

**CVS FALKIRK & DISTRICT**  
**Report and Financial Statements**  
**Year ended 31 March 2005**

**Charity No: SCO00312**  
**Company No: SC085838**



## **CVS FALKIRK & DISTRICT**

<b>CONTENTS</b>	<b>page</b>
Legal and administrative information	1
Report of the directors	2
Independent auditors report to the board of directors	9
Statement of financial activities	11
Balance sheet	12
Notes forming part of the financial statements	13

## **CVS FALKIRK & DISTRICT**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **Status**

The organisation is a charitable company limited by guarantee, governed by a memorandum and articles of association.

#### **Board of Directors**

William Thomas Kelly	Chairperson
William Kidd	Vice Chairperson
Kenneth Richard Horner	Treasurer
Thomas Alexander Coleman	
Christopher Eldred Bishop	
Ann McDonald	
Susan Margot Selwyn	
Isabella Russell Breen	
Stuart McAllister	
Margaret Torrance	Elected 19.08.04
John Bruce Reid	Resigned 22.09.04

#### **Secretary**

Pandora Summerfield

#### **Registered Office and operation address**

Old Sheriff Court  
Hope Street  
Falkirk  
FK1 5AT

#### **Auditors**

Whitelaw Wells CA  
9 Ainslie Place  
Edinburgh  
EH3 6AT

#### **Bankers**

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

#### **Solicitors**

Russel & Aitken  
Kings Court  
High Street  
Falkirk FK1 1PQ

**CVS FALKIRK & DISTRICT**  
**REPORT OF THE BOARD OF DIRECTORS**

**For the year ended 31 March 2005**

The board of directors presents its report and the audited financial statements for the year ended 31 March 2005.

**Vision, Mission and Values**

In addition to our charitable objects, CVS Falkirk & District has considered how to clearly define our role and how we intend to fulfil that role.

Our **Vision** is of a diverse and effective voluntary sector in the Falkirk Council area.

Our **Mission** is to support, develop and represent voluntary sector organisations so they can participate positively in the planning and delivery of high quality, high impact services to communities and individuals and to develop vibrant volunteering and community action.

Our work is driven by our **Values** of honesty, openness and respect for both individuals and communities with whom we work.

**Objects**

The objects of CVS Falkirk and District as defined by our Memorandum of Association are:

To promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular,

- i. the advancement of education, the furtherance of health and the relief of poverty, distress and sickness.
- ii. To provide information (including producing publications) and practical support to voluntary organisations and community groups in order to assist them in achieving their own objectives and in doing so, to promote best practice.
- iii. To develop and support appropriate networks in order to ensure the voluntary and community sectors engagement in local planning and partnerships in areas such as, but not exclusively, volunteering, health, social work, housing, education, employment, environment and leisure.
- iv. To provide information and practical support to individuals who wish to volunteer and to volunteer engaging organisations and in doing so, to promote best practice.
- v. To promote the work of the local voluntary sector to local, national and UK government and to other statutory agencies or appropriate bodies as necessary and appropriate.

**Organisational Structure**

CVS Falkirk & District is an independent charity, providing services and support to other charities/voluntary organisations and community groups in its area of operation. We are a member of the CVS Scotland Network and share information with other CVS's who are also members of the Network. In addition we are the Volunteer Centre (VC) for the Falkirk Council area and operate as an *integrated organisation*. Our VC function makes us members of the VC Scotland Network and we work closely with Volunteer Development Scotland on volunteering issues. Whilst we remain committed to being an integrated organisation, we are investigating and implementing ways in which the visual identity of the VC can be more separate and distinct.

## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Organisational Structure (continued)**

Our Memorandum and Articles allows for up to 10 Directors to be elected by and from member organisations, requires 2 directors to be designated by Falkirk Council or its successor – to date these have been 1 councillor and 1 officer and up to 3 Directors appointed by the Board of Directors on the basis that he/she has specialist experience and/or skills which could be of assistance to the Board of Directors. Appointees do not have to be from member organisations, but must stand down at the Annual General Meeting although they can be appointed for a further period after the AGM should the Board of Directors require their services.

