

Company Number: SC 085838

Charity Number: SC 000312

Voluntary Action Resource Centre (Falkirk and District) Ltd

Directors' Report and Accounts

For The Year Ended

31 March 2002



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**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Report and accounts**  
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**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Legal and administrative information**

|   | <b>Appointed</b> | <b>Resigned</b> |
|---|------------------|-----------------|
| <b>Directors</b>                            |                  |                 |
| John Bruce Reid                             | Chairperson      | 08/12/98        |
| William Kidd                                | Vice Chairperson | 14/02/01        |
| Kenneth Richard Horner                      | Treasurer        | 30/05/01        |
| Grant Holmes Carstairs                      |                  | 14/02/01        |
| Thomas Alexander Coleman                    |                  | 18/05/01        |
| Susan Elizabeth Crosbie                     |                  | 14/02/01        |
| Linda Gow                                   |                  | 14/02/01        |
| Elma Grierson                               |                  | 14/02/01        |
| Valerie Hunter                              |                  | 18/05/01        |
| Paul William Holmes                         |                  | 30/10/01        |
| Mike Lyon                                   |                  |                 |
| Carey Sinclair                              |                  |                 |
| <b>Secretary</b>                            |                  |                 |
| Pandora Jayne Summerfield                   |                  | 30/07/01        |
| William Kidd                                |                  | 31/05/01        |
| June Vallance                               |                  | 23/02/00        |
| <b>Auditors</b>                             |                  |                 |
| ATN   |                  |                 |
| Chartered Accountants & Registered Auditors |                  |                 |
| Units 37 & 38                               |                  |                 |
| Stirling Enterprise Park                    |                  |                 |
| Stirling                                    |                  |                 |
| FK7 7RP                                     |                  |                 |
| <b>Bankers</b>                              |                  |                 |
| The Royal Bank of Scotland                  |                  |                 |
| 2 Newmarket Centre                          |                  |                 |
| Falkirk                                     |                  |                 |
| FK1 1JX                                     |                  |                 |
| <b>Solicitors</b>                           |                  |                 |
| Russel & Aitken                             |                  |                 |
| Kings Court                                 |                  |                 |
| High Street                                 |                  |                 |
| Falkirk                                     |                  |                 |
| FK1 1PQ                                     |                  |                 |
| <b>Registered office</b>                    |                  |                 |
| The Old Sheriff Court                       |                  |                 |
| Hope Street                                 |                  |                 |
| Falkirk                                     |                  |                 |
| FK1 5AT                                     |                  |                 |
| <b>Company number</b>                       |                  |                 |
| SC 085838                                   |                  |                 |
| <b>Charity Number</b>                       |                  |                 |
| SC 000312                                   |                  |                 |

## **Voluntary Action Resource Centre (Falkirk and District) Ltd Directors' Report**

The directors of the charity for the purposes of the Companies Act present their annual report and the audited financial statements for the year ended 31 March 2002. The directors have adopted the provisions of the Statement Of Recommended Practice (SORP) "Accounting and reporting by Charities" issued in October 2000 in preparing the annual report and accounts of the charity.

### **Objects of the Charity, Principal Activities and Organisation of our work**

The charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The charity has no share capital. The liability of the members is restricted to £1 in the event the company should wind up.

### **Principal Activities and Achievements**

Falkirk Voluntary Action Resource Centre's (VARC's) principal objectives are to:

- provide information and support to local communities and voluntary organisations in order to ensure that local views are heard at local and national level.
- to support policy development and help share good practice.
- to facilitate access to funding, produce publications, provide training and provide technical support for local voluntary organisations and community groups.

During the reported year the organisation continued to provide support to local voluntary sector organisations through publishing the Inform Newsletter, by providing meeting facilities for 55 voluntary organisations or groups, by holding a Funders Fair in partnership with Falkirk Council and by providing specialised consultancy support to 12 local organisations.

The organisation commissioned some extensive research on the subject of volunteering throughout the area, in order to guide our future work on this subject.

The grant from the National Lottery Charities Board (Community Fund) which funded the Information Resource Unit, came to an end in June 2001 and it was decided to retain the two staff until the Directors had considered with the new Chief Executive Officer, how the organisation should proceed in the future.

The work of the Social Economy Unit drew towards its close during the year. An in depth evaluation exercise was begun in order to assess the impact of the Fruit Barras - a pilot healthy food initiative bringing growers and consumers closer together and giving consumers access to locally grown fruit and vegetables at a convenient location. This initiative especially benefited older people, whose limited mobility impaired their ability to shop for those type of items in supermarkets.

