

CVS FALKIRK AND DISTRICT

Report and Financial Statements

Year ended 31 March 2013

Charity No: SC000312
Company No: SC085838

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CVS FALKIRK AND DISTRICT

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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

Iain James Opray

Margaret Torrance

Isabella Russell Breen

Elaine Maxwell Costello

Stuart McAllister

Alexander Milne

Paul Mooney

Rosemary Dean Murray

Thomas Coleman

Jacqueline Cruickshanks

Chairperson

Treasurer

Vice Chair to 30 January 2013

Appointed 18 July 2012

Resigned 29 May 2012

Resigned 29 May 2012

Secretary

Pamela Dixon

Chief Executive Officer

Karen Herbert

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

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

Unity Trust Bank plc, Nine Brindleyplace, Birmingham, B1 2HB

Solicitors

Marshall Wilson, 2 High Street, Falkirk, FK1 1EZ

CVS FALKIRK AND DISTRICT
DIRECTORS' ANNUAL REPORT
for the year ended 31 March 2013

The Directors present their report and the financial statements of the charity for the year ended 31 March 2013.

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 6 December 1983 and is a registered Scottish charity. The company also uses the operating 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

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. 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 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 2013

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 and Chief Executive.

New staff members attend a Board meeting and present to the Directors an overview of their job role and key objectives.

In 2012/13, 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, a Human Resources Sub Committee and from the Chief Executive Officer (CEO) and other members of the Management Team. The Finance Sub Committee and Human Resources Sub Committee are chaired by board members.

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 Capacity Building Officer post, a key role in the organisation, has been vacant since November 2012. It is anticipated that the recruitment of this post will commence in the new financial year.

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 oversaw this change and ensured procedures were in place for the organisation to continue to operate effectively.

In January 2013, the CEO tendered his resignation from the organisation and left his position on 31st March 2013. The Board undertook a handover period with the CEO and put procedures in place for the Development Manager and Corporate Services Manager to take on additional responsibilities and oversee the day to day running of the organisation, with the support of the Board, until a new CEO was recruited. Karen Herbert was appointed as CEO and took up post in July 2013.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

A new, three year strategic plan was developed towards the end of October 2012 to take the organisation forward and will be reviewed periodically by the Board.

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

Throughout 2012/13 we had representation on the board of Voluntary Action Scotland, Falkirk and District Women's Aid, Falkirk Environment Trust and Forth Valley and Lomond LEADER Local Action Group (LAG). Also during 2012/13, our CEO was 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 senior officer with Falkirk Council and another is 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.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

Risk management

Major risks to which the organisation is exposed have been reviewed and where possible, systems and procedures have been put into place to mitigate the risks faced by the charity. Internal control risks are minimised by the design and implementation of robust procedures for authorisation of all transactions. Risks to funding income are being mitigated through, for example, new contract activities and investing in the generation of limited trading income from tenants, room hires and graphic design.

A risk reporting matrix is reviewed at each board meeting 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, and the furtherance of health and the relief of poverty, distress and sickness.
- Provide information (including producing publications) and practical support to voluntary organisations and community groups in order to assist them in achieving their objectives and in 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 (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.

The support we provide to volunteers and to organisations looking to engage volunteers was under significant demand during the year. We dealt with 983 enquiries about volunteering with approx. 600 registering with us to take forward volunteering activity. We directly placed 393 volunteers with local organisations during the year.

We have a good reputation with these organisations which helps us to develop bespoke opportunities and additional support for our volunteers. We created 62 new volunteering opportunities with most available for volunteers aged 16 years and above.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

During 2012/13 we played a key role in developing the brand, website, publicity materials, awards and guidance for the new Saltire Awards. This Scottish Government backed programme recognises young people's commitment to volunteering. Since its official launch in April 2012, we have presented 558 Saltire Awards to young people aged between 12 and 25 years.

We recognise the commitment of volunteers of all ages at our annual Volunteer Awards Ceremony. This year it was attended by 450 people with 465 certificates and awards being presented. We also presented 76 Certificates of Achievement to college students and school pupils with additional support needs.

Our third, annual Charity Fayre was held in October 2012 and continues to be a success with more than 35 stallholders and approx. 500 visitors. This event, organised and managed by ourselves, provides the opportunity for local charities and organisation to fundraise while also raising awareness of their services.

