

CVS FALKIRK & DISTRICT

Financial Statements

Year ended 31 March 2018

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 2018

Charity registration number SC000312

Company registration number SC085838

Board of Directors

Lindsey Porter	Chairperson
David Mellor	Vice Chair
Brian Humphries	Treasurer
Maria Ford	
Ryan Lydon	
Thomas McAlinden	
Laura Brown	Appointed 27 September 2017
Brian Robertson	Resigned 22 November 2017

Chief Executive Officer

Jen Kerr	from 16 July 2018
Karen Herbert	Retired 13 July 2018

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

Marshall Wilson Law Group
115 Graham Street
Airdrie
ML6 6DE

Bankers

Unity Trust Bank Plc
Nine Brindleyplace
Birmingham
B1 2HB

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT
for the year ended 31 March 2018

The Directors present their report for the financial statements for the year ended 31 March 2018.

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 a registered Scottish charity. The company also uses the operating names Volunteer Centre Falkirk and Forth Valley Top Toes. 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 formalised recruitment, appointment, induction and review 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.

Director's Induction & Training

The organisation subscribes to the charity magazine 'Governance' for the purposes of keeping Directors up to date and able to consider issues pertinent to their role as strategic leaders of the organisation. During the year the Directors held 'working' days both as a Board and together with staff, to better develop working relationships, and to collaborate around strategic direction. These days have been successful and the Directors have decided to continue this as an annual activity with staff. In addition, Directors are able to attend external events during the year, such as the annual third sector interface conference and ACOSVO's trustees conference.

Organisational Structure

The Directors are responsible for the overall governance of our charity and receive reports from any Sub Committees operating and from the Chief Executive Officer. Day to day responsibility for the operation of the organisation is delegated to the CEO. Our staffing throughout the year has increased due to taking on a large community project which will cover 18 months, but our core staffing has remained stable. Our remaining project operating at close of the year is Forth Valley Top Toes. We celebrate the value the range of volunteers bring to our organisation, and host summer and Christmas celebrations with them. Whilst the Scottish government's evaluation of the future direction of the third sector interface is ongoing, the range of services we provide has been fixed, and we have not conducted our normal review of local stakeholder requirements nor developed the plan with the full staff team, however when free to do so, we will return to full engagement around our delivery. In the meantime, knowing that Locality Planning is a big part of the future of local Community Planning Partnership priorities, we have developed our reporting to reflect a locality-based analysis going forward. We continue to report our achievements against this plan with year on year comparisons on a monthly basis, and in pursuit of openness and transparency, this is published on our website.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2018

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 by the Falkirk Community Planning Partnership and the Scottish Government, delivering four key functions in the Falkirk local authority area. These are:

- 1 Developing volunteering
- 2 Developing social enterprise
- 3 Developing third sector organisations
- 4 Linking the third public and independent sectors and engaging with the Community Planning Partnership.

Throughout 2017/18 we had membership of Voluntary Action Scotland, SCVO, VHS, the Alliance and SENScot, and representation on the boards of Falkirk Environmental Trust and Kelvin Valley & Falkirk LEADER Local Action Group. We are an active member of the Falkirk Community Planning Partnership. We are committed to working in partnership to achieve those priorities and outcomes within the Single Outcome and Local Delivery Plan which are compatible with our charitable and strategic objectives. We continue to engage in actions around the integration of Health & Social Care and in the changes to Community Justice, both of which are ongoing.

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. Internal control risks are minimised by the design and implementation of robust procedures for authorisation of all transaction. Risks to funding income are being mitigated through, for example, diversification of funders and investing in the generation of limited trading income, without competing with the local third sector. A risk matrix is reviewed at each Board meeting by the CEO and Directors.