The voluntary sector continued to be represented by VARC on partnership bodies such as the Community Urban Regeneration Programmes (CURP) Board. The Community Learning Partnership and Development staff made a very valuable contribution to the Community Education Approaches Training Pack. These training materials will assist staff from other disciplines to utilise community development techniques in the furtherance of their own work.

A substantial development for the organisation was the introduction of a completely new IT system at the end of the year. Whilst the purchase of the equipment was possible through grant funding, the Directors have recognised the need for investment of both staff time and financial resources in order to ensure that the organisation does not become digitally excluded and is able to communicate effectively with its local partners. Substantial training has begun to be undertaken by the staff on the new system and all business processes are being reviewed in order that the maximum efficiency impact will be achieved.

Further details on the organisations activity is available in the published Annual Review.

### **Transactions and Financial Position**

The Statement of Financial Activities shows net deficit for the year of (£15,929), with reserves totalling £60,417 of which £24,130 are unrestricted.

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Directors' Report**

**Reserves**

It is the Directors' intention to establish free reserves equivalent to at least 3 months operating costs. At present the free reserves do not reach this target level and the Directors are considering ways in which additional unrestricted funds will be raised.

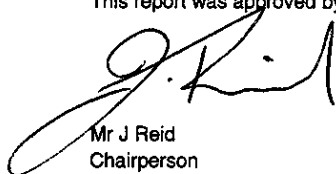
**Directors**

The directors are as named on page 1. Appointment and removal of the directors is governed by the memorandum and articles of association.

**Risks**

The Directors have assessed the major risks to which the charity is exposed and have taken steps to mitigate these risks.

This report was approved by the Directors on 30 October 2002.

A handwritten signature in black ink, appearing to read 'J. Reid', is written over the printed name and title.

Mr J Reid  
Chairperson

## **Voluntary Action Resource Centre (Falkirk and District) Ltd**

### **Statement of Directors' Responsibilities**

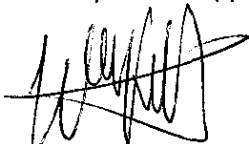
Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or (deficit) for that year. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Approval**

This report was approved by the Board on 30 October 2002 and signed on its behalf.



Mr W Kidd  
Vice Chairperson.

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Auditors' Report**

**Report of the auditors**  
**to the members of Voluntary Action Resource Centre (Falkirk and District) Ltd**

We have audited the financial statements on pages 6 to 12 under the historical cost convention and the accounting policies set out on page 9.

**Respective responsibilities of directors and auditors**

As described on page 4, the charity's trustees who are also directors of the company are for the purposes of company law responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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

We read The Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of opinion**

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

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

**Opinion**

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



ATN  
Chartered Accountants and Registered Auditors  
Units 37 & 38  
Stirling Enterprise Park  
Stirling  
FK7 7RP

30 October 2002

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Statement of Financial Activities**  
**for the year ended 31 March 2002**

|   | Notes | £<br>Restricted | £<br>Unrestricted | 2002<br>£<br>Total | 2001<br>£      |
|---|-------|-----------------|-------------------|--------------------|----------------|
| <b>INCOMING RESOURCES</b>                       |       |                 |                   |                    |                |
| Grants received                                 | 3     | 90,560          | 277,318           | 367,878            | 356,304        |
| Generated income                                | 4     | 10,654          | 52,586            | 63,240             | 145,460        |
| Investment income                               | 5     | -               | 200               | 200                | 248            |
| <b>Total income</b>                             |       | <u>101,214</u>  | <u>330,104</u>    | <u>431,318</u>     | <u>502,012</u> |
| <b>RESOURCES EXPENDED</b>                       |       |                 |                   |                    |                |
| <b>Direct charitable expenditure</b>            | 6     | (96,742)        | (331,831)         | (428,573)          | (454,166)      |
| <b>Other expenditure</b>                        |       |                 |                   |                    |                |
| Management and administration                   | 7     | (16,784)        | (1,890)           | (18,674)           | (15,002)       |
| <b>Net (deficit) / surplus for the year</b>     |       | <u>(12,312)</u> | <u>(3,617)</u>    | <u>(15,929)</u>    | <u>32,844</u>  |
| <b>Retained (deficit) /surplus for the year</b> |       | <u>(12,312)</u> | <u>(3,617)</u>    | <u>(15,929)</u>    | <u>32,844</u>  |

