

CVS FALKIRK & DISTRICT

Report and Financial Statements

Year ended 31 March 2004

Charity No: SCO00312

Company No: SC085838



CVS FALKIRK & DISTRICT

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CVS FALKIRK & DISTRICT

LEGAL AND ADMINISTRATIVE INFORMATION

Status

The organisation is a charitable company limited by guarantee, governed by a memorandum and articles of association.

Board of Directors

Date

John Bruce Reid	Chairperson	(Elected)	08.12.98
William Thomas Kelly	Vice Chairperson	(Elected)	11.11.03
Kenneth Richard Horner	Treasurer	(Appointed)	30.05.01
William Kidd		(Elected)	14.02.01
Thomas Alexander Coleman		(Designated)	18.05.01
Christopher Eldred Bishop		(Elected)	26.11.02
Ann McDonald		(Elected)	26.11.02
Susan Margot Selwyn		(Designated)	27.05.03
Isabella Russell Breen		(Elected)	11.11.03
Stuart McAllister		(Elected)	11.11.03
Margaret Torrance		(Co-opted)	07.06.04
Steven Dobson		(Resigned)	11.11.03

Secretary

Pandora Summerfield

Registered Office and operation address

Old Sheriff Court
Hope Street
Falkirk FK1 5AT

Auditors

Whitelaw Wells CA
9 Ainslie Place
Edinburgh EH3 6AT

Bankers

The Royal Bank of Scotland
2 Newmarket Centre
Falkirk FK1 1JX

Solicitors

Russel & Aitken
Kings Court
High Street
Falkirk FK1 1PQ

CVS FALKIRK & DISTRICT
REPORT OF THE BOARD OF DIRECTORS
for the year ended 31 March 2004

The board of directors presents its report and the audited financial statements for the year ended 31 March 2004.

Vision, Mission and Values

In addition to our charitable objects, CVS Falkirk & District has considered how to clearly define our role and how we intend to fulfil that role.

Our **Vision** is of a diverse and effective voluntary sector in the Falkirk Council area.

Our **Mission** is to support, develop and represent voluntary sector organisations so they can participate positively in the planning and delivery of high quality, high impact services to communities and individuals and to develop vibrant volunteering and community action.

Our work is driven by our **Values** of honesty, openness and respect for both individuals and communities with whom we work.

Objects

The objects of CVS Falkirk & District as defined by our Memorandum of Association are:

To promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular, *the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.*

To provide information (including producing publications) and practical support to voluntary organisations and community groups in order to assist them in achieving their own objectives and in doing so, to promote best practice.

To develop and support appropriate networks in order to ensure the voluntary and community sectors engagement in local planning and partnerships in areas such as, but not exclusively, volunteering, health, social work, housing, education, employment, environment and leisure.

To provide information and practical support to individuals who wish to volunteer and to volunteer engaging organisations and in doing so, to promote best practice.

To promote the work of the local voluntary sector to local, national and UK government and to other statutory agencies or appropriate bodies as necessary and appropriate.

Organisational Structure

CVS Falkirk & District is an independent charity, providing services and support to other charities/voluntary organisations and community groups in its area of operation. It is a member of the CVS Scotland Network and shares information with other CVS who are also members of the Network.

Our Memorandum and Articles allows for up to ten directors to be elected by and from member organisations, requires two directors to be designated by Falkirk Council or its successor – to date these have been one councillor and one officer and up to three directors appointed by the Board of directors on the basis that he/she has specialist experience and/or skills which could be of assistance to the Board of Directors. Appointees do not have to be from member organisations, but must stand down at the Annual General Meeting although they can be appointed for a further period after the AGM should the Board of Directors require their services.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTOR (continued)

for the year ended 31 March 2004

Organisational Structure (continued)

The Directors are responsible for the overall governance of the charity and receive reports from a Finance Sub Committee chaired by the Treasurer, a Personnel and Staffing Sub Committee chaired by a Director and from the Chief Executive and other members of the executive Management Team.

