

CVS FALKIRK & DISTRICT

Financial Statements

Year ended 31 March 2017

Charity Registration No: SC000312
Company Registration No: SC085838

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CVS FALKIRK & DISTRICT

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CVS FALKIRK & DISTRICT
CHARITY AND ADMINISTRATIVE INFORMATION
YEAR ENDED 31ST MARCH 2017

Charity registration number SC000312

Company registration number SC085838

Board of Directors

Alana Barker	Resigned 1 st November 2016
Maria Ford	
Brian Humphries	Treasurer
William Thomas Kelly	Resigned 23 rd November 2016
Ryan Lydon	
Thomas McAlinden	
Sandra McGregor	Resigned 25 May 2016
David Mellor	
Brian Robertson	Chairperson
Lindsey Taylor	

Chief Executive Officer Karen Herbert

Registered Office Unit 6, The Courtyard
Callendar Business Park
Callendar Road
Falkirk
FK1 1XR

Auditor Dickson Middleton
Chartered Accountants
20 Barnton Street
Stirling
FK8 1NE

Solicitor Marshall Wilson Law Group
115 Graham Street
Airdrie
ML6 6DE

Bankers Unity Trust Bank Plc
Nine Brindleyplace
Birmingham
B1 2HB

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT
for the year ended 31 March 2017

The Directors present their report for the financial statements for the year ended 31 March 2017.

Directors

The Directors of the charitable company are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Directors.

The Directors serving during the year and since the year end are detailed on page 1.

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

CVS Falkirk & District is a Scottish company, limited by guarantee, incorporated on 6 December 1983 and is a registered Scottish charity. The company also uses the operating names Volunteer Centre Falkirk and Forth Valley Top Toes. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members may be required to contribute an amount not exceeding £1.

Appointment of Directors

We have a formalised recruitment, appointment, induction and review process for new Directors, and the Directors keep their number and composition under review, and target recruitment to achieve a diverse mix of skills, experience and knowledge.

Director's Induction & Training

During the year the Directors moved to an online platform for information sharing, which will help new Directors learn more about the organisation on induction, and facilitates discussion out with formal Board meetings.

The organisation subscribes to the charity magazine 'Governance' for the purposes of keeping Directors up to date and able to consider issues pertinent to their role as strategic leaders of the organisation.

During the year the Directors held 'working' days both as a Board and together with staff, to better develop working relationships, and to collaborate around strategic direction. These days have been successful and the Directors have decided to continue this as an annual activity with staff. In addition, Directors are able to attend external events during the year, such as the annual third sector interface conference and ACOSVO's trustees conference.

Organisational Structure

The Directors are responsible for the overall governance of our charity and receive reports from any Sub Committees operating and from the Chief Executive Officer.

Day to day responsibility for the operation of the organisation is delegated to the CEO. Our staffing throughout the year has reduced due to the completion of several projects, but our core staffing has remained stable. Our remaining project operating at close of the year is Forth Valley Top Toes.

We celebrate the value the range of volunteers bring to our organisation, and host Summer and Christmas celebrations with them.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2017

Whilst the Scottish government's evaluation of the future direction of the third sector interface is ongoing, the range of services we provide has been fixed, and we have not conducted our normal review of local stakeholder requirements nor developed the plan with the full staff team, however when free to do so, we will return to full engagement around our delivery. In the meantime, knowing that Locality Planning is a big part of the future of local Community Planning Partnership priorities, we have developed our reporting to reflect a locality-based analysis going forward. We continue to report our achievements against this plan with year on year comparisons on a monthly basis, and in pursuit of openness and transparency, this is published on our website.

Related Parties

CVS Falkirk & District is an independent charitable organisation, providing services and support to other charities and voluntary organisations, community groups and members of the public in its area of operation. We work closely with organisations across sectors to do this effectively and efficiently.

The organisation is recognised as the third sector interface by the Falkirk Community Planning Partnership and the Scottish Government, delivering four key functions in the Falkirk local authority area. These are:

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

Throughout 2016/17 we had membership of Voluntary Action Scotland, SCVO, VHS, the Alliance and SENS Scot. We had representation on the boards of Falkirk Environmental Trust and Kelvin Valley & Falkirk LEADER Local Action Group. We are an active member of the Falkirk Community Planning Partnership and we are committed to working in partnership to achieve those priorities and outcomes within the Single Outcome and Local Delivery Plan which are compatible with our charitable and strategic objectives. We continue to engage in actions around the integration of Health & Social Care and in the changes to Community Justice, both of which are continuing into 2017/18.