**STATEMENT OF OTHER RECOGNISED GAINS AND LOSSES**

|                                    | Restricted<br>Income | Unrestricted<br>Income | Total<br>2002 | 2001          |
|------------------------------------|----------------------|------------------------|---------------|---------------|
| Net (expenses)/income for the year | (12,312)             | (3,617)                | (15,929)      | 32,844        |
| Net movement in funds for the year | (12,312)             | (3,617)                | (15,929)      | 32,844        |
| Total Funds:<br>Brought forward    | 48,599               | 27,747                 | 76,346        | 43,502        |
| <b>At 31 March 2002</b>            | <u>36,287</u>        | <u>24,130</u>          | <u>60,417</u> | <u>76,346</u> |



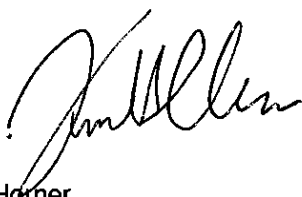
**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Summary Income and Expenditure Account**  
**as at 31 March 2002**

|                         | <b>2002</b>     | <b>2002</b>      | <b>2001</b>    | <b>2001</b>      |
|-------------------------|-----------------|------------------|----------------|------------------|
|                         | <b>£</b>        | <b>£</b>         | <b>£</b>       | <b>£</b>         |
| <b>Total income</b>     |                 |                  |                |                  |
| Continuing operations   | 383,664         |                  | 353,026        |                  |
| Discontinued operations | <u>47,654</u>   |                  | <u>148,986</u> |                  |
| Total income            |                 | 431,318          |                | 502,012          |
| Total expenditure       |                 | <u>(447,247)</u> |                | <u>(469,168)</u> |
| <b>Net income</b>       |                 |                  |                |                  |
| Continuing operations   | 6,180           |                  | 36,285         |                  |
| Discontinued operations | <u>(22,109)</u> |                  | <u>(3,441)</u> |                  |
| Net income for the year |                 | <u>(15,929)</u>  |                | <u>32,844</u>    |

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Balance Sheet**  
**as at 31 March 2002**

|   | Notes | 2002<br>£      | 2001<br>£      |
|---|-------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |
| Tangible assets                                       | 8     | 4,395          | 9,066          |
| <b>Current assets</b>                                 |       |                |                |
| Debtors   | 10    | 90,941         | 69,898         |
| Bank  |       | 98,842         | 61,174         |
| Cash on hand  |       | 62             | -              |
|   |       | <u>189,845</u> | <u>131,072</u> |
| <b>Creditors: amounts falling due within one year</b> | 11    | (133,823)      | (63,792)       |
| <b>Net current assets</b>                             |       | <u>56,022</u>  | <u>67,280</u>  |
| <b>Net assets</b>                                     |       | <u>60,417</u>  | <u>76,346</u>  |
| <b>Capital and reserves</b>                           |       |                |                |
| Unrestricted Funds                                    | 14    | 24,130         | 27,747         |
| Restricted Funds                                      | 14    | 36,287         | 48,599         |
|   |       | <u>60,417</u>  | <u>76,346</u>  |

The accounts have been prepared in accordance with the special provisions relating to small companies within part VII of the Companies Act 1985 and with the Financial Reporting Standards for Smaller Entities (effective March 2000), with the requirements of the charities Accounts (Scotland) Regulations 1992 and with the Statement of Recommended Practice for Accounting by Charities (2000).



Mr K R Horner  
Treasurer

Approved by the Board on 30 October 2002

## 1 Accounting policies

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with The Statement of Recommended Practice, Accounting and reporting by charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of VAT which cannot be recovered

The project is regarded as a charity for tax purposes under section 505 of the Corporation tax act of 1988.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the costs on a straight line basis over their expected useful economic lives as follows:

|                       |                   |
|-----------------------|-------------------|
| Fixtures and Fittings | 25% straight line |
|-----------------------|-------------------|

Staff are encouraged to establish a money purchase private pension plan and the charity makes a 6% contribution towards the plans of permanent staff.

