

CVS FALKIRK & DISTRICT

Financial Statements

Year ended 31 March 2020

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 2020

Charity registration number SC000312

Company registration number SC085838

Board of Directors

David Mellor Chairperson

Brian Humphries Treasurer

Lindsey Porter Vice Chair

Sobia McGuire Vice Treasurer

Maria Ford

Laura Brown Resigned 23 May 2019

Glenn Merrett Resigned 16 September 2019

Bill Mitchell

Chief Executive Officer

Jen Kerr Resigned 7 September 2020

Victoria McRae Appointed Acting CEO 7 September 2020

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 2020

The Directors present their report for the financial statements for the year ended 31 March 2020.

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 development/strategy 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 core staffing team has remained stable at 8, with the Improving Employability through Volunteering (IETV) project (and 1 team member) continuing into its second year. The Aspiring Communities project was completed in June with its 5 team members coming to the end of their contracts. Forth Valley Top Toes (FVTT) project concluded at the end of the financial year with the loss of 2 staff members. We continue to host supported job placements providing opportunities for young people to learn and gain valuable experience within our organisation and the third sector.

We have created a range of bespoke volunteering placements within our organisation supporting the aspirations of volunteers and their unique range of skills and experience.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2020

Related Parties

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

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

Throughout 2019/20 we had membership of ACOSVO, SCVO, Volunteer Scotland, VHS, Children in Scotland, 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.

Objectives and Activities

The organisation's principal objectives are to:

- Promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular, the advancement of education and the furtherance of health and the relief of poverty, distress and sickness
- Provide information (including producing publications) and practical support to voluntary organisations and community groups 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

CVS FALKIRK & DISTRICT

DIRECTORS' ANNUAL REPORT (continued)

for the year ended 31 March 2020

- 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 and Performance

With the new Scottish Government TSI Framework launched in the previous year, we developed an outcomes focused workplan: taking time to examine need and ever-changing context of our work. Compiling and monitoring this report has demonstrated to us how unique and valuable our TSI role is in the local context. We are incredibly proud to know through this process that we're making a difference for communities and third sector organisations in Falkirk. However, we still have a way to go to get better at demonstrating this in our reports and monitoring processes. We have worked with MILO to improve this so much that we are now taking up a leadership role in the MILO user group this year and improving our monitoring and evaluation remains an internal improvement priority.

We continue to provide organisational and governance support to Falkirk's third sector with: funding support to 57 organisations; 107 bespoke governance sessions delivered; support to 7 new social enterprises; volunteer management support to 55 organisations. We encouraged and supported people to volunteer with: 121 new volunteering opportunities created; 433 people registered with us for support in securing safe and appropriate volunteering placements; 929 young people registered their volunteering to work towards their Saltire Awards.

We offered learning sessions on employability tendering, governance, asset transfer, charity law, cyber security as well information sessions on human trafficking, HR and pensions recruiting with conviction. During the year we organised and facilitated 3 annual events: Forth Valley Conference in partnership with other regional TSIs, Older People's Day and Funders Fayre 2020.

We supported the new Older Person's Forum as well as further developing the Forth Valley Social Enterprise Network. 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 facilitated 20 thematic forums attended by 93 different organisations across the year. These forums offer an opportunity for the third sector to have representatives and participate directly in the Community Planning Partnership and other partnership groups.

We have focused on improving our weekly ebulletins and social media with ebulletin circulation rising to 296 and twitter followers to 1588 individuals.

COVID19 pandemic

In March 2020 due to the COVID19 pandemic we closed the office and asked staff to work from home for the foreseeable future. We were in the fortunate position of supplying staff with mobile technology (laptops, phones, office equipment) and so within a few hours the team were set up and ready to work remotely supporting the groups, organisations, volunteers, citizens who came forward in their thousands to create, lead and manage community support to help those to whom who were shielding, self-isolating or struggling with the complications of the lockdown.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2020

Unfortunately, due to the pandemic we had to stop the FVTT project suddenly as we were unable to deliver the services. We notified all clients in person of the closure and then redeployed the project volunteers to making kindness calls throughout lockdown to 583 clients.

