

ca 14.

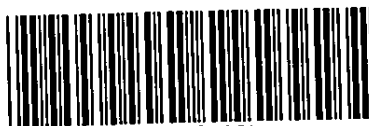
CVS FALKIRK AND DISTRICT

Report and Financial Statements

Year ended 31 March 2012

Charity No: SC000312
Company No: SC085838

MONDAY



S1N0GLA0

SCT

03/12/2012

#56

COMPANIES HOUSE

CVS FALKIRK AND DISTRICT

CONTENTS	page
Legal and administrative information	1
Directors' Annual Report	2
Independent auditors report to the board of directors	11
Statement of financial activities	13
Balance sheet	14
Notes forming part of the financial statements	15

CVS FALKIRK AND 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

William Thomas Kelly

Chairperson

Margaret Torrance

Vice Chairperson

Iain James Opray

Treasurer - Appointed 1 June 2011

Isabella Russell Breen

Resigned 23 May 2012

Thomas Alexander Coleman

Elaine Maxwell Costello

Resigned 23 May 2012

Jacqueline Cruickshanks

Stuart McAllister

Alexander Milne

Paul Mooney

Rosemary Dean Murray

Appointed 18 July 2012

Secretary

Kenny Murphy

Chief Executive Officer

Kenny Murphy

Registered Office and operation address

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 2012

The Directors present their report and the financial statements of the charity for the year ended 31 March 2012.

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.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

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 2011/12, 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.

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 June 2012 the Board agreed to vary the CEO's contract to reduced hours on a temporary basis, with some adjustments being made to other roles, developing their roles and increasing some responsibilities. The HR Sub Committee is overseeing this change and ensuring procedures are in place to ensure the organisation continues to operate effectively.

In addition to the CEO there is a Corporate Services Manager and Development Manager. These three 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 been operating to a 3 year strategic plan (2009/10 to 2011/12) within which a key objective was 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". A new, three year strategic plan is being developed towards the end of October 2012 to take the organisation forward and will be reviewed periodically by the Board.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

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, by the Falkirk Community Planning Partnership and the Scottish Government, delivering four key functions in our 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 is a Director and Trustee of Voluntary Action Scotland (VAS) and one of our Directors was a Director and Trustee of VAS until September 2012.

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

The organisation continues to be an active member of the Falkirk Community Planning Partnership. 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.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

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

Once again, the reporting year was an incredibly busy time for the organisation as we responded to an increased demand on our services and for our partnership contributions. Almost all of our reporting statistics show an increase on the previous year (more information can be found in our Annual Review which is published each year for our AGM). In this section we highlight some notable achievements and events.

During the financial year 2011/12 we provided support to 370 third sector organisations, with 260 of them receiving in-depth support. These numbers represent a significant increase over previous years and means that almost half of all third sector organisations operating locally accessed our services during the year.

Our work with social enterprises and promoting enterprising third sector activity has been a key focus towards the end of the year. As we move into 2012/13 we have significant plans to increase the amount of staff and other resources we commit to this core area of work. We have developed excellent relationships with partners in order to maximise the amount of resource and support that be targeted at this area of activity.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

We established a Social Enterprise Forum for the local area and are working with the members to shape what we do as an organisation and what we should do in partnership with others. We have fully engaged in the Scottish Government's Just Enterprise programme, working with providers to ensure local social entrepreneurs and social enterprises get access to expert support and resources that are available nationally.

The support we provide to volunteers and to organisations looking to engage volunteers was under significant demand during the year. We worked with over 1,000 people and we directly placed over 230 volunteers during the year. About half of the volunteers we work with are under 25 years old. Of the total number of volunteers we worked with, about 25% of them are unemployed.

We piloted a new, national youth volunteering award, the Saltire Awards, during the year and made over 250 awards to those aged between 12 and 25. We played a key role in developing the brand, website, publicity materials, awards and guidance for this Scottish Government backed programme. Since 01 April 2012, Saltire Awards are available in all local authority areas.