Administrative expenditure includes all expenses not related to the charitable activity of the charity such as professional fees, management fees and bank charges.

| 2002 | 2001 |
|------|------|
| £    | £    |

**This is stated after charging:**

|                                    |       |        |
|------------------------------------|-------|--------|
| Depreciation of owned fixed assets | 4,671 | 3,456  |
| Pension costs                      | 4,794 | 12,701 |

| 2002 | 2001 |
|------|------|
| £    | £    |

|  |                |                |
|--|----------------|----------------|
| Grants: Local Authorities                    | 167,717        | 174,267        |
| Grants: Other                                | -              | 118,014        |
| Grants: Scottish Executive                   | 109,000        | -              |
| S.E. VIU Underspend VARC                     | 22,902         | -              |
| S.E. VIU Underspend Volunteer Centre         | 4,033          | -              |
| Building Brighter Futures Feasibility Grant  | 4,936          | -              |
| Falkirk Council Modernising Government Grant | 10,515         | -              |
| S.E. Research Grant                          | 9,900          | -              |
| Scottish Enterprise Forth Valley             | 21,915         | -              |
| VDS Database Grant                           | 800            | -              |
| Community Fund                               | 16,160         | 64,023         |
|  | <u>367,878</u> | <u>356,304</u> |

| 2002 | 2001 |
|------|------|
| £    | £    |

|                          |               |                |
|--------------------------|---------------|----------------|
| Rents received           | 8,938         | 66,796         |
| Tenants' Service Charges | 3,288         | -              |
| Tenants' Office Supplies | 3,499         | 10,175         |
| Admin services           | 5,743         | -              |
| Conference Hire          | 23,723        | 26,903         |
| Catering                 | 3,417         | 4,579          |
| Equipment Hire           | 610           | 317            |
| Management Fees          | 3,868         | 12,690         |
| New Deal                 | -             | 24,000         |
| Falkirk VARC             | 3,817         | -              |
| Other                    | 6,337         | -              |
|                          | <u>63,240</u> | <u>145,460</u> |

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Notes to the Accounts**  
**for the year ended 31 March 2002**

|  |                               |                |
|--|-------------------------------|----------------|
| <b>5 Investment Income</b>                               | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Bank Interest  | 200                           | 248            |
|  | <u>200</u>                    | <u>248</u>     |
| <b>6 Direct Charitable Expenditure</b>                   | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Staff costs  | 234,126                       | 273,663        |
| Volunteer costs  | 2,986                         | 3,731          |
| Premises and equipment                                   | 125,439                       | 147,309        |
| Communication  | 19,066                        | 29,463         |
| Consultancy  | 45,335                        | -              |
| Underspend repayment                                     | 1,621                         | -              |
|  | <u>428,573</u>                | <u>454,166</u> |
| <b>7 Management and Administration</b>                   | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Professional Fees  | 16,174                        | 9,309          |
| Local Forums   | 198                           | -              |
| Management fees  | 2,250                         | 5,351          |
| Bank Charges   | 52                            | 342            |
|  | <u>18,674</u>                 | <u>15,002</u>  |
| <b>8 Tangible fixed assets</b>                           | <b>Equipment and fixtures</b> | <b>Total</b>   |
|  | <b>£</b>                      | <b>£</b>       |
| <b>Cost</b>  |                               |                |
| At 1 April 2001  | 44,640                        | 44,640         |
| At 31 March 2002   | <u>44,640</u>                 | <u>44,640</u>  |
| <b>Depreciation</b>                                      |                               |                |
| At 1 April 2001  | 35,574                        | 35,574         |
| Charge for the year                                      | 4,671                         | 4,671          |
| At 31 March 2002   | <u>40,245</u>                 | <u>40,245</u>  |
| <b>Net book value</b>                                    |                               |                |
| At 31 March 2002   | <u>4,395</u>                  | <u>4,395</u>   |
| At 31 March 2001   | <u>9,066</u>                  | <u>9,066</u>   |
| <b>9 Capital Expenditure</b>                             |                               |                |
| Equipment is now expensed in the year of purchase.       |                               |                |
| <b>10 Debtors</b>  | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Trade debtors  | 74,273                        | 69,898         |
| Amounts due from other projects                          | 16,668                        | -              |
|  | <u>90,941</u>                 | <u>69,898</u>  |
| <b>11 Creditors: amounts falling due within one year</b> | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Creditors  | 117,156                       | 63,792         |
| Amounts due to other projects                            | 16,667                        | -              |
|  | <u>133,823</u>                | <u>63,792</u>  |
| <b>12 Salary costs</b>                                   |                               |                |
| No remuneration was paid to the Directors in the year.   |                               |                |
| The staff costs of the remaining staff were:             |                               |                |
|  | <b>2002</b>                   | <b>2001</b>    |
|  | <b>£</b>                      | <b>£</b>       |
| Wages and salaries                                       | 195,550                       | 224,843        |
| Social Security costs                                    | 19,555                        | 22,484         |
|  | <u>215,105</u>                | <u>247,327</u> |

