

CVS FALKIRK & DISTRICT

Financial Statements

Year ended 31 March 2022

Charity Registration No: SC000312
Company Registration No: SC085838

CVS FALKIRK & DISTRICT

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CVS FALKIRK & DISTRICT
CHARITY AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31ST MARCH 2022

Charity registration number SC000312

Company registration number SC085838

Board of Directors

David Mellor	Chairperson
Brian Humphries	Treasurer
Lindsey Porter	Resigned 25 November 2021
Sobia McGuire	Resigned 19 August 2021
Maria Ford	Resigned 25 November 2021
Bill Mitchell	
Wendy Turner	
Kayleigh Hirst	
Claire Macdonald	Resigned 25 November 2021
Anne Marie Macdonald	
Margaret Pow	Appointed 25 November 2021
Natasha Reynolds	Appointed 25 November 2021

Chief Executive Officer

Victoria McRae	Appointed Interim CEO 21 April 2021
Maureen Hill	Resigned 20 August 2021
Beverley Francis	Appointed Interim CEO 23 August 2021
	Resigned 29 December 2021

Registered Office

Unit 6, The Courtyard
 Callendar Business Park
 Callendar Road
 Falkirk
 FK1 1XR

Auditor

Dickson Middleton
 Chartered Accountants
 20 Barnton Street
 Stirling
 FK8 1NE

Solicitor

Caesar & Howie Solicitors
 29 Upper Newmarket Street
 Falkirk
 FK1 1JH

Bankers

Unity Trust Bank Plc
 Nine Brindleyplace
 Birmingham
 B1 2HB

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT
for the year ended 31 March 2022**

The Directors present their report for the financial statements for the year ended 31 March 2022.

Directors

The Directors of the charitable company are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Directors. The Directors serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

CVS Falkirk & District is a Scottish company, limited by guarantee, incorporated on 6 December 1983 and is also a registered Scottish charity. The company operates under the name CVS Falkirk and Volunteer Falkirk. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members may be required to contribute an amount not exceeding £1.

Appointment of Directors

We have a formal and established recruitment, appointment, and induction process for new Directors, and the Directors keep their number and composition under review, and target recruitment to achieve a diverse mix of skills, experience, and knowledge. The Board of Directors shall comprise of not more than 10 or less than 3 persons. The composition of Board of Directors shall be as follows:

(a) Up to 7 directors elected by member organisations.

(b) Up to 3 directors appointed by the Board of Directors on the basis that he/she has specialist experience and/or skills which could be of assistance to the Board of Directors.

Director's Induction and Training

All new Directors receive an induction session focusing on the organisation and its activities, as well as the roles and responsibilities of a being a Director. The Directors focus on their role in setting the strategic direction of the organisation and seeking assurance that the organisation is being well run and managed on a day-to-day basis.

Organisational Structure and Leadership Support

The Directors are responsible for the overall governance of our charity and receive regular reports from the Chief Executive Officer and short-term subgroups. Day to day responsibility for the operation of the organisation is delegated to the Chief Executive Officer and her staff team.

The organisation has faced considerable staffing challenges throughout the year due to the absence of the Chief Executive Officer whereby two Interim CEOs were retained, and four consultants appointed to support the operational function.

The Chief Executive Officer has returned to post and has led the organisation through a comprehensive change programme including an organisational restructure with a new leadership team, recovery plan from the pandemic, and investment in developing our role as a Grant Giver.

The staff team have successfully continued to work from home, following Scottish Government guidance associated with the Covid-19 pandemic delivering operational objectives, working in partnership across sectors and supporting the third sector as they respond to the pandemic and the impact it has had on the communities of Falkirk.

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2022**

Related Parties

CVS Falkirk & District is an independent charitable organisation, providing services and support to other charities and voluntary organisations, community groups and members of the public in its area of operation. We work closely with organisations across sectors to do this effectively and efficiently. The organisation is recognised as the Third Sector Interface (TSI) by the Falkirk Community Planning Partnership (CPP) and the Scottish Government. We continue to work toward the TSI Framework Agreement with Scottish Government to developing 4 key 'roles' in the Falkirk local authority area. These are:

1. Intelligence: Being a source of third sector and public policy information
2. Voice: Developing a collective and strong, local third sector voice
3. Connect: Creating opportunities to network the third sector for collaboration and creating connections between the planning of public services and the third sector.
4. Building Capacity: Supporting a strong and vibrant third sector that delivers outcomes for Falkirk.