Risk Management

Major risks to which the organisation is exposed have been reviewed continuously and wherever possible, systems and procedures put in place to mitigate risks faced by the charity.

Internal control risks are minimised by the design and implementation of robust procedures for authorisation of all transaction.

Risks to funding income are being mitigated through, for example, diversification of funders and investing in the generation of limited trading income, without competing with the local third sector.

A risk matrix is reviewed at each Board meeting by the CEO and Directors. In a spirit of continuous improvement, starting at the end of 2016/17 and ongoing into 2017/18 the Directors are exploring a more sophisticated and nuanced mechanism for risk management and reporting, with due regard to the size of the organisation

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2017

OBJECTIVES & ACTIVITIES

The organisation's principal objectives are to:

- Promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular, the advancement of education and the furtherance of health and the relief of poverty, distress and sickness
- Provide information (including producing publications) and practical support to voluntary organisations and community groups in order to assist them in achieving their objectives and in so doing, promote best practice
- Develop and support appropriate networks in order to ensure the voluntary and community sector's engagement in local planning and partnerships in areas such as volunteering, health, social work, housing, education, employment, environment and leisure
- 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 & PERFORMANCE

This year was another busy year for us, which saw a constant increase in demand particularly around the public sector change agendas and for our partnership contributions. We see this increasing further in the future, as austerity continues and our public sector reduces in size, at the same time as demand for services increases. Significant activity in the year presaged ongoing development of locality planning across all services, with the pace and scale of changes increasing as we move into 2017/18.

The support we provide to volunteers continues to increase despite reports of 'volunteer fatigue' at a national level, with us receiving 766 new registrations (2016: 888) in the year facilitating 145 matches (2016:736).

Unfortunately continued cuts to our funding forced us to scale back our annual Volunteer Awards Ceremony, which led eventually to a decision in 2017/18 to cease it altogether. However we provided an enhanced service to volunteer engaging organisations, with 18 organisations regularly attending our Volunteer Managers Forum, where we promote and support progressing to achieve the Volunteer Friendly Award, in which 7 participating organisations were successful this year.

Our relationship with OSCR developed this year when we piloted a new idea whereby working in partnership we target reducing the incidence of non-filing and late-filing of Returns. This has shown some early successes and is now embedded in our normal practice.

Our already successful Funders Fayre increased again in size and reach this year, attracting 23 funders and 220 attendees. By the end of the first quarter of 2017/18 we already had reports of £104,870 successful funding leveraged into the Falkirk area originating from this event alone. In times where there are ongoing and increasing cuts to grants from statutory bodies, this service is a lifeline, particularly for smaller organisations that are unable to diversify their funding profile without significant input.

CVS FALKIRK & DISTRICT

DIRECTORS' ANNUAL REPORT (continued)

for the year ended 31 March 2017

The third sector fora we facilitate that mirror the outcome themes from the Community Planning Partnership SOLD plan and priorities were formally acknowledged by the CPP Board this year as the vehicle for engaging with the third and community sector. It is difficult for attendees to always get away from their day job to attend the fora, and impossible to continue meaningful discussion when they meet only quarterly, so we also introduced online discussion boards to facilitate wider opportunities for engagement.

We produced the second annual version of our Impact Measurement Report, significantly increasing the number of participants, and this was well received by everybody, and highlighted as an example of good practice nationally, attracting interest from a wider audience than the Falkirk community.

FINANCIAL REVIEW

2016/17 saw the deepening cuts have a dramatic impact on our overall income, and a requirement to eat into our reserves in order to maintain the levels of service we feel are necessary to deliver our work effectively. There is an increasingly smaller pool of funds that are applicable to us, and the grants that are available are tending to be smaller and of shorter duration. 2016/17 saw the 3-month funding cycle introduced by Scottish Government as they moved into a protracted review/evaluation of third sector interfaces, which instability continued into 2017/18, although there is a stated commitment to move to a 3-year funding cycle at the end of this process.

We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year.