OBJECTIVES & 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 in order to assist them in achieving their objectives and in so doing, promote best practice
- Develop and support appropriate networks in order to ensure the voluntary and community sector's 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 voluntary 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 2018

ACHIEVEMENTS & PERFORMANCE

This year was another busy year for us, which saw a constant increase in demand particularly around the public sector change agendas and for our partnership contributions. We see this increasing further in the future, as austerity continues and our public sector reduces in size, at the same time as demand for services increases. Significant activity in the year presaged ongoing development of locality planning across all services, with the pace and scale of changes increasing as we move into 2018/19. The support we provide to volunteers remains steady despite reports of 'volunteer fatigue' at a national level, with us receiving 692 new registrations in the year and facilitating 532 Matches. We have continued to support local organisations to achieve the Volunteer Friendly award, and working with Quality Scotland, we are delighted to be the first TSI to work with and fund 4 local organisations to achieve EFQM certification in the coming year. Our successful Funders Fayre and Older People's Day events were again very successful and continue to expand in their reach. This year we also hosted the first Forth Valley Third Sector Conference in Falkirk, in partnership with the TSIs in Stirling and Clackmannanshire. It is intended to rotate the hosting of this annual event around the 3 local authorities to ensure we can continue to offer this event to our communities despite reduced funding.

The third sector fora we facilitate that mirror the outcome themes from the Community Planning Partnership SOLD plan and priorities are formally acknowledged by the CPP Board as the vehicle for engaging with the third and community sector. It is difficult for attendees to always get away from their day job to attend the fora, and impossible to continue meaningful discussion when they meet only quarterly, so we also introduced online discussion boards to facilitate wider opportunities for engagement. We are expanding on this by introducing remote meeting and recording technology which will be embedded in the discussion boards during 2019.

We produced the third annual version of our Impact Measurement Report, significantly increasing the number of participants, and this was well received by everybody, and highlighted as an example of good practice nationally, attracting interest from a wider audience than the Falkirk community. We have now twice presented on this at VAS/TSI national events.

FINANCIAL REVIEW

2017/18 saw the deepening cuts have a dramatic impact on our overall income, and a requirement to eat into our reserves in order to maintain the levels of service we feel are necessary to deliver our work effectively. There is an increasingly smaller pool of funds that are applicable to us, and the grants that are available are tending to be smaller and of shorter duration. We had an 18 month grant award from Scottish Government to September 2018, to cover the continuing process of a refresh of TSI priorities and impact monitoring. There is a stated commitment to move to a 3-year funding cycle at the end of this process, together with a long awaited review of the Funding Formula, which should see Falkirk move to a higher funding level in the future.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2018

We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year. We are particularly grateful that the HSCP were able to award a small increase and commit to funding for a 3 year period going forward, which will help us plan better to improve our delivery. Our core staff have however remained largely unaffected to date by these cuts, and we continue to build on those strengths and develop additional capacity to match projected future demands, although with our reserves depleted we have already opted not to replace leavers. We are also now sharing staff with local TSIs, in that we are charging them out on a regular contract basis. One benefit of this is that we now share 1 member of staff covering Social Enterprise for the whole of Forth Valley, which provides additional synergies in a relatively small cohort of organisations.

Overall we reduced our unrestricted funds by £39,034 which still allowed us to retain our stated policy of holding a 3 month reserve. We recognise our liabilities appear high however this is due to a period of transition with new landlords operating the building and we are in communication with them to resolve this and note that suitable monies have been accrued to cover the Organisation's liability in this respect. Our designated funds reduced by £5,310, mainly due to our decision to maintain existing staffing levels despite reduced income.

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 it was received. During the year the Directors reviewed the company's Reserves Policy and decided to maintain the current position that the organisation should retain reserves equivalent to three months of unrestricted operating costs. These costs and therefore the organisation's target amounts to £91,400 Based on 2017/18 figures, to be held in General (Unrestricted) Funds. The Unrestricted Reserves amount of £104,394 exceeds this target at the end of March 2018. We utilised funds from our General Funds to underpin costs of core services in 2017/18, which is not sustainable for the future. The Directors are mindful of this issue and the organisation is diversifying its portfolio of funders whilst simultaneously developing a responsive solution to our changing priorities as a third sector interface, and maintaining a policy of not delivering services that would compete with our local third sector. The drive to deliver sustainability from such wide-ranging changes continues into 2018/19.