The implementation of the restructuring exercise begun last year was completed. This includes the creation of three management level posts, responsible for Information & Communication Technologies and Facilities, Finance and Voluntary Sector Development. Within each of these areas there are opportunities for income generation and these will be an important part of ensuring the organisations long-term sustainability. In due course, managers will be expected to develop and implement strategies to respond to these opportunities in ways that provide high quality services to the local voluntary sector. As intended, the new structure enabled us to undertake a more diverse range of activity and move forward with our planned work.

Review of Activity

Context

During the year a major review of CVS activity nationally, was undertaken by Avante Consulting. The review made a range of recommendations that are currently being developed by the CVS network. In line with one of the recommendations, CVS now have a more direct relationship with the Scottish Council of Voluntary Organisations (SCVO), which both parties expect to deliver enhanced benefits.

Achievement of CVS Falkirk & District's objectives is through three broad areas of activity, namely Voluntary Sector Development & Support, Partnership Working and Practical Resources.

Voluntary Sector Development & Support

During the year we reviewed the ways in which we deliver support to the sector. Our growing information about the number and type of organisations in our area (see below for information about our database) has made us realise that without a major increase in resources, we will not be able to comprehensively support the sector on a one-to-one basis and that we should change to working one-to-many. Our intention is to respond to enquiries and requests for assistance by grouping together organisations at similar stages of development and supporting them collectively. By adopting this approach we believe we will enable our services to be received by a wider range and number of organisations.

We developed and undertook a training needs analysis with 103 organisations and a programme of training and awareness raising events was subsequently drawn up and has begun to be delivered. During the reported year, 2 sessions on the criminal records disclosure requirements for voluntary organisations were delivered to a total of 27 participants from 19 organisations. In addition, a module of Business Planning for Beginners was developed and delivered early in the year 04/05. The programme continues to develop. Despite this change in emphasis, we recognise that some direct one-to-one work with individual organisations will be necessary, especially with organisations that are setting up and becoming established and especially during the transition phase from our original way of working. During the reported year, we assisted in the establishment of 7 new organisations.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTOR (continued)

for the year ended 31 March 2004

Voluntary Sector Development & Support (continued)

The second key change in our approach is due to the new Community Planning legislation, which presents the challenge to all organisations – both voluntary and statutory – to work more closely together, in order to deliver better services to local people and communities. During the reported year we held a conference on Community Planning, the structure that Falkirk Council – the body with lead responsibility for implementation – has put in place to deliver this new way of working and the proposed development of a local Compact.

As a result of this and with our support and facilitation, the sector has made steady progress in establishing itself into a structure which mirrors that of the structure implemented by the Council. The overarching Voluntary Sector Forum, with sub groups, which reflect the Theme Groups of the Council's structure, is emerging. Whilst there are already existent groups to build on such as the Community Care Forum and Disability Forum a new group developed as part of the process has been the Voluntary Sector Children's Services Forum. We targeted this group of organisations as a result of the need for the sector to be consulted on the Changing Children's Services Fund.

In relation to our work on volunteering during the year we placed an emphasis on raising peoples awareness of volunteering and the opportunities it presents. As a result, we distributed 158 posters,

600 leaflets specifically targeting older people, issued 2 press releases and 3 local radio appeals, held a Volunteer Fair in which 15 organisations participated, interviewed 120 potential volunteers – giving 104 further information and placing 64 with organisations, gave information to 540 organisations about our role in developing and promoting volunteering, gave 220 organisations forms through which to register their volunteer opportunities and registered on our database 128 returned opportunities. In addition, we gave 3 presentations to pre-employment groups of long term unemployed people – 30 participants in total, gave 2 presentations on volunteering to pre-retirement groups – 58 participants in total and involved 4 MSP's in volunteering opportunities during Volunteers Week.

