

CVS FALKIRK & DISTRICT

Financial Statements

Year ended 31 March 2019

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 2019

Charity registration number SC000312

Company registration number SC085838

Board of Directors

David Mellor	Chairperson
Brian Humphries	Treasurer
Lindsey Porter	Vice Chair
Maria Ford	
Ryan Lydon	Resigned 23 May 2018
Thomas McAlinden	Resigned 22 November 2018
Laura Brown	Resigned 23 May 2019
Sobia McGuire	Appointed 23 May 2018
Glenn Merrett	Appointed 24 January 2019
James Mitchell	Appointed 24 January 2019

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

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 2019

The Directors present their report for the financial statements for the year ended 31 March 2019.

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

All new Directors receive an induction to the organisation and its activities and the roles and responsibilities of a Trustee. The Directors are able to consider issues pertinent to their role as strategic leaders of the organisation. During the year the Directors hosted a working day together with staff, to better develop working relationships, and to collaborate around strategic direction. The Directors will continue this annual activity with staff. In addition, Directors are able to attend external events during the year, such as the annual third sector interface conference, SCVO's 'The Gathering and all ACOSVO's Chair and Trustees network events.

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 project staffing throughout the year has increased due to a new 2- year project supporting people into volunteering with an aim to increase employability. Our core staffing has remained stable. Forth Valley Top Toes continues to operate as a project however, we have taken steps this year to consider future planning for this project. We value the range of skills, experience and energy that volunteers bring to our organisation, and host annual celebrations with them. The Scottish government's evaluation of the future direction of the third sector interface (TSI) was completed during this year resulting in very modest changes to the range of services we provide. Once the new TSI framework was known, we conducted a review of local stakeholder requirements and re-developed our operational TSI plan and monitoring with the involvement of the core staff team.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2019

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 and the Scottish Government. During this year, the new TSI Framework Agreement with Scottish Government was finalised and we have moved from delivering 4 key 'functions' 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.

Throughout 2018/19 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 transactions. 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 Board and staff Risk Sub-Group has been established to consider the link between operational and strategic risks and update the companies' risk matrix as required. An update is provided at each Board meeting by the Sub-Group's Director members.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2019

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

ACHIEVEMENTS & PERFORMANCE

The team proudly achieved the EFQM Committed to Excellence Award in 2018. During the summer, we saw a change of leadership in the organisation. The current Chief Executive retired and the Chair-person changed roles within the Board. The recruitment of a new Chief Executive in July and several new members to the Board over the course of the year has strengthened the organisation's collective governance and increased our membership's role in the steering of the organisation.

With the Scottish Government TSI Framework launched mid-year, we developed an outcomes focused workplan and began the task of reviewing and aligning all of our monitoring and evaluation processes. We were also successful in achieving funding to support people to volunteer who face significant barriers to employment.

We continue to provide organisational and governance support to Falkirk's third sector. We provided 120 sessions of one to one governance support, helped 17 new social enterprises to get started, and conducted 39 funding searches for local third sector organisations. We also advertised 255 volunteer opportunities locally, 46 of which were new ones. 586 Volunteers registered with us to seek out volunteering opportunities and 330 young volunteers registered for their Saltire Awards. In addition, we organised 3 major events: Older Person's Day, Funder's Fayre 2019, and Forth Valley Third Sector Conference in partnership with other regional TSIs. We also worked in partnership with our regional TSIs to launch the much anticipated Forth Valley Social Enterprise Network. We offered learning sessions on an introduction to fundraising, various funders, GDPR, and social enterprise business planning. We worked with Quality Scotland's EFQM assessors to secure 4 places for local third sector organisations to work through the EFQM Committed to Excellence training programme free of charge.

We have also grown our engagement and relationships with Falkirk's third sector which enables us to share information and opportunities for our sector colleagues. We circulated 56 e-bulletins to a growing list of 261 organisations. We facilitated 24 thematic forums attended by 54 different organisations across the year. These forums offer an opportunity for the third

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2019

sector to have representatives and participate directly in the Community Planning Partnership and other partnership groups.