We are an active member of the Falkirk Community Planning Partnership and are committed to working in partnership to achieve the priorities and outcomes within the Falkirk Plan and the Health and Social Care Partnership Strategic Plan which are compatible with our charitable and strategic objectives. Throughout 2021/22 we have been members of the Association of Chief Officers of Scottish Voluntary Organisations, the Scottish Council for Voluntary Organisations, Volunteer Scotland, Voluntary Health Scotland and Children in Scotland.

Risk Management

Major risks to which the organisation is exposed have been reviewed continuously and wherever possible, systems and procedures put in place to mitigate risks faced by the charity. However, the plans in place were not robust enough to be fully implemented in light of the Chief Executive Officer's absence. On her return, the Chief Executive Officer has undertaken an in depth review of both operational and strategic risk and implemented a newly structured risk matrix focusing on both operational and strategic risk. This matrix will be reviewed at both staff and Board meetings where agreed actions and activities to minimise risk and impact will be implemented.

Objectives and Activities

The organisation's principal objectives are to:

- Promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular, the advancement of education and the furtherance of health and the relief of poverty, distress and sickness
- Provide information (including producing publications) and practical support to voluntary organisations and community groups to assist them in achieving their objectives and in so doing, promote best practice
- Develop and support appropriate networks to ensure third sector engagement in local planning and partnerships in areas such as volunteering, health, social work, housing, education, employment, environment and leisure
- Provide information and practical support to individuals who wish to volunteer and to volunteer-engaging organisations, this promoting best practice
- Promote the work of the local third sector to local, national and UK governments and to other statutory agencies or appropriate bodies.

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2022**

Achievements and Performance

Our operational workplan incorporates the Scottish Government TSI Framework with an outcomes focused approach responding to need and the ever-changing context of our work. Compiling and monitoring this report has demonstrated to us how unique and valuable our TSI role is in the local context. We are incredibly proud to know through this process that we're making a difference for communities and third sector organisations in Falkirk. Outcomes focused reporting is currently in development incorporating various channels including MILO, our customer relationship management system, qualitative and quantitative data systems and importantly lived stories (case studies) to demonstrate the impact and reach of our work.

While the first year of the pandemic and lockdown focused considerably on third sector response and in particular volunteering with the establishment of Volunteer Falkirk, we have continued to engage with active volunteers as well as potential volunteers, with more than 1,220, seeking new placements. Due to pandemic restrictions many local group activities and services were unable to operate and so the need for volunteers greatly reduced. During this year we registered 117 volunteers and signposted 60 volunteers to appropriate placements.

We have reconfigured our volunteering service moving to an online function for volunteers to access through our website who can directly apply to organisations for available placements allowing us more time to engage with volunteers requiring additional support. This new service has been successful with 2,774 views to the volunteering opportunities portal on our website, 12 volunteer hotlists published, highlighting a range of bespoke volunteering placements supporting the aspirations of volunteers and their unique range of skills and experience. There were 276 new registrations to the Saltire Awards with a further 278 awards being achieved by young people (12 -25years) through their volunteering.

Organisational and governance support has been given to Falkirk's third sector with: funding support to 165 organisations; 23 funding articles in e-bulletin; 68 organisations accessing funding information via our website, and we facilitated volunteer management support to 14 organisations with 1 organisation securing the Volunteer Friendly Award.

In partnership with Stirlingshire Voluntary Enterprise (SVE) and Clackmannanshire TSI (CTSI) we are further developing the Forth Valley Social Enterprise Network and in the creation of a Forth Valley Social Enterprise Directory, we have provided organisational support to 12 social enterprises in business development, funding and governance.