We provided individual support to 158 organisations on volunteering issues such as PVG Scheme, policy development, identifying suitable roles, promoting opportunities, recruiting and managing volunteers.

Our work with social enterprises and promoting enterprising third sector activity has been a key focus during the year. In partnership with Falkirk Council, the Helix, Scottish Canals, and Social Enterprise Academy, we launched the Helix Social Enterprise Zone in October 2012. On moving into 2013/14, we have secured funding from the partners to recruit a Development Officer to support and develop social enterprise activity in the Falkirk Council area. The post will be funded for an initial 22 month period. We have developed excellent relationships with partners in order to maximise the amount of resource and support for targeting at this area of activity. Through this partnership, funding was secured for the Social Enterprise Academy to deliver a 4 day bespoke programme for 16 local social enterprises. Our training programme, in partnership with the Social Enterprise Academy, will give us a foundation for providing a range of support, both specific and long term.

Our Social Enterprise Forum has been well attended with 7 meetings during the year. We have a range of third sector organisations, social entrepreneurs and public sector partners regularly attending.

During the financial year 2012/13, we provided support to 130 third sector organisations, with more than half of them receiving in-depth support. Support includes sourcing and applying for funding, training, governance, financial management, reporting as well as monitoring and evaluating, development planning and community engagement. Providing face-to-face support continues to have greatest impact but is very resource intensive. Our attempts to provide more information electronically and move to pre-emptive support proved very difficult to meet specific requirements due to the late intervention asked of us that required dedicated time and effort.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

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

In response to reducing youth unemployment, we developed Broadening your Horizons, a 14 week programme for young people focusing on personal development, employability skills and an 8 week placement with a third sector organisation. We secured funding for the initial programme from Falkirk Council's Employment and Training Unit. Despite initial teething problems, we were delighted to see 10 of the 12 participants move on to a positive destination.

We sought and received funding for a Development Officer post through the Reducing Reoffending Change Fund to establish and develop a Public Social Partnership (PSP) which collectively would produce a new plan for a local mentoring intervention in response to reducing reoffending in the Falkirk Council area. It was strongly believed that the project would improve employability and social skills of the re-offenders, which in turn would help to reduce re-offending. Although it was disappointing that the application was not successful, the development process has been a positive learning experience for all partners involved. The learning and the knowledge acquired has recently been transferred to develop a mentoring programme for local young people who felt isolated from their community.

Our 2 year contract from Falkirk Council to provide the Hub Change Management function for services for children and families came to an end in March 2013. We played a key role in supporting the development of the localities over the past year and providing management support through the change process to the locality coordinators. Through the locality model of coordinating children's services, this year over 1,000 young people and their families have had access to additional support to enable them to address particular concerns or challenges that they face. In addition, we continued to play a key role in the development and roll out of the Public Social Partnership (PSP) approach in the Falkirk area. Working together with colleagues from Falkirk Council, the PSP approach has been adopted by the Community Planning Partnership and promoted as an approach to planning and commissioning a range for services for people.

We facilitate and support three forums/networks: Community Care and Health Forum, Social Enterprise Forum, Voluntary Sector Children's Services Forum. These forums have between 12 and 50 organisations in membership, ranging from small community groups to national charities.

We believe that our partners recognise the significant role and contribution that the third sector has to play in improving the communities in the Falkirk Council area. We have good relationships with several colleagues in the public sector and have achieved a number of successes working with them. However, there is room for improvement, where perhaps the value of working with the third sector has not filtered through to all levels of management within some of these large, public sector bodies. Parity of esteem is still proving difficult as the Third Sector Interfaces continue to be a modest organisation in comparison and, with a limited number of staff resources, are unable to attend an increasing number of meetings across a diverse portfolio of thematic/service areas.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

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.

FINANCIAL REVIEW

2012/13 has been another year of strong financial performance against a climate of significant reductions in public sector funding and cost increases. Our core funding from both Scottish Government and Falkirk Council remained in line with the previous year and will remain at the same level for 2013/14. Our three year Joint Working Agreement with Falkirk Council ended in March 2013. We are currently still waiting on a Joint Working Agreement from Falkirk Council for 2013/14 and are disappointed to have been told all Falkirk Council Joint Working Agreements are being harmonised to have a tenure of 1 year as we have previously always had a 3 year agreement.