FINANCIAL REVIEW

In comparison with previous financial years, where we weathered deepening cuts to our core funding and which impacted on our reserves, 2018/19 saw our finances increase. Prudent management of expenditure and liabilities while increasing management income through projects, saw the year end in a surplus. 2018/19 therefore enabled us to be able to replenish our reserves in line with our reserves policy. However, we proceed with the same level of caution and forward financial planning as in previous years. The funding conditions in which we operate have not changed greatly and finances remain an area of key focus for the Directors. The TSI Framework was launched this year but the long-awaited review of the Funding Formula for the network was confirmed as a future milestone of the review that is 'yet to be developed'. We expect this will result in a higher funding level for Falkirk. We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year.

Our core staff levels have remained largely unaffected by the previous years of cuts. The decision to maintain the strengths and capacity of the core team through the use of reserve funds has been instrumental in being able to develop and successfully raise income through new projects. We continue to share a staff member with local TSIs through a contracting arrangement and this has improved the services available to social enterprises across Forth Valley. Overall, we increased our unrestricted funds by £45,381 due to the additional project income generated within the year. Our designated funds decreased by £3,053 because we settled an anticipated liability for uncharged electricity costs and rent.

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 operating costs. These costs and therefore the organisation's target amounts to £129,359 based on 2018/19 expenditure figures, to be held in General Funds. The Reserves amount of £149,775 exceeds this target at the end of March 2019. The remaining reserves are designated to service potential increases in service charges.

PLANS FOR FUTURE PERIODS

We anticipate the need to continue to work hard to secure additional sources of income and keep a focus on reducing expenditure. We have begun formalising plans to review our income generating options from our Forth Valley Top Toes project throughout the year ahead and monitor these closely. As part of this review, we increased the suggested donation for the first time since the project started to cover rising costs of equipment and payment of a real living wage for the project's staff. We still hold 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 not be increasing from current sources for the foreseeable future, we continue to invest, in time and money, to build extensive self-help services on our website. We have also commenced a review of our volunteering services to enable more options for online self-help and focus our staff time and skills on helping those who face barriers to becoming a volunteer.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2019

We have pro-actively worked 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 seek to increase third sector collaboration and opportunities. 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 services for the communities they serve to improve 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, has helped us to develop our practice to fit better with the changing paradigm for community involvement going forward. We will continue to benefit from the knowledge and relationships built up through this programme.

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 2019

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 2018.

This report was approved by the Directors on 25th July 2019 and signed on their behalf by:



Lindsey Porter
Vice Chairperson



Brian Humphries
Treasurer

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2019

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 2019 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 2019, 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 2019

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

for the year ended 31 March 2019

		Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2018 £
	Notes				
Income from					
Charitable activities	2	290,519	264,511	555,030	441,856
Other trading activities	2	13,852	-	13,852	16,914
Investments	2	335	-	335	161
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		304,706	264,511	569,217	458,931
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on					
Raising funds	3	13,852	-	13,852	13,867
Charitable activities	3	239,482	258,111	497,593	477,624
Governance	3	5,991	-	5,991	6,474
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		259,325	258,111	517,436	497,965
		<hr/>	<hr/>	<hr/>	<hr/>
Net income		45,381	6,400	51,781	(39,034)
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		45,381	6,400	51,781	(39,034)
Reconciliation of funds:					
Total funds brought forward		104,394	-	104,394	143,428
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		149,775	6,400	156,175	104,394
		<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 2019

	Notes	£	2019 £	2018 £
Fixed assets				
Tangible assets	7		2,153	4,084
Current assets				
Debtors	8	53,691		53,370
Cash at bank and in hand		127,184		156,146
		<hr/>		<hr/>
		180,875		209,516
Creditors: amounts falling due within one year	9	(26,853)		(109,206)
		<hr/>		<hr/>
Net Current Assets			154,022	100,310
			<hr/>	<hr/>
Net Assets			156,175	104,394
			=====	=====
Funds:				
Unrestricted Funds:				
Designated Funds			22,153	10,303
General Funds			127,622	94,091
			<hr/>	<hr/>
			149,775	104,394
Restricted Funds			6,400	-
			<hr/>	<hr/>
Total Funds	13		156,175	104,394
			=====	=====