The Directors are responsible for the overall governance of the charity and receive reports from a Finance Sub Committee chaired by the Treasurer, a Personnel and Staffing Sub Committee chaired by a Director and from the Chief Executive and other members of the executive Management Team.

In addition to the Chief Executive there are three managers who together form the Management Team of the organisation. They are respectively responsible for Information & Communication Technologies and Facilities, Finance and Voluntary Sector Development.

CVS Falkirk & District is one of over fifty CVS throughout Scotland. During the year covered by the 2003-2004 Annual Report, Avante consulting undertook a major review of the national network. This resulted in an agreement between the CVS network and the Scottish Council of Voluntary Organisations (SCVO) to work within a closer, more direct relationship and for SCVO to create a new post of Director of Networks in order to provide a greater level of support to CVS.

#### **Review of Activity Context**

In addition, the Avante report proposed the development of a national framework of Core Activities to which all CVS agreed to work. CVS Falkirk & District has adopted the framework for the production of its business plan and has followed its structure in the production of this report.

#### **Understanding & Providing Information about the Local Voluntary Sector**

In 2003/04 we reported on our development of a comprehensive database on the local voluntary and community sector. Our ongoing plan is to ensure that information on local organisations is updated annually and that any new organisations we become aware of are added. We make information contained within the database available to other organisations and send mailings out on their behalf.

#### *Objectives*

- To add new organisations to the database
- To maintain the database by regular updating
- To issue news releases setting out information about the sector and issues important to them.

#### *Achievements*

- 128 organisations added
- 260 organisations contact details refreshed
- From the wealth of information collected on the sector, we produced a briefing paper called "The Hidden Giant", which sets out a wide range of detail about the sectors impact in the area. We issued 6 media releases on the briefing paper, with 1 published in the UK magazine Third Sector and 1 in local press. Through the year, we issued 6 media releases on volunteering with 4 of these targeted around the time of volunteers week. Each of these was published by the local press and 47 radio features were broadcast.

## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Communicating with the Sector**

Having accurate information on who and where the voluntary and community sector is in the Falkirk area is important for us in order to be able to communicate with local organisations. We should provide relevant and up-to-date information both for and on the sector. Amongst other things, providing timely information will enable organisations to respond to emerging issues which affect their work and consultations.

#### *Objectives*

- To produce regular newsletter and e-bulletin
- To develop an improved website
- To participate in partnerships which deliver benefits for the sector

#### *Achievements*

- During the year we reviewed the format and content of our newsletter. We implemented proposed improvements and published 3 newsletters to a circulation of 500. With the growing use of IT throughout the sector, we also developed an e-bulletin which has proved very popular due to its more “instant” production and ease of use and circulation. The e-bulletin is sent to 175 desktops and feedback has been extremely positive about this method of communication.
- In line with the sectors greater use of IT, we developed and improved our website, not only to how it looks, but also its functionality. There is now a separate section on volunteering and viewers are able to download a range of documents including information packs, newsletter, e-bulletins and details of job opportunities.
- We participated in the planning and delivery of a Forth Valley Funders Fair, together with the 2 other CVS in Forth Valley and the three local authorities. As a result of this event, 14 organisations made appointments for a FunderFinder search.

#### **Representing the Interests of the Sector**

The voluntary sector is increasingly requested to participate in a range of policy initiatives generated by both the Scottish Executive and local authorities. Whilst the sector welcomes this, there are issues of the sectors capacity to undertake this involvement when resources are limited. The CVS must support the sector in developing ways in which it can contribute to the developing joint working initiatives and policy initiatives and not just assume the role of representative.

