

**CVS FALKIRK & DISTRICT**  
**formerly Voluntary Action Resource**  
**Centre (Falkirk and District) Ltd**

**Report and Financial Statements**

**Year ended 31 March 2003**

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



## CVS FALKIRK & DISTRICT

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## **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**

John Bruce Reid	(Chairperson)
William Kidd	(Vice Chairperson)
Kenneth Richard Horner	(Treasurer)
Thomas Alexander Coleman	
Christopher Eldred Bishop	(appointed 26/11/02)
Steven Dobson	(appointed 26/11/02)
Ann McDonald	(appointed 26/11/02)
Susan Selwyn	(appointed 27/05/03)
Susan Elizabeth Crosbie	(resigned 26/11/02)
Grant Holmes Carstairs	(resigned 25/03/03)
Elma Grierson	(resigned 26/11/02)
Paul William Holmes	(resigned 19/08/02)
Mike Lyon	(resigned 24/10/02)
Carey Sinclair	(resigned 26/11/02)

#### **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 2003**

The board of directors presents its report and the audited financial statements for the year ended 31 March 2003.

**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 & District as defined by our Memorandum of Association are :

- i. To promote any charitable purposes for the benefit of all inhabitants of the Falkirk Council area and in particular, 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. It is a member of the CVS Scotland Network and shares information with other CVSs who are also members of the Network.

The Directors are responsible for the overall governance of the charity. They 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.

## **CVS FALKIRK & DISTRICT**

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

In response to risk review, during the year a restructuring exercise was agreed and begun. The main purpose of this exercise is to change the organisation from being totally flat, to having a line management - structure with section heads. This will enable the organisation to reduce the impact of the loss of key staff, to manage more effectively its current workload and to establish a better framework for growth and development.

#### **Review of Activity**

Achievement of the organisation's objectives is through three broad areas of activity, namely Voluntary Sector Development & Support, Partnership Working and Practical Resources.

#### **Voluntary Sector Development & Support**

This activity is undertaken in two ways – by generic support to any voluntary organisation or community group that seeks assistance and by specialist support on aspects of volunteering.

In terms of our generic work, 45 organisations or groups received support, information or training in the following :

Setting up (13); governing structures including support on developing constitutions, Memorandum & Articles of Association and or charitable status (17); roles and responsibilities of management committee members (6); recruitment and selection (3); funding information (6). Specific work on volunteering issues included supporting groups to develop a Volunteer Policy (5).

With regard to volunteering issues, during the year we held an awareness raising session on the new disclosure process which has taken over from criminal record checks via the police. Twenty individuals from 18 voluntary organisations attended the session, which was delivered by John Harris, Head of the Central Registered Body in Scotland. The success of this event has meant that we will be running this session again as we develop our events programme. In response to demand and at the request of CRBS, we have taken on the enhanced role of visually confirming the identity of lead signatories of applicant organisations to CRBS by becoming a "Trusted Partner for Visual Identification".

Volunteers Week 7<sup>th</sup> – 13th June 2002 was a particular success of the year. Five Members of the Scottish Parliament volunteered as VIP volunteers with a range of organisations work in fields such as environmental protection to racial equality. Additionally, the Volunteer of the Year Awards saw a 133% increase in nominations from the previous similar event. One hundred and seventy one individuals were nominated for awards, across 7 different categories and almost 150 people attended the event that was held in the town hall. A well-received new category was that of long service medals for 5, 10 and 20 years service. We aim to build on the success of this event in the future.

## **CVS FALKIRK & DISTRICT**

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

#### **Partnership Working**

##### ***Voluntary Organisation and Community Group Database***

In order to address the deficit of up to date and comprehensive information on voluntary and community organisations in the area, we launched a major programme of work to develop a dynamic database. Once operational, the database will meet the information needs of a wide range of audiences, from the general public to strategic Community Planning partners. In addition it will remove the need for organisations to fill in questionnaires from multiple sources, each of which is building yet another database. Whilst the project is part funded by the local authority, the importance of the database for our work means that significant staffing and some financial resources have been committed to the project.

##### ***Towards Sustainability***

Together with the CVSs in Clackmannanshire and Stirling, we developed a partnership with the Scottish Council of Voluntary Organisations in order to devise a training programme for organisations that have the potential to income generate through trading. The programme was developed to cover a range of training sessions on topics such as financial Management, Strategic Business Planning and Marketing, as well as having days built in which can be determined by participants. All three CVS will increase their own capacity through being participants in the first year of delivery and will then devise mechanisms to cascade elements of the training to other organisations in our areas.

