

Charity Registration No SC010691

Company Registration No SC143208 (Scotland)

**VOLUNTARY ACTION ORKNEY**  
**DIRECTORS' REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

MONDAY



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COMPANIES HOUSE

# VOLUNTARY ACTION ORKNEY

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Directors</b>	L Hall A Cromarty S Garson S Johnson L Littlejohn P Scott B Hasham A Knox E Green T Irvine
<b>Chief Executive</b>	G Jones
<b>Secretary</b>	G Jones
<b>Charity number</b>	SC010691
<b>Company number</b>	SC143208
<b>Principal address and registered office</b>	Anchor Buildings 6 Bridge Street Kirkwall Orkney KW15 1HR Great Britain
<b>Auditors</b>	A J B Scholes 8 Albert Street Kirkwall Orkney KW15 1HP
<b>Bankers</b>	Bank of Scotland 56 Albert Street Kirkwall Orkney KW15 1HJ

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# VOLUNTARY ACTION ORKNEY

## CONTENTS

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	Page
Directors' report	1 4
Statement of Directors' responsibilities	5
Independent auditors' report	6 7
Statement of financial activities	8
Balance sheet	9
Notes to the accounts	10 19

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# VOLUNTARY ACTION ORKNEY

## DIRECTORS' REPORT

### FOR THE YEAR ENDED 31 MARCH 2008

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The directors present their report and accounts for the year ended 31 March 2008

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

#### **Structure, governance and management**

The charity is a company limited by guarantee and a charity registered in Scotland

The directors who served during the year were

L Hall

A Cromarty

S Garson

S Johnson

L Littlejohn

B Mainland (Resigned 17 September 2007)

P Scott

G Solloway (Resigned 30 June 2007)

B Hasham (Appointed 17 September 2007)

A Knox

E Green (Appointed 17 September 2007)

T Irvine

T Marwick (Resigned 17 September 2007)

The charity has two methods to recruit and appoint new directors. Directors are either appointed at the AGM (ie proposed and seconded) or through co option at Board meetings at any other point during the year as required. Directors are appointed from a list of Board approved members ie named representatives of member organisations. Full induction is given to new directors and ongoing training given to the whole board as required. No other body or person is entitled to appoint directors.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £1 in the event of a winding up.

Policies and procedures are in place for inducting and training directors. All new directors are given an induction pack and one to one session with the Company Secretary/ Chief Executive. Completion of the director's interests forms and details of relevant knowledge and experience is given. Training is provided to the board approximately twice a year.

The charity is governed by the Board of Directors, which meets every six weeks. The Chief Executive manages the organisation and is directly accountable to the Board. The Deputy Chief Executive reports to the Chief