#### *Objectives*

- To develop a Voluntary Sector Forum
- To develop a Voluntary Sector Childrens Services Forum
- To support the Community Care Forum and the development of a Voluntary Sector Community Care and Health Forum.
- To attend and contribute to the Community Learning and Development Partnership

## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Representing the Interests of the Sector (continued)**

##### *Achievements*

- We established a steering group with four local organisations for the development of the Voluntary Sector Forum and set ourselves a target of 25% (34) of the 135 staffed organisations participating by the end of the year. Whilst 5 meetings have been held and 14 organisations have attended at least one meeting, we have revised our strategy to concentrate on developing the sectors infrastructure through initial development of service forums. This is due to the fact that service specific forums are developing more cohesively than the wider forum has.
- Development of the Voluntary Sector Childrens Forum has gone from strength to strength with membership doubling from 7 at the outset, to 14. Whilst initially we provided both the secretariat and chaired the meetings, the members have now chosen a chair from amongst their number. The forum has direct involvement in the Falkirk Childrens Commission, a multiagency body which oversees children's services. Four members of the forum and the CVS Chief Executive participate in the wider Commission meetings, with the CVS Chief Executive representing the forum on the Commissions Executive Committee.
- The CVS has for some time provided the secretariat for the Community Care Forum, although this had to be suspended during a period of staff vacancy. On appointment of a new post – Community Care and Health Development Officer, this support was reinvigorated.

Half way through the year the CVS was invited to represent the interests of the sector on the Falkirk Community Health Partnership Development Group. This temporary committee was to contribute to the development of the new CHP in Falkirk, in line with the Scottish Executives policy of developing Community Health Partnerships (CHP) across Scotland. Ultimately the development group would hand over responsibility to the new CHP Committee and Management Team upon formal establishment of the CHP. The CVS Chief Executive represented the interests of the sector on the CHP Development Group.

As the purpose of CHPs is to bring together community care and health services in the public sector, the CVS has brought together the community care and health organisations in the voluntary sector as the Voluntary Sector Community Care and Health Forum. Three forum members now represent the forum on the formal CHP Committee and the CHP Development Group has been wound up as its' job is done.

- The Community Learning and Development Partnership (CLDP) is a multiagency group that focuses on the strategic development of learning in the community, across all sectors and from statutory education through health education, to informal learning at anytime of life. Once in post, the Voluntary Sector Development Manager (VSDM) of the CVS attended three meetings from October to March. Her input covers both general voluntary sector issues and volunteering.

In addition to the strategic CLDP which involves workers with a Falkirk wide remit, in Grangemouth multiagency operational staff have developed a local CLDP focusing on implementation. Again the VSDM attends and represents the interests of the voluntary sector and volunteering and participated in an open day. The open day promoted the activities of each of the partners to a wide range of partner's staff. As a result of this involvement we have received requests from two partner agencies to run specific sessions for their staff; another has registered volunteering opportunities with us and we gained the services of a volunteer with a background in journalism.

## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Providing Support and Other Services**

A large part of our support services are delivered by development staff working with local organisations on issues about their own development and/or the services that they deliver to their service users. A generic development officer will work with organisations on issues such as governance, policy development and implementation of procedures. A volunteering development officer will work with organisations on how they can best attract, recruit and retain volunteers. In terms of other services overtime the profile of these services offered by CVS Falkirk & District has changed. Whilst some years ago, typing and photocopying of local groups newsletters featured significantly, the spread of IT has reduced the demand for this service substantially. We have been fortunate that we have been able to continue to respond to the needs of the local sector for office accommodation and meeting room space.

#### *Objectives*

- To provide support to organisations on aspects of their development and/or service delivery.
- To provide support to organisations deploying volunteers
- To market the office accommodation and room hire available.

