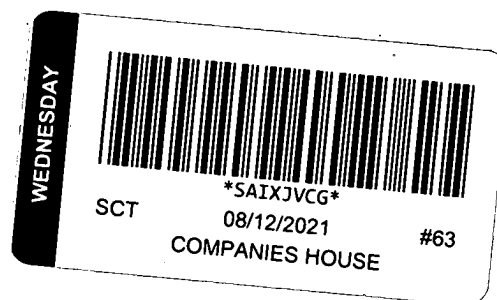


**CVS FALKIRK & DISTRICT**

**Financial Statements**

**Year ended 31 March 2021**

**Charity Registration No: SC000312**  
**Company Registration No: SC085838**





## **CVS FALKIRK & DISTRICT**

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**CVS FALKIRK & DISTRICT**  
**CHARITY AND ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 31<sup>ST</sup> MARCH 2021**

**Charity registration number** SC000312

**Company registration number** SC085838

**Board of Directors**

David Mellor	Chairperson
Brian Humphries	Treasurer
Lindsey Porter	Vice Chair
Sobia McGuire	Resigned 19 August 2021
Maria Ford	
Bill Mitchell	
Wendy Turner	Appointed 21 November 2020
Kayleigh Hirst	Appointed 21 November 2020
Claire Macdonald	Appointed 21 November 2020
Anne Marie Macdonald	Appointed 21 November 2020

**Chief Executive Officer**

Jen Kerr	Resigned 7 September 2020
Victoria McRae	Appointed Acting CEO 7 September 2020
	Appointed CEO 10 November 2020
Maureen Hill	Appointed Interim CEO 21 April 2021
	Resigned 20 August 2021
Beverley Francis	Appointed Interim CEO 23 August 2021

**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**

Caesar & Howie Solicitors  
 29 Upper Newmarket Street  
 Falkirk  
 FK1 1JH

**Bankers**

Unity Trust Bank Plc  
 Nine Brindleyplace  
 Birmingham  
 B1 2HB



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT**  
**for the year ended 31 March 2021**

The Directors present their report for the financial statements for the year ended 31 March 2021

**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 also 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 may be required to contribute an amount not exceeding £1.

**Appointment of Directors**

We have a formal and established recruitment, appointment, and induction 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**

All new Directors receive an induction to the organisation and its activities and the roles and responsibilities of a Trustee. The Directors focus on their role in setting the strategic direction of the organisation and seeking assurance that the organisation is being well run and managed on a day-to-day basis. During the year, the Directors have worked together with staff, to better develop working relationships, and to collaborate around strategy and key operational matters of significance, particularly as we have responded to the Covid – 19 pandemic. The Directors continue to communicate with staff to ensure a strong working relationship is maintained to ensure smooth running of the work of CVS Falkirk and District. In addition, Directors attend external events during the year, such as the annual third sector interface conference, SCVO's 'The Gathering and all ACOSVO's Chair and Trustees network events as part of their ongoing training and development. This is supplemented by training in matters specific to the needs of the Board.

**Organisational Structure and Leadership Support**

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 Chief Executive Officer and her staff team.

Our core staffing team has remained stable throughout the year, however we did have some temporary changes in our senior leadership due to the absence, of our Chief Executive Officer, we now have a substantive Interim Chief Executive Officer that will be taking the organisation forward. As part of the continuous development of our staff team, a restructure of the organisation will be a priority for the year ahead. The Improving Employability through Volunteering (IETV) project (and 1 team member) has now ended with the staff member being retained as a Volunteer Development Officer to maintain the high standard of volunteer recruitment and placement that has been established during the pandemic. At present, the staff team continue to work from home and therefore we were not able this year to host any



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT (continued)**  
**for the year ended 31 March 2021**

supported job placements to provide opportunities for young people to learn and gain valuable experience within our organisation and the third sector. This will be reviewed as the lifting of restrictions are brought in and it is envisaged that this programme will recommence as the staff team begin to return to normal working within the office environment. We will also review our own digital capacity to accommodate the prospect of hybrid or home working going forward.

**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 (TSI) by the Falkirk Community Planning Partnership (CPP) and the Scottish Government. We continue to work toward the TSI Framework Agreement with Scottish Government to developing 4 key 'roles' in the Falkirk local authority area. These are:

1. Intelligence: Being a source of third sector and public policy information
2. Voice: Developing a collective and strong, local third sector voice
3. Connect: Creating opportunities to network the third sector for collaboration and creating connections between the planning of public services and the third sector.
4. Building Capacity: Supporting a strong and vibrant third sector that delivers outcomes for Falkirk.

