

APPENDIX 1



Office of the Scottish **Charity Regulator**

Trustees' Annual Report for the period								
From	Period start date			To	Period end date			
	Day	Month	Year		Day	Month	Year	
	16	October	2017		31	October	2018	

Reference and administration details

Charity name	Code the City
Other names charity is known by	
Registered charity number	SC047835
Charity's principal address	9 Cattofield Place
Aberdeen	Postcode AB25 3QN

Names of the charity trustees on date of approval of Trustees' Annual Report

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Watt	CEO		
2	Bruce Scharlau	Treasurer		
3	Andrew Sage			
4	Steve Milne			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Reference and administration details

Names of all other charity trustees during the period, if any, (for example, those who resigned part way through the financial period)

Name	Dates acted if not for whole year

Structure, governance and management

Type of governing document

Deed of trust

Trustee recruitment and appointment

There are the four founding trustees, and we have not appointed any others.

Objectives and activities

Charitable purposes

The advancement of science and the advancement of education in service design, computing science and coding using open data for the public benefit in the City of Aberdeen and such other places as the trustees may decide and in furtherance of this by;

- i) Promoting the potential of design-led approaches to tackle the challenges of modern life
- ii) Promoting education and instruction in programming, computer science and design-led creative problem solving
- iii) Promoting events to deliver design solutions to social issues
- iv) Working in partnership with other bodies to achieve the purposes

Summary of the main activities in relation to these objects

We hosted a number of co-design and hack events open to the public, which were attended by a variety of participants. Each event was supported by a sponsoring organisation, or ourselves. When the event had an external sponsor, then it was an event designed to help them achieve one of their organisational aims. We use these events to meet our first three objectives, and meet item four when we have an external sponsor for our co-design events. The four events we held this year are detailed below.

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Achievements and performance

Summary of the main achievements of the charity during the financial period	<p>CTC11 - 25/26 November 2017 – Christmas Hack event – our first chargeable event which had 30 participants.</p> <p>CTC12 – 3/4 February 2018 – Tourism Hack with sponsorship from Robert Gordons University with 25 participants over the weekend.</p> <p>CTC13 – 19/20 May 2018 Society's relationship with alcohol sponsored by Public Health of Grampian NHS with 21 participants.</p> <p>CTC14 – 15/16 September 2018 – Archaeology meets Data Science sponsored by Aberdeenshire Council Archaeology Service with 28 participants. The teams established that it is possible to create a pipeline of information to move from scanning skeletons to cataloguing their location on a chart, which would then be placed into a 3D space, which could be used for a virtual reality environment to help promote the dissemination of the data and information about the dig.</p> <p>We found that charging for attendance helped improve the attendance difference between those who registered to attend, and then actually did attend and participate. We went from only 50% of the registered attendees appearing to about 70% attending. This meant we could reach more people as they were more likely to turn up, and also that we had less food wastage too.</p> <p>We improved our internal processes for setting up, organising, and running co-design events this year. This means we can focus on making each event special, and tailor our ideation process for co-design to suit the attendees, and provide more impact through better publicity, more detailed documentation during the event, and more informative coverage post-event. All of this helps us spread the word of what we do, so that we can reach more people who have open data issues that need resolution.</p>
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Financial review

Brief statement of the charity's policy on reserves	We hold enough to cover expected outgoing payments, and aim to build this up so that we can cover an event if we want to run one without needing a sponsor.
Details of any deficit	There is no deficit.
Donated facilities and services (if any)	

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Other optional information

2017/2018 was a big year for Code the City. We celebrated our fourth birthday as an organisation, and we made the transition from trust to registered charity too. We also continued to attract new participants both geographically, and from a wider range of subjects. During all of this our mission remains the same - to use the power of data, software and the web to improve the lives of people in cities through education, empowerment and collaboration.

We have had significant impact on our local community in Aberdeen and its surrounding area. We had a good number of people attending our events, and who left with clearer ideas of how they might use the tools and processes we introduced to them in their own work. In particular we had 104 people attending our four events.

We showed attendees that you can prototype ideas over a weekend to see if this idea is worth pursuing further. We also introduced a range of them to various tools for data processing and data science too. Archaeologists learned about small apps they could use on their mobile phones to scan objects, and share them with others, and public health workers learned that you can produce apps to help raise awareness of alcohol advertising issues. We proved yet again that our events work best when we ensure that subject matter experts participate to help validate assumptions that the other participants are making about the prototypes they are building. By doing this we avoid ill-founded projects being developed, and keep people focused on useful working prototypes that can help make the world a better place.