While the IETV project was put on hold, the funding continued with the development officer focusing her time on supporting the volunteers stepping forward to respond to the COVID19 pandemic.

Financial Review

Our core funding throughout 2019/20 remained quite static in comparison with the previous financial year. There was a slight increase in income generated from Forth Valley Top Toes due to a price increase and the ability to offer more clinics. The end of the restricted Aspiring Communities Fund project during 2019/20 resulted in 3 months this financial year compared to 12 months in the previous year. Through prudent monitoring of our expenditure and liabilities and the receipt of management income from projects, the year ended with an overall surplus of £6,297. We were therefore able to replenish our reserves ending the year with £142,181 in general funds, an increase of £14,559 from 2018/19. The organisations finances remain an area of key focus for the Directors especially in the ever-changing environment during 2020/21 with the COVID-19 pandemic and the different funding grants we have been tasked with administrating.

While it was anticipated that the long-awaited review of the Scottish Government Funding Formula for the network would be confirmed in 2019/20 this has 'yet to be developed' with no defined timeline. We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year.

Our core staff team has remained unchanged from 2018/19 and while we continue to share a staff member with local TSIs through a contracting arrangement, this has improved the services available to social enterprises across Forth Valley but hindered social enterprise development in Falkirk.

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 £121,648 based on 2019/20 expenditure figures, to be held in General Funds. The Reserves amount of £162,472 exceeds this target at the end of March 2020. Designated Funds at the end of March 2020 were £20,291.

PLANS FOR FUTURE PERIODS

We seek to increase third sector collaboration and opportunities. We will continue to build on the good 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. We'd like to support the development of community leadership and capacity to engage in local decision making with public bodies.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2020

However, staff capacity and resource remain our most significant challenge and so we acknowledge that we need to continue to work hard to secure additional sources of income.

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

Recognition and Thanks

The Directors would like to express their 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

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.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2020

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 2019.

This report was approved by the Directors on 29th October 2020 and signed on their behalf by:



David Mellor
Chairperson



Brian Humphries
Treasurer

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2020

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 2020 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 2020, 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: 29th October 2020

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

for the year ended 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Income from					
Charitable activities	2	301,073	176,928	478,001	555,030
Other trading activities	2	14,560	-	14,560	13,852
Investments	2	327	-	327	335
		-----	-----	-----	-----
Total income		315,960	176,928	492,888	569,217
		-----	-----	-----	-----
Expenditure on					
Raising funds	3	14,560	-	14,560	13,852
Charitable activities	3	282,847	183,328	466,175	497,593
Governance	3	5,856	-	5,856	5,991
		-----	-----	-----	-----
Total expenditure		303,263	183,328	486,591	517,436
		-----	-----	-----	-----
Net income		12,697	(6,400)	6,297	51,781
Transfers between Funds		-	-	-	-
		-----	-----	-----	-----
Net movements in funds		12,697	(6,400)	6,297	51,781
		-----	-----	-----	-----
Reconciliation of funds:					
Total funds brought forward		149,775	6,400	156,175	104,394
		-----	-----	-----	-----
Total funds carried forward		162,472	-	162,472	156,175
		-----	-----	-----	-----