#### *Achievements*

- Generic support to 80 organisations covered a wide range of issues from governance issues for existing groups (20) to new group start ups (3). Information on issues affecting groups was also popular e.g. insurance, legislation such as the Disability Discrimination Act and the ubiquitous funding. Thirty four organisations received face to face support at meetings, with a further 46 receiving information by telephone.
- The support to volunteer deploying organisations was also wide ranging. During the year, 156 potential volunteers were interviewed and given details on aspects of volunteering. Of these, 83 went onto to be placed with organisations. In addition, 30 volunteer deploying organisations were visited in order to confirm their volunteering opportunities and identify areas of support needs.

Raising the profile of volunteering is a key role for the VC if it is to help meet the demand for volunteers. To this end, we hold two major events each year during Volunteers Week. The first is our Volunteer of the Year Awards Ceremony at which the Provost officiates. This year as well as the awards for Volunteer of the Year, Young Volunteer of the Year and Volunteer Engaging Organisation of the Year, 17 five year, 14 ten year and 16 twenty year long volunteering service medals were given out as well as 201 certificates of recognition and thanks. In addition 13 organisations took stands at the Volunteering Street Fair which takes place on a Saturday in Falkirk High Street. The town centre management advised that some 50,000 people would have had access to the fair and over 50% of the organisations participating recruited at least one new volunteer as a result of the fair. One further way we raise the profile of volunteering is by targeting those people who are coming close to retirement. During the year we gave presentations on volunteering at 7 pre-retirement courses, to a total of 111 attendees.

- A substantial part of our income is generated from the letting of office and meeting room space at our premises in the Old Sheriff Court. In order to sustain the level of income, we endeavour to market the opportunities more widely each year. This year, as well as through our newsletter, e-bulletin and in our information packs, we marketed through an advert in Third Force News, circulated information to all members of the Association of Chief Officers of Scottish Voluntary Organisations and at the Forth Valley Funders Fair. Total income generated from the building this year is 12% down on last years figures, with 10% down on rents and 13% down on room hire.



## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Promoting Good Practice**

As the umbrella body for the local sector, we must seek to improve standards in service delivery, management and policy development both within the CVS Network, the local sector and elsewhere.

#### *Objectives*

- To participate in the data sharing consortium exploring the information sharing opportunities across the CVS Network.
- To develop and operate the Forth Valley part of the Care Commission Lay Assessor Pilot Scheme.

#### *Achievements*

- Due to the considerable expertise within our organisation on aspects of IT we developed the first database containing such a wide range of information on the local sector anywhere in Scotland. Other CVS have expressed an interest in developing a similar database in their area. The benefits of this happening would be that a clearer picture of the nature, size and impact of the voluntary sector across Scotland could be very easily obtained. Before this could happen, a common classification system of organisations would need to be developed and agreed by all contributing CVS. As a result of this need, we were a founder member of a CVS Data Sharing Consortium and attended 6 meetings.
- CVS Falkirk & District has played a major role in a national pilot project that will have important implications for care services across Scotland. The Care Commission, whose headquarters is based in Dundee, is developing a lay assessor scheme. Volunteers, who are drawn from people who use, or have used, care services, carers or ex-carers and interested members of the public, work alongside professional Care Commission Officers in the inspection of care services. CVS Falkirk entered into a Service Level Agreement with the Care Commission to employ a part-time co-ordinator to carry out this work as part of a pioneering partnership between the Voluntary Sector and the Care Commission in the Forth Valley area.

We support eight volunteer lay assessors with a wide variety of backgrounds and life experiences, and match them to appropriate inspections by liaising with the local Care Commission office in Stirling. During the first year of the pilot, lay assessors have been involved in 38 inspections, ranging from care homes, day care services and childminders, to nurse agencies and independent hospitals. Support to lay assessors has been delivered by facilitating 5 local team meetings for peer support, 48 face to face contacts with the lay assessors individually and over 500 telephone and e-mail contacts.

## **CVS FALKIRK & DISTRICT**

### **REPORT OF THE BOARD OF DIRECTORS (continued)**

**For the year ended 31 March 2005**

#### **Investors in People**

Due to staff shortages, we were unable to complete all the activity necessary to achieve the award. We consequently decided to delay our assessment and hope to achieve the award during 2005-6.