During this year we organised and facilitated a 3-day virtual Falkirk Funders Fayre 2021, the Forth Valley Third Sector Conference in partnership with Clackmannanshire Third Sector Interface and Stirlingshire Voluntary Enterprise; and a virtual Volunteers Awards as part of Volunteers Week where 510 volunteers gained recognition for their volunteering.

While our established thematic forums continue to be suspended, our COVID Third Sector Response Forum met regularly online throughout the period of the pandemic, it was an essential space for coordinating the local community and third sector response to the impacts of COVID 19 and the lockdowns and restrictions that came with it. This Forum was necessarily action focussed and a place for information sharing, creative thinking, problem solving and peer support.

Our role as a central point for communication to the third sector has grown and developed further in the last year with 58 ebulletins published, with 1,175 subscribers and followers of social media rising to 1,909 for Twitter and 450 for Instagram and 7 articles published in the Falkirk Herald

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2022**

We had gained respect through our engagement with Falkirk's Community Planning Partnership and while engaging with most workstreams we have accepted invitations to Co-Chair the Empowered Communities and Community Wealth and Health Building Strategy Groups.

Coronavirus pandemic

The pandemic impacting greatly within communities brought new challenges for the third sector and with-it financial hardship for many. Throughout the pandemic we have worked closely with cross sector partners to develop interventions to alleviate the disadvantage and hardship being felt in our communities. Our role as Grant Giver has developed considerably by distributing a range of funding streams as detailed below.

Community Mental Health and Wellbeing Fund	36 grants distributed
Community Based Adult Learning	8 grants distributed
Specialist Fund and Emergency Food Provision	average 715 households per week
Volunteer Expenses Fund	25 volunteers claiming expenses

Despite the difficulties and internal challenges CVS Falkirk has faced, we have ensured that the delivery of our services and activities has not been impacted greatly and we are immensely proud of our contribution, role and support to the wider third sector and cross sector community response. The pandemic, has taught us a great deal about our own resilience, addressing weakness while acknowledging the technical expertise and talent of our staff team in supporting and developing interventions and support for all communities. We will build on this specialism and local knowledge as we look to develop new funding and investment opportunities to grow and sustain our business while fulfilling our strategic direction and ambitions.

Financial Review

Our core funding throughout 2021-2022 has remained quite static in comparison with the previous financial year, however this is proving to be challenging for the organisation in delivering core activities. We seek additional financial resource through enterprising activities, such as an increase in additional funding which was made available to respond to the Covid-19 pandemic. Through prudent monitoring of our expenditure and liabilities and the receipt of management income from projects, the year ended with an overall surplus of £47,211. The organisation's finances remain an area of key focus for the Directors especially in the ever-changing environment in the coming year 2022/23.

While it was anticipated that the long-awaited review of the Scottish Government funding formula for the network would be confirmed in 2021/22 this has 'yet to be developed' in detail, We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year.

RESERVES POLICY

Funding received for specific pieces of work or particular areas of work is contained within Restricted Funds in order to ensure monies are spent for the purpose for which it was intended. During the year the Directors reviewed the organisation's Reserves Policy and agreed to maintain the current position that the organisation should retain reserves equivalent to three months of operating costs. These costs and therefore the organisation's target amounts to £111,420 based on 2021/22 expenditure figures, to be held in General Funds. The Reserves amount of £278,295 exceeds this target at the end of March 2022. Designated Funds at the end of March 2022 were £16,327.

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2022**

PLANS FOR FUTURE PERIODS

As we move into the recovery period of the pandemic, we will support our staff to move to a hybrid model of working while adhering to all relevant guidance. We are keen to build on the good relationships we have with all of our stakeholders promoting collaboration and partnership working to improve outcomes for people, especially those disadvantaged through inequality.

The Covid-19 pandemic has highlighted the strength in supporting and delivering local initiatives and so we will both support our own organisation and third sector in Community Wealth and Health Building principles alongside initiatives such as '20 minute neighbourhoods'.

We will build on this year's activities to realise our ambition in creating and supporting an active Community Leadership Network with funding secured for an exciting and intensive Community Leadership training programme providing a conduit for the third sector leaders to engage in and influence local decision making with public sector and strategic partners.