Funding cuts have also seen the completion of several of our projects, and our decision to vacate the downstairs part of our leased property has further restricted our ability to raise trading income. We are realigning our staff profiles to match changing demands, and will look to new funding sources as this becomes further established. Our core staff has however remained largely unaffected to date by these cuts, and we continue to build on those strengths and develop additional capacity to match projected future demands.

Overall we reduced our unrestricted funds by £36,349 which still allowed us to retain our stated policy of holding a 3 month reserve. Our restricted funds reduced by £36,889, mainly due to our decision to maintain existing staffing levels despite reduced income.

RESERVES POLICY

Funding received for specific pieces of work or particular areas of work is contained within Restricted Funds in order to ensure monies are spent for the purpose it was received. During the year the Directors reviewed the company's Reserves Policy and decided to maintain the current position that the organisation should retain reserves equivalent to three months of unrestricted operating costs. These costs and therefore the organisation's target amounts to £88,522 Based on 2016/17 figures, to be held in General (Unrestricted) Funds. The Unrestricted Reserves amount of £127,815 exceeds this target at the end of March 2017.

We utilised funds from our General Funds to underpin costs of core services in 2016/17, which is not sustainable for the future. The Directors are mindful of this issue and the organisation is looking at diversifying its portfolio of funders whilst simultaneously developing a responsive solution to our changing priorities as a third sector interface, and maintaining a policy of not delivering services that would compete with our local third sector. The drive to deliver sustainability from such wide-ranging changes continues into 2017/18.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2017

PLANS FOR FUTURE PERIODS

We anticipate further pressure on grant awards and will continue to work hard to secure additional sources of income. We will continue to develop our income generating options from our FVTT project throughout the year ahead and monitor these closely.

As public service reform continues at pace, we will work closely with third 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 ensure the voluntary and community sector co-produce new services which are efficient, high quality, and deliver improved outcomes for people, especially those disadvantaged through inequality. This is a precursor for expanding our work in and with our communities.

RECOGNITION & THANKS

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

The Directors are particularly appreciative of the hard work and commitment of the skilled employees, interns, placements and volunteers who have made our achievements possible, and the continuing dedication shown by all staff to the organisation's goals.

CVS FALKIRK & DISTRICT
DIRECTORS' ANNUAL REPORT (continued)
for the year ended 31 March 2017

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these statements Directors are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charitable company will continue in operation

The Directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Directors are aware:

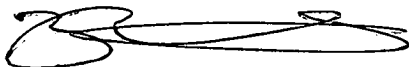
- There is no relevant audit information of which the charitable company's auditors are unaware, and
- They have undertaken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

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

Auditors

Dickson Middleton Chartered Accountants were confirmed as our auditors and reappointed for a year at the Annual General Meeting held in November 2016. They will be proposed for re-appointment for a further year at the AGM to be held in November 2017.

This report was approved by the Directors on 27th September 2017 and signed on their behalf by:



Brian Robertson
Chairperson



Brian Humphries
Treasurer

CVS FALKIRK & DISTRICT

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

We have audited the financial statements of CVS Falkirk & District for the year ended 31st March 2017 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement, the Directors (who are also the trustees of the charitable company 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our 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 applied 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 Report of the Directors to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

CVS FALKIRK & DISTRICT
INDEPENDENT AUDITOR'S REPORT (continued)
TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

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 31st March 2017, 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).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Craig Clinton (Senior Statutory Auditor),
for and on behalf of Dickson Middleton, Chartered Accountants/Statutory Auditors,
20 Barnton Street, Stirling, FK8 1NE
Dickson Middleton is eligible to act as an auditor in terms of section 1212 of the
Companies Act 2006

Date: 27 September 2017

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

for the year ended 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income from					
Charitable activities	2	307,353	112,314	419,667	540,040
Other trading activities	2	10,180	-	10,180	12,827
Investments	2	207	-	207	506
		<hr/>	<hr/>	<hr/>	<hr/>
Total income		317,740	112,314	430,054	553,373
		<hr/>	<hr/>	<hr/>	<hr/>
Expenditure on					
Raising funds	3	8,968	-	8,968	9,670
Charitable activities	3	337,973	149,203	487,176	534,252
Governance	3	7,148	-	7,148	6,639
		<hr/>	<hr/>	<hr/>	<hr/>
Total expenditure		354,089	149,203	503,292	550,561
		<hr/>	<hr/>	<hr/>	<hr/>
Net income		(36,349)	(36,889)	(73,238)	2,812
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net movements in funds		(36,349)	(36,889)	(73,238)	2,812
Reconciliation of funds:					
Total funds brought forward		179,777	36,889	216,666	213,854
		<hr/>	<hr/>	<hr/>	<hr/>
Total funds carried forward		143,428	-	143,428	216,666
		<hr/>	<hr/>	<hr/>	<hr/>