During the reported year, we concluded negotiations with the Care Commission to be the Forth Valley organisation that participated in their nationwide pilot programme of support to lay assessors. Other participant areas are North Aberdeenshire, the Western Isles and Glasgow West. At the time of writing, this work is progressing well.

Partnership Working - Voluntary Organisation and Community Group Database

During the reported year we made great strides forward in our establishment of a comprehensive database on the local voluntary and community sector. Having pulled together a consultation group made up of representatives from a wide range of departments within statutory partners we devised a detailed questionnaire with the aim of gathering all the information likely to be needed by anyone with an interest in the local sector. Trained data collectors undertook face-to-face interviews with 540 organisations. This represented a participation rate of 99%. Each interview produced 22 pages of data on each participating organisation. The custom written software enables the CVS to have access to all of the data, whilst other levels of access will be granted to differing groups of users. A user group of staff from a range of Council departments was established in order to pilot access to the data from outwith the organisation. A briefing paper on the local sector was compiled from the data, written and widely circulated, including to MSP's and MP's. We recognise how important it is to keep a database as up to date as possible and to this end, during 2004/05 have committed resources from our reserves to ensuring that the integrity of the data is preserved.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTOR (continued)

for the year ended 31 March 2004

Training and Events

Given our limited resources, we work closely with other organisations delivering training to voluntary organisations in order to maximise resources and avoid unnecessary duplication of effort. Following the CVS training needs questionnaire, a meeting was held with interested partners to deliver a joint training programme. The group, comprised of CVS Falkirk & District, Community Training & Development Unit (CTDU), Falkirk Council Community Services Training and Staff Development Team and Workers Educational Association (WEA), produced a short training programme in response to the needs identified and covered the following ; Getting Your Message Across, Strategic Planning and Project Planning, Monitoring & Evaluation.

During the reported year we worked with Falkirk Council to deliver a small grants seminar for community and voluntary organisations. The event provided an opportunity for delegates to find out about Falkirk Council's Small Grant scheme and the Community Funds' Awards for All programme; discover what could be funded and how to go about applying; ask questions; network with other groups and to exchange ideas. Over 60 delegates attended this highly successful event and the demand for places was so great that another event was planned for later in the year.

Towards Sustainability

This partnership venture between the three Forth Valley CVS and SCVO has proved extremely successful. All participants are senior staff in organisations with the potential to source some of their income from developing chargeable activities. Full day sessions are delivered to participants in order to help them develop their trading activity. Sessions include: Managing Change, Business and Strategic Planning (2 days), Quality Management, Marketing, Social Auditing, Financial Management (2 days), Evaluation and Risk Management. In addition, participants are able to identify the content of three further days and these will be facilitated for them. During year one of the programme 16 beneficiaries participated in the programme, of which 5 were from Falkirk & District. In January 2004 at the end of the first programme, a conference was attended by over 53 delegates from the Forth Valley Area, to highlight the successes of the programme, explore the needs of the voluntary sector in relation to sustainability and to provide an opportunity for networking with practitioners within the field of sustainability. A further 16 beneficiaries are participating on the second programme, of which 8 are from Falkirk District.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTOR (continued)

for the year ended 31 March 2004

Towards Sustainability (continued)

As well as evaluating the views of the participants, time has been taken to evaluate the partnership itself and valuable lessons have been learned which will aid the development of the new relationship between CVS and SCVO.

Falkirk Children's Commission

During the reported year, we became a member of this partnership body in order to represent the interests of the voluntary sector, however it is our intention to hand over this role to a member of the Voluntary Sector Children's Forum as soon as is practical.

Social Inclusion Strategy

We continue to be part of the Social Inclusion Strategy Working Group, convened by the Council and are working with other members on building the capacity of activists and community organisations in the Social Inclusion areas. During the reported year, the emphasis began to move from being geographically based to being thematically based. This will result in work focusing on those groups of people most socially excluded from across the council area, rather than in particular geographic locations albeit that some wards experiencing particular deprivation will continue to be targeted for regeneration activity.