During the year we developed a number of one-off events for potential volunteers to try out volunteering before making a regular commitment to volunteering. These proved both popular and successful.

Our annual Volunteer Awards Ceremony continues to be amongst the largest in the country, with over 400 people and more than 300 certificates and awards presented on the evening.

Our second, annual Charity Fayre had more stallholders and more visitors than the first (an increase of 75% to over 700).

During the year we undertook a range of small projects and consultancy work, where we charged for dedicated time spent by staff on a range of projects ranging from governance to volunteer management. Included in this area is backfill money for the CEO's time spent doing consultancy work for Voluntary Action Scotland.

In 2011/12 we secured confirmation from local partners that we will receive significant funds (approximately £300,000 per annum) for 3 years to fund innovative service delivery projects relating to care for older people. This is part of the Scottish Government's Reshaping Care for Older People Change Fund and we will have a staff member and resources to manage a Partnership Innovation Fund. A multi-agency panel will make recommendations on which third sector-led projects should be funded. Funding will be between £10,000 and £50,000 per project and run for an initial 12 months with a view to mainstreaming successful projects.

The above gives a brief summary of some of the activities undertaken during the year. As mentioned above, we produce an Annual Review each year which provides more detail on our work.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

FINANCIAL REVIEW

2011/12 has been another year of strong financial performance against a climate of significant reductions in public sector funding. Our funding contract with Scottish Government has moved to a three year agreement as anticipated. Our three year Joint Working Agreement with Falkirk Council ends in March 2013 and work has already begun to develop and agree a Joint Working Agreement for 2013/14 to 2016/17.

Due to the nature of some of the project we undertake, our financial performance can be difficult to compare against previous years. Our total income for 2011/12 is down 1.6% (£9,164) on the previous year. This is attributable to a range of factors including cuts in our core grant from Falkirk Council (a 7.5% reduction on the previous year), a small reduction in funding from Falkirk Community Health Partnership (NHS Forth Valley) and the Forth Valley Health Partnership, Volunteering into Work and Growing Communities Fund projects all came to an end in March 2011.

We recorded strong performance in other regards, with a significant increase of £77,304 in generated income and starting a new project around Reshaping Care for Older People. We increased income from our graphic design service and tenant income, two objectives we had set ourselves this time last year. We also ran the Change Management function for Children's Services over the full 12 months of 2011/12 which had started two-thirds of the way into the previous financial year.

As can be determined from the above, we have a range of projects that start and stop at various times, we generate income which is variable in nature and are subject to reductions in funding as our partners face difficult decisions on how to allocate reducing budgets.

Overall, we increased our unrestricted general funds position by £9,374.

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 £126,000 to be held in general (unrestricted) funds.

The unrestricted reserves amount (£48,272) is significantly short of this target at the balance sheet date of 31st March 2012. We carefully monitor this level as it fluctuates during the year.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

FUTURE ACTIVITY

We anticipate further pressure on income and will continue to work hard to secure additional income sources and mitigate against the impact of any reductions to current funding. We made good progress during the year in terms of increasing unrestricted income and recognise that considerable efforts need to be made in order to sustain these important revenue streams. We will continue to work with our partners to identify new project initiatives which contribute to local, shared outcomes.

As public service reform continues apace, we shall work closely with third sector and public sector partners alike to maximise opportunities for third sector growth and sustainability with a view to minimising the impact of things like welfare reform on our local communities and citizens. We will continue to build on the excellent relationships we have with our public sector partners to find ways of developing new services which are efficient, high quality and deliver improved outcomes for people.

RECOGNITION AND THANKS

The Board of Directors would like to express their thanks to those who have worked with us during the year. We'd particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for local people. We'd also like to thank our funders and strategic partners for their continued support.

Directors are particularly appreciative of the hard work and commitment of the skilled staff, placements and volunteers who have made all of our achievements possible.