Due to the nature of some of the projects we undertake, our financial performance can be difficult to compare against previous years. Our total income for 2012/13 is up significantly by 68.7% (£390,132) on the previous year. This is largely attributable to the introduction of the Partnership Innovation Fund from which we receive funds to provide grants to successful applicants to help fund innovative delivery projects relating to the care for older people. During the year, a total of £317,045 was awarded to 9 successful applicants. Two other successful projects during the year were the Youth Employability Project: Broadening Your Horizons and change fund money received from Scottish Government to develop a Public Social Partnership approach to reducing reoffending. The Partnership Innovation Fund and Broadening Your Horizons Projects will continue into 2013/14 but the Reducing Reoffending project came to an end in March 2013. An initial contribution was received towards the end of 2012/13 from the Helix towards Social Enterprise Activity. This project will be developed further during 2013/14 and additional funding has been secured from Falkirk Council and Scottish Canals to take this piece of work forward.

We recorded a strong performance in our activities for generating income with an increase of 11.5% (£12,781) on the previous year. The introduction of new tenants and increasing income from our graphic design, payroll, accountancy and admin services all contributed to this increase. Some of the work carried out as part of the graphic design and accountancy services were one off pieces of work and we recognise the need to further promote our services in order to generate future income. Income generation is and will remain a vital aspect of our activity and contribution to our sustainability.

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.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

Overall, we increased our Unrestricted General Funds position by £58,490. We reviewed our Designated Fund balances for IT and Repairs based on what the required spend will be in these areas during 2013/14. The balances on our Designated Funds for IT Equipment Replacement and Major Repairs and Maintenance at 31st March were £6,000 and £12,000 respectively. We also opted to create an additional Designated Fund for Website Development during 2013/14 with a balance of £5,000.

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 of 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 £108,522, based on 2012/13 figures, to be held in General (Unrestricted) Funds. The unrestricted reserves amount of £114,626 exceeds this target at the end of March 2013. We recognise this target has been met due to staff vacancies during the year and exceptional non-recurring generated income items. We carefully monitor this level as it fluctuates throughout the year.

PLANS FOR FUTURE PERIODS

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. There will be increased activity around Social Enterprise during 2013/14 with the recruitment of a post holder as part of the HELIX Social Enterprise Zone. In addition we are looking at ways of extending our successful Broadening Your Horizons Youth Project. We will continue to work with our partners to identify new project initiatives which contribute to local, shared outcomes.

We made good progress during the year in terms of increasing unrestricted income but recognise that there were several staffing changes and one off pieces of work that contributed to this increase and that considerable efforts need to be made in order to sustain these important revenue streams. We will continue to develop our income generating options throughout the year ahead and monitor these closely.

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.

CVS FALKIRK AND DISTRICT

DIRECTORS' ANNUAL REPORT (continued) for the year ended 31 March 2013

RECOGNITION AND THANKS

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

The 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. The Board also appreciate the staff for their dedication to the organisation during a year of significant change with the CEO moving from full to part time hours and in the interim period from his resignation to the appointment of a new CEO. In particular, they would like to express their thanks to Victoria McRae and Pam Dixon for taking on increased responsibilities during the period when the CEO post was vacant.

The Directors would like to recognise the service and contribution given by Kenny Murphy who was with the organisation for 9 years, 5 of which he served in the position of CEO. Over these years, he gave a considerable amount of time and effort to the organisation taking it forward to become a successful Third Sector Interface.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom 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 (continued) for the year ended 31 March 2013

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.

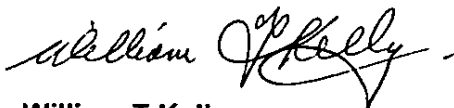
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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 21st August 2013 and signed on their behalf by



William T Kelly
Chairperson

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 2013 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

CVS FALKIRK AND DISTRICT

INDEPENDENT AUDITOR'S REPORT to the Directors of CVS Falkirk and District (continued)

apparent material misstatements or inconsistencies we consider the implication 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 2013 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 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.