Other Activity

During the reported year we were partners in the following activity: Urban CVS Network, CVS Scotland Network, Policy Committee and Board of SCVO, National Database Consortium, e-Falkirk Steering Group, VC Scotland, Fife and Forth Valley VC Network.

Practical Resources

We reported last year that for the first time in our history we were at full tenant capacity at the Old Sheriff Court. Despite losing a tenant late on in the reported year with a consequent drop in tenant rental income, our total income from tenants has increased by just over 3%, due mainly to an increase in tenant office services of 35%.

With regard to meeting room hire, this activity has had another good year, with income over the three associated income lines up by 32.5%. The conference hire income was up by almost 33.5%. Analysis of users shows that 75 organisations used the meeting facilities with approximately 50,000 individuals using the building. This growth continues to be by word of mouth and by the quality of the service we provide, as we have yet to mount a marketing campaign.

In terms of other generated income, this is down as we did not undertake any consultancy activity however, in line with the Avante recommendations, we see this as a role that we can provide for the local sector and intend to develop promotional materials in due course.

Future Activities

Care Commission

The Care Commission has developed a pilot programme of introducing volunteer lay assessors to work alongside their employed assessors. One of the geographic areas of the pilot is Forth Valley and we are the organisation that is participating in the pilot from this area. This is a new venture for the Care Commission and is exciting work for us as it is involving real service users in the assessment process. Our role is to provide independent support to lay assessors.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTOR (continued)

for the year ended 31 March 2004

Information Provision

In line with Avante and the new relationship with SCVO, CVS in the east of Scotland are considering working together in a project to co-ordinate first line information provision to local organisations, including standardisation of written materials. This project would be delivered on a cluster basis and would result in a specific post in Forth Valley to deliver to organisations across the three CVS.

Community Planning

We will continue to prioritise our efforts in developing the Voluntary Sector Forum and it's sub forums. Not only will this enable the sector to respond to the challenges of Community Planning, but also to respond to both local and national consultations.

At the time of writing, we are in the process of concluding negotiations with the Housing and Social Work Department of the local council for funding to establish within the CVS, a Development Worker who will support the Community Care Forum, develop a communication process between the department and older people and act as a reference point in the sector for organisations working on health issues.

Investors in People

During 2004/5 we hope to achieve the Investors in People Award.

Audit against organisational standards

It is our intention to audit our work against the organisational standards developed by Volunteer Development Scotland. Whilst developed specifically for Volunteer Centres, these can be used by integrated CVS/VC's such as our own.

Premises

Our original lease on the Old Sheriff Court ended in November 2003 and an extension until March 2005 was successfully negotiated by the Chief Executive. During the reported year, much investigation of potential lenders and grant givers took place. At the start of 2004/05 applications have been made to ascertain 'in principle' offers of loan. The Board of Directors will make a final decision in the late summer of 2004.

Reserves Policy

The Directors have agreed that the organisation should retain reserves equivalent to 3 months operating costs in order to offset costs that would be incurred in order to wind the organisation up. These costs, and therefore the organisation's target, amounts to £103,000. The unrestricted funds currently exceed this figure.

In accordance with the terms of the lease on the Old Sheriff Court, the organisation would be obligated to make good dilapidations to the building, should they choose to vacate the premises. The Directors have designated a further £22,773 for this purpose into the Major Repairs and Maintenance Fund. Should the Directors decide to purchase the building, this fund would be available utilised for the purchase and/or refurbishment of the building.

The organisation is fortunate to have received substantial funding in previous years for computer equipment. In order to ensure that we are able to upgrade as necessary and can replace equipment on a planned basis, the Directors have established a designated Information and Communication Technology (ICT) Equipment Replacement Fund. This year, the Directors have designated a further £2,000 for this purpose.

CVS FALKIRK & DISTRICT

REPORT OF THE BOARD OF DIRECTORS (continued)

for the year ended 31 March 2004

The directors decided to utilise some of the general reserve to employ a data development officer in 2004/05, in order to enable the company to maintain and update the new database. The directors have therefore designated further funds of £20,000 to cover this cost.