Directors would like to recognise the service and contribution given by 2 long-serving Directors: Jacquie Cruickshanks, who stood down in May 2012 through ill health and Councillor Tom Coleman who stood down in May 2012 after 9 years on the Board.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2012

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Trustees (who are also Directors of CVS Falkirk 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.

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.

CVS FALKIRK AND DISTRICT

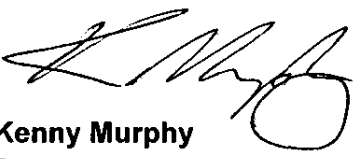
**DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2012**

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 10th October 2012 and signed on their behalf by


Kenny Murphy
Secretary

CVS FALKIRK AND DISTRICT

INDEPENDENT AUDITORS' REPORT to the Members and Directors of CVS Falkirk and District

We have audited the financial statements of CVS Falkirk and District for the year ended 31 March 2012 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 Trustees, 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 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 charity and its Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and Auditor

As explained more fully in the Trustees' Responsibilities Statement (set out in the Trustees' Annual Report), 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.

The Trustees 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 Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' 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 implication for our report.

CVS FALKIRK AND DISTRICT

INDEPENDENT AUDITORS' REPORT to the Members and Directors of CVS Falkirk and District (continued)

Opinion on financial statements

In our opinion the financial statements:

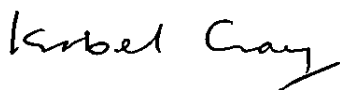
- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted 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).

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 Trustees' 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

16.10.12

CVS FALKIRK AND DISTRICT

Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 31 March 2012

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	299,348	-	299,348	306,042
Activities for generating funds	2	112,039	-	112,039	34,735
Investment income and interest		124	-	124	579
Incoming resources from charitable activities	2	99,902	56,759	156,661	235,980
Total incoming resources		511,413	56,759	568,172	577,336
Resources expended					
Charitable activities		400,675	59,399	460,074	603,916
Costs of generating funds		97,954	-	97,954	22,955
Governance costs		4,317	-	4,317	5,181
Total resources expended	3	502,946	59,399	562,345	632,052
Net incoming resources					
- Net income/(deficit) for the year		8,467	(2,640)	5,827	(54,716)
Transfers between funds		907	(907)	-	-
Net movements in funds		9,374	(3,547)	5,827	(54,716)
Total funds at 1 April 2011		38,898	51,117	90,015	144,731
Total funds at 31 March 2012		48,272	47,570	95,842	90,015

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 12 to the financial statements

CVS FALKIRK AND DISTRICT

BALANCE SHEET

As at 31 March 2012

	Notes	£	2012 £	2011 £
Fixed assets				
Tangible assets	7		3,328	2,835
Current assets				
Debtors	8	96,324		81,181
Cash at bank and in hand		75,600		85,415
		<hr/>		<hr/>
		171,924		166,596
Creditors: amounts falling due within one year	9	(79,410)		(79,416)
		<hr/>		<hr/>
Net current assets			92,514	87,180
			<hr/>	<hr/>
Net assets			95,842	90,015
			=====	=====
Funds :				
Unrestricted funds:				
Designated funds			21,828	18,335
General funds			26,444	20,563
			<hr/>	<hr/>
			48,272	38,898
Restricted funds			47,570	51,117
			<hr/>	<hr/>
Total funds	12		95,842	90,015
			=====	=====

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the board of directors on 10th October 2012 and signed on its behalf by:


William Kelly (Chairperson)


Iain Opray (Treasurer)

Company Registration No. SC085838

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 31 March 2012

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 April 2008), the Companies Act 2006 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.
- (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. The value of services provided by volunteers has not been included.
- (c) Expenditure is recognised on an accruals basis as a liability is incurred.
- 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.
- (d) 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 |
| Tenants Improvements | evenly over 5 years |
- (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 overheads.
- (h) 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.
- (i) 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 AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

Accounting policies (continued)

- (j) 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.