The financial statements were approved and authorised for issue by the Board on 25 July 2019. Signed on their behalf of the board of directors:



Lindsey Porter (Director/Vice 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 2019

	Notes	£	2019 £	2018 £
Cash used in operating activities	12		(29,297)	(52,211)
Cash flows from investing activities				
Interest income		335		161
Purchase of tangible fixed assets		-		(1,903)
		<hr/>		<hr/>
Cash generated in/(used by) investing activities			335	(1,742)
Cash used in financing activities		-		-
		<hr/>		<hr/>
Decrease in cash and cash equivalents in the year			(28,962)	(53,953)
Cash and cash equivalents at the beginning of the year			156,146	210,099
			<hr/>	<hr/>
Total cash and cash equivalents at the end of the year			127,184	156,146
			=====	=====

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2019

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 2019

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 2019

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	2019 Total	2018 Total
	£	£	£	£
Income from charitable activities				
Aspiring Communities Fund	-	144,190	144,190	40,772
Falkirk Council – Core Funding	72,940	-	72,940	97,252
Falkirk Council – Employment & Training Unit	-	29,135	29,135	2,960
NHS Forth Valley – Integrated Care Fund	-	79,500	79,500	75,000
Scottish Government – Core Funding	185,600	-	185,600	185,600
SCVO – Community Jobs Scotland	-	11,686	11,685	13,632
Top Toes	29,930	-	29,930	24,140
Other	2,049	-	2,050	2,500
	<hr/>	<hr/>	<hr/>	<hr/>
	290,519	264,511	555,030	441,856
	<hr/>	<hr/>	<hr/>	<hr/>
Income from other trading activities				
Conference hire	-	-	-	1,720
TSI Staff Sharing	13,225	-	13,225	12,765
Other	627	-	627	2,429
	<hr/>	<hr/>	<hr/>	<hr/>
	13,852	-	13,852	16,914
	<hr/>	<hr/>	<hr/>	<hr/>
Income from investments				
Bank interest	335	-	335	161
	<hr/>	<hr/>	<hr/>	<hr/>
	304,706	264,511	569,217	458,931
	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2019 Total £	2018 Total £
Staff costs (Note 5)	13,255	404,066	1,500	418,821	377,483
Travel & volunteer expenses	-	6,063	164	6,227	5,082
Rent	143	28,359	-	28,502	28,600
Premises costs	274	12,062	-	12,336	35,495
Office costs	28	5,143	-	5,171	4,087
Professional & consultancy fee	-	5,335	3,300	8,635	11,183
Activity costs	152	33,960	1,027	35,139	31,517
Depreciation & Impairment	-	1,931	-	1,931	3,932
Other costs	-	674	-	674	586
Total resources expended	<u>13,852</u> =====	<u>497,593</u> =====	<u>5,991</u> =====	<u>517,436</u> =====	<u>497,965</u> =====

4. Net incoming resources for the year

	2019 £	2018 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	1,931	3,932
Auditors' remuneration	3,300	3,300
	=====	=====

5. Staff costs and numbers

	2019 £	2018 £
Salaries and health insurance	371,699	328,152
Social security costs	26,150	23,649
Pension charge	20,219	18,663
Recruitment	753	4,519
Settlement Fee	-	2,500
	<u>418,821</u> =====	<u>377,483</u> =====

There were no employees who received remuneration of over £60,000 in the period. Remuneration paid to senior management during the year was £105,458 (2018: £102,216). The 2019 figure includes a hand over period in relation to the CEO position. No Directors received any salary payments and 1 director claimed reimbursement of travel expenses amounting to £164 in the year (2018: £364).