##### ***Community Planning & Social Inclusion Strategy***

We continue to be part of the Social Inclusion Strategy Working Group, convened by the Council and have attended events on Community Planning (CP) held by both the CP Task Force of the Scottish Executive and by the Council. We held a Voluntary Section Conference on the Council's proposed CP framework, which was attended by 57 organisations and opened by the leader of the Council. As a result of this and in order to enable the voluntary sector to participate to best advantage within the framework, we are to facilitate a Voluntary Sector Forum. A delay in confirmation of the funding of the post to take this work forward has unfortunately lead to delay in recruitment until next year. In the meantime, the Chief Executive participated in the only meeting of the CP Executive Group.

##### ***E-Falkirk***

This initiative, convened by the Council, is to develop a community portal. We are actively involved in ensuring that the perspective of the voluntary sector is ensured in the portal's development. Our database project will provide information into the portal about voluntary and community organisations and their activities.

##### **Practical Resources**

The two main income-generating elements of the organisation (office rental and meeting space hire) continue to flourish with considerable improvements on the previous year. The most notable improvement is in office rental income which saw an increase of 57% to £31,297 and saw the Old Sheriff Court at full capacity for the first time since our tenancy began almost ten years ago. This also resulted in an increase of 68% in associated service charges to £5,538.

## **CVS FALKIRK & DISTRICT**

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

Another significant area of improvement on our income arises within Office Services. These are services such as photocopying, franking, laminating and telephone calls etc, which we provide to tenants, meeting space hirers, members and citizens. This figure has increased from £3,499 in 2001/02 to £10,667 (an increase of over 200%). The majority of this increase has come about through the new telephone system that was installed in the last quarter of 2001/02. We now charge tenancies for line rental and all calls they make which has resulted in immediate savings and service improvements for each tenant, service improvements for us and savings over the medium to long term for ourselves.

Meeting space hires and associated equipment hire and catering costs have also improved over the last year. These items see a 43% increase to £34,278 which is a considerable improvement and further evidence to show the importance of three meeting facilities we offer at the Old Sheriff Court. Analysis of usability shows that community and voluntary groups are the main users, with further capacity for growth in the coming year.

In the year being reported, we also generated income through our capacity to undertake consultancy. A partnership of the 3 local Citizen Advice Bureaux and the Council's Social Work Department commissioned CVS Falkirk & District to undertake a review of Debt, Benefit and Money Advice Services in the Falkirk Council area, including services provided by the Council.

#### **Future Activities**

We are making good progress out of a somewhat difficult past and are committed to a process of continual improvement. We anticipate that the restructuring of the organisation and recruitment of new staff will help to accelerate our progress. We plan to develop or specifically progress work on the following :

#### **Events**

We want to increase the number and rate of events we host/facilitate for organisations, including more training type events. Through this programme, we hope to increase our coverage of organisations by working more one-to-many, rather than one-to-one.

#### **Voluntary Sector Forum**

This remains a key area of work for us in the coming year. Development of the Forum will help the sectors engagement in Community Planning and will enable us to engage more effectively with the sector on policy and other strategic and service development issues.

#### **Premises**

Our lease on the Old Sheriff Court ends in November 2003. Consideration and implementation of either renegotiation of the lease or relocation to alternative premises will be a substantial piece of work.

#### **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.

## CVS FALKIRK & DISTRICT

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

#### Reserves Policy (continued)

In accordance with the terms of the lease on the Old Sheriff Court, the organisation would be obligated to make good any dilapidations to the building. The Directors have designated a further £15,000 for this purpose into a Major Repairs and Maintenance Fund.

The organisation is fortunate to have received substantial funding in previous years for computer equipment. In order to ensure that we are able to upgrade as necessary and can replace equipment on a planned basis, the Directors have established a designated Information and Communication Technology (ICT) Equipment Replacement Fund. The target sum for this fund is £7,000. The Directors have designated £3,000 for this purpose from these accounts.

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.


#### AUDITORS

A resolution to re-appoint Whitelaw Wells as accountants and auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:

Old Sheriff Court  
Hope Street  
Falkirk

Signed by order of the  
directors



Pandora Summerfield  
Secretary

Approved by the directors on 11 September 2003



# **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 2003 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 2003 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

11 September 2003

# CVS FALKIRK & DISTRICT

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

for the year ended 31 March 2003

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2003 £	Total Funds 2002 £
<b>Incoming resources</b>					
Activities to further the charity's objects:					
Grants	2	250,700	51,188	301,888	367,878
Generated income	2	99,188	-	99,188	63,240
Investment income and interest		735	-	735	200
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		350,623	51,188	401,811	431,318
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
Charitable expenditure:					
Support to local voluntary organisations		190,481	49,620	240,101	284,508
Support costs		107,396	8,047	115,443	146,565
Management and administration		4,146	1,058	5,204	16,174
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>	3	302,023	58,725	360,748	447,247
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming resources</b>					
- Net income for the year		48,600	(7,537)	41,063	(15,929)
Transfers between funds		(1,159)	1,159	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movements in funds</b>		47,441	(6,378)	41,063	(15,929)
<b>Total funds at 1 April 2002</b>		24,130	36,287	60,417	76,346
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds at 31 March 2003</b>		71,571	29,909	101,480	60,417
		<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 15 to the financial statements

