities

STATEMENT OF FINANCIAL ACTIVITIES(Incorporating an Income and Expenditure Account)
for the Year Ended 31 August 2020

	Notes	Unrestricted fund £	Restricted funds £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	72,571	83,699	156,270	114,112
Charitable activities					
Programme Delivery	5	11,000	-	11,000	8,200
Other trading activities	3	26,257	-	26,257	23,447
Investment income	4	2	-	2	5
Other income	6	<u>26,175</u>	<u>-</u>	<u>26,175</u>	<u>3,052</u>
Total		136,005	83,699	219,704	148,816
EXPENDITURE ON					
Raising funds	7	5,033	-	5,033	3,649
Charitable activities					
Programme Delivery	8	127,868	56,952	184,820	167,153
Total		<u>132,901</u>	<u>56,952</u>	<u>189,853</u>	<u>170,802</u>
NET INCOME/(EXPENDITURE)		3,104	26,747	29,851	(21,986)
Transfers between funds	16	<u>2,035</u>	<u>(2,035)</u>	<u>-</u>	<u>-</u>
Net movement in funds		5,139	24,712	29,851	(21,986)
RECONCILIATION OF FUNDS					
Total funds brought forward		4,405	3,468	7,873	29,859
TOTAL FUNDS CARRIED FORWARD		<u>9,544</u>	<u>28,180</u>	<u>37,724</u>	<u>7,873</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet

BALANCE SHEET

At 31 August 2020

	Notes	2020 £	2019 £
CURRENT ASSETS			
Debtors	13	5,776	2,284
Cash at bank and in hand		<u>45,607</u>	<u>11,554</u>
		51,383	13,838
CREDITORS			
Amounts falling due within one year	14	(13,659)	(5,965)
		<u>37,724</u>	<u>7,873</u>
NET CURRENT ASSETS			
		<u>37,724</u>	<u>7,873</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>37,724</u>	<u>7,873</u>
NET ASSETS			
		<u>37,724</u>	<u>7,873</u>
FUNDS			
	16		
Unrestricted funds		9,544	4,405
Restricted funds		<u>28,180</u>	<u>3,468</u>
TOTAL FUNDS			
		<u>37,724</u>	<u>7,873</u>

The notes form part of these financial statements

Balance Sheet

BALANCE SHEET - CONTINUED

At 31 August 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 August 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

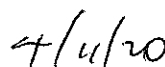
- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

THE FINANCIAL STATEMENTS WERE APPROVED BY ORDER OF THE BOARD ON AND SIGNED ON ITS BEHALF BY:



DR D J GRENHAM
Chair of Trustees



DATE

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Other Donations	1,690	211
Grants	84,699	49,152
Donated services and facilities	9,360	13,460
Cash Collections	554	1,487
Corporate Donations	8,451	18,663
Friends of Citywise	39,470	22,793
Fundraising Events	6,889	4,668
Gift Aid	5,157	3,678
	<u>156,270</u>	<u>114,112</u>

Grants received, included in the above, are as follows:

	2020	2019
	£	£
Garfield Weston Foundation	-	10,000
The Robertson Trust	15,000	-
Zochonis Charitable Trust	12,000	10,000
Other Trusts and Foundations	2,950	-
St Nicholas Care Fund	-	3,000
James T Howat Trust	-	500
Awards For All -Scotland	9,048	-
Awards For All -England	9,970	-
Brian Souter Charitable Trust	2,000	-
Foundation Scotland	7,495	-
Greater Good Science Center	-	19,726
Tesco Bags of Help	-	926
University Construction Community	1,706	2,000
Dr Guthrie's Association	-	1,500
Prince of Wales Charitable Trust	-	1,500
Assumption Legacy Fund	20,000	-
Ford Britain Trust	1,530	-
GCC Area Partnership	3,000	-
	<u>84,699</u>	<u>49,152</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Rental Income	23,326	22,118
Ticket Sales	2,931	1,329
	<u>26,257</u>	<u>23,447</u>

4. INVESTMENT INCOME

	2020	2019
	£	£
Deposit account interest	2	5
	<u>2</u>	<u>5</u>

Notes to the Financial Statements

5. INCOME FROM CHARITABLE ACTIVITIES

		2020	2019
	Activity	£	£
Summer Projects	Programme Delivery	-	220
School Income	Programme Delivery	<u>11,000</u>	<u>7,980</u>
		<u>11,000</u>	<u>8,200</u>

6. OTHER INCOME

		2020	2019
		£	£
Employers Allowance		3,689	3,052
HMRC CJRS		<u>22,486</u>	<u>-</u>
		<u>26,175</u>	<u>3,052</u>

7. RAISING FUNDS**Raising donations and legacies**

		2020	2019
		£	£
Fundraising Expenses		4,870	3,145
Advertising		-	368
Just Giving Fees		<u>163</u>	<u>136</u>
		<u>5,033</u>	<u>3,649</u>

8. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 9)
	£
Programme Delivery	<u>184,820</u>

Notes to the Financial Statements

9. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2020	2019
	£	£
Staff costs	135,112	113,039
Telephone	679	-
Postage, Printing & Stationery	2,152	1,470
Independent Examination Fee	1,056	960
Bank Charges	270	320
Books	65	115
Computer & Software	786	718
Website Costs	2,241	3,475
Professional Fees	13	67
Rent & Rates	12,555	12,130
Repairs & Renewals	45	1,380
Subscriptions	88	138
Phone & Broadband	-	751
Trustees Meeting Expenses	23	13
Project Costs	12,554	5,941
Staff Events	246	1,098
Staff Subsistence	363	354
Training & Recruitment	2,769	1,870
Staff Travel	731	908
Vehicle Costs	7,518	8,188
Volunteer Expenses	3,925	6,081
Equipment	780	2,273
Sundry Expenses	-	164
Cleaning	849	-
Internship	-	5,700
	<u>184,820</u>	<u>167,153</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 August 2020 nor for the year ended 31 August 2019.

Trustees' expenses

During the year the trustees were reimbursed meeting expenses totalling £23 (2019: £13). These expenses were paid in furtherance of the Charity's objectives.

Notes to the Financial Statements

11. STAFF COSTS

	£	£
Wages and salaries	122,696	103,564
Social security costs	9,400	7,892
Other pension costs	<u>3,016</u>	<u>1,583</u>
	<u>135,112</u>	<u>113,039</u>

The number of employees stated below is the total number of staff in the year by head count.

The average monthly number of employees during the year was as follows:

	2020	2019
Office and Project Staff	<u>9</u>	<u>10</u>

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	64,960	49,152	114,112
Charitable activities			
Programme Delivery	8,200	-	8,200
Other trading activities	23,447	-	23,447
Investment income	5	-	5
Other income	<u>3,052</u>	<u>-</u>	<u>3,052</u>
Total	99,664	49,152	148,816
EXPENDITURE ON			
Raising funds	3,649	-	3,649
Charitable activities			
Programme Delivery	98,298	68,855	167,153
Total	<u>101,947</u>	<u>68,855</u>	<u>170,802</u>
NET INCOME/(EXPENDITURE)	(2,283)	(19,703)	(21,986)
Transfers between funds	<u>1,990</u>	<u>(1,990)</u>	<u>-</u>
Net movement in funds	(293)	(21,693)	(21,986)

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>4,698</u>	<u>25,161</u>	<u>29,859</u>
	-----	-----	-----
TOTAL FUNDS CARRIED FORWARD	<u><u>4,405</u></u>	<u><u>3,468</u></u>	<u><u>7,873</u></u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	900	973
Other debtors	4,338	799
Prepayments	<u>538</u>	<u>512</u>
	<u><u>5,776</u></u>	<u><u>2,284</u></u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	1,436	-
Other creditors	1,502	1,263
Loan	5,000	-
Deferred income	4,578	3,345
Accrued expenses	<u>1,143</u>	<u>1,357</u>
	<u><u>13,659</u></u>	<u><u>5,965</u></u>

The deferred income can be analysed as follows:

	2020 £	2019 £
As at 1 September	<u>3,345</u>	<u>1,250</u>
Deferred in the year	4,578	3,345
Released income	<u>3,345</u>	<u>1,250</u>
At 31 August	<u><u>4,578</u></u>	<u><u>3,345</u></u>

Deferred income comprises of advance payments for rental income for September, which relates to the 2020/21 year when the charity will be entitled to this income.

Notes to the Financial Statements

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted funds	2020 Total funds	2019 Total funds
	£	£	£	£
Current assets	23,203	28,180	51,383	13,838
Current liabilities	(13,659)	-	(13,659)	(5,965)
	<u>9,544</u>	<u>28,180</u>	<u>37,724</u>	<u>7,873</u>

Comparatives for analysis of net assets between funds

	Unrestricted funds	Restricted funds	2019 Total funds	2018 Total funds
	£	£	£	£
Current assets	10,370	3,468	13,838	44,191
Current liabilities	(5,965)	-	(5,965)	(5,790)
Long term liabilities	-	-	-	(8,452)
	<u>4,405</u>	<u>3,468</u>	<u>7,873</u>	<u>29,859</u>

16. MOVEMENT IN FUNDS

	At 1/9/19	Net movement in funds	Transfers between funds	At 31/8/20
	£	£	£	£
Unrestricted funds				
General fund	4,405	3,104	2,035	9,544
Restricted funds				
The Robertson Trust	-	9,616	-	9,616
St Nicholas Care Fund	3,000	(3,000)	-	-
Awards For All England	-	900	(900)	-
University Construction Community	468	1,270	-	1,738
Assumption Legacy Fund	-	15,296	-	15,296
Ford Britain Trust	-	1,530	-	1,530
GCC- Area Partnership	-	312	(312)	-
Awards For All Scotland	-	823	(823)	-
	<u>3,468</u>	<u>26,747</u>	<u>(2,035)</u>	<u>28,180</u>
TOTAL FUNDS	<u>7,873</u>	<u>29,851</u>	<u>-</u>	<u>37,724</u>