Our role as a Grant Giver will be further developed through investment for our Falkirk Funding Focus programme with the development of a bespoke Grant Management Portal, Funding Officers Network, online funding search engine as well as bespoke programmes for local groups being delivered. We hope through the Grant Management Portal we will be able to secure funding for the groups and organisations throughout the Falkirk and District area while also providing a new enterprising channel of income for CVS Falkirk.

With the COVID19 pandemic prevalent in our lives (personal and professional), we will adhere to all relevant guidance in looking after our staff as they work remotely to support community response, volunteers, local groups and the wider sector as they develop community led solutions to help and assist their own communities and neighbours. We will liaise with the sector and public sector partners to connect them and encourage collaboration and partnership working. Where possible we will seek additional resource and funding to support these initiatives.

Recognition and Thanks

The Directors would like to express their sincere thanks to those who have worked and engaged with us during the last year, which has been particularly challenging for us, and the support received very much appreciated. We wish to take time to thank the volunteers, third sector organisations and community groups that work tirelessly to improve our communities and the opportunities for local people. Our thanks are extended to our funders and strategic partners for their continued support, and we welcome the opportunity to build on the strong focus of partnership working and collaboration developed throughout the two years.

The Directors are particularly appreciative of the hard work and commitment of the skilled employees and volunteers who have made our achievements possible, and the continuing dedication shown by all staff to the organisation's goals.

**CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2022**

Statement of Directors' Responsibilities

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice). Company Law requires Directors 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 statements Directors are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- 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 the charitable company will continue in operation.

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Directors are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware, and
- They have undertaken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The Directors 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.

Auditors

Dickson Middleton Chartered Accountants were confirmed as our auditors and reappointed for a year at the Annual General Meeting held on 25 November 2021.

This report was approved by the Directors on 28th July 2022 and signed on their behalf by:



David Mellor
Chairperson



Brian Humphries
Treasurer

CVS FALKIRK & DISTRICT
INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2022
TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

Opinion

We have audited the financial statements of CVS Falkirk & District (the 'charitable company') for the year ended 31st March 2022 which comprise Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the financial statements:

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

Basis for opinion

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

Conclusions relating to going concern

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

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

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

**CVS FALKIRK & DISTRICT
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

Other information

The trustees are responsible for the other information. The other information comprises the information included in the directors' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require us to report to you if, in our opinion:

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

Responsibilities of trustees

As explained more fully in the statement of directors' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**CVS FALKIRK & DISTRICT
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The specific procedures for this engagement and the extent to which these are capable of detecting irregularities, including fraud is detailed below:

- Inquired of management, and those charged with governance, about their own identification and assessment of the risks of irregularities, including any known actual, suspected or alleged instances of fraud;
- The audit engagement team identified the risk of management override of controls as the area where the financial statements were most susceptible to material misstatement due to fraud. Audit procedures performed included, but were not limited to, testing manual journal entries and other adjustments, evaluating the business rationale in relation to any significant unusual transactions and challenging judgements and estimates;
- Reviewing minutes of meetings held by management and those charged with governance to identify any matters including actual or attempted fraud, litigation and noncompliance with laws and regulations;
- Inspecting expenditure incurred in the year while making sure this has been appropriately categorised in the financial statements. This included agreeing a sample from the nominal ledger to purchase invoice while also reviewing post year end transactions and invoices to confirm the completeness of the expenditure was disclosed.

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

**CVS FALKIRK & DISTRICT
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Robert Taylor (Senior Statutory Auditor)

**For and on behalf of Dickson Middleton, Chartered Accountants, Statutory Auditors,
20 Barnton Street, Stirling, FK8 1NE.**

Dickson Middleton is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Date: 28th July 2022