#### **Premises**

Despite offering the landlord a substantial sum over the valuation of the Old Sheriff Court, our offer for the purchase of the premises was declined. Our search for alternative premises continues, with a number of alternatives under consideration. A further lease extension until end of September 2005 was negotiated.

#### **Reserves Policy**

The Directors have agreed that the organisation should retain reserves equivalent to 3 months operating costs in order to offset costs that would be incurred in order to wind the organisation up. These costs, and therefore the organisations' target, amounts to £103,000.

In accordance with the terms of the lease on the Old Sheriff Court, should the organisation choose to vacate the premises, CVS Falkirk & District would be obligated to make good dilapidations to the building. The Directors have designated a further £67,000 (including legal fees) for this purpose into the Major Repairs and Maintenance Fund.


In order to ensure that we are able to upgrade as computer equipment as necessary and can replace equipment on a planned basis, the Directors have established a designated Information and Communication Technology (ICT) Equipment Replacement Fund. This year, the Directors have designated a further £3,000 for this purpose.

Funding received for specific pieces of work or particular areas of work is contained within restricted funds in order to ensure that it is spent on the purpose for which it was paid.

#### **Risk Review**

Major risks to which the organisation is exposed have been reviewed and steps have been taken to mitigate those risks identified.

Approved by the Board of Directors on 22 June 2005 and signed on their behalf by



**Pandora Summerfield**  
**Company Secretary**

## **CVS FALKIRK & DISTRICT**

### **INDEPENDENT AUDITORS' REPORT**

#### **to the board of directors of CVS Falkirk & District**

We have audited the financial statements of CVS Falkirk & District for the year ended 31 March 2005 which comprise the Statement of Financial Activities incorporating the income and expenditure account, the Balance Sheet and related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the directors, as a body, in accordance with the Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the directors those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trust and the directors as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of directors and auditors**

The directors also act as trustees for the charitable activities of CVS Falkirk & District. Their responsibilities for preparing the directors' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the statement of directors' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards issued by Auditing Practices Board. This report, including the opinion, has been prepared for and only for the company's members as a body in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume responsibility for any other purpose or to any other person to whom this report is shown or in to whose hands it may come save where expressly agreed by our prior consent in writing.

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 directors' report is not consistent with the financial statements, if the charity 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 law regarding directors' remuneration and transactions with the charity is not disclosed.

We read other information contained in the directors' report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of audit 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 judgments 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.

## **CVS FALKIRK & DISTRICT**

### **INDEPENDENT AUDITORS' REPORT (continued)**


#### **to the board of directors of CVS Falkirk & District**

We planned and performed our audit so as to obtain all 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 financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2005 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

9 Ainslie Place  
Edinburgh  
EH3 6AT

  
WHITELAW WELLS  
Chartered Accountants  
& Registered Auditors

# CVS FALKIRK & DISTRICT

## Statement of Financial Activities (including Income and Expenditure Account)

for the year ended 31 March 2005

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £	Total Funds 2004 £
<b>Incoming resources</b>					
Activities to further the charity's objects:					
Grants	2	186,700	193,874	380,574	330,411
Generated income	2	108,947	-	108,947	99,022
Investment income and interest		4,128	-	4,128	2,207
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		299,775	193,874	493,649	431,640
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
Charitable expenditure:					
Support to local voluntary organisations		72,466	97,543	170,009	175,047
Support costs		139,453	77,269	216,722	215,086
Management and administration		15,339	2,875	18,214	10,697
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	3	227,258	177,687	404,945	400,830
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming resources</b>					
- Net income for the year		72,517	16,187	88,704	30,810
Transfers between funds		-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movements in funds</b>		72,517	16,187	88,704	30,810
<b>Total funds at 1 April 2004</b>		104,081	28,209	132,290	101,480
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds at 31 March 2005</b>		176,598	44,396	220,994	132,290
		<hr/>	<hr/>	<hr/>	<hr/>