# CVS FALKIRK & DISTRICT

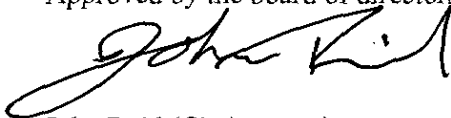
## BALANCE SHEET

As at 31 March 2003

	Notes	£	2003 £	2002 £
<b>Fixed assets</b>				
Tangible assets	7		3,384	4,395
<b>Current assets</b>				
Debtors	8	75,904		90,941
Cash at bank and in hand		85,540		98,904
		<hr/>		<hr/>
		161,444		189,845
<b>Creditors: amounts falling due within one year</b>	9	(63,348)		(133,823)
		<hr/>		<hr/>
<b>Net current assets</b>			98,096	56,022
			<hr/>	<hr/>
<b>Net assets</b>			101,480	60,417
			<hr/>	<hr/>
<b>Funds :</b>				
Unrestricted funds			70,357	24,130
Restricted funds			31,123	36,287
			<hr/>	<hr/>
<b>Total funds</b>	15		101,480	60,417
			<hr/>	<hr/>

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 11<sup>th</sup> September 2003 and signed on its behalf by:



John Reid (Chairperson)

## CVS FALKIRK & DISTRICT

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 31 March 2003

#### 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 2003

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

	Unrestricted £	Restricted £	2003 Total £	2002 Total £
Falkirk Council	131,200	25,265	156,465	178,232
Scottish Executive - core	60,000	-	60,000	36,835
Scottish Executive – Volunteer Centre	59,500	-	59,500	109,000
Scottish Enterprise Forth Valley	-	-	-	21,915
UVAF	-	500	500	-
Forth Valley Primary Care Trust	-	25,423	25,423	-
Other grants	-	-	-	21,896
<b>Total grants</b>	<b>250,700</b>	<b>51,188</b>	<b>301,888</b>	<b>367,878</b>
Rents received	31,297	-	31,297	8,938
Tenants service charges	5,538	-	5,538	3,288
Tenants office services	10,667	-	10,667	3,499
Conference hire	29,122	-	29,122	23,723
Catering	4,214	-	4,214	3,417
Equipment hire	942	-	942	610
Management fees	1,000	-	1,000	3,868
Generated income	14,115	-	14,115	5,743
Other	2,293	-	2,293	10,154
<b>Total Generated Income</b>	<b>99,188</b>	<b>-</b>	<b>99,188</b>	<b>63,240</b>
	<b>349,888</b>	<b>51,188</b>	<b>401,076</b>	<b>431,118</b>

### 3. Total resources expended

	Support & Advice £	Support Costs £	Management and Admin £	2003 Total £	2002 Total £
Staff costs (Note 5)	139,117	44,626	-	183,743	219,899
Recruitment	-	1,842	-	1,842	1,782
Travel	2,265	-	-	2,265	3,195
Premises	62,227	32,056	-	94,283	82,480
Office Costs	4,336	2,168	-	6,504	16,867
Professional fees	-	-	5,204	5,204	16,174
Consultancy	8,086	32,188	-	40,274	30,399
Volunteer expenses	2,888	-	-	2,888	2,986
Other costs	986	508	-	1,494	14,808
Depreciation	3,888	2,003	-	5,891	4,671
Bank charges	-	52	-	52	52
Refund of grant	16,308	-	-	16,308	28,562
Feasibility grant	-	-	-	-	4,936
Modernising government grant	-	-	-	-	10,436
Research grant	-	-	-	-	10,000
<b>Total resources Expended</b>	<b>240,101</b>	<b>115,443</b>	<b>5,204</b>	<b>360,748</b>	<b>447,247</b>

# CVS FALKIRK & DISTRICT

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

for the year ended 31 March 2003

### 4. Net incoming resources for the year

This is stated after charging :-

	2003 £	2002 £
Depreciation	5,891	4,671
Auditors' remuneration: audit	3,000	4,995
other services	2,204	11,179
	=====	=====

### 5. Staff costs and numbers

	2003 £	2002 £
Salaries and wages	170,632	200,344
Social security costs	14,492	19,555
Pension charge	5,308	-
Pension provision	(6,689)	-
	-----	-----
	183,743	219,899
	=====	=====