Funding received for specific pieces of work or particular areas of work is contained within restricted funds in order to ensure that it is spent on the purpose for which it was paid.

Risk Review

Major risks to which the organisation is exposed have been reviewed and steps have been taken to mitigate those risks identified.

Approved by the Board of Directors on 19 August 2004 and signed on their behalf by

A handwritten signature in black ink, appearing to read 'P. J. Summerfield'.

Pandora Summerfield
Company Secretary

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITORS' REPORT

to the board of directors of CVS Falkirk & District

We have audited the financial statements of CVS Falkirk & District for the year ended 31 March 2004 which comprise the Statement of Financial Activities incorporating the income and expenditure account, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the directors, as a body, in accordance with the Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the directors 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 Trust and the directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

The directors also act as trustees for the charitable activities of CVS Falkirk & District. Their responsibilities for preparing the directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of directors' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards issued by Auditing Practices Board. This report, including the opinion, has been prepared for and only for the company's members as a body in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or in to whose hands it may come save where expressly agreed by our prior consent in writing.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the charity is not disclosed.

We read other information contained in the directors' report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITORS' REPORT (continued)


to the board of directors of CVS Falkirk & District

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2004 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

9 Ainslie Place
Edinburgh
EH3 6AT


WHITELOW WELLS
Chartered Accountants
& Registered Auditors

19 August 2004

CVS FALKIRK & DISTRICT

Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 31 March 2004

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2004 £	Total Funds 2003 £
Incoming resources					
Activities to further the charity's objects:					
Grants	2	266,200	64,211	330,411	301,888
Generated income	2	99,022	-	99,022	99,188
Investment income and interest		2,207	-	2,207	735
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		367,429	64,211	431,640	401,811
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended					
Charitable expenditure:					
Support to local voluntary organisations		137,084	37,963	175,047	240,101
Support costs		187,138	27,948	215,086	115,443
Management and administration		10,697	-	10,697	5,204
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	3	334,919	65,911	400,830	360,748
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources					
- Net surplus/(deficit) for the year		32,510	(1,700)	30,810	41,063
Transfers between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		32,510	(1,700)	30,810	41,063
Total funds at 1 April 2003		71,571	29,909	101,480	60,417
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds at 31 March 2004		104,081	28,209	132,290	101,480
		<hr/>	<hr/>	<hr/>	<hr/>

The charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing
Movements in funds are disclosed in Note 15 to the financial statements

CVS FALKIRK & DISTRICT

BALANCE SHEET

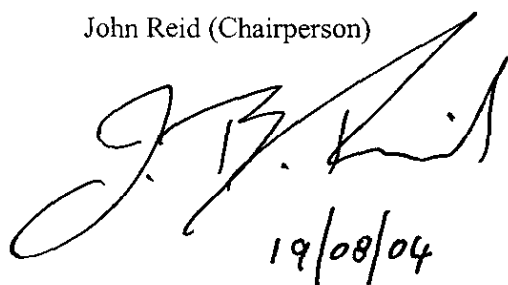
As at 31 March 2004

	Notes	£	2004 £	2003 £
Fixed assets				
Tangible assets	7		2,813	3,384
Current assets				
Debtors	8	30,982		75,904
Cash at bank and in hand		175,558		85,540
		<hr/>		<hr/>
		206,540		161,444
Creditors: amounts falling due within one year	9	(77,063)		(63,348)
		<hr/>		<hr/>
Net current assets			129,477	98,096
			<hr/>	<hr/>
Net assets			132,290	101,480
			<hr/>	<hr/>
Funds :				
Unrestricted funds			104,081	71,571
Restricted funds			28,209	29,909
			<hr/>	<hr/>
Total funds	15		132,290	101,480
			<hr/>	<hr/>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