Throughout 2020/21 we have been members of the Association of Chief Officers of Scottish Voluntary Organisations, the Scottish Council for Voluntary Organisations, Volunteer Scotland, Voluntary Health Scotland and Children in Scotland. We are an active member of the Falkirk Community Planning Partnership and 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 ongoing.

**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 transactions. 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 Board and Staff Risk Sub-Group has been established to consider the link between operational and strategic risks and update the companies' risk matrix as required. An update is provided at each Board meeting by the Sub-Group's Director members.



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT (continued)**  
**for the year ended 31 March 2021**

**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 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, this 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**

With the new Scottish Government TSI Framework launched in 2019, we developed an outcome focused workplan, taking time to examine need and ever-changing context of our work. Compiling and monitoring this report has demonstrated to us how unique and valuable our TSI role is in the local context. We are incredibly proud to know through this process that we're making a difference for communities and third sector organisations in Falkirk. However, we still have a way to go to get better at demonstrating this in our reports and monitoring processes. We have worked with MILO, our customer relationship management system to improve this process, resulting in us having established a leadership role in the MILO user group this year and subsequently improving our monitoring and evaluation which remains an internal improvement priority.

During the first lockdown, we established Volunteer Falkirk and set up the freephone telephone system operated by a team of fifteen volunteers. During the year we registered 2341 volunteers and signposted 492 volunteers to appropriate placement. Fourteen volunteer hotlists were created, highlighting a range of bespoke volunteering placements supporting the aspirations of volunteers and their unique range of skills and experience.

We continue to provide organisational and governance support to Falkirk's third sector with: funding support to 70 organisations; 23 funding articles in e-bulletin; 68 organisations accessing funding information via our website, and we facilitated volunteer management support to 35 organisations with 4 organisations securing Volunteer Friendly Awards.

During the year we organised and facilitated a 3-day virtual Funders Fayre 2021; Forth Valley Third Sector Conference in partnership with Clackmannanshire Third Sector Interface and Stirlingshire Voluntary Enterprise; through the CPP an event with the Third Sector Community Response Forum, to inform third sector activity around the emerging Falkirk Plan



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT (continued)**  
**for the year ended 31 March 2021**

We are continuing to support the further developing of the Forth Valley Social Enterprise Network and have supported 19 Falkirk Social Enterprises. We have also grown our engagement and relationships with Falkirk's third sector which enables us to share information and opportunities for our sector colleagues. We facilitated four main thematic online forums on a monthly/bi-monthly basis attended by 222 organisations across the year. These forums offer an opportunity for the third sector to have representatives and participate directly in the Community Planning Partnership and other partnership groups.

We have focused on improving our weekly ebulletins and social media with ebulletin circulation rising to 1205 subscribers and twitter followers to 1784 individuals.

**COVID19 pandemic**

In March 2020 due to the COVID19 pandemic we closed our office and asked staff to work from home for the foreseeable future. We were in the fortunate position of being supported to supply staff with mobile technology (laptops, phones, office equipment) and so within a few hours the team were set up and ready to work remotely supporting the groups, organisations, volunteers, and citizens who came forward in their thousands to create, lead and manage community support to help those who were shielding, self-isolating or struggling with the complications of the lockdown. Despite the difficulties, we are proud of our contribution and the wider community response. The pandemic, however difficult has taught us a great deal about our own resilience and the hidden and untapped capacity, and capability of our communities. We have, as a result, improved our profile locally and demonstrated our capacity to add value in partnership with others.

Whilst the IETV project was on hold, the funding development officer refocused her role in supporting the volunteers stepping forward to respond to the COVID19 pandemic.