The Notes on pages 13 to 21 form an integral part of these financial statements

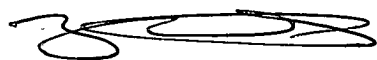
CVS FALKIRK & DISTRICT

BALANCE SHEET

As at 31 March 2017

	Notes	£	2017 £	2016 £
Fixed assets				
Tangible assets	7		6,113	6,549
Current assets				
Debtors	8	9,269		37,168
Cash at bank and in hand		210,099		231,668
		<u>219,368</u>		<u>268,836</u>
Creditors: amounts falling due within one year	9	(82,053)		(58,719)
		<u></u>		<u></u>
Net Current Assets			137,315	210,117
			<u></u>	<u></u>
Net Assets			143,428	216,666
			=====	=====
Funds:				
Unrestricted Funds:				
Designated Funds			15,613	64,198
General Funds			127,815	115,579
			<u>143,428</u>	<u>179,777</u>
Restricted Funds			-	36,889
			<u></u>	<u></u>
Total Funds	13		143,428	216,666
			=====	=====

The financial statements were approved and authorised for issue by the Board on 27 September 2017. Signed on their behalf of the board of directors:



Brian Robertson (Director/Chairperson)



Brian D Humphries (Director/Treasurer)

Company Registration Number: SC085838

The Notes on pages 13 to 21 form part of these financial statements

CVS FALKIRK & DISTRICT
STATEMENT OF CASH FLOWS
for the year ended 31 March 2017

	Notes	£	2017 £	2016 £
Cash used in operating activities	12		(18,059)	(21,789)
Cash flows from investing activities				
Interest income		207		506
Purchase of tangible fixed assets		(3,717)		(1,435)
		<hr/>		<hr/>
Cash used in investing activities			(3,510)	(929)
Cash used in financing activities		-		-
		<hr/>		<hr/>
Decrease in cash and cash equivalents in the year			(21,569)	(22,718)
Cash and cash equivalents at the beginning of the year			231,668	254,386
			<hr/>	<hr/>
Total cash and cash equivalents at the end of the year			210,099	231,668
			=====	=====

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2017

1. Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below:

1.1 Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102), The Charities SORP (FRS102), the Charities Act 2005 and the Charities Accounts Regulations 2006.

The charity meets the definition of a public benefit entity under FRS 102.

Reconciliation with previous Generally Accepted Accounting Practice (GAAP)

In preparing the financial statements the directors have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

In accordance with the requirements of FRS 102, a reconciliation of opening balances and net income/(expenditure) for the year is provided with the net income/(expenditure) under the previous GAAP adjusted for the presentation of pension scheme expenditure and the recognition of holiday entitlement arising in the year which was not taken.

	2016
	£
<u>Reconciliation of net expenditure</u>	
Net expenditure as previously stated	542,927
Adjustment including holiday pay accrual	7,634
Net expenditure as restated	<u>550,561</u>

1.2 Incoming Resources

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

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

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

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

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

CVS FALKIRK & DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2017

Accounting policies (continued)

1.3 Resources Expended

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

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

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

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

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

1.4 Activity Based Reporting

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

1.5 Tangible Fixed Assets

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

Computer equipment	evenly over 3 years
Office equipment and fixtures	evenly over 4 years
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

From January 2016 all eligible staff were auto enrolled into a workplace pension operated by True Potential Investor funded by contributions from employee and employer. Staff receiving employer contributions into their personal individual pensions prior to 31 December 2015, were able to continue to do so and opt out of auto enrolment if they so wished. All eligible new employees enter the auto enrolment scheme. The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

1.8 Funds

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

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

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

1.9 Going Concern

The charity is operating in a more challenging financial climate. Based on current expectations of future income the directors are confident that the company has sufficient resources to continue operations for at least a period of 12 months from the date of approval of these financial statements and that it holds sufficient cash funds to meet any obligations that fall due. As a result the going concern basis of accounting has been adopted.