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

	2019 No	2018 No
Management, office & development	19	16
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

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 2018	23,779	27,426	51,205
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2019	23,779	27,426	51,205
	<hr/>	<hr/>	<hr/>
Accumulated depreciation and impairment charges			
At 1 April 2018	23,779	23,342	47,121
Disposals	-	-	-
Charge for the year	-	1,931	1,931
	<hr/>	<hr/>	<hr/>
At 31 March 2019	23,779	25,273	49,052
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2019	-	2,153	2,153
	=====	=====	=====
At 31 March 2018	-	4,084	4,084
	=====	=====	=====

8. Debtors

	2019 £	2018 £
Grants and fees receivable	34,826	2,244
Other debtors & prepayments	18,865	51,126
	<hr/>	<hr/>
	53,691	53,370
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

9. Creditors: amounts falling due within one year	2019	2018
	£	£
Creditors	648	5,185
Taxation and social security	7,626	6,123
Other creditors and accruals	18,579	97,898
	<hr/>	<hr/>
	26,853	109,206
	=====	=====

10. Operating lease commitments

At 31 March 2019, the charity had annual commitments under non-cancellable operating leases as set out below:

Land and Buildings	2019	2018
	£	£
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	114,400	114,400
More than five years	50,050	78,650
	<hr/>	<hr/>
	193,050	221,650
	=====	=====

Equipment	2019	2018
	£	£
Operating leases which expire:		
Within one year	4,176	4,176
Between 2-5 years	11,484	15,660
More than five years	-	-
	<hr/>	<hr/>
	15,660	19,836
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	2,153	-	2,153
Current assets	174,475	6,400	180,875
Current liabilities	(26,853)	-	(26,853)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2019	149,775 =====	6,400 =====	156,175 =====

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

	2019 £	2018 £
Net movement in funds	51,781	(39,034)
Add back depreciation charge	1,931	3,932
Deduct interest income shown in investing activities	(335)	(161)
(Increase) in debtors	(321)	(44,101)
(Decrease) in creditors	(82,353)	27,153
	<hr/>	<hr/>
Net cash used in operating activities	(29,297) =====	(52,211) =====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

13. Movements in Funds

	At 1 April 2018 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2019 £
Restricted Funds:					
Aspiring Communities Fund	-	144,190	(144,190)	-	-
NHS Forth Valley: Integrated Care Fund	-	79,500	(79,500)	-	-
Falkirk Council ETU: Employee Placement	-	4,570	(4,570)	-	-
Improving Employability Through Volunteering	-	24,566	(18,166)	-	6,400
SCVO: Community Jobs Scotland	-	11,685	(11,685)	-	-
Total Restricted Funds	-	264,511	(258,111)	-	6,400
Unrestricted Funds:					
Designated:					
Equipment Replacement	97	-	-	4,903	5,000
Website Development	1,122	-	(1,457)	335	-
Major Repairs and Maintenance	5,000	-	-	-	5,000
Fixed Assets	4,084	-	(1,931)	-	2,153
Service Charge	-	-	-	10,000	10,000
General Funds	94,091	304,706	(255,937)	(15,238)	127,622
Total Unrestricted Funds	104,394	304,706	(259,325)	-	149,775
Total funds	104,394	569,217	(517,436)	-	156,175
	=====	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2019

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.

Falkirk Council

Employment & Training Unit (ETU) Two types of funding have been received from Falkirk Council Employment and Training Unit during 2018/19. The first was 50% contribution to the employment of a modern apprentice for a short term contract. Also during the year we entered into a 2 year funded project around improving employability through volunteering in which one development officer is employed to deliver on.

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 The equipment replacement fund has been increased to £5,000 at 31st March 2019. This designated fund will be used to update our computers during the year ahead..

Website Development: During the year £1,457 was spent on web related expenditure in relation to both the CVS Falkirk and Forth Valley Top Toes websites.

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 2018/19 and the balance remains at £5,000.

Service Charge Due to increasing service charges at our current premises, a designated fund of £10,000 has been set aside for this purpose if need be in future years.

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