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 :

	2003 No	2002 No
Management, office & development	12	13
	=====	=====

### 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 2003

### 7. Tangible fixed assets

	Equipment and fixtures £	Computer equipment £	Total £
<b>Cost</b>			
At 1 April 2002	44,640	-	44,640
Additions in year	1,566	3,313	4,879
	<hr/>	<hr/>	<hr/>
At 31 March 2003	46,206	3,313	49,519
	<hr/>	<hr/>	<hr/>
<b>Depreciation</b>			
At 1 April 2002	40,245	-	40,245
Charge for the year	4,786	1,104	5,890
	<hr/>	<hr/>	<hr/>
At 31 March 2003	45,031	1,104	46,135
	<hr/>	<hr/>	<hr/>
<b>Net book value</b>			
At 31 March 2003	1,175	2,209	3,384
	<hr/>	<hr/>	<hr/>
At 31 March 2002	4,395	-	4,395
	<hr/>	<hr/>	<hr/>



# CVS FALKIRK & DISTRICT

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

for the year ended 31 March 2003

### 8. Debtors

	2003 £	2002 £
Grants and fees receivable	72,754	74,273
Prepayments	3,150	-
Amounts due from other projects	-	16,668
	<u>75,904</u>	<u>90,941</u>

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

Creditors	11,727	117,156
Taxation and social security	3,959	-
Other creditors and accruals	17,662	-
Amounts due to other projects	-	16,667
Deferred income	30,000	-
	<u>63,348</u>	<u>133,823</u>

### 10. Operating lease commitments

At 31 March 2003, the company had annual commitments under non-cancellable operating leases as set out below:

	2003 £	2002 £
<b>Land and Buildings</b>		
Operating leases which expire:		
Within one year	66,150	66,150
	<u>66,150</u>	<u>66,150</u>
<b>Equipment</b>		
Operating leases which expire:		
Within two to five years	8,033	8,033
	<u>8,033</u>	<u>8,033</u>

## CVS FALKIRK & DISTRICT

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

for the year ended 31 March 2003

#### 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 expires in November 2003.

#### 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 and District in the year totalling £13,000 in return for office space within the Old Sheriff Court building.

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

#### 13. Capital Commitments

CVS Falkirk and District are actively involved in trying to purchase the Old Sheriff Court premises. To date, no formal offer has been accepted.

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

	<b>General Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Tangible fixed assets	2,209	1,175	3,384
Current assets	110,155	51,289	161,444
Current liabilities	(42,007)	8,659	(33,348)
	<hr/>	<hr/>	<hr/>
<b>Net assets at 31 March 2003</b>	<b>70,357</b>	<b>61,123</b>	<b>131,480</b>
	<hr/>	<hr/>	<hr/>

# CVS FALKIRK & DISTRICT

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

for the year ended 31 March 2003

### 15. Movements in funds

	At 1 April 2002 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2003 £
<b>Restricted funds:</b>					
Millennium Volunteers	11,304	-	(8,750)	(2,554)	-
Social economy unit	16,615	-	(21,138)	4,523	-
Information resource unit	7,558	-	(7,558)	-	-
Lets development	2,951	-	-	(2,951)	-
Lets café	(2,141)	-	-	2,141	-
Volunteer Awards Ceremony	-	500	(500)	-	-
Falkirk Council	-	25,265	(20,779)	-	4,486
Forth Valley Primary Care Trust	-	25,423	-	-	25,423
<b>Total restricted funds</b>	<b>36,287</b>	<b>51,188</b>	<b>(58,725)</b>	<b>1,159</b>	<b>29,909</b>
<b>Unrestricted funds:</b>					
Designated:					
IT equipment replacement fund	-	-	-	3,000	3000
Major repairs and maintenance	-	-	-	17,227	17,227
General funds	24,130	350,623	(302,023)	(21,386)	51,344
<b>Total unrestricted funds</b>	<b>24,130</b>	<b>350,623</b>	<b>(302,023)</b>	<b>(1,159)</b>	<b>71,571</b>
<b>Total funds</b>	<b>60,417</b>	<b>401,811</b>	<b>(360,748)</b>	<b>-</b>	<b>101,480</b>

### Purposes of restricted funds

Falkirk Council	Falkirk council provided money for the following during the year: Database production Equipment replacement Volunteer Awards Ceremony.
Forth Valley Primary Care Trust	These funds are to employ a staff member to work on community care and health issues.

# **CVS FALKIRK & DISTRICT**

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

**for the year ended 31 March 2003**

### **Purposes of designated funds (continued)**

IT equipment replacement	The board of directors has designated funds for cyclical replacement of IT equipment.
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.