Alan Cunningham (Senior Statutory Auditor)
for and on behalf of
Alexander Sloan
Chartered Accountants and
Statutory Auditor

1 Atholl Place
Edinburgh
EH3 8HP

21 August 2013.
Alexander Sloan is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006.

CVS FALKIRK AND DISTRICT

Statement of Financial Activities (Incorporating Income and Expenditure Account)

for the year ended 31 March 2013

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	299,348	-	299,348	299,348
Activities for generating funds	2	124,071	-	124,071	111,290
Investment income and interest		173	-	173	124
Incoming resources from charitable activities	2	76,850	457,862	534,712	157,410
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		500,442	457,862	958,304	568,172
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended					
Charitable activities		314,632	449,850	764,482	460,074
Costs of generating funds		108,638	-	108,638	97,954
Governance costs		10,818	-	10,818	4,317
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	3	434,088	449,850	883,938	562,345
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources before transfers		66,354	8,012	74,366	5,827
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		66,354	8,012	74,366	5,827
Total funds at 1 April 2012		48,272	47,570	95,842	90,015
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds at 31 March 2013		114,626	55,582	170,208	95,842
		<hr/>	<hr/>	<hr/>	<hr/>

The Notes on pages 16 to 25 form an integral part of these financial statements

CVS FALKIRK AND DISTRICT

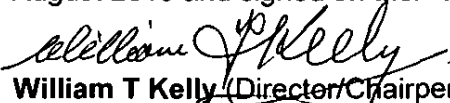
BALANCE SHEET

As at 31 March 2013

	Notes	£	2013 £	2012 £
Fixed assets				
Tangible assets	8		4,192	3,328
Current assets				
Debtors	9	82,020		96,324
Cash at bank and in hand		277,534		75,600
		359,554		171,924
Creditors: amounts falling due within one year	10	(193,538)		(79,410)
Net Current Assets			166,016	92,514
Net Assets			170,208	95,842
			=====	=====
Funds :				
Unrestricted Funds:				
Designated Funds			29,692	21,828
General Funds			84,934	26,444
			114,626	48,272
Restricted Funds			55,582	47,570
Total Funds	13		170,208	95,842
			=====	=====

The financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 and with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved and authorised for issue by the Directors on 21st August 2013 and signed on their behalf by:


William T Kelly (Director/Chairperson)


Iain Opray (Director/Treasurer)

Registered Number: SC085838

The Notes on pages 16 to 25 form an integral part of these financial statements

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2013

1. Accounting policies

1.1 Accounting Convention

The financial statements are prepared under the historical cost convention and where appropriate 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

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from commercial trading activities is recognised as earned (as the related goods and services are provided).

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

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as related goods or services are provided). Grant income included in this category provides funding to support performance activities where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

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

1.3 Resources Expended

Expenditure is recognised on an accruals basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2013

Accounting policies (continued)

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

1.4 Activity Based Reporting

The Trustees are of the opinion that the charity has a single activity and there is no merit in providing further analysis within the notes to the financial statements.

1.5 Tangible Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. The cost of minor additions or those costing below £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows

Computer equipment	evenly over 3 years
Office equipment and fixtures	evenly over 4 years
Tenant's improvements	evenly over 5 years

1.6 Leasing

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight-line basis over the period of the lease.

1.7 Pensions

The charity contributes 6% of gross salary to the individual personal pensions of its employees. The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

1.8 Funds

Unrestricted Funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as General Funds.

Designated Funds are unrestricted funds earmarked by the Directors for particular purposes.

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the Fund, together with a fair allocation of overheads.

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2013

2. Incoming resources

	Unrestricted	Restricted	2013 Total	2012 Total
	£	£	£	£
Incoming resources from generated funds:				
Voluntary Income				
Falkirk Council – Core Funding	113,748	-	113,748	113,748
Scottish Government – Core Funding	185,600	-	185,600	185,600
	<hr/>	<hr/>	<hr/>	<hr/>
	299,348	-	299,348	299,348
	<hr/>	<hr/>	<hr/>	<hr/>
Activities for generating funds				
Tenants	30,195	-	30,195	15,080
Conference hire	5,512	-	5,512	7,643
Payroll, Accountancy and Admin Services	39,964	-	39,964	31,056
Graphic Design	38,941	-	38,941	31,376
Other	9,459	-	9,459	26,135
	<hr/>	<hr/>	<hr/>	<hr/>
	124,071	-	124,071	111,290
	<hr/>	<hr/>	<hr/>	<hr/>
Incoming resources from charitable activities:				
Falkirk Council – Children Services Change Manager	68,000	-	68,000	64,786
Falkirk Council – Community Care & Health	-	18,430	18,430	18,430
Falkirk Council – Broadening Your Horizons	-	29,017	29,017	-
Falkirk Council – Helix Social Enterprise Zone	-	10,900	10,900	-
Falkirk Council – Employment & Training Unit	-	2,584	2,584	-
NHS Forth Valley – Community Care & Health	-	23,500	23,500	22,500
NHS Forth Valley – Community Health Group	-	-	-	320
NHS Forth Valley – Reshaping Care for Older People	-	35,000	35,000	17,833
NHS Forth Valley – Partnership Innovation Fund	-	317,045	317,045	-
Scottish Government – Reducing Reoffending Change Fund	-	15,960	15,960	-
Forth Valley Family Support Service	5,000	-	5,000	-
Community Food and Health Scotland	3,850	-	3,850	-
EVOC and CVS Inverclyde – Digital Outreach Project	-	-	-	1,927
Fairer Scotland – Volunteering Into Work	-	-	-	19,356
SCVO – Community Jobs Scotland	-	5,426	5,426	749
SCVO – EFQM Quality Support	-	-	-	6,375
SCVO – TSI Data Gathering	-	-	-	5,134
	<hr/>	<hr/>	<hr/>	<hr/>
	76,850	457,862	534,712	157,410
	<hr/>	<hr/>	<hr/>	<hr/>
	500,269	457,862	958,131	568,048
	=====	=====	=====	=====