PLANS FOR FUTURE PERIODS

We anticipate further pressure on grant awards and will continue to work hard to secure additional sources of income. We will continue to develop our income generating options from our FVTT project throughout the year ahead and monitor these closely, still with a view to spinning it out as a stand-alone social enterprise in due course. Recognising our largest cost is people, and mindful that funding will continue to be difficult for the foreseeable future, we continue to invest, in time and money, to build extensive resource libraries on our website to enable people to self-serve, and we will expand on this with new technologies to provide training and meetings through establishing a new online (video) channel.

CVS FALKIRK & DISTRICT

DIRECTORS' ANNUAL REPORT (continued)

for the year ended 31 March 2018

As public service reform continues at pace, we will work closely with third and public sector partners alike to maximise opportunities for third sector growth and sustainability, with a view to minimising the impact of things like welfare reform on our local communities and citizens. We will continue to build on the excellent relationships we have with our public sector partners to ensure the voluntary and community sector co-produce new service which are efficient, high quality, and deliver improved outcomes for people, especially those disadvantaged through inequality. The Aspiring Communities project which is a partnership with Falkirk Council, Falkirk Community Trust and Falkirk Health & Social Care Partnership, funded by ESF and Scottish Government, will help us develop our practice to fit better with the changing paradigm for community involvement going forward.

RECOGNITION & THANKS

The Directors would like to express their thanks to those who have worked with us during the year. We would particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for local people. We would also like to thank our funders and partners for their continued support. The Directors are particularly appreciative of the hard work and commitment of the skilled employees, interns, placements and volunteers who have made our achievements possible, and the continuing dedication shown by all staff to the organisation's goals.

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

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2018

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 in November 2017.

This report was approved by the Directors on 25th July 2018 and signed on their behalf by:



Lindsey Porter
Chairperson



Brian Humphries
Treasurer

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2018

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 2018 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 2018, 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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.

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT (continued)

TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

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.

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.

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.

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT (continued)

TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

- 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.



Craig Clinton (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: 25th July 2018

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

for the year ended 31 March 2018

		Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	Notes	£	£	£	£
Income from					
Charitable activities	2	309,492	132,364	441,856	419,667
Other trading activities	2	16,914	-	16,914	10,180
Investments	2	161	-	161	207
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		326,567	132,364	458,931	430,054
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on					
Raising funds	3	13,867	-	13,867	8,968
Charitable activities	3	345,260	132,364	477,624	487,176
Governance	3	6,474	-	6,474	7,148
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		365,601	132,364	497,965	503,292
		<hr/>	<hr/>	<hr/>	<hr/>
Net income		(39,034)	-	(39,034)	(73,238)
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		(39,034)	-	(39,034)	(73,238)
Reconciliation of funds:					
Total funds brought forward		143,428	-	143,428	216,666
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		104,394	-	104,394	143,428
		<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 2018

	Notes	£	2018 £	2017 £
Fixed assets				
Tangible assets	7		4,084	6,113
Current assets				
Debtors	8	53,370		9,269
Cash at bank and in hand		156,146		210,099
		<u>209,516</u>		<u>219,368</u>
Creditors: amounts falling due within one year	9	(109,206)		(82,053)
		<u></u>		<u></u>
Net Current Assets			100,310	137,315
			<u></u>	<u></u>
Net Assets			104,394	143,428
			<u>=====</u>	<u>=====</u>
Funds:				
Unrestricted Funds:				
Designated Funds			10,303	15,613
General Funds			94,091	127,815
			<u>104,394</u>	<u>143,428</u>
Restricted Funds			-	-
			<u></u>	<u></u>
Total Funds	13		104,394	143,428
			<u>=====</u>	<u>=====</u>

The financial statements were approved and authorised for issue by the Board on 25 July 2018. Signed on their behalf of the board of directors:



Lindsey Porter (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 2018

	Notes	£	2018 £	2017 £
Cash used in operating activities	12		(52,211)	(18,059)
Cash flows from investing activities				
Interest income		161		207
Purchase of tangible fixed assets		(1,903)		(3,717)
		<hr/>		<hr/>
Cash used in investing activities			(1,742)	(3,510)
Cash used in financing activities		-		-
		<hr/>		<hr/>
Decrease in cash and cash equivalents in the year			(53,953)	(21,569)
Cash and cash equivalents at the beginning of the year			210,099	231,668
			<hr/>	<hr/>
Total cash and cash equivalents at the end of the year			156,146	210,099
			=====	=====

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2018

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 2018

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
Tenant's improvements	evenly over 5 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 2018

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	2018 Total	2017 Total
	£	£	£	£
Income from charitable activities				
Aspiring Communities Fund	-	40,772	40,772	-
Falkirk Council – Core Funding	97,252	-	97,252	102,372
Falkirk Council – Employment & Training Unit	-	2,960	2,960	5,597
NHS Forth Valley – Home Essential Leaving Packs	-	-	-	25,000
NHS Forth Valley – Integrated Care Fund	-	75,000	75,000	75,000
Scottish Government – Core Funding	185,600	-	185,600	185,600
SCVO – Community Jobs Scotland	-	13,632	13,632	6,717
Top Toes	24,140	-	24,140	19,381
Other	2,500	-	2,500	-
	<hr/>	<hr/>	<hr/>	<hr/>
	309,492	132,364	441,856	419,667
	<hr/>	<hr/>	<hr/>	<hr/>
Income from other trading activities				
Tenants	-	-	-	2,650
Conference hire	1,720	-	1,720	2,599
TSI Staff Sharing	12,765	-	12,765	
Other	2,429	-	2,429	4,931
	<hr/>	<hr/>	<hr/>	<hr/>
	16,914	-	16,914	10,180
	<hr/>	<hr/>	<hr/>	<hr/>
Income from investments				
Bank interest	161	-	161	207
	<hr/>	<hr/>	<hr/>	<hr/>
	326,567	132,364	458,931	430,054
	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2018 Total £	2017 Total £
Staff costs (Note 5)	12,765	363,218	1,500	377,483	368,172
Travel & volunteer expenses	-	4,718	364	5,082	6,016
Rent	500	28,100	-	28,600	17,875
Premises costs	420	35,075	-	35,495	39,845
Office costs	69	4,018	-	4,087	5,347
Professional & consultancy fee	-	7,883	3,300	11,183	19,340
Activity costs	113	30,094	1,310	31,517	22,550
Depreciation & Impairment	-	3,932	-	3,932	4,153
Other costs	-	586	-	586	446
NHSFV ICF Funds repaid	-	-	-	-	19,548
Total resources expended	<u>13,867</u> =====	<u>477,624</u> =====	<u>6,474</u> =====	<u>497,965</u> =====	<u>503,292</u> =====

4. Net incoming resources for the year

	2018 £	2017 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	3,932	4,153
Auditors' remuneration	3,300	3,000
	<u>=====</u>	<u>=====</u>

5. Staff costs and numbers

	2018 £	2017 £
Salaries and health insurance	328,152	323,860
Social security costs	23,649	25,104
Pension charge	18,663	19,208
Recruitment	4,519	-
Settlement Fee	2,500	-
	<u>377,483</u> =====	<u>368,172</u> =====

There were no employees who received remuneration of over £60,000 in the period. Remuneration paid to senior management during the year was £102,216 (2017: £104,480).

No Directors received any salary payments and 2 directors claimed reimbursement of travel expenses amounting to £364 in the year (2017: £209).

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

	2018 No	2017 No
Management, office & development	16	15
	<u>=====</u>	<u>=====</u>

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

6. Taxation

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

7. Tangible fixed assets

	Tenant's Improvements £	Equipment & Fixtures £	Computer Equipment £	Total £
Cost				
At 1 April 2017	26,139	23,779	25,523	75,441
Additions	-	-	1,903	1,903
Disposals	(26,139)	-	-	(26,139)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2018	-	23,779	27,426	51,205
	<hr/>	<hr/>	<hr/>	<hr/>
Accumulated depreciation and impairment charges				
At 1 April 2017	26,139	22,831	20,358	69,328
Disposals	(26,139)	-	-	(26,139)
Charge for the year	-	948	2,984	3,932
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2018	-	23,779	23,342	47,121
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2018	-	-	4,084	4,084
	=====	=====	=====	=====
At 31 March 2017	-	948	5,165	6,113
	=====	=====	=====	=====