2. Incoming resources

	Unrestricted	Restricted	2017 Total	2016 Total
	£	£	£	£
Income from charitable activities				
Falkirk Council – Core Funding	102,372	-	102,372	102,372
Falkirk Council – Community Care & Health	-	-	-	18,430
Falkirk Council – Employment & Training Unit	-	5,597	5,597	1,876
NHS Forth Valley – Community Care & Health	-	-	-	23,500
NHS Forth Valley – Reshaping Care for Older People	-	-	-	6,598
NHS Forth Valley – Forth Valley Top Toes	-	-	-	43,067
NHS Forth Valley – Home Essential Leaving Packs	-	25,000	25,000	50,000
NHS Forth Valley – Integrated Care Fund	-	75,000	75,000	75,000
Scottish Government – Core Funding	185,600	-	185,600	185,600
SCVO – Community Jobs Scotland	-	6,717	6,717	10,186
SCVO – CPIP and Asset Mapping	-	-	-	12,000
Top Toes	19,381	-	19,381	11,155
Other	-	-	-	256
	<hr/>	<hr/>	<hr/>	<hr/>
	307,353	112,314	419,667	540,040
	<hr/>	<hr/>	<hr/>	<hr/>
Income from other trading activities				
Tenants	2,650	-	2,650	5,520
Conference hire	2,599	-	2,599	5,749
Other	4,931	-	4,931	1,558
	<hr/>	<hr/>	<hr/>	<hr/>
	10,180	-	10,180	12,827
	<hr/>	<hr/>	<hr/>	<hr/>
Income from investments				
Bank interest	207	-	207	506
	<hr/>	<hr/>	<hr/>	<hr/>
	317,740	112,314	430,054	553,373
	=====	=====	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2017 Total £	2016 Total £
Staff costs (Note 5)	2,042	364,412	1,718	368,172	392,596
Travel & volunteer expenses	-	5,807	209	6,016	6,844
Rent	1,787	16,088	-	17,875	39,908
Premises costs	3,984	35,861	-	39,845	49,792
Office costs	306	5,041	-	5,347	6,119
Professional & consultancy fee	-	16,340	3,000	19,340	17,833
Activity costs	849	19,480	2,221	22,550	32,824
Depreciation & Impairment	-	4,153	-	4,153	4,398
Other costs	-	446	-	446	247
NHSFV ICF Funds repaid^	-	19,548	-	19,548	-
Total resources expended	8,968	487,176	7,148	503,292	550,561
	=====	=====	=====	=====	=====

^ The £19,548 repaid to NHS Forth Valley during the year were funds left over from the restricted Integrated Care Fund project at the end of March 2016.

4. Net incoming resources for the year

	2017 £	2016 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	4,153	4,398
Auditors' remuneration	3,000	3,000
	=====	=====

5. Staff costs and numbers

	2017 £	2016 £
Salaries and health insurance	323,860	349,312
Social security costs	25,104	27,567
Pension charge	19,208	14,442
Recruitment	-	1,275
	=====	=====
	368,172	392,596

There were no employees who received remuneration of over £60,000 in the period.
No Directors received any salary payments and 1 director claimed reimbursement of travel expenses amounting to £209 in the year (2016: £107).

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

	2017 No	2016 No
Management, office & development	15	16
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

6. Taxation

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

7. Tangible fixed assets

	Tenant's Improvements £	Equipment & Fixtures £	Computer Equipment £	Total £
Cost				
At 1 April 2016	26,139	23,779	21,806	71,724
Additions	-	-	3,717	3,717
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2017	26,139	23,779	25,523	75,441
	<hr/>	<hr/>	<hr/>	<hr/>
Accumulated depreciation and impairment charges				
At 1 April 2016	26,139	21,317	17,719	65,175
Disposals	-	-	-	-
Charge for the year	-	1,514	2,639	4,153
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2017	26,139	22,831	20,358	69,328
	<hr/>	<hr/>	<hr/>	<hr/>
Net book value				
At 31 March 2017	-	948	5,165	6,113
	=====	=====	=====	=====
At 31 March 2016	-	2,462	4,087	6,549
	=====	=====	=====	=====

8. Debtors

	2017 £	2016 £
Grants and fees receivable	758	26,583
Other debtors & prepayments	8,511	10,585
	<hr/>	<hr/>
	9,269	37,168
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