Notes to the Financial Statements

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	136,005	(132,901)	3,104
Restricted funds			
The Robertson Trust	15,000	(5,384)	9,616
Zochonis Charitable Trust	12,000	(12,000)	-
St Nicholas Care Fund	-	(3,000)	(3,000)
James T Howat Charitable Trust	500	(500)	-
Awards For All England	9,970	(9,070)	900
Brian Souter Charitable Trust	2,000	(2,000)	-
Foundation Scotland	4,500	(4,500)	-
University Construction Community	1,706	(436)	1,270
Neighbourly Community Fund	400	(400)	-
The Charity Service	1,050	(1,050)	-
Assumption Legacy Fund	20,000	(4,704)	15,296
Ford Britain Trust	1,530	-	1,530
GCC- Area Partnership	3,000	(2,688)	312
Awards For All Scotland	9,048	(8,225)	823
Uber Moving Forward Programme	2,995	(2,995)	-
	<u>83,699</u>	<u>(56,952)</u>	<u>26,747</u>
TOTAL FUNDS	<u>219,704</u>	<u>(189,853)</u>	<u>29,851</u>

Comparatives for movement in funds

	At 1/9/18 £	Net movement in funds £	Transfers between funds £	At 31/8/19 £
Unrestricted funds				
General fund	4,698	(2,283)	1,990	4,405
Restricted funds				
St Nicholas Care Fund	-	3,000	-	3,000
Awards For All England	7,720	(7,363)	(357)	-
Brian Souter Charitable Trust	2,000	(2,000)	-	-
Greater Good Science Center	15,441	(13,808)	(1,633)	-
University Construction Community	-	468	-	468
	<u>25,161</u>	<u>(19,703)</u>	<u>(1,990)</u>	<u>3,468</u>
TOTAL FUNDS	<u>29,859</u>	<u>(21,986)</u>	<u>-</u>	<u>7,873</u>

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,664	(101,947)	(2,283)
Restricted funds			
Garfield Weston Foundation	10,000	(10,000)	-
Zochonis Charitable Trust	10,000	(10,000)	-
St Nicholas Care Fund	3,000	-	3,000
James T Howat Charitable Trust	500	(500)	-
Awards For All England	-	(7,363)	(7,363)
Brian Souter Charitable Trust	-	(2,000)	(2,000)
Greater Good Science Center	19,726	(33,534)	(13,808)
Tesco Bags of Help	926	(926)	-
Dr Guthrie's Association	1,500	(1,500)	-
Prince of Wales Charitable Fund	1,500	(1,500)	-
University Construction Community	<u>2,000</u>	<u>(1,532)</u>	<u>468</u>
	<u>49,152</u>	<u>(68,855)</u>	<u>(19,703)</u>
TOTAL FUNDS	<u>148,816</u>	<u>(170,802)</u>	<u>(21,986)</u>

17. OTHER FINANCIAL COMMITMENTS

Lease Commitments

The charity has other ongoing lease commitments relating to the hire of a minibus which amounts to £2,872 over the next twelve months.

18. RELATED PARTY DISCLOSURES

Other than those mentioned in Note 10, there were no related party transactions for the year ended 31 August 2020.

19. PURPOSE OF UNRESTRICTED FUNDS

General Fund - The unrestricted, free reserves of the Charity

20. PURPOSE OF RESTRICTED FUNDS

Assumption Legacy Fund – Core costs associated with school projects

Awards for All (England) - Manchester Citywise Centre Boys & Girls Clubs

Awards for All (Scotland)- Glasgow summer holiday project

Brian Souter Charitable Trust - Primary school projects, Glasgow

The Charity Service - Family Treat Pack project, Manchester

Dr Guthrie's Association - Glasgow summer project

Foundation Scotland - Family Treat Pack Project (Covid-19 response)

Ford Britain Trust – Equipment for project at the Manchester Citywise Centre

Garfield Weston Foundation - Core salaries

Glasgow City Council Area Partnership Fund - Glasgow schools Covid-19 response

Greater Good Science Center - Parenting work

James T Howat Charitable Trust - Glasgow volunteer recruitment

Neighbourly Community Fund - Family Treat Pack Project (Covid-19 response)

Prince of Wales Charitable Fund - Manchester summer project

The Robertson Trust – Glasgow Director's salary

St Nicholas Care Fund - Glasgow school projects

Tesco Bags of Help - Manchester summer project

Uber Moving Forward Programme - Glasgow schools Covid-19 response

University Construction Community Fund - Manchester Citywise Centre clubs

Zochonis Charitable Trust - Core salaries