The charity has no recognised gains or losses other than the results for the year as set out above

All of the activities of the charity are classed as continuing  
Movements in funds are disclosed in Note 14 to the financial statements

# CVS FALKIRK & DISTRICT

## BALANCE SHEET

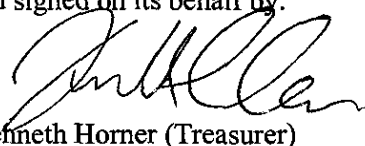
As at 31 March 2005

	Notes	£	2005 £	2004 £
<b>Fixed assets</b>				
Tangible assets	7		19,542	2,813
<b>Current assets</b>				
Debtors	8	44,430		30,982
Cash at bank and in hand		185,102		175,558
		<u>229,532</u>		<u>206,540</u>
<b>Creditors: amounts falling due within one year</b>	9	(28,080)		(77,063)
		<u></u>		<u></u>
<b>Net current assets</b>			201,452	129,477
			<u></u>	<u></u>
<b>Net assets</b>			<u>220,994</u>	<u>132,290</u>
<b>Funds :</b>				
Unrestricted funds			176,598	104,081
Restricted funds			44,396	28,209
			<u></u>	<u></u>
<b>Total funds</b>	14		<u>220,994</u>	<u>132,290</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the board of directors on 22 June 2005 and signed on its behalf by:

  
William Kelly (Chairperson)

  
Kenneth Horner (Treasurer)

## CVS FALKIRK & DISTRICT

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 31 March 2005

#### 1. Accounting policies

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- (b) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. The value of services provided by volunteers has not been included.
- (c) Resources expended are recognised to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis, which are an estimate, based on staff time, of the amount attributable to each activity:
- |                  |     |
|------------------|-----|
| Support & advice | 66% |
| Support costs    | 34% |
- (d) 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 |
- (e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (f) Designated funds are unrestricted funds earmarked by the board of directors for particular purposes.
- (g) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (h) Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight-line basis over the period of the lease.

# CVS FALKIRK & DISTRICT

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

### 2. Incoming resources from activities to further the charity's objects

	Unrestricted	Restricted	2005 Total	2004 Total
	£	£	£	£
Falkirk Council – Core Funding	146,700	-	146,700	146,700
Falkirk Council – Community Care & Health Post	40,000	-	40,000	-
Falkirk Council – VSDM Post	-	30,000	30,000	30,000
Falkirk Council – Database funding	-	-	-	31,069
Scottish Executive - CVS	-	60,000	60,000	60,000
Scottish Executive – Volunteer Centre	-	59,500	59,500	59,500
Scottish Enterprise Forth Valley	-	2,875	2,875	-
Unemployed Voluntary Action Fund	-	500	500	-
CVS Network Fund	-	4,617	4,617	-
Volunteer Centre Capital Investment	-	7,558	7,558	-
Care Commission	-	19,340	19,340	3,142
Lloyds TSB	-	9,484	9,484	-
<b>Total grants</b>	<b>186,700</b>	<b>193,874</b>	<b>380,574</b>	<b>330,411</b>
Rents received	27,844	-	27,844	28,781
Tenants service charges	5,990	-	5,990	5,727
Tenants office services	10,049	-	10,049	14,435
Conference hire	32,496	-	32,496	38,864
Catering	5,832	-	5,832	5,678
Equipment hire	1,013	-	1,013	893
ICT income	23,706	-	23,706	-
Other	2,017	-	2,017	4,644
<b>Total Generated Income</b>	<b>108,947</b>	<b>-</b>	<b>108,947</b>	<b>99,022</b>
	<b>295,647</b>	<b>193,874</b>	<b>489,521</b>	<b>429,433</b>