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Notes to the Accounts**  
**for the year ended 31 March 2002**

The average weekly number of staff employed as full time equivalents during the year was as follows:

|                                    | 2002 | 2001 |
|------------------------------------|------|------|
| Management, office and development | 13   | 19   |

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

**13 Investments**

The only investment the charity has is the money held on deposit in the bank accounts. Interest is received on the balance of the money deposited.

**14 Statement of Funds**

|                           | At 1/4/01<br>£ | Income<br>£    | Expenses<br>£    | At 31/3/02<br>£ |
|---------------------------|----------------|----------------|------------------|-----------------|
| <b>Unrestricted Funds</b> | 27,747         | 330,104        | (333,721)        | 24,130          |
| <b>Restricted Funds</b>   | 48,599         | 101,214        | (113,526)        | 36,287          |
| <b>Total Funds</b>        | <u>76,346</u>  | <u>431,318</u> | <u>(447,247)</u> | <u>60,417</u>   |

**15 VARC and FVC**

|                                 | 2002<br>£     | 2002<br>£        | 2001<br>£ | 2001<br>£        |
|---------------------------------|---------------|------------------|-----------|------------------|
| Income as per project accounts  |               | 397,813          |           | 309,362          |
| Less: Inter project adjustments |               | <u>(67,709)</u>  |           | <u>-</u>         |
|                                 |               | 330,104          |           | 309,362          |
| Expenditure                     | (401,430)     |                  | (274,726) |                  |
| Less: Inter project adjustments | <u>67,709</u> | <u>(333,721)</u> | <u>-</u>  | <u>(274,726)</u> |
|                                 |               | <u>(3,617)</u>   |           | <u>34,636</u>    |

**16 Volunteer Centre**

|             | 2002<br>£       | 2001<br>£       |
|-------------|-----------------|-----------------|
| Income      | 53,560          | 43,664          |
| Expenditure | <u>(43,763)</u> | <u>(42,015)</u> |
|             | <u>9,797</u>    | <u>1,649</u>    |

**17 Social Economy Unit**

|             | 2002<br>£       | 2001<br>£       |
|-------------|-----------------|-----------------|
| Income      | 31,444          | 57,895          |
| Expenditure | <u>(55,805)</u> | <u>(56,257)</u> |
|             | <u>(24,361)</u> | <u>1,638</u>    |

**18 Information Resource Unit**

|             | 2002<br>£       | 2001<br>£       |
|-------------|-----------------|-----------------|
| Income      | 16,210          | 64,090          |
| Expenditure | <u>(11,510)</u> | <u>(63,343)</u> |
|             | <u>4,700</u>    | <u>747</u>      |

**19 Lets Development**

|             | 2002<br>£      | 2001<br>£       |
|-------------|----------------|-----------------|
| Income      | -              | 25,778          |
| Expenditure | <u>(2,448)</u> | <u>(26,795)</u> |
|             | <u>(2,448)</u> | <u>(1,017)</u>  |

**Voluntary Action Resource Centre (Falkirk and District) Ltd**  
**Notes to the Accounts**  
**for the year ended 31 March 2002**

**20 Lets Café**

|             | <b>2002</b> | <b>2001</b>    |
|-------------|-------------|----------------|
|             | <b>£</b>    | <b>£</b>       |
| Income      | -           | 1,223          |
| Expenditure | -           | (6,032)        |
|             | <u>-</u>    | <u>(4,809)</u> |

**21 Summary of restricted and unrestricted projects**

Restricted:

Volunteer Centre  
 Social Economy Unit  
 Information Resource Unit  
 Lets Development

Unrestricted:

VARC  
 Falkirk Voluntary Centre

- 22** The company is currently involved in discussions with the bank regarding a deposit account that holds restricted funds, totalling £14,222 to which the company does not have access. This is because the funds have been frozen. Therefore they are currently unable to repay the balance to the project funder.

Overall this does not affect the unrestricted reserves unless material legal expenses were to be incurred for which VARC would be responsible.