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2013

3. Total resources expended

	Generation Of Funds £	Charitable Activities £	Governance Costs £	2013 Total £	2012 Total £
Staff costs (Note 5)	57,695	336,628	-	394,323	389,211
Travel & volunteer expenses	632	4,873	22	5,527	5,210
Rent	9,920	39,681	-	49,601	54,244
Premises costs	8,989	35,945	-	44,934	52,972
Office costs	27,649	4,810	180	32,639	25,411
Professional & consultancy fee	-	9,629	8,729	18,358	11,769
Activity costs	3,753	11,740	1,887	17,380	19,815
Grants Payable (Note 6)	-	317,045	-	317,045	-
Depreciation	-	3,338	-	3,338	2,803
Other costs	-	793	-	793	910
Total resources expended	108,638	764,482	10,818	883,938	562,345
	=====	=====	=====	=====	=====

4. Net incoming resources for the year

	2013 £	2012 £
<i>Net incoming resources is stated after charging:</i>		
Depreciation	3,338	2,803
Auditors' remuneration	2,664	2,580
	=====	=====

5. Staff costs and numbers

	2013 £	2012 £
Salaries and wages	347,144	336,920
Redundancy Costs	-	1,200
Social security costs	27,662	33,373
Pension charge	19,517	17,718
	=====	=====
	394,323	389,211
	=====	=====

There were no employees who received remuneration of over £60,000 in the period.
No Directors received any salary payments or reimbursement 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:

	2013 No	2012 No
Management, office & development	13.05	12.6
	=====	=====

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2013

6. Grants Payable

The following grants were awarded during 2012/13 through the Partnership Innovation Fund:

	2013 £	2012 £
Alzheimer Scotland: Community Connections Programme	39,550	-
British Red Cross: Red Cross Reablement	49,195	-
Equal Futures: Circle of Support for Vulnerable Older People	42,100	-
Falkirk and District Association for Mental Health:		
The Third Age Project	42,500	-
Falkirk Seniors Group	10,611	-
Falkirk Football Community Foundation: The Silver Bairns Club	28,708	-
Forth Valley Independent Living Association: The Three C's Project	27,750	-
Relationships Scotland: Relationships in Maturity	32,064	-
WRVS: Community Services Falkirk	44,567	-
	<hr/>	<hr/>
	317,045	-
	=====	=====

7. Taxation

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

8. Tangible fixed assets

	Tenant's Improvements £	Equipment & Fixtures £	Computer Equipment £	Total £
Cost				
At 1 April 2012	26,139	17,096	42,175	85,410
Additions in year	-	1,790	2,412	4,202
Disposals during the year	-	(504)	(1,670)	(2,174)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2013	26,139	18,382	42,917	87,438
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 1 April 2012	26,139	16,646	39,297	82,082
Charge for the year	-	756	2,582	3,338
Depreciation on disposals	-	(504)	(1,670)	(2,174)
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2013	26,139	16,898	40,209	83,246
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2013	-	1,484	2,708	4,192
	=====	=====	=====	=====
At 31 March 2012	-	450	2,878	3,328
	=====	=====	=====	=====