### 3. Total resources expended

	Support & Advice	Support Costs	Management and Admin	2005 Total	2004 Total
	£	£	£	£	£
Staff costs (Note 5)	75,280	162,643	-	237,923	237,269
Recruitment	-	7,430	-	7,430	3,277
Travel	3,051	-	-	3,051	2,967
Premises	67,730	34,891	-	102,621	107,903
Office Costs	9,083	4,679	-	13,762	10,956
Professional fees	-	-	11,458	11,458	11,925
Consultancy	-	-	6,756	6,756	8,367
Volunteer expenses	2,107	-	-	2,107	1,332
Other costs	10,503	5,410	-	15,913	14,666
Depreciation	2,255	1,161	-	3,416	2,116
Bank charges	-	54	-	54	52
Bad debt write off	-	454	-	454	-
<b>Total resources expended</b>	<b>170,009</b>	<b>216,722</b>	<b>18,214</b>	<b>404,945</b>	<b>400,830</b>



# CVS FALKIRK & DISTRICT

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

### 4. Net incoming resources for the year

This is stated after charging :-

	2005 £	2004 £
Depreciation	3,416	2,116
Auditors' remuneration: audit	2,350	2,938
other services	-	3,689
	<u>=====</u>	<u>=====</u>

### 5. Staff costs and numbers

	2005 £	2004 £
Salaries and wages	211,700	211,848
Social security costs	19,641	19,287
Pension charge	6,582	6,134
	<u>=====</u>	<u>=====</u>
	237,923	237,269
	<u>=====</u>	<u>=====</u>

Pension is being released to allow staff to contribute to their personal pension plans. There is no company pension scheme in operation but employees have an employer contribution of 6% of salary paid into personal pension plan of employee choice.

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

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

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

	2005 No	2004 No
Management, office & development	12	12
	<u>=====</u>	<u>=====</u>

### 6. Taxation

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

# CVS FALKIRK & DISTRICT

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

### 7. Tangible fixed assets

	Equipment and fixtures £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2004	46,710	4,354	51,064
Additions in year	5,114	15,032	20,146
Disposals during the year	(44,640)	-	(44,640)
	<hr/>	<hr/>	<hr/>
At 31 March 2005	7,184	19,386	26,570
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2004	45,549	2,703	48,252
Charge for the year	624	2,792	3,416
Depreciation on disposals	(44,640)	-	(44,640)
	<hr/>	<hr/>	<hr/>
At 31 March 2005	1,533	5,495	7,028
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 March 2005	<u>5,651</u>	<u>13,891</u>	<u>19,542</u>
	<hr/>	<hr/>	<hr/>
At 31 March 2004	<u>1,161</u>	<u>1,652</u>	<u>2,813</u>
	<hr/>	<hr/>	<hr/>

# CVS FALKIRK & DISTRICT

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

### 8. Debtors

	2005 £	2004 £
Grants and fees receivable	23,296	10,210
Prepayments	21,134	20,772
	<u>44,430</u>	<u>30,982</u>

### 9. Creditors: amounts falling due within one year

Creditors	12,130	17,773
Taxation and social security	-	5,464
Other creditors and accruals	10,950	23,826
Deferred income	5,000	30,000
	<u>28,080</u>	<u>77,063</u>

£30,000 received in 2003 from Falkirk Council has been released this year to cover salary costs of the Voluntary Sector Development Manager.

### 10. Operating lease commitments

At 31 March 2005, the company had annual commitments under non-cancellable operating leases as set out below:

	2005 £	2004 £
<b>Land and Buildings</b>		
Operating leases which expire:		
Within one year	<u>33,075</u>	<u>66,150</u>
<b>Equipment</b>		
Operating leases which expire:		
Within two to five years	<u>4,795</u>	<u>-</u>

## CVS FALKIRK & DISTRICT

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

#### 11. Contingent liability

Under the terms of the lease of The Old Sheriff Court, Falkirk the company will, on expiry of that lease, be required to make good any dilapidations. The lease was due to expiry on 31<sup>st</sup> March 2005 but has been extended to September 2005.