8. Debtors

	2018 £	2017 £
Grants and fees receivable	2,244	758
Other debtors & prepayments	51,126	8,511
	<hr/>	<hr/>
	53,370	9,269
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

9. Creditors: amounts falling due within one year	2018	2017
	£	£
Creditors	5,185	9,294
Taxation and social security	6,123	7,238
Other creditors and accruals	97,898	65,521
	<hr/>	<hr/>
	109,206	82,053
	=====	=====

10. Operating lease commitments

At 31 March 2018, the charity had annual commitments under non-cancellable operating leases as set out below:

Land and Buildings	2018	2017
	£	£
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	114,400	114,400
More than five years	78,650	107,250
	<hr/>	<hr/>
	221,650	250,250
	=====	=====
 Equipment	 2018	 2017
	£	£
Operating leases which expire:		
Within one year	4,176	4,176
Between 2-5 years	15,660	16,704
More than five years	-	3,132
	<hr/>	<hr/>
	19,836	24,012
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	4,084	-	4,084
Current assets	209,516	-	209,516
Current liabilities	(109,206)	-	(109,206)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2018	104,394	-	104,394
	=====	=====	=====

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

	2018 £	2017 £
Net movement in funds	(39,034)	(73,238)
Add back depreciation charge	3,932	4,153
Deduct interest income shown in investing activities	(161)	(207)
(Increase) in debtors	(44,101)	27,899
Increase in creditors	27,153	23,334
	<hr/>	<hr/>
Net cash used in operating activities	(52,211)	(18,059)
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

13. Movements in Funds

	At 1 April 2017 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2018 £
Restricted Funds:					
Aspiring Communities Fund	-	40,772	(40,772)	-	-
NHS Forth Valley: Integrated Care Fund	-	75,000	(75,000)	-	-
Falkirk Council: ETU	-	2,960	(2,960)	-	-
SCVO: Community Jobs Scotland	-	13,632	(13,632)	-	-
Total Restricted Funds	-	132,364	(132,364)	-	-
Unrestricted Funds:					
Designated:					
Equipment Replacement	2,000	-	-	(1,903)	97
Website Development	2,500	-	(1,378)	-	1,122
Major Repairs and Maintenance	5,000	-	-	-	5,000
Fixed Assets	6,113	-	(3,932)	1,903	4,084
General Funds	127,815	326,567	(360,291)	-	94,091
Total Unrestricted Funds	143,428	326,567	(365,601)	-	104,394
Total funds	143,428	458,931	(497,965)	-	104,394

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2018

Purposes of Restricted Funds:

Aspiring Communities Fund: European social money through the Aspiring Communities fund received to deliver an 18 month project. Three Capacity Building Development Officers recruited to work within the 3 localities and a fourth officer recruited to work specifically around community engagement in sports and physical activity facilities.

Integrated Care Fund Funding received through the Integrated Care Fund to employ a Partnership Manager to focus on representation for the wider third sector with statutory partners particularly around the health and social care integration agenda.

SCVO:

Community Jobs Scotland Funding received through the Community Jobs Scotland partnership between Scottish Government and SCVO to employ and support two young employees providing paid work experience in the third sector.

Purposes of Designated Funds:

Equipment Replacement During the year, £1,903 was spent on upgrading our IT equipment. Directors chose not to designate any further funds for equipment replacement during 2018/19.

Website Development: During the year £1,378 was spent on web related expenditure in relation to both the CVS Falkirk and Forth Valley Top Toes websites. Directors chose not to designate any further funds to website development in 2018/19.

Major Repairs and Maintenance This Designated Fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. Directors chose not to designate any further funds to repairs and maintenance for 2018/19.

Fixed Assets This Fund represents the net book value of the unrestricted fixed assets.