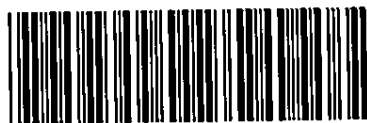


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CVS Falkirk and District
Report and Financial Statements
for the year ended 31 March 2011

Charity number: SC000312
Company number: SC085838

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CVS Falkirk and District

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CVS Falkirk and District

Legal and Administrative Information

Charity name	CVS Falkirk and District
Charity registration number	SC000312
Company registration number	SC085838
Directors	William Thomas Kelly (Chairperson) Margaret Torrance (Vice Chairperson) John McCabe Resigned 27 October 2010 Isabella Russell Breen May Chamberlain Thomas Alexander Coleman Jacqueline Cruickshanks Morag Macaulay Deceased 27 August 2011 Stuart McAllister Sandy Milne Paul Mooney Susan Margot Selwyn Resigned 31 December 2010 Iain James Opray (Treasurer) Appointed 1 June 2011 Elaine Maxwell Costello Appointed 1 January 2011
Company secretary and Chief Executive	Kenny Murphy
Principal office and Registered office	Unit 6, The Courtyard Callendar Business Park Callendar Road Falkirk FK1 1XR
Auditors	Alexander Sloan Chartered Accountants 1 Atholl Place Edinburgh EH3 8HP
Bankers	The Royal Bank of Scotland 2 Newmarket Centre Falkirk FK1 1JX
Solicitors	Marshall Wilson 2 High Street Falkirk FK1 1EZ

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

The Directors present their report and the financial statements of the charity for the year ended 31 March 2011.

Directors

The Directors of the charitable company are its Trustees for the purpose 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 AND MANAGEMENT

Governing document

CVS Falkirk and District is a Scottish company, limited by guarantee, incorporated on 06 December 1983 and is a registered Scottish charity. The company also uses the trading name Volunteer Centre Falkirk. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Appointment of Directors

The Directors of the Company are also Charity Trustees for the purposes of charity law, and there are no other Trustees. Our governing document allows for up to 10 Directors to be elected by and from member organisations. It also requires 2 directors to be designated by Falkirk Council or its successor - to date these have been 1 councillor and 1 officer. In addition, up to 3 Directors can be 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 continue to require their services. We have two co-opted Directors at present, one of whom holds the office of Treasurer

Directors' induction and training

Most new Directors are already familiar with the work of the CVS due to coming from organisations we serve or work closely with.

New Directors are given a pack of information about the organisation and have an initial induction session with the Chair, Vice Chair and Chief Executive.

New staff members attend a Board meeting and give a brief presentation to Directors to give an overview of their job role and key objectives.

In 2011, we continued to retain a specific budget for Trustee/Director Training. The organisation subscribes to the charity magazine "Governance" for the purposes of keeping Trustees/Directors up to date and able to consider issues pertinent to their roles as strategic leaders of the organisation.

Directors are given opportunities to attend training/development sessions throughout the year, with at least one Director, usually the Chairperson, attending the annual third sector interface conference each year.

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

Organisational structure

The Directors are responsible for the overall governance of the charity and receive reports from a Finance Sub Committee chaired by the Treasurer, a Human Resources Sub Committee chaired by the Vice Chairperson and from the Chief Executive Officer (CEO) and other members of the Management Team.

In addition to the CEO there is a Corporate Services Manager, Volunteering Development Manager and Voluntary Sector Development Manager. These four posts form the Management Team of the organisation.

Day to day responsibility for the operation of the organisation is delegated to the CEO.

The organisation has a 3 year strategic plan (2009/10 to 2011/12) within which a key objective is to have "a governance structure in place which ensures that our business is managed in a professional and accountable manner with the interests of the organisation being paramount". This is reviewed regularly by the Human Resources Sub Committee.

The development of a new strategic plan will be a key piece of work, led by the Directors, during the year 2011/12.