#### 12. Related party transactions

Two directors of CVS Falkirk and District are also directors of Falkirk Citizens Advice Bureau Limited. Falkirk Citizens Advice Bureau paid rent to CVS Falkirk in the year totalling £13,000 in return for office space within the Old Sheriff Court building.

One director is a councillor for Falkirk Council and the other is an employee of the Council. Falkirk Council is a funder of CVS Falkirk.

#### 13. Analysis of net assets between funds

	<b>General Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible fixed assets	7,680	11,862	19,542
Current assets	196,998	32,534	229,532
Current liabilities	(28,080)	-	(28,080)
	<hr/>	<hr/>	<hr/>
<b>Net assets at 31 March 2005</b>	<b>176,598</b>	<b>44,396</b>	<b>220,994</b>
	<hr/>	<hr/>	<hr/>

# CVS FALKIRK & DISTRICT

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)

for the year ended 31 March 2005

### 14. Movements in funds

	At 1 April 2004 £	Incoming Resources £	Outgoing Resources £	New Designations/ Transfers £	At 31 March 2005 £
<b>Restricted funds:</b>					
Falkirk Council	2,786	49,340	(49,857)	-	2,269
Forth Valley Primary Care Trust	25,423	-	-	-	25,423
Scottish Executive	-	119,500	(119,500)	-	-
UVAF	-	500	(500)	-	-
CVS Network Fund	-	4,617	(87)	-	4,530
Scottish Enterprise Forth Valley	-	2,875	(2,875)	-	-
Volunteer Centre Capital Investment	-	7,558	(204)	-	7,354
Lloyds TSB	-	9,484	(4,664)	-	4,820
<b>Total restricted funds</b>	<b>28,209</b>	<b>193,874</b>	<b>(177,687)</b>	<b>-</b>	<b>44,396</b>
<b>Unrestricted funds:</b>					
Designated:					
IT equipment replacement fund	5,000	-	-	-	5,000
Major repairs and maintenance	40,000	-	-	67,000	107,000
Salary fund	20,000	-	-	(20,000)	-
General funds	39,081	299,775	(227,258)	(47,000)	64,598
<b>Total unrestricted funds</b>	<b>104,081</b>	<b>299,775</b>	<b>(227,258)</b>	<b>-</b>	<b>176,598</b>
<b>Total funds</b>	<b>132,290</b>	<b>493,649</b>	<b>(404,945)</b>	<b>-</b>	<b>220,994</b>

### Purposes of restricted funds

Falkirk Council	Falkirk council provided money for the following during the year: The Community Care & Health Officer Post Voluntary Sector Development Manager Post
Forth Valley Primary Care Trust	These funds are to employ a staff member to work on community care and health issues.
UVAF	Funds to organise a volunteer recruitment day for local organisations.
CVS Network Fund	Capital grant funding used to purchase new desks and storage cabinets.
Vol. Centre Capital Investment	Capital grant funding for purchase of banners and a literature rack for the volunteer centre and various IT equipment, including a new server for the whole organisation.

## **CVS FALKIRK & DISTRICT**

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS (continued)**

**for the year ended 31 March 2005**

#### **Purposes of restricted funds continued:**

Lloyds TSB

Funds to support the salary costs of the Development Officer for the Community Care Forum

#### **Purposes of designated funds**

IT equipment replacement

The board of directors has designated funds for purchase of new IT equipment. At 31 March 2004 the directors designated £3,000 into this fund which was spent during the current year. A further £3,000 has been designated to this fund at 31 March 2005 to give a balance of £5,000.

Major repairs and  
Maintenance fund

The designated funds are earmarked for necessary electrical upgrading and to cover the costs arising from the termination of the present lease of the property.

Further details on funds can be found in the director's report.