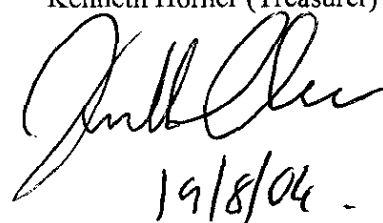
Approved by the board of directors on 19 August 2004 and signed on its behalf by:

John Reid (Chairperson)



19/08/04

Kenneth Horner (Treasurer)



19/8/04

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 31 March 2004

1. Accounting policies

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- (b) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.
The value of services provided by volunteers has not been included.
- (c) Resources expended are recognised to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis, which are an estimate, based on staff time, of the amount attributable to each activity:
- | | |
|------------------|-----|
| Support & advice | 66% |
| Support costs | 34% |
- (d) 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 |
- The charity operates a policy of capitalising items costing more than £500.
- (e) 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.
- (f) Designated funds are unrestricted funds earmarked by the board of directors for particular purposes.
- (g) 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 management and support costs.
- (h) 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.

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

2. Incoming resources from activities to further the charity's objects

	Unrestricted £	Restricted £	2004 Total £	2003 Total £
Falkirk Council	146,700	61,069	207,769	156,465
Scottish Executive - CVS	60,000	-	60,000	60,000
Scottish Executive – Volunteer Centre	59,500	-	59,500	59,500
Unemployed Voluntary Action Fund	-	-	-	500
Forth Valley Primary Care Trust	-	-	-	25,423
Care Commission	-	3,142	3,142	-
Total grants	266,200	64,211	330,411	301,888
Rents received	28,781	-	28,781	31,297
Tenants service charges	5,727	-	5,727	5,538
Tenants office services	14,435	-	14,435	10,667
Conference hire	38,864	-	38,864	29,122
Catering	5,678	-	5,678	4,214
Equipment hire	893	-	893	942
Management fees	-	-	-	1,000
Generated income	3,467	-	3,467	14,115
Other	1,177	-	1,177	2,293
Total Generated Income	99,022	-	99,022	99,188
	365,222	64,211	429,433	401,076

3. Total resources expended

	Support & Advice £	Support Costs £	Management and Admin £	2004 Total £	2003 Total £
Staff costs (Note 5)	79,996	157,273	-	237,269	183,743
Recruitment	-	3,277	-	3,277	1,842
Travel	2,967	-	-	2,967	2,265
Premises	71,216	36,687	-	107,903	94,283
Office Costs	7,231	3,725	-	10,956	6,504
Professional fees	1,228	-	10,697	11,925	5,204
Consultancy	-	8,367	-	8,367	40,274
Volunteer expenses	1,332	-	-	1,332	2,888
Other costs	9,680	4,986	-	14,666	1,494
Depreciation	1,397	719	-	2,116	5,891
Bank charges	-	52	-	52	52
Refund of grant	-	-	-	-	16,308
Total resources Expended	175,047	215,086	10,697	400,830	360,748

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

4. Net incoming resources for the year

This is stated after charging :-

	2004 £	2003 £
Depreciation	2,116	5,891
Auditors' remuneration: audit	2,938	3,000
other services	3,689	2,204
	<u>=====</u>	<u>=====</u>

5. Staff costs and numbers

	2004 £	2003 £
Salaries and wages	211,848	170,632
Social security costs	19,287	14,492
Pension charge	6,134	5,308
Pension provision	-	(6,689)
	<u>-----</u>	<u>-----</u>
	237,269	183,743
	<u>=====</u>	<u>=====</u>

There is no company pension scheme in operation but employees have an employer contribution of 6% of salary paid into personal pension plan of employee choice.

No employee received emoluments of more than £50,000.