Related parties

CVS Falkirk and District is an independent charity, providing services and support to other charities/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 a Third Sector Interface, a new term introduced by the Scottish Government, which is given to the entity which delivers four key functions in a local authority area:

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

We have representation on the board of Voluntary Action Scotland, Voluntary Health Scotland, Falkirk and District Women's Aid, Falkirk Environment Trust and Forth Valley and Lomond LEADER Local Action Group (LAG). Our CEO was elected Convener of Voluntary Action Scotland (VAS) in October 2010 and one of our Directors was retained as Vice Convener of VAS at the same time.

We are actively involved at Board level in the Milo database project of the Supporting Voluntary Action programme which is administered by the Scottish Council for Voluntary Organisations.

One director is a Falkirk Council senior officer and one an elected member. Falkirk Council is a key funder of CVS Falkirk and District.

CVS Falkirk and District

Directors' Annual Report for the year ended 31 March 2011

The organisation continues to be active members of the Falkirk Community Planning Partnership, operating at Leadership, Management and Thematic Group levels. We are committed to working in partnership to achieve those outcomes within the Single Outcome Agreement which are compatible with our charitable and strategic objectives.

Risk management

Major risks to which the organisation is exposed have been reviewed and steps have been taken to mitigate those risks identified. Where possible, systems and procedures have been put into place to mitigate the risks the charity faces. 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, new contract activities and investing in the generation of trading income from tenants, room hires and graphic design.

A risk reporting matrix is reviewed at least annually by the CEO and Directors.

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, 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 doing so, to 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, thus 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

The financial year was another very busy one for the organisation, building on the activities of the year before. Many of our core services have been delivered by our staff over many years, with improvements in efficiency, quality and number of beneficiaries being the key focus. We built on our EFQM quality award and remain committed to maintaining it.

In addition to the core services we provide to social enterprises, third sector organisations, public agencies and volunteers, we developed or completed a range of projects and initiatives during the year. We organised the first Charity Fayre towards the end of 2010. Uptake was excellent with over 30 stall holders and around 400 visitors. We hope this will become an annual event for the area, with many of the stall holding organisations requesting that we repeat the event.

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

Our annual Volunteer Awards Ceremony grew in size once again, with around 400 people in attendance, reaching close to maximum capacity in the area's largest conference venue. Our volunteers continue to value the event and many of them look forward to it. Feedback was, once again, exceptionally high.

We will be one of 7 pilot local authority areas in 2011/12 to pilot the new Saltire Awards for youth volunteering. This replaces the old MV Award scheme. We will develop the promotional materials for the new Saltire Award scheme, an early contract for our new graphic design service.

One of the key areas we focused on during the year was in the thematic field of children and young people. We worked closely with Falkirk Council's Education Department on a key pilot project of a Public Social Partnership (PSP). This was started in 2009/10 and due to finish early 2011/12. The pilot has been a success and is being considered for wider rollout locally. Aspects of this programme have been recognised by the Scottish Government as good practice and are being promoted in other areas. We continue, along with Falkirk Council, to support the rollout of a PSP approach beyond the official completion of the Scottish Government-supported pilot phase.

On a similar theme we are under contract from Falkirk Council to provide the Hub Change Management function for services for children and families. This is a unique approach and one which is working well for all partners locally. This project is also working very well with our Voluntary Sector Children's Services Forum which continues to go from strength to strength. The Forum is very well attended, meets regularly and is highly regarded locally, and nationally, as a key strategic contributor and representative body.

Our Community Care and Health Forum has also developed during the year, with strong attendance and a growing role in influencing the work of our statutory partners. The Forum was a key resource as the Council rolled out a charging system for social care services and has engaged significantly in a range of social work and health topics including the Change Fund for Reshaping Care for Older People. This new Change Fund presents significant opportunities for the third sector in Falkirk and is being prioritised by our staff team. We aim to have a dedicated staff resource start during 2011/12 to support the sector to take up opportunities and contribute significantly to the improvement of outcomes for our older people.