9. Creditors: amounts falling due within one year	2017	2016
	£	£
Creditors	9,294	8,153
Taxation and social security	7,238	9,723
Other creditors and accruals	65,521	40,843
	<hr/>	<hr/>
	82,053	58,719
	=====	=====

10. Operating lease commitments

At 31 March 2017, the charity had annual commitments under non-cancellable operating leases as set out below:

	2017	2016
	£	£
Land and Buildings		
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	114,400	-
More than five years	107,250	-
	<hr/>	<hr/>
	278,850	28,600
	=====	=====
 Equipment	 2017	 2016
	£	£
Operating leases which expire:		
Within one year	3,480	3,509
Between 2-5 years	13,920	-
More than five years	2,610	-
	<hr/>	<hr/>
	20,010	3,509
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	6,113	-	6,113
Current assets	219,368	-	219,368
Current liabilities	(82,053)	-	(82,053)
	<hr/>	<hr/>	<hr/>
Net assets at 31 March 2017	143,428	-	143,428
	=====	=====	=====

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

	2017 £	2016 £
Net movement in funds	(73,238)	2,812
Add back depreciation charge	4,153	4,398
Deduct interest income shown in investing activities	(207)	(506)
Decrease in debtors	27,899	10,898
Increase/(decrease) in creditors	23,334	(39,391)
	<hr/>	<hr/>
Net cash used in operating activities	(18,059)	(21,789)
	=====	=====

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

13. Movements in Funds

	At 1 April 2016 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2017 £
Restricted Funds:					
NHS Forth Valley:					
Home Essential Leaving Packs	17,341	25,000	(42,341)	-	-
Integrated Care Fund	19,548	75,000	(94,548)	-	-
Falkirk Council: ETU	-	5,597	(5,597)	-	-
SCVO: Community Jobs Scotland	-	6,717	(6,717)	-	-
Total Restricted Funds	36,889	112,314	(149,203)	-	-
Unrestricted Funds:					
Designated:					
Social Enterprise	32,000	-	(32,000)	-	-
Equipment Replacement	5,000	-	(1,160)	(1,840)	2,000
Website Development	2,000	-	(1,786)	2,286	2,500
Major Repairs and Maintenance	18,649	-	(1,140)	(12,509)	5,000
Fixed Assets	6,549	-	(4,153)	3,717	6,113
General Funds	115,579	317,740	(313,850)	8,346	127,815
Total Unrestricted Funds	179,777	317,740	(354,089)	-	143,428
Total funds	216,666	430,054	(503,292)	-	143,428

CVS FALKIRK & DISTRICT

NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2017

Purposes of Restricted Funds:

NHS Forth Valley:

Home Essential Leaving Packs

Partnership Bridging Monies awarded to CVS Falkirk & District to employ a Volunteer Co-ordinator to deliver a volunteer based service delivering basic fresh food packs to patients discharged from Forth Valley Royal Hospital and Falkirk District Hospital. This project was funded for 6 months and came to an end during the year.

Integrated Care Fund

Funding received through the Integrated Care Fund to employ a Partnership Manager to focus on representation for the wider third sector with statutory partners particularly around the health and social care integration agenda.

SCVO:

Community Jobs Scotland

Funding received through the Community Jobs Scotland partnership between Scottish Government and SCVO to employ and support two young employees providing paid work experience in the third sector.

Purposes of Designated Funds:

Social Enterprise

The directors designated £32,000 towards employing our Social Enterprise Development Officer during the year to March 2017. For 2017/18 this post will no longer be a designated fund and will come out of general funds.

Equipment Replacement

During the year, £1,160 was spent on upgrading our Sage Line 50 accounting software and other IT related equipment. Directors decreased this fund down to £2,000 for 2017/18.

Website Development:

During the year £1,786 was spent on web related expenditure in relation to both the CVS Falkirk and Forth Valley Top Toes websites. £2,500 has been designated at 31st March 2017 for website updates and improvements planned for next financial year.

Major Repairs and Maintenance

This Designated Fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. Expenditure of £1,140 during the year was in relation to replacing our signage on the outside of the building and some small office equipment purchases. This fund has been reduced to £5,000 at 31st March 2017.

Fixed Assets

This Fund represents the net book value of the unrestricted fixed assets.