CVS Falkirk & District
Statement of Financial Activities
(Incorporating Income and Expenditure Account)

for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Income from					
Charitable activities	2	265,548	943,952	1,209,500	792,962
Other trading activities	2	1,214	-	1,214	5,020
Investments	2	49	-	49	81
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		266,811	943,952	1,210,763	798,063
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on					
Raising funds	3	291	-	291	4,547
Charitable activities	3	289,792	864,734	1,154,526	719,104
Governance	3	8,735	-	8,735	5,800
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		298,818	864,734	1,163,552	729,451
		<hr/>	<hr/>	<hr/>	<hr/>
Net income		(32,007)	79,218	47,211	68,612
Transfers between Funds		9,021	(9,021)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		(22,986)	70,197	47,211	68,612
Reconciliation of funds:					
Total funds brought forward		212,697	18,387	231,084	162,472
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		189,711	88,584	278,295	231,084
		<hr/>	<hr/>	<hr/>	<hr/>

The Notes on pages 15 to 23 form an integral part of these financial statements

CVS FALKIRK & DISTRICT

BALANCE SHEET

As at 31 March 2022

	Notes	£	2022 £	2021 £
Fixed assets				
Tangible assets	7		1,327	3,097
Current assets				
Debtors	8	54,681		71,826
Cash at bank and in hand		260,705		188,069
		<u> </u>		<u> </u>
		315,386		259,895
Creditors: amounts falling due within one year	9	(38,418)		(31,908)
		<u> </u>		<u> </u>
Net Current Assets			276,968	227,987
			<u> </u>	<u> </u>
Net Assets			278,295	231,084
			=====	=====
Funds:				
Unrestricted Funds:				
Designated Funds			16,327	18,097
General Funds			173,384	194,600
			<u> </u>	<u> </u>
			189,711	212,697
Restricted Funds			88,584	18,387
			<u> </u>	<u> </u>
Total Funds	13		278,295	231,084
			=====	=====

The financial statements were approved and authorised for issue by the Board on 28th July 2022. Signed on their behalf of the board of directors:


David Mellor (Director/Chairperson)


Brian D Humphries (Director/Treasurer)

Company Registration Number: SC085838

The Notes on pages 15 to 23 form part of these financial statements

CVS FALKIRK & DISTRICT
STATEMENT OF CASH FLOWS
for the year ended 31 March 2022

	Notes	£	2022 £	2021 £
Cash generated by operating activities	12		72,587	87,208
Cash flows from investing activities				
Interest income		49		81
Purchase of tangible fixed assets		-		-
		<hr/>		<hr/>
Cash generated in/(used by) investing activities			49	81
Cash used in financing activities		-		-
		<hr/>		<hr/>
Increase in cash and cash equivalents in the year			72,636	87,289
Cash and cash equivalents at the beginning of the year			188,069	100,780
			<hr/>	<hr/>
Total cash and cash equivalents at the end of the year			260,705 =====	188,069 =====

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022

1. Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below:

1.1 Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), The Charities SORP (FRS102), the Charities Act 2005 and the Charities Accounts Regulations 2006.

The charity meets the definition of a public benefit entity under FRS 102.

1.2 Incoming Resources

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

Income from investments is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as related goods or services are provided). Grant income included in this category provides funding to support performance activities where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

The value of services provided by volunteers has not been included.

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2022

Accounting policies (continued)

1.3 Resources Expended

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates.

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

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

1.4 Activity Based Reporting

The Trustees are of the opinion that the charity has a single activity and there is no merit in providing further analysis within the notes to the financial statements.

1.5 Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows

Computer equipment	evenly over 3 years
Office equipment and fixtures	evenly over 4 years

1.6 Leasing

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight-line basis over the period of the lease.

1.7 Pensions

From January 2016 all eligible staff were auto enrolled into a workplace pension operated by True Potential Investor funded by contributions from employee and employer. Staff receiving employer contributions into their personal individual pensions prior to 31 December 2015, were able to continue to do so and opt out of auto enrolment if they so wished. All eligible new employees enter the auto enrolment scheme. The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2022

1.8 Funds

Unrestricted Funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as General Funds.

Designated Funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the Fund, together with a fair allocation of overheads.

1.9 Going Concern

The charity is operating in a more challenging financial climate. Based on current expectations of future income the directors are confident that the company has sufficient resources to continue operations for at least a period of 12 months from the date of approval of these financial statements and that it holds sufficient cash funds to meet any obligations that fall due. As a result, the going concern basis of accounting has been adopted.