Social enterprise development and support is one of our core functions. Our Social Enterprise Development Officer and other staff members have provided a range of support to aspiring enterprises and social entrepreneurs. A few projects were supported during this time including the Muiravonside Café, Fruit Barra and PSP project.

Along with a new Third Sector Employability Forum, we'll be launching a Third Sector Enterprise Forum during 2011/12 to improve engagement with relevant local organisations, improve information sharing and encourage networking and peer support. We'll use our Forums to listen to our stakeholders and determine our priorities and activities going forward.

It is difficult to cover the wide range of activities undertaken during the year in this Report. We produce an Annual Review each year which provides more detail on our work.

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

FINANCIAL REVIEW

In many ways, financial performance over the year was reasonably strong with income increasing by around 4% or around £22,000. Funds received as restricted reserves were spent to achieve specific operational targets, such as granting awards to the full amount allocated to us under the Growing Communities Fund. The Fund was very successful, paying out the full amount to local, community-based groups for community empowerment and improvement projects. This reduced the amount of carried forward monies which have been accumulated in recent years.

We received a one-year funding commitment from the Scottish Government, due to the political position and elections held during 2010/11. We anticipate moving to a three year funding agreement from 2011/12. We also continued to work closely with Falkirk Council under our Joint Working Agreement. During the year this was amended to reflect the additional Hub Change Manager post mentioned earlier in this Report.

We committed some of our unrestricted reserves on investing in services which would generate income over the medium and long term - predominantly graphic design and additional office space for rental. Income from both of these initiatives is anticipated during 2011/12. This additional expenditure has placed pressure on our reserves position but is seen to require us to place a strong emphasis on income generation in the current year.

Securing additional tenants has proven difficult in the current climate but progress has been made in the current financial year and we continue to seek tenants.

Reserves policy

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.

During the year, Directors reviewed the company's Reserves Policy and maintained the current policy position, that is, that the organisation should retain reserves equivalent to 3 months unrestricted operating costs in order to offset costs that would be incurred if it was necessary to wind the organisation up. These costs, and therefore the organisation's target, amounts to approximately £107,000 to be held in unrestricted funds.

The unrestricted reserves amount is significantly short of this target at the balance sheet date but regular scrutiny shows that this level fluctuates during the year and when income is secured this increases.

PLANS FOR FUTURE PERIODS

A focus on increasing unrestricted income will be important for the ongoing viability and success of the organisation. We will be developing our incomegenerating options through the graphic design service we launched late in the 2010/11 year, increasing income from tenants with a significant new tenant anticipated to move in during 2011/12 and the development of a comprehensive training programme.

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

New contracts will include consultancy activity and new projects undertaken with existing or additional funders. Current opportunities include the Change Fund for Services for Older People, consultancy services for the national database system (MILO) and providing tailored, specialist support for local organisations on a chargeable basis.

RECOGNITION AND THANKS

The Board of Directors would like to express their thanks to the volunteers and third sector organisations that have supported the organisation during the year. We'd also like to thank our funding partners for their continued support.

The high quality services delivered to beneficiaries are down to the commitment, hard work and skills of our staff team. We'd like to thank them for their work during the year. We'd like to particularly thank those Directors who retired during the year. We'd like to also express our sadness at the passing away of Morag Macaulay, a very valued member of the Board of Directors for several years. Morag will be sadly missed by our organisation, and many others in the Falkirk area.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Trustees (who are also Directors of CVS Falkirk and District for the purposes of company law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the 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 financial statements, the 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 that the charitable company will continue in operation.