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

CVS FALKIRK & DISTRICT

BALANCE SHEET

As at 31 March 2020

	Notes	£	2020 £	2019 £
Fixed assets				
Tangible assets	7		5,291	2,153
Current assets				
Debtors	8	75,517		53,691
Cash at bank and in hand		100,780		127,184
		<u> </u>		<u> </u>
		176,297		180,875
Creditors: amounts falling due within one year	9	(19,116)		(26,853)
		<u> </u>		<u> </u>
Net Current Assets			157,181	154,022
			<u> </u>	<u> </u>
Net Assets			162,472	156,175
			<u> </u>	<u> </u>
			=====	=====
Funds:				
Unrestricted Funds:				
Designated Funds			20,291	22,153
General Funds			142,181	127,622
			<u> </u>	<u> </u>
			162,472	149,775
Restricted Funds			-	6,400
			<u> </u>	<u> </u>
Total Funds	13		162,472	156,175
			<u> </u>	<u> </u>
			=====	=====

The financial statements were approved and authorised for issue by the Board on 29th October 2020. Signed on their behalf of the board of directors:



David Mellor (Director/Chairperson)



Brian D Humphries (Director/Treasurer)

Company Registration Number: SC085838

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

CVS FALKIRK & DISTRICT
STATEMENT OF CASH FLOWS
for the year ended 31 March 2020

	Notes	£	2020 £	2019 £
Cash used in operating activities	12		(21,422)	(29,297)
Cash flows from investing activities				
Interest income		327		335
Purchase of tangible fixed assets		(5,309)		-
		-----		-----
Cash generated in/(used by) investing activities			(4,982)	335
Cash used in financing activities		-		-
		-----		-----
Decrease in cash and cash equivalents in the year			(26,404)	(28,962)
Cash and cash equivalents at the beginning of the year			127,184	156,146
			-----	-----
Total cash and cash equivalents at the end of the year			100,780 =====	127,184 =====

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2020

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 2020

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	2020 Total	2019 Total
	£	£	£	£
Income from charitable activities				
Aspiring Communities Fund	-	45,375	45,375	144,190
Falkirk Council – Core Funding	72,940	-	72,940	72,940
Falkirk Council – Employment & Training Unit	-	32,060	32,060	29,135
NHS Forth Valley – Integrated Care Fund	-	80,500	80,500	79,500
Scottish Government – Core Funding	185,600	-	185,600	185,600
SCVO – Community Jobs Scotland	-	18,993	18,993	11,685
Top Toes	39,208	-	39,208	29,930
Other	3,325	-	3,325	2,050
	<hr/>	<hr/>	<hr/>	<hr/>
	301,073	176,928	478,001	555,030
	<hr/>	<hr/>	<hr/>	<hr/>
Income from other trading activities				
TSI Staff Sharing	14,145	-	14,145	13,225
Other	415	-	415	627
	<hr/>	<hr/>	<hr/>	<hr/>
	14,560	-	14,560	13,852
	<hr/>	<hr/>	<hr/>	<hr/>
Income from investments				
Bank interest	327	-	327	335
	<hr/>	<hr/>	<hr/>	<hr/>
	315,960	176,928	492,888	569,217
	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2020 Total £	2019 Total £
Staff costs (Note 5)	14,145	339,022	1,750	354,917	418,821
Travel & volunteer expenses	-	8,777	95	8,872	6,227
Rent	100	28,550	-	28,650	28,502
Premises costs	200	33,097	-	33,297	12,336
Office costs	20	3,811	4	3,835	5,171
Professional & consultancy fee	-	5,572	3,300	8,872	8,635
Activity costs	95	44,382	707	45,184	35,139
Depreciation & Impairment	-	2,171	-	2,171	1,931
Other costs	-	793	-	793	674
Total resources expended	14,560	466,175	5,856	486,591	517,436

4. Net incoming resources for the year

	2020 £	2019 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	2,171	1,931
Auditors' remuneration	3,300	3,300

5. Staff costs and numbers

	2020 £	2019 £
Salaries and health insurance	313,993	371,699
Social security costs	22,862	26,150
Pension charge	17,832	20,219
Recruitment	230	753
Settlement Fee	-	-
	354,917	418,821

There were no employees who received remuneration of over £60,000 in the period. Remuneration paid to senior management during the year was £108,100(2019: £105,458).