2. Incoming resources

Incoming resources from generated funds:	Unrestricted	Restricted	2012 Total	2011 Total
Voluntary Income	£	£	£	£
Falkirk Council – Core Funding	113,748	-	113,748	122,970
Scottish Government – Core Funding	185,600	-	185,600	183,072
	<hr/>	<hr/>	<hr/>	<hr/>
	299,348	-	299,348	306,042
	<hr/>	<hr/>	<hr/>	<hr/>
Activities for generating funds				
Tenants	15,080	-	15,080	7,691
Conference hire	7,643	-	7,643	7,522
Other	89,316	-	89,316	19,522
	<hr/>	<hr/>	<hr/>	<hr/>
	112,039	-	112,039	34,735
	<hr/>	<hr/>	<hr/>	<hr/>
Incoming resources from charitable activities:				
EVOC and CVS Inverclyde – Digital Outreach Project	1,927	-	1,927	1,396
Fairer Scotland Fund – Volunteering Into Work	9,680	9,676	19,356	27,488
Falkirk Council – Children Services Change Manager	64,786	-	64,786	24,381
Falkirk Council – Community Care & Health	-	18,430	18,430	19,400
NHS Forth Valley – Adult Support and Protection	-	-	-	30,000
NHS Forth Valley – Community Care & Health	-	22,500	22,500	22,500
NHS Forth Valley – Community Health Group	-	320	320	-
NHS Forth Valley – Reshaping Care for Older People	12,000	5,833	17,833	-
SCVO – EFQM Quality Support	6,375	-	6,375	-
SCVO – TSI Data Gathering	5,134	-	5,134	-
Scottish Government – Social Enterprise	-	-	-	7,958
Big Lottery Fund (SVA) – Forth Valley Health Partnership	-	-	-	43,757
Department of Work and Pensions	-	-	-	2,499
Fairer Scotland Fund– Growing Communities Fund	-	-	-	56,601
	<hr/>	<hr/>	<hr/>	<hr/>
	99,902	56,759	156,661	235,980
	<hr/>	<hr/>	<hr/>	<hr/>
	511,289	56,759	568,048	576,757
	=====	=====	=====	=====

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

3. Total resources expended	Generation Of Funds £	Charitable Activities £	Governance Costs £	2012 Total £	2011 Total £
Staff costs (Note 5)	55,456	333,755	-	389,211	384,050
Travel & volunteer expenses	521	4,689	-	5,210	8,491
Rent	10,849	43,395	-	54,244	40,943
Premises costs	10,594	42,378	-	52,972	59,956
Office costs	18,552	6,859	-	25,411	15,612
Professional & consultancy fee	-	8,565	3,204	11,769	11,481
Activity costs	1,982	16,720	1,113	19,815	32,268
Grants Payable	-	-	-	-	74,226
Depreciation	-	2,803	-	2,803	4,358
Other costs	-	910	-	910	667
Total resources expended	<u>97,954</u> =====	<u>460,074</u> =====	<u>4,317</u> =====	<u>562,345</u> =====	<u>632,052</u> =====

4. Net incoming resources for the year This is stated after charging:

	2012 £	2011 £
Depreciation	2,803	4,358
Auditors' remuneration	2,580	2,432
	=====	=====

5. Staff costs and numbers

	2012 £	2011 £
Salaries and wages	336,920	329,106
Redundancy Costs	1,200	-
Social security costs	33,373	32,464
Pension charge	17,718	15,597
Recruitment costs	-	6,883
	<u>389,211</u> =====	<u>384,050</u> =====

No employee received emoluments of more than £60,000.