CVS Falkirk and District
Directors' Annual Report
for the year ended 31 March 2011

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 Trustee 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 for 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
- the Directors have taken 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

A resolution proposing that Alexander Sloan, Chartered Accountants, be reappointed as auditors of the charitable company will be put to the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Directors on 12 October 2011 and signed on their behalf by


Kenny Murphy
Secretary

CVS Falkirk and District

Independent Auditor's Report to the Directors of CVS Falkirk and District

We have audited the financial statements of CVS Falkirk and District for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made exclusively to the charity's Directors, as a body, in accordance with Section 44 (1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's 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 charity and its Directors as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Directors and Auditor

As explained more fully in the Directors' Responsibilities Statement (set out in the Directors' Annual Report), the Directors (who are also the Trustees of the charity for the purposes of charity law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The Directors have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 rather than also with the Companies Act 2006. Accordingly we have been appointed as Auditor under Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's [APB's] Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently and adequately disclosed; the reasonableness of significant accounting estimates made by the Directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011 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 (as amended).

CVS Falkirk and District

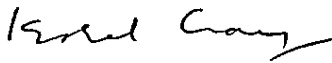
Independent Auditor's Report to the Directors of CVS Falkirk and District (continued)

Matters on which we are required to report by exception

In respect of the following matters where the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the Directors' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

We have nothing to report in respect of these matters.



Isobel Gray (Senior Statutory Auditor)

for and on behalf of

**Alexander Sloan
Chartered Accountants and
Statutory Auditor**

**1 Atholl Place
Edinburgh
EH3 8HP**

Alexander Sloan is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

25.10.11

CVS Falkirk and District

Statement of Financial Activities

for the year ended 31 March 2011

		Unrestricted		Restricted funds	2011 Total	2010 Total
	Notes	General funds	Designated funds			
		£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2	306,042	-	-	306,042	315,292
Activities for generating funds	3	34,735	-	-	34,735	27,929
Investment income	4	579	-	-	579	341
Incoming resources from charitable activities	5	36,234	-	199,746	235,980	211,523
Total incoming resources		<u>377,590</u>	<u>-</u>	<u>199,746</u>	<u>577,336</u>	<u>555,085</u>
Resources expended						
Costs of generating funds						
Costs of generating voluntary income	6	(22,955)	-	-	(22,955)	(22,468)
Charitable activities	7	(387,382)	(9,358)	(207,176)	(603,916)	(544,471)
Governance costs	9	(5,181)	-	-	(5,181)	(5,965)
Total resources expended		<u>(415,518)</u>	<u>(9,358)</u>	<u>(207,176)</u>	<u>(632,052)</u>	<u>(572,904)</u>
Net resources expended before transfers		(37,928)	(9,358)	(7,430)	(54,716)	(17,819)
Gross transfers between funds		(2,774)	2,605	169	-	-
Net movement in funds		<u>(40,702)</u>	<u>(6,753)</u>	<u>(7,261)</u>	<u>(54,716)</u>	<u>(17,819)</u>
Reconciliation of funds						
Total funds brought forward			25,088	58,378	144,731	162,550
Total funds carried forward		<u>20,563</u>	<u>18,335</u>	<u>51,117</u>	<u>90,015</u>	<u>144,731</u>

The notes on pages 13 to 23 form an integral part of these financial statements.

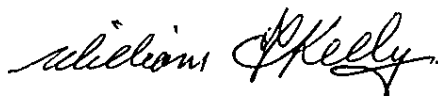
CVS Falkirk and District

Balance Sheet as at 31 March 2011

		2011		2010	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	14		2,835		4,588
Current assets					
Debtors	15	81,181		77,993	
Cash at bank and in hand		85,415		172,503	
		<u>166,596</u>		<u>250,496</u>	
Creditors: amounts falling due within one year	16	<u>(79,416)</u>		<u>(110,353)</u>	
Net current assets			87,180		140,143
Net assets			<u>90,015</u>		<u>144,731</u>
Funds					
Unrestricted funds					
General funds	18		20,563		61,265
Designated funds	19		18,335		25,088
Restricted funds	20		51,117		58,378
			<u>90,015</u>		<u>144,731</u>

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies (Effective April 2008).