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2013

9. Debtors

	2013	2012
	£	£
Grants and fees receivable	27,039	72,793
Other debtors & prepayments	54,981	23,531
	<hr/>	<hr/>
	82,020	96,324
	=====	=====

10. Creditors: amounts falling due within one year

	2013	2012
	£	£
Creditors	12,225	13,888
Taxation and social security	8,526	10,270
Other creditors and accruals	171,787	26,495
Deferred Income	1,000	28,757
	<hr/>	<hr/>
	193,538	79,410
	=====	=====

11. Operating lease commitments

At 31 March 2013, the charity had annual commitments under non-cancellable operating leases as set out below:

	2013	2012
	£	£
Land and Buildings		
Operating leases which expire:		
Within two to five years	59,623	59,623
	=====	=====
Equipment		
Operating leases which expire:		
Within two to five years	4,097	4,097
	=====	=====

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2013

12. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	4,192	-	4,192
Current assets	154,584	204,970	359,554
Current liabilities	(44,150)	(149,388)	(193,538)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2013	114,626 =====	55,582 =====	170,208 =====

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2013

13. Movements in Funds

	At 1 April 2012 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2013 £
Restricted Funds:					
Adult Support and Protection	29,793	-	-	-	29,793
Community Care and Health	17,777	41,930	(46,045)	-	13,662
Falkirk Council:					
Broadening Your Horizons	-	29,017	(24,790)	-	4,227
Helix Social Enterprise Zone	-	10,900	(3,000)	-	7,900
Employment & Training Unit	-	2,584	(2,584)	-	-
NHS Forth Valley:					
Reshaping Care for Older People	-	35,000	(35,000)	-	-
Partnership Innovation Fund	-	317,045	(317,045)	-	-
Scottish Government:					
Reducing Reoffending Change Fund	-	15,960	(15,960)	-	-
SCVO: Community Jobs Scotland	-	5,426	(5,426)	-	-
Total Restricted Funds	47,570	457,862	(449,850)	(-)	55,582
Unrestricted Funds:					
Designated:					
IT Equipment Replacement	6,000	-	(2,412)	2412	6,000
Website Development	-	-	-	5,000	5,000
Major Repairs and Maintenance	10,000	-	(1,790)	3,790	12,000
Contract Cancellations	2,500	-	-	-	2,500
Fixed Assets	3,328	-	(3,338)	4,202	4,192
General Funds	26,444	500,442	(426,548)	(15,404)	84,934
Total Unrestricted Funds	48,272	500,442	(434,088)	-	114,626
Total funds	95,842	958,304	(883,938)	-	170,208

CVS FALKIRK AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2013

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 £41,930 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.
Falkirk Council: Broadening Your Horizons	Funds received to deliver a youth employability programme involving engagement with young people in meaningful activity to increase their employability goals and aspirations.
Helix Social Enterprise Zone	Contribution received from the Helix towards development of Scotland's first Social Enterprise Zone
Employment & Training Unit	Financial contribution from Falkirk Council towards moving our Administrator post from a modern apprentice role into full time employment
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.
Partnership Innovation Fund	Significant funding received to pay out in grants to successful applicants to fund innovative delivery projects relating to the care for older people. This is part of the Scottish Government's Reshaping Care for Older People Change Fund.
Scottish Government: Reducing Reoffending Change Fund	Scottish Government funds received to lead on the development of a Public Social Partnership approach to providing a mentoring intervention service to women and young men at risk of reoffending.
SCVO: Community Jobs Scotland	Funding received through the Community Jobs Scotland partnership between Scottish Government and SCVO to employ and support a young person for a 6 month period providing paid work experience in the third sector.

CVS FALKIRK AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS (continued)
for the year ended 31 March 2013

Purposes of Designated Funds continued:

IT Equipment Replacement	The Board of Directors has Designated Funds for the purchase of new IT equipment. £2,412 of this Fund was spent during the financial year purchasing new computers. The balance has been increased back up to £6,000 to contribute towards future IT upgrades.
Website Development:	£5,000 has been designated to be used toward future development of our website.
Major Repairs and Maintenance	This Designated Fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. £1,790 of this Fund was spent during the year purchasing new desks and office equipment to accommodate additional tenants. An additional £3,790 has been put into this fund to give a balance of £12,000 to carry forward into 2013/14.
Contract Cancellations	Funds have been set aside to contribute towards any cancellation costs the Charity may face.
Fixed Assets	This Fund represents the net book value of the unrestricted fixed assets.