The pandemic brought new challenges for the third sector and with-it financial hardship for many. Throughout the pandemic we have worked closely with our partners to try and alleviate some of the hardship being felt in our communities by distributing several emergency funding streams:

Volunteer Expenses Fund – £27,951  
Winter Support Fund - £115,506  
Supported 16 Organisations  
Supported 31 Organisations  
190 Volunteers

Winter Volunteer Expenses Fund - £15,620  
Specialist Food & Emergency provision - £8,000  
Supported 8 Organisation  
Supported 12 Organisations  
25 Volunteers

**Financial Review**

Our core funding throughout 2020/21 remained quite static in comparison with the previous financial year, however there was an increase in additional funding which was made available to respond to the Covid-19 pandemic. Through prudent monitoring of our expenditure and liabilities and the receipt of management income from projects, the year ended with an overall surplus of £68,612. We were therefore able to replenish our reserves ending the year with £194,600 in general funds, an increase of £52,419 from 2019/20. The organisations finances remain an area of key focus for the Directors especially in the ever-changing environment during 2020/21 with the COVID-19 pandemic and the different small grants we have been tasked with administering.



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT (continued)**  
**for the year ended 31 March 2021**

**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 2020.

This report was approved by the Directors on 7<sup>th</sup> October 2021 and signed on their behalf by:



**David Mellor**  
Chairperson



**Brian Humphries**  
Treasurer



**CVS FALKIRK & DISTRICT**  
**DIRECTORS' ANNUAL REPORT (continued)**  
**for the year ended 31 March 2021**

While it was anticipated that the long-awaited review of the Scottish Government Funding Formula for the network would be confirmed in 2020/21 this has 'yet to be developed' in detail, but the recent Programme for Government suggest this will feature in forthcoming announcements. We are grateful to Falkirk Council and the Falkirk Health & Social Care Partnership for their continued financial support throughout the year.

**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 for which it was intended. 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 operating costs. These costs and therefore the organisation's target amounts to £182,362 based on 2020/21 expenditure figures, to be held in General Funds. The Reserves amount of £231,084 exceeds this target at the end of March 2021. Designated Funds at the end of March 2021 were £18,097.

**PLANS FOR FUTURE PERIODS**

We seek to increase third sector collaboration and opportunities for growth. We will continue to build on the good relationships we have with our public sector partners to ensure the voluntary and community sector co-produce services for the communities they serve to improve outcomes for people, especially those disadvantaged through inequality. We'd like to support the development of community leadership and capacity to engage in local decision making with public bodies. However, staff capacity and resource remain our most significant challenge and so we acknowledge that we need to continue to work hard to secure additional sources of income, and collaborate further to support new initiatives and access a more diverse range of funding.

With the COVID19 pandemic prevalent in our lives (personal and professional), we will adhere to all relevant guidance in looking after our staff as they work remotely to support community response, volunteers, local groups and the wider sector as they develop community led solutions to help and assist their own communities and neighbours. We will liaise with the sector and public sector partners to connect them and encourage collaboration and partnership working. Where possible we will seek additional resource and funding to support these initiatives.

**Recognition and Thanks**

The Directors would like to express their thanks to those who have worked with us during the last 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 and volunteers who have made our achievements possible, and the continuing dedication shown by all staff to the organisation's goals.



## CVS FALKIRK & DISTRICT

### INDEPENDENT AUDITOR'S REPORT FOR YEAR ENDED 31 MARCH 2021

#### TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT

##### **Opinion**

We have audited the financial statements of CVS Falkirk & District (the 'charitable company') for the year ended 31<sup>st</sup> March 2021 which comprise Statement of Financial Activities, Balance Sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31<sup>st</sup> March 2021, 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.

##### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



## **CVS FALKIRK & DISTRICT**

### **INDEPENDENT AUDITOR'S REPORT (continued)**

#### **TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

##### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the directors' report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

##### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

##### **Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

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

- adequate and proper accounting records have not been kept, 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report from the requirement to prepare a strategic report.



## **CVS FALKIRK & DISTRICT**

### **INDEPENDENT AUDITOR'S REPORT (continued)**

#### **TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

##### **Responsibilities of trustees**

As explained more fully in the statement of directors' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

##### **Auditor's responsibilities for the audit of the financial statements**

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 objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.