The financial statements were approved and authorised for issue by the Directors on 12 October 2011 and signed on their behalf by



William Thomas Kelly (Chairperson)

Director

Registered number: SC085838

The notes on pages 13 to 23 form an integral part of these financial statements.

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention modified to include the revaluation of certain fixed assets and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) issued in March 2005, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2. Incoming resources

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

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

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 comprises the staff and administration costs associated with tenant letting and related services.

Governance costs includes those costs associated with meeting the constitutional and statutory requirements of the charity and includes the audit fees and costs linked to the strategic management of the charity.

1.4 Activity based reporting

The Directors 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 accounts.

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

1.5. Tangible fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Tenants Improvements	-	Evenly over 5 years
Fixtures, fittings and equipment	-	Evenly over 4 years
Computer Equipment	-	Evenly over 3 years

1.6. Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

1.7. Pensions

The company contributes 6% of gross salary to the individual personal pensions of its employees. The annual contributions are charged to the income and expenditure account.

2. Voluntary income

	2011	2010
	£	£
Falkirk council - core funding	122,970	126,768
Scottish Government - core funding	183,072	188,524
	<u>306,042</u>	<u>315,292</u>

3. Activities for generating funds

	2011	2010
	£	£
Tenants	7,691	8,381
Conference hire	7,522	7,177
Other	19,522	12,371
	<u>34,735</u>	<u>27,929</u>

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

4. Investment income

	2011	2010
	£	£
Interest received	579	341
	<u>579</u>	<u>341</u>

5. Incoming resources from charitable activities

	2011	2010
	£	£
Scottish Government - third sector convention	-	12,000
Scottish Gov - Institute of Directors training	-	2,500
Scottish Government - social enterprise	7,958	-
Fairer Scotland - volunteering into work	27,488	31,441
Fairer Scotland - growing communities fund	56,601	57,904
Falkirk council - community care & health	19,400	20,000
Falkirk council - Children services change manager	24,381	-
NHS Forth Valley - community care & health	22,500	25,000
NHS Forth Valley - healthy working lives	-	250
NHS Forth Valley - adult protection	30,000	-
Big lottery fund (SVA) - Forth Valley health	43,757	55,982
Department of work and pensions	2,499	6,446
EVOG - digital outreach	736	-
CVS Inverclyde - digital outreach	660	-
	<u>235,980</u>	<u>211,523</u>

6. Costs of generating voluntary income

	2011	2010
	£	£
Wages and salaries	19,203	16,376
Printing, postage and stationery	180	863
Telephone	1,538	2,564
Hire of equipment	1,213	-
Entertaining	821	-
General expenses	-	2,665
	<u>22,955</u>	<u>22,468</u>

CVS Falkirk and District

**Notes to the Financial Statements
for the year ended 31 March 2011**

7. Costs of charitable activities

	2011	2010
	£	£
Grants payable (note 8)	74,226	61,347
Projects and activities costs	34,655	57,449
Staff costs	364,847	311,140
Premises costs	95,399	75,295
Running costs	15,432	17,747
Motor and travel costs	8,491	5,938
Legal and professional fees	5,514	6,701
Accountancy fees	700	-
Interest and finance charges	294	89
Depreciation	4,358	8,765
	<u>603,916</u>	<u>544,471</u>