2. Incoming resources

	Unrestricted	Restricted	2022 Total	2021 Total
	£	£	£	£
Income from charitable activities				
Falkirk Council – COVID Funding	-	-	-	133,800
Falkirk Council – Community Food Fund & Volunteering	-	330,625	330,625	78,000
Falkirk Council – Core Funding	72,940	-	72,940	72,940
Falkirk Council – Employment & Training Unit	-	-	-	38,472
HSCP – COVID Volunteer Expenses	-	-	-	10,000
HSCP – Monitoring & Evaluation	-	-	-	19,800
National Lottery – Community Fund COVID	-	-	-	100,000
NHS – COVID Recovery Grant	-	-	-	498
NHS Forth Valley – Integrated Care Fund	-	83,945	83,945	81,500
Scottish Government – Core Funding	185,600	-	185,600	185,600
Scottish Government – COVID Wellbeing Fund	-	-	-	45,518
Scottish Government – Community Mental Health & Wellbeing Fund	-	486,382	486,382	-
Scottish Government – Community Based Adult Learning	-	43,000	43,000	-
SCVO – Community Jobs Scotland	-	-	-	11,834
SGN – Community Project	-	-	-	15,000
Other	7,008	-	7,008	-
	<hr/>	<hr/>	<hr/>	<hr/>
	265,548	943,952	1,209,500	792,962
	<hr/>	<hr/>	<hr/>	<hr/>
Income from other trading activities				
TSI Staff Sharing	-	-	-	4,182
Other	1,214	-	1,214	838
	<hr/>	<hr/>	<hr/>	<hr/>
	1,214	-	1,214	5,020
	<hr/>	<hr/>	<hr/>	<hr/>
Income from investments				
Bank interest	49	-	49	81
	<hr/>	<hr/>	<hr/>	<hr/>
	266,811	943,952	1,210,763	798,063
	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2022

3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2022 Total £	2021 Total £
Staff costs (Note 5)	-	266,534	3,500	270,034	288,750
Travel & volunteer expenses	-	84	-	84	28
Rent	-	28,549	-	28,549	28,600
Premises costs	-	35,533	-	35,533	37,886
Office costs	-	3,600	-	3,600	4,089
Professional & consultancy fee	-	67,198	5,100	72,298	12,108
Activity costs	291	22,227	135	22,653	40,309
COVID Volunteer Expenses	-	10,883	-	10,883	37,639
Grant Payments	-	717,873	-	717,873	277,472
Depreciation & Impairment	-	1,770	-	1,770	2,193
Other costs	-	275	-	275	377
Total resources expended	291	1,154,526	8,735	1,163,552	729,451
	=====	=====	=====	=====	=====

4. Net incoming resources for the year

	2022 £	2021 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	1,770	2,193
Auditors' remuneration	5,100	3,300
	=====	=====

5. Staff costs and numbers

	2022 £	2021 £
Salaries and health insurance	239,175	254,771
Social security costs	16,537	18,500
Pension charge	13,637	15,106
Recruitment	685	373
	=====	=====
	270,034	288,750
	=====	=====

There were no employees who received remuneration of over £60,000 in the period. Remuneration paid to senior management during the year was £147,079 (2021: £94,178).

No Directors received any salary payments or reimbursement of travel expenses during the year.

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

	2022 No	2021 No
Management, office & development	9	11
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2022

6. Taxation

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

7. Tangible fixed assets

	Equipment & Fixtures £	Computer Equipment £	Total £
Cost			
At 1 April 2021	23,779	32,735	56,514
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2022	23,779	32,735	56,514
	<hr/>	<hr/>	<hr/>
Accumulated depreciation and Impairment charges			
At 1 April 2021	23,779	29,638	53,417
Disposals	-	-	-
Charge for the year	-	1,770	1,770
	<hr/>	<hr/>	<hr/>
At 31 March 2022	23,779	31,408	55,187
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2022	-	1,327	1,327
	=====	=====	=====
At 31 March 2021	-	3,097	3,097
	=====	=====	=====