**CVS FALKIRK & DISTRICT**

**INDEPENDENT AUDITOR'S REPORT (continued)**

**TO THE TRUSTEES AND MEMBERS OF CVS FALKIRK & DISTRICT**

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Robert Taylor (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: 7<sup>th</sup> October 2021**



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

**for the year ended 31 March 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>Income from</b>					
Charitable activities	2	258,540	534,422	792,962	478,001
Other trading activities	2	5,020	-	5,020	14,560
Investments	2	81	-	81	327
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		263,641	534,422	798,063	492,888
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on</b>					
Raising funds	3	4,547	-	4,547	14,560
Charitable activities	3	203,069	516,035	719,104	466,175
Governance	3	5,800	-	5,800	5,856
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		213,416	516,035	729,451	486,591
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income</b>		50,225	18,387	68,612	6,297
Transfers between Funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movements in funds</b>		50,225	18,387	68,612	6,297
<b>Reconciliation of funds:</b>					
Total funds brought forward		162,472	-	162,472	156,175
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds carried forward</b>		212,697	18,387	231,084	162,472
		<hr/>	<hr/>	<hr/>	<hr/>

**The Notes on pages 15 to 24 form an integral part of these financial statements**



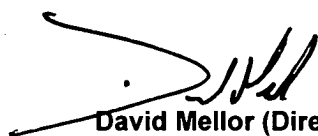
# CVS FALKIRK & DISTRICT

## BALANCE SHEET

As at 31 March 2021

	Notes	£	2021 £	2020 £
<b>Fixed assets</b>				
Tangible assets	7		3,097	5,291
<b>Current assets</b>				
Debtors	8	71,826		75,517
Cash at bank and in hand		188,069		100,780
		<u>259,895</u>		<u>176,297</u>
<b>Creditors: amounts falling due within one year</b>	9	(31,908)		(19,116)
<b>Net Current Assets</b>			227,987	157,181
<b>Net Assets</b>			<u>231,084</u> =====	<u>162,472</u> =====
<b>Funds:</b>				
Unrestricted Funds:				
Designated Funds			18,097	20,291
General Funds			194,600	142,181
			<u>212,697</u>	<u>162,472</u>
Restricted Funds			18,387	-
<b>Total Funds</b>	13		<u>231,084</u> =====	<u>162,472</u> =====

The financial statements were approved and authorised for issue by the Board on 7th October 2021. Signed on their behalf of the board of directors:



David Mellor (Director/Chairperson)



Brian D Humphries (Director/Treasurer)

Company Registration Number: SC085838

The Notes on pages 15 to 24 form part of these financial statements



**CVS FALKIRK & DISTRICT**  
**STATEMENT OF CASH FLOWS**  
**for the year ended 31 March 2021**

	Notes	£	2021 £	2020 £
<b>Cash used in operating activities</b>	<b>12</b>		87,208	(21,422)
<b>Cash flows from investing activities</b>				
Interest income		81		327
Purchase of tangible fixed assets		-		(5,309)
		<hr/>		<hr/>
<b>Cash generated in/(used by) investing activities</b>			81	(4,982)
<b>Cash used in financing activities</b>		-		-
		<hr/>		<hr/>
Decrease in cash and cash equivalents in the year			87,289	(26,404))
Cash and cash equivalents at the beginning of the year			100,780	127,184
			<hr/>	<hr/>
<b>Total cash and cash equivalents at the end of the year</b>			188,069 =====	100,780 =====



**CVS FALKIRK & DISTRICT**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**for the year ended 31 March 2021**

**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.

**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 2021**

**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

**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 2021**

**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	2021 Total	2020 Total
	£	£	£	£
<b>Income from charitable activities</b>				
Aspiring Communities Fund	-	-	-	45,375
Falkirk Council – COVID Funding	-	133,800	133,800	-
Falkirk Council – COVID Community Food Fund	-	78,000	78,000	-
Falkirk Council – Core Funding	72,940	-	72,940	72,940
Falkirk Council – Employment & Training Unit	-	38,472	38,472	32,060
HSCP – COVID Volunteer Expenses	-	10,000	10,000	-
HSCP – Monitoring & Evaluation	-	19,800	19,800	-
National Lottery – Community Fund COVID	-	100,000	100,000	-
NHS – COVID Recovery Grant	-	498	498	-
NHS Forth Valley – Integrated Care Fund	-	81,500	81,500	80,500
Scottish Government – Core Funding	185,600	-	185,600	185,600
Scottish Government – COVID Wellbeing Fund	-	45,518	45,518	-
SCVO – Community Jobs Scotland	-	11,834	11,834	18,993
SGN – Community Project	-	15,000	15,000	-
Top Toes	-	-	-	39,208
Other	-	-	-	3,325
	258,540	534,422	792,962	478,001
<b>Income from other trading activities</b>				
TSI Staff Sharing	4,182	-	4,182	14,145
Other	838	-	838	415
	5,020	-	5,020	14,560
<b>Income from investments</b>				
Bank interest	81	-	81	327
	263,641	534,422	798,063	492,888
	=====	=====	=====	=====