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

8. Grants payable

	2011 £	2010 £
The following grants were paid out to institutions by the charity:		
Braes Children and Families Centre	-	1,765
Building Bridges	3,644	-
Camelon Area Regeneration	-	4,812
Carr-Gomm Scotland	4,936	-
Carron Connect Partnership	2,673	-
Carron Connect & Sub Youth Group	4,790	-
Central Scotland African Union	3,790	-
Central Scotland Racial Equality Council	4,956	-
Community Green Initiative	2,869	1,950
Denny Community Support Group	-	2,905
Ettrick Dochart Community Centre	710	-
Falkirk and District Association for Mental Health	2,760	4,750
Falkirk and District Credit Union	2,606	-
Falkirk and District Womens Aid	-	3,210
Forth Valley Migrant Support	4,615	-
Friends of Kinneil	4,208	-
Friends of Zetland	4,750	-
GFSASG	874	-
Hallglen and Glen Village Residents Association	-	6,291
Headway FV	3,000	-
Inchyra Place Tenants Welfare	2,396	-
Kersiebank 1st Community Group	-	1,162
Langlees, Bainsford & Newcarron Village Community Council	4,427	3,268
Lithuanian Communities Integration Association (Falkirk)	-	1,989
Macara Park Residents & Tenants	2,899	-
Open Secret	-	4,600
Rainbow Muslim Womens Group	1,154	2,538
Safer Langlees & Bainsford	1,468	-
Stewart Road Area Action Group	-	776
St Andrews Parish Church	-	4,898
Sygenta Juveniles Football Club	-	5,000
Thornwood Tenants and Residents Association	2,601	2,085
United Polish Falkirk	-	2,650
Village Voice Group	5,000	-
Westquarter & Redding Community Project	3,100	1,800
Youth Scotland	-	4,898
	<u>74,226</u>	<u>61,347</u>

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

9. Governance costs

	2011 £	2010 £
Staff training	-	672
Use of premises	2,410	1,616
Insurance	339	369
Consultancy fees	-	881
Audit	2,432	2,420
Travel costs	-	7
	<u>5,181</u>	<u>5,965</u>

10. Net resources expended for the year

	2011 £	2010 £
Net resources expended is stated after charging:		
Depreciation and other amounts written off tangible assets	4,358	8,765
Auditors' remuneration	<u>2,432</u>	<u>2,420</u>

11. Employees

Number of employees

	2011 Number	2010 Number
The average monthly numbers of employees during the year were:	<u>13</u>	<u>11</u>

Employment costs

	2011 £	2010 £
Wages and salaries	329,106	278,715
Social security costs	32,464	27,575
Other pension costs	15,597	16,110
Recruitment expenses	<u>6,883</u>	<u>5,116</u>
	<u>384,050</u>	<u>327,516</u>

There were no employees who received remuneration of over £60,000 in the period.

CVS Falkirk and District

**Notes to the Financial Statements
for the year ended 31 March 2011**

12. Directors' emoluments

No director nor any persons connected to them received emoluments or any reimbursement of any expenses during the year.

13. Pension costs

The company contributes 6% of gross salary to the individual personal pensions of its employees. The annual contributions are charged to the income and expenditure account. The pension charge amounted to £15,597 (2010 - £16,110).

14. Tangible fixed assets

	Tenant improvements £	Fixtures, fittings and equipment £	Computer Equipment £	Total £
Cost				
At 1 April 2010	26,139	16,527	36,843	79,509
Additions	-	569	2,036	2,605
At 31 March 2011	26,139	17,096	38,879	82,114
Depreciation				
At 1 April 2010	26,139	15,711	33,071	74,921
Charge for the year	-	467	3,891	4,358
At 31 March 2011	26,139	16,178	36,962	79,279
Net book values				
At 31 March 2011	-	918	1,917	2,835
At 31 March 2010	-	816	3,772	4,588

15. Debtors

	2011 £	2010 £
Trade debtors	31,567	63,175
Other debtors	27,188	455
Prepayments and accrued income	22,426	14,363
	81,181	77,993

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

16. Creditors: amounts falling due within one year

	2011 £	2010 £
Trade creditors	7,283	4,428
Other taxes and social security costs	9,845	7,673
Other creditors	2,254	4,350
Accruals and deferred income	60,034	93,902
	<u>79,416</u>	<u>110,353</u>

17. Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total funds £
Fund balances at 31 March 2011 as represented by:				
Tangible fixed assets	-	2,835	-	2,835
Current assets	93,929	15,500	57,167	166,596
Current liabilities	(73,366)	-	(6,050)	(79,416)
	<u>20,563</u>	<u>18,335</u>	<u>51,117</u>	<u>90,015</u>

18. Unrestricted General Funds	1 Apr '10 £	Incoming £	Outgoing £	Transfers £	31 Mar '11 £
General Funds	61,265	377,590	(415,518)	(2,774)	20,563
	<u>61,265</u>	<u>377,590</u>	<u>(415,518)</u>	<u>(2,774)</u>	<u>20,563</u>

Purposes of General Funds

General 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.

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

19. Unrestricted Designated Funds	1 Apr '10 £	Outgoing £	Transfers £	31 Mar '11 £
Major repairs and maintenance	12,500	(5,000)	-	7,500
IT equipment replacement fund	5,500	-	-	5,500
Fixed Assets	4,588	(4,358)	2,605	2,835
Contract Cancellations	2,500	-	-	2,500
	<u>25,088</u>	<u>(9,358)</u>	<u>2,605</u>	<u>18,335</u>

Purposes of Designated Funds

Major repairs and maintenance

This designated fund is a contingency fund for any future repairs and maintenance work at the Charity's premises.

IT equipment replacement fund

The Board of Directors has designated funds for the purchase of new IT equipment. No expenditure occurred from this fund during 2010/11.

Fixed Assets

The purpose of this fund is to represent the net book value of the unrestricted fixed assets.

Contract Cancellations

Funds have been set aside to contribute towards any future contract cancellations the charity may face.

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

20. Restricted funds	1 Apr '10	Incoming	Outgoing	Transfers	31 Mar '11
	£	£	£	£	£
Growing Communities Fund	19,234	56,601	(75,835)	-	-
Volunteering Into Work	5,802	27,488	(33,452)	-	(162)
Community Care and Health	29,657	41,900	(50,978)	-	20,579
Forth Valley Health Partnership	3,565	43,757	(46,415)	-	907
Healthy Working Lives	120	-	(289)	169	-
Adult Support and Protection	-	30,000	(207)	-	29,793
	<u>58,378</u>	<u>199,746</u>	<u>(207,176)</u>	<u>169</u>	<u>51,117</u>

Purposes of restricted funds

Growing Communities Fund

Fairer Scotland Fund grant received to develop a small grants scheme to support community empowerment in the most disadvantaged communities.

Volunteering Into Work

Grant received from Fairer Scotland to fund a project aimed at using volunteering as a route to employment. An Employability Officer was recruited for this post in mid March 2009 and this project has finished by 30 September 2011. It is expected that the deficit of £162 will be recovered.

Community Care and Health

Restricted grant money rolled forward from previous years and £27,000 received in the current year from NHS Forth Valley and Falkirk Council Social Work Services to employ a staff member to work on Community Care and Health issues.

Forth Valley Health Partnership

This is a project which seeks to maximise the effectiveness of voluntary health sector and community involvement in health care and health improvements across Forth Valley. The partnership activity is funded by the Big Lottery Fund in Scotland through Supporting Voluntary Action and is being administered by SCVO. This project was completed by 31 March 2011.

Healthy Working Lives

A grant received in order to allow us to work towards developing health promotion and safety themes in the workplace and achieving a Bronze Healthy Working Lives Award.

Adult Support and Protection

Funds held for partnership committee working with NHS Forth Valley and other agencies.

CVS Falkirk and District

Notes to the Financial Statements for the year ended 31 March 2011

21. Financial commitments

At 31 March 2011 the charity had annual commitments under non-cancellable operating leases as follows:

	2011	2010
	£	£
Expiry date:		
Within one year	<u>57,482</u>	<u>56,367</u>