8. Debtors

	2022 £	2021 £
Grants and fees receivable	36,480	60,191
Other debtors & prepayments	18,201	11,635
	<hr/>	<hr/>
	54,681	71,826
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2022

9. Creditors: amounts falling due within one year	2022	2021
	£	£
Creditors	10,759	2,741
Taxation and social security	4,481	5,220
Other creditors and accruals	23,178	23,947
	<hr/>	<hr/>
	38,418	31,908
	=====	=====

10. Operating lease commitments

At 31 March 2022, the charity had annual commitments under non-cancellable operating leases as set out below:

	2022	2021
	£	£
Land and Buildings		
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	78,650	107,250
More than five years	-	-
	<hr/>	<hr/>
	107,250	135,850
	=====	=====

	2022	2021
	£	£
Equipment		
Operating leases which expire:		
Within one year	3,132	4,176
Between 2-5 years	-	3,132
More than five years	-	-
	<hr/>	<hr/>
	3,132	7,308
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2022

11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	1,327	-	1,327
Current assets	226,802	88,584	315,386
Current liabilities	(38,418)	-	(38,418)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2022	189,711 =====	88,584 =====	278,295 =====

12. Reconciliation of net movement in funds to net cash flow from operating activities:

	2022 £	2021 £
Net movement in funds	47,211	68,612
Add back depreciation charge	1,770	2,194
Deduct interest income shown in investing activities	(49)	(81)
Decrease in debtors	17,145	3,691
Increase in creditors	6,510	12,792
	<hr/>	<hr/>
Net cash used in operating activities	72,587 =====	87,208 =====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2022

13. Movements in Funds

	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2022 £
Restricted Funds:					
NHS Forth Valley:					
Integrated Care Fund	-	83,945	(83,945)	-	-
COVID Recovery Grant	498	-	(498)	-	-
Falkirk Council:					
Community Food and Volunteering	2,889	330,625	(298,774)	-	34,740
Scottish Government:					
Community Mental Health and Wellbeing Fund	-	486,382	(447,538)	-	38,844
Community Based Adult Learning	-	43,000	(33,979)	(9,021)	-
SGN Community Project	15,000	-	-	-	15,000
Total Restricted Funds	18,387	943,952	(864,734)	(9,021)	88,584
Unrestricted Funds:					
Designated:					
Major Repairs and Maintenance	5,000	-	-	-	5,000
Fixed Assets	3,097	-	(1,770)	-	1,327
Premises	10,000	-	-	-	10,000
General Funds	194,600	266,811	(297,048)	9,021	173,384
Total Unrestricted Funds	212,697	266,811	(298,818)	9,021	189,711
Total funds	231,084	1,210,763	(1,163,552)	-	278,295

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

Purposes of Restricted Funds:

Integrated Care Fund	Funding received through the Integrated Care Fund towards our strategic work, supporting the Health and Social partnership to work with Falkirk's Third Sector.
Falkirk Council Community Food and Volunteering	Funds received from Falkirk to administer a Community Food Fund and Volunteer Expenses Fund.
Scottish Government Community Mental Health and Wellbeing Fund	Administration of Scottish Government Mental Health and Wellbeing Fund to local community groups and organisations.
Community Based Adult Learning	Funding to help improve engagement of adult learners in community-based learning opportunities.
SGN Community Project	Funding being held from SGN to support local communities affected by a gas outage in their areas.

Purposes of Designated Funds:

Major Repairs and Maintenance	This Designated Fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. No expenditure occurred from this fund during 2021/22 with the premises lying empty and all staff working from home due to the COVID pandemic.
Premises	A designated fund set aside for any premises related expenditure, in particular costs associated with moving office should the opportunity arise.
Fixed Assets	This Fund represents the net book value of the unrestricted fixed assets.

14. Related party transaction

The charity made the following grants in the year to related organisations through common trustees:

Skate People C.I.C	Community Mental Health & Wellbeing Fund	£18,985 (2021: £nil).
Westfield Community Centre	Community Mental Health & Wellbeing Fund	£21,350 (2021: £nil).
Westfield Community Centre	Falkirk Food Fund	£8,316 (2021: £nil).