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

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

	2012 No	2011 No
Management, office & development	12.6	13
	=====	=====

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

6. Taxation

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

7. Tangible fixed assets

	Tenants Improvements £	Equipment & Fixtures £	Computer Equipment £	Total £
Cost				
At 1 April 2011	26,139	17,096	38,879	82,114
Additions in year	-	-	3,296	3,296
Disposals during the year	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2012	26,139	17,096	42,175	85,410
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2011	26,139	16,178	36,962	79,279
Charge for the year	-	468	2,335	2,803
Depreciation on disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2012	26,139	16,646	39,297	82,082
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2012	-	450	2,878	3,328
	=====	=====	=====	=====
At 31 March 2011	-	918	1,917	2,835
	=====	=====	=====	=====

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

8. Debtors

	2012 £	2011 £
Grants and fees receivable	72,793	31,567
Other debtors & prepayments	23,531	49,614
	<hr/>	<hr/>
	96,324	81,181
	=====	=====

9. Creditors: amounts falling due within one year

	2012 £	2011 £
Creditors	13,888	7,283
Taxation and social security	10,270	9,845
Other creditors and accruals	26,495	56,238
Deferred Income	28,757	6,050
	<hr/>	<hr/>
	79,410	79,416
	=====	=====

10. Operating lease commitments

At 31 March 2012, the company had annual commitments under non-cancellable operating leases as set out below:

	2012 £	2011 £
Land and Buildings		
Operating leases which expire:		
Within two to five years	59,623	50,404
	=====	=====
Equipment		
Operating leases which expire:		
Within two to five years	4,097	7,190
	=====	=====

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

11. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	3,328	-	3,328
Current assets	100,854	71,070	171,924
Current liabilities	(55,910)	(23,500)	(79,410)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2012	48,272 =====	47,570 =====	95,842 =====

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

12. Movements in funds

	At 1 April 2011 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2012 £
Restricted funds:					
Adult Support and Protection	29,793	-	-	-	29,793
Community Care and Health	20,579	40,930	(43,732)	-	17,777
Forth Valley Health Partnership	907	-	-	(907)	-
Fairer Scotland Fund: Volunteering Into Work	(162)	9,676	(9,514)	-	-
NHS Forth Valley Reshaping Care for Older People Third Sector Capacity Building Service Community Health Group	- - -	5,833 320	(5,833) (320)	- -	- -
Total restricted funds	51,117	56,759	(59,399)	(907)	47,570
Unrestricted funds:					
Designated:					
IT equipment replacement fund	5,500	-	(3,000)	3,500	6,000
Major repairs and maintenance	7,500	-	(2,500)	5,000	10,000
Contract Cancellations	2,500	-	-	-	2,500
Fixed Assets	2,835	-	(2,803)	3,296	3,328
General Funds	20,563	511,413	(494,643)	(10,889)	26,444
Total unrestricted funds	38,898	511,413	(502,946)	907	48,272
Total funds	90,015	568,172	(562,345)	-	95,842

CVS FALKIRK AND DISTRICT

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2012

Purposes of restricted funds:

Adult Support and Protection	Funds held for partnership committee working with NHS Forth Valley and other agencies.
Community Care and Health	Restricted grant money rolled forward from previous years and £40,930 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.
Fairer Scotland Fund: Volunteering Into Work	Grant received from Fairer Scotland Fund to fund a project aimed at using volunteering as a route to employment. This project came to an end in July 2011.
NHS Forth Valley Reshaping Care for Older People	Funding received from the Reshaping Care for Older People Change Fund to employ a Capacity Building Officer to work with partners and organisations which provide services for older people in the Falkirk Council area.
NHS Forth Valley Community Health Group	Grant received from the Community Health Group as a contribution towards promotional material costs for the 50+ Living Well Event.

Purposes of designated funds:

IT equipment replacement	The Board of Directors has designated funds for the purchase of new IT equipment. £3,000 of this fund was spent during the financial year upgrading our computer systems and a further £3,500 was transferred into this leaving a balance of £6,000 to contribute towards future IT upgrades.
Major repairs and maintenance	This designated fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. £2,500 of this fund was set aside during the year for internal painting of the office and a further £5,000 was transferred leaving a balance of £10,000 at 31 st March 2012 to take forward for future repairs and maintenance costs.
Contract Cancellations	Funds have been set aside to contribute towards any future contract cancellations the charity may face.
Fixed Assets	The purpose of this fund is to represent the net book value of the unrestricted fixed assets.