# CVS FALKIRK & DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

### 3. Total resources expended

	Raising Funds £	Charitable Activities £	Governance Costs £	2021 Total £	2020 Total £
Staff costs (Note 5)	4,182	282,068	2,500	288,750	354,917
Travel & volunteer expenses	-	28	-	28	8,872
Rent	100	28,500	-	28,600	28,650
Premises costs	200	37,686	-	37,886	33,297
Office costs	20	4,069	-	4,089	3,835
Professional & consultancy fee	-	8,808	3,300	12,108	8,872
Activity costs	45	40,264	-	40,309	45,184
COVID Volunteer Expenses	-	37,639	-	37,639	-
COVID Grant Payments	-	277,472	-	277,472	-
Depreciation & Impairment	-	2,193	-	2,193	2,171
Other costs	-	377	-	377	793
Total resources expended	4,547	719,104	5,800	729,451	486,591
	=====	=====	=====	=====	=====

### 4. Net incoming resources for the year

	2021 £	2020 £
<i>Net incoming resources are stated after charging:</i>		
Depreciation	2,193	2,171
Auditors' remuneration	3,300	3,300
	=====	=====

### 5. Staff costs and numbers

	2021 £	2020 £
Salaries and health insurance	254,771	313,993
Social security costs	18,500	22,862
Pension charge	15,106	17,832
Recruitment	373	230
	=====	=====
	288,750	354,917
	=====	=====

There were no employees who received remuneration of over £60,000 in the period.  
Remuneration paid to senior management during the year was £94,178 (2020: £108,100).

No Directors received any salary payments or reimbursement of travel expenses during the year.

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

	2021 No	2020 No
Management, office & development	11	15
	=====	=====



# CVS FALKIRK & DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

### 6. Taxation

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

### 7. Tangible fixed assets

	Equipment & Fixtures £	Computer Equipment £	Total £
<b>Cost</b>			
At 1 April 2020	23,779	32,735	56,514
Additions	-	-	-
Disposals	-	-	-
	<hr/>	<hr/>	<hr/>
At 31 March 2021	23,779	32,735	56,514
	<hr/>	<hr/>	<hr/>
<b>Accumulated depreciation and Impairment charges</b>			
At 1 April 2020	23,779	27,444	51,223
Disposals	-	-	-
Charge for the year	-	2,194	2,194
	<hr/>	<hr/>	<hr/>
At 31 March 2021	23,779	29,638	53,417
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
<b>At 31 March 2021</b>	-	3,097	3,097
	=====	=====	=====
At 31 March 2020	-	5,291	5,291
	=====	=====	=====

### 8. Debtors

	2021 £	2020 £
Grants and fees receivable	60,191	61,458
Other debtors & prepayments	11,635	14,059
	<hr/>	<hr/>
	71,826	75,517
	=====	=====



# CVS FALKIRK & DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

9. Creditors: amounts falling due within one year	2021	2020
	£	£
Creditors	2,741	2,698
Taxation and social security	5,220	6,359
Other creditors and accruals	23,947	10,059
	<hr/>	<hr/>
	31,908	19,116
	=====	=====

### 10. Operating lease commitments

At 31 March 2021, the charity had annual commitments under non-cancellable operating leases as set out below:

	2021	2020
	£	£
<b>Land and Buildings</b>		
Operating leases which expire:		
Within one year	28,600	28,600
Between 2-5 years	107,250	114,400
More than five years	-	21,450
	<hr/>	<hr/>
	135,850	164,450
	=====	=====
 <b>Equipment</b>	 2021	 2020
	£	£
Operating leases which expire:		
Within one year	4,176	4,176
Between 2-5 years	3,132	7,308
More than five years	-	-
	<hr/>	<hr/>
	7,308	11,484
	=====	=====



# CVS FALKIRK & DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

### 11. Analysis of Net Assets between Funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	3,097	-	3,097
Current assets	241,508	18,387	259,895
Current liabilities	(31,908)	-	(31,908)
	<hr/>	<hr/>	<hr/>
<b>Net assets at 31 March 2021</b>	212,697 =====	18,387 =====	231,084 =====