No Directors received any salary payments and 1 director claimed reimbursement of travel expenses amounting to £95 in the year (2019: £164).

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

	2020 No	2019 No
Management, office & development	15	19

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

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 2019	23,779	27,426	51,205
Additions	-	5,309	5,309
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2020	23,779	32,735	56,514
	<hr/>	<hr/>	<hr/>
Accumulated depreciation and Impairment charges			
At 1 April 2019	23,779	25,273	49,052
Disposals	-	-	-
Charge for the year	-	2,171	2,171
	<hr/>	<hr/>	<hr/>
At 31 March 2020	23,779	27,444	51,223
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2020	-	5,291	5,291
	=====	=====	=====
At 31 March 2019	-	2,153	2,153
	=====	=====	=====

8. Debtors

	2020 £	2019 £
Grants and fees receivable	61,458	34,826
Other debtors & prepayments	14,059	18,865
	<hr/>	<hr/>
	75,517	53,691
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

9. Creditors: amounts falling due within one year	2020	2019
	£	£
Creditors	2,698	648
Taxation and social security	6,359	7,626
Other creditors and accruals	10,059	18,579
	<hr/>	<hr/>
	19,116	26,853
	=====	=====

10. Operating lease commitments

At 31 March 2020, the charity had annual commitments under non-cancellable operating leases as set out below:

	2020	2019
	£	£
Land and Buildings		
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	114,400	114,400
More than five years	21,450	50,050
	<hr/>	<hr/>
	164,450	193,050
	=====	=====
	2020	2019
	£	£
Equipment		
Operating leases which expire:		
Within one year	4,176	4,176
Between 2-5 years	7,308	11,484
More than five years	-	-
	<hr/>	<hr/>
	11,484	15,660
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	5,291	-	5,291
Current assets	176,297	-	176,297
Current liabilities	(19,116)	-	(19,116)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2020	162,472	-	162,472
	=====	=====	=====

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

	2020 £	2019 £
Net movement in funds	6,297	51,781
Add back depreciation charge	2,171	1,931
Deduct interest income shown in investing activities	(327)	(335)
(Increase) in debtors	(21,826)	(321)
(Decrease) in creditors	(7,737)	(82,353)
	<hr/>	<hr/>
Net cash used in operating activities	(21,422)	(29,297)
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

13. Movements in Funds

	At 1 April 2019 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2020 £
Restricted Funds:					
Aspiring Communities Fund	-	45,375	(45,375)	-	-
NHS Forth Valley: Integrated Care Fund	-	80,500	(80,500)	-	-
Falkirk Council ETU: Improving Employability Through Volunteering	6,400	32,060	(38,460)	-	-
SCVO: Community Jobs Scotland	-	18,993	(18,993)	-	-
Total Restricted Funds	6,400	176,928	(183,328)	-	-
Unrestricted Funds:					
Designated:					
Equipment Replacement	5,000	-	-	(5,000)	-
Major Repairs and Maintenance	5,000	-	-	-	5,000
Fixed Assets	2,153	-	(2,171)	5,309	5,291
Service Charge	10,000	-	-	-	10,000
General Funds	127,622	315,960	(301,092)	(309)	142,181
Total Unrestricted Funds	149,775	315,960	(303,263)	-	162,472
Total funds	156,175	492,888	(486,591)	-	162,472

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2020

Purposes of Restricted Funds:

Aspiring Communities Fund:	European social money through the Aspiring Communities fund received to deliver an 18 month project ending in June 2019. 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 towards our strategic work, supporting the Health and Social partnership to work with Falkirk's Third Sector.
Falkirk Council Employment & Training Unit (ETU)	Two 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 three young employees providing paid work experience in the third sector.

Purposes of Designated Funds:

Equipment Replacement	The equipment replacement fund was spent during the year on essential upgrades to ensure all office desktop PCs were upgraded to Windows 10.
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 2019/20 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.