We also learned how to work better with our own tools too, and thus do our work more efficiently with less effort when organising events.

We ended the year convinced that we're doing useful work, and look forward to doing more of the same at a higher quality in the next year. In particular we expect to have the same number of events with more people working on worthy causes.

We are also looking for opportunities for two types of participants. On the one hand, it would be useful to bring in some regular volunteers, who could help with running our events so that we can focus on managing the events without having to worry about cleaning up plates, and topping up the kettles. On the other hand, we are also looking to bring in a number of board members, who could help guide the trustees to ensure that we're doing things well.

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s) | Ian Watt

| Bruce Scharlau

Position (e.g. Chair) | CEO

| Treasurer

Date | 21 June 2019

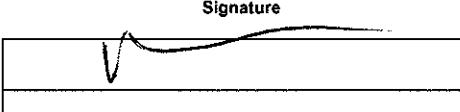
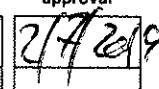
| 21 June 2019

Receipts and payments accounts							
For the period from	From 16/10/2017 to 31/10/2018			to	From 31/10/2018 to 31/10/2019		
	Year	Month	Day		Year	Month	Day
	16	10	2017		31	10	2018

Section A Statement of receipts and payments

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total funds current period to nearest £	Total funds last period to nearest £
A1 Receipts						
Donations						
Legacies						
Grants						
Receipts from fundraising activities	4,875					
Gross trading receipts						
Income from investments other than land and buildings						
Rents from land & buildings						
Gross receipts from other charitable activities						
A1 Sub total	4,875					
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets						
Proceeds from sale of investments						
A2 Sub total	-					
Total receipts	4,875					
A3 Payments						
Expenses for fundraising activities						
Gross trading payments						
Investment management costs						
Payments relating directly to charitable activities	2,006					
Grants and donations						
Governance costs:						
Audit / Independent examination						
Preparation of annual accounts						
Legal costs						
Other						
A3 Sub total	2,006					
A4 Payments relating to asset and investment movements						
Purchases of fixed assets						
Purchase of investments						
A4 Sub total	-					
Total payments	2,006					
Net receipts / (payments)	2,869					
A5 Transfers to / (from) funds						
Surplus / (deficit) for year	2,869					

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	53				53	
	Surplus / (deficit) shown on receipts and payments account	2,869				2,869	
						-	
	Cash and bank balances at end of year (Agree balances with receipts and payments account(s))	2,922		-	-	2,922	
B2 Investments	Details	Fund to which asset belongs			Market valuation to nearest £	Market valuation Last year to nearest £	
					Total		
						-	
B3 Other assets	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Current value (if available) Last year to nearest £		
		Total					
					-		
B4 Liabilities	Details	Fund to which liability relates	Amount due to nearest £	Amount due Last year to nearest £			
		Total					
				-			
B5 Contingent liabilities	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Amount due (estimate) Last year to nearest £			
		Total					
				-			
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name			Date of approval		
		Bruce Scharlau					

Section C Notes to the Accounts

C1 Nature and purpose of funds (may be stated on analysis of funds worksheets)

All funds are unrestricted and used for the purposes of the charity.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
			Total

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

x

C3b Trustee remuneration - details

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

x

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

1. **What is the primary purpose of the study?** (Please check one box)

APPENDIX 3

OSCR

Office of the Scottish Charity Regulator

Independent examiner's report on the accounts

Code The City

Report to the
trustees/members of

Registered charity
number

On the accounts of the
charity for the period

Set out on pages

SC047835

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
16	10	2017	31	10	2018

(remember to include the page
numbers of additional sheets)

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) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) 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 independent
examiner's statement

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

Independent examiner's
statement

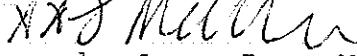
In the course of my examination, no matter has come to my attention

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 comply with Regulation 9 of the 2006 Accounts Regulations

have 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.

Signed:



Name:

Alexander Angus James Mathers

Date:

2/7/19

Relevant professional
qualification(s) or body
(if any):

n/a

Address:

c/o ACVO, Regent House, 36 Regent Quay Aberdeen AB11 5BE

APPENDIX 3

Disclosure section

Only complete if the examiner needs to highlight material problems.

Give here brief details of
any items that the
examiner wishes to
disclose