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

	2021 £	2020 £
Net movement in funds	68,612	6,297
Add back depreciation charge	2,194	2,171
Deduct interest income shown in investing activities	(81)	(327)
Decrease in debtors	3,691	(21,826)
Increase in creditors	12,792	(7,737)
	<hr/>	<hr/>
<b>Net cash used in operating activities</b>	87,208 =====	(21,422) =====



# CVS FALKIRK & DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2021

### 13. Movements in Funds

	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2021 £
<b>Restricted Funds:</b>					
NHS Forth Valley:					
Integrated Care Fund	-	81,500	(81,500)	-	-
HSCP COVID Volunteer Expenses	-	10,000	(27,951)	17,951	-
HSCP Monitoring & Evaluation	-	19,800	(19,800)	-	-
COVID Recovery Grant	-	498	-	-	498
 Falkirk Council ETU:					
Improving Employability Through Volunteering	-	38,472	(38,472)	-	-
COVID Grants	-	211,800	(214,151)	5,240	2,889
 National Lottery:					
COVID Community Fund	-	100,000	(76,809)	(23,191)	-
 Scottish Government:					
COVID Wellbeing Grant	-	45,518	(45,518)	-	-
 SCVO: Community Jobs Scotland	-	11,834	(11,834)	-	-
 SGN Community Project	-	15,000	-	-	15,000
 <b>Total Restricted Funds</b>	<b>-</b>	<b>534,422</b>	<b>(516,035)</b>	<b>-</b>	<b>18,387</b>
<b>Unrestricted Funds:</b>					
Designated:					
Major Repairs and Maintenance	5,000	-	-	-	5,000
Fixed Assets	5,291	-	(2,194)	-	3,097
Service Charge	10,000	-	-	-	10,000
 General Funds	142,181	263,641	(211,222)	-	194,600
 <b>Total Unrestricted Funds</b>	<b>162,472</b>	<b>263,641</b>	<b>(213,416)</b>	<b>-</b>	<b>212,697</b>
 <b>Total funds</b>	<b>162,472</b>	<b>798,063</b>	<b>(729,451)</b>	<b>-</b>	<b>231,084</b>



## **CVS FALKIRK & DISTRICT**

### **NOTES TO THE FINANCIAL STATEMENTS (continued)**

**for the year ended 31 March 2021**

#### **Purposes of Restricted Funds:**

Integrated Care Fund	Funding received through the Integrated Care Fund towards our strategic work, supporting the Health and Social partnership to work with Falkirk's Third Sector.
HSCP COVID Volunteer Expenses	Funding from Health and Social Care Partnership to operate a volunteer expenses funds for those volunteering during the COVID pandemic.
HSCP Monitoring & Evaluation	Health and Social Care Partnership funding to deliver a Monitoring and Evaluation project to include the Community Link Work pilot and also wider community-based development work being progressed within Falkirk.
COVID Recovery Grant	Health promotion service COVID-19 recovery grant to purchase home gym equipment to create a borrowing library for staff.
Falkirk Council Employment & Training Unit (ETU)	Two year funded project around improving employability through volunteering in which one development officer is employed to deliver on.
Falkirk Council COVID Grants	Various COVID related funds to administer on behalf of Falkirk Council in relation to the provision of emergency food supplies, volunteer expenses and grant awards.
National Lottery COVID Community Fund	Funding received from the Lottery Community Fund to administer and distribute to successful grant applicants for help during the COVID pandemic.
Scottish Government COVID Wellbeing Grant	Capacity boost funding received from the Scottish Government for the first quarter of 2020/21 to assist with the COVID pandemic.
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.
SGN Community Project	Funding being held from SGN to support local communities affected by a gas outage in their areas.



## **CVS FALKIRK & DISTRICT**

### **NOTES TO THE FINANCIAL STATEMENTS (continued)**

**for the year ended 31 March 2021**

#### **Purposes of Designated Funds:**

##### **Major Repairs and Maintenance**

This Designated Fund is a contingency fund for any future repairs and maintenance work at the Charity's premises. No expenditure occurred from this fund during 2020/21 with the premises lying empty and all staff working from home due to the COVID pandemic.

##### **Service Charge**

Due to increasing service charges at our current premises, a designated fund of £10,000 has been set aside for this purpose if need be in future years.

##### **Fixed Assets**

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