No directors received any salary payments or reimbursements of expenses in the year.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows :

	2004 No	2003 No
Management, office & development	12	12
	<u>=====</u>	<u>=====</u>

6. Taxation

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

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

7. Tangible fixed assets

	Equipment and fixtures £	Computer equipment £	Total £
Cost			
At 1 April 2003	46,206	3,313	49,519
Additions in year	504	1,041	1,545
	<hr/>	<hr/>	<hr/>
At 31 March 2004	46,710	4,354	51,064
	<hr/>	<hr/>	<hr/>
Depreciation			
At 1 April 2003	45,031	1,104	46,135
Charge for the year	518	1,598	2,116
	<hr/>	<hr/>	<hr/>
At 31 March 2004	45,549	2,702	48,251
	<hr/>	<hr/>	<hr/>
Net book value			
At 31 March 2004	1,161	1,652	2,813
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2003	1,175	2,209	3,384
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

8. Debtors

	2004	2003
	£	£
Grants and fees receivable	10,210	72,754
Prepayments	20,772	3,150
	<hr/>	<hr/>
	30,982	75,904
	<hr/> <hr/>	<hr/> <hr/>

9. Creditors: amounts falling due within one year

Creditors	17,773	11,727
Taxation and social security	5,464	3,959
Other creditors and accruals	23,826	17,662
Deferred income	30,000	30,000
	<hr/>	<hr/>
	77,063	63,348
	<hr/> <hr/>	<hr/> <hr/>

10. Operating lease commitments

At 31 March 2004, the company had annual commitments under non-cancellable operating leases as set out below:

	2004	2003
	£	£
Land and Buildings		
Operating leases which expire:		
Within one year	66,150	66,150
	<hr/> <hr/>	<hr/> <hr/>
Equipment		
Operating leases which expire:		
Within two to five years	-	8,033
	<hr/> <hr/>	<hr/> <hr/>

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

11. Contingent liability

Under the terms of the lease of The Old Sheriff Court, Falkirk the company will, on expiry of that lease, be required to make good any dilapidations. The lease expires in March 2005.

12. Related party transactions

Two directors of CVS Falkirk and District are also directors of Falkirk Citizens Advice Bureau limited. Falkirk Citizens Advice Bureau paid rent to CVS Falkirk in the year totalling £13,000 in return for office space within the Old Sheriff Court building. The amount outstanding at 31/3/04 was £393. One director is a councillor for Falkirk Council and the other is an employee of the Council. Falkirk Council is a funder of CVS Falkirk.

13. Capital Commitments

CVS Falkirk and District are actively involved in trying to purchase the Old Sheriff Court premises.

14. Analysis of net assets between funds

	General Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	1,652	1,161	2,813
Current assets	148,892	57,648	206,540
Current liabilities	(47,063)	(30,000)	(77,063)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2004	104,081	28,209	132,290
	<hr/>	<hr/>	<hr/>

CVS FALKIRK & DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2004

15. Movements in funds

	At 1 April 2003 £	New Designations £	Incoming Resources £	Outgoing Resources £	At 31 March 2004 £
Restricted funds:					
Falkirk Council	4,486	-	64,211	(65,911)	2,786
Forth Valley Primary Care Trust	25,423	-	-	-	25,423
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total restricted funds	29,909	-	64,211	(65,911)	28,209
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Unrestricted funds:					
Designated:					
IT equipment replacement fund	3,000	2,000	-	-	5,000
Major repairs and maintenance	17,227	22,773	-	-	40,000
Salary fund	-	20,000	-	-	20,000
General funds	51,344	(44,773)	367,429	(334,919)	40,081
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total unrestricted funds	71,571	-	367,429	(334,919)	104,081
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	101,480	-	431,640	(400,830)	132,290
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Purposes of restricted funds

Falkirk Council	Falkirk council provided money for the following during the year: Database production Equipment replacement
Forth Valley Primary Care Trust	These funds are to employ a staff member to work on community care and health issues.
IT equipment replacement	The board of directors has designated funds for purchase of new IT equipment.
Major repairs and maintenance fund	These funds have been designated rising from the termination of the present lease of the property and as a contingency against other major repairs.
Salary fund	These funds have been designated to cover the costs of an additional salary in 2004/05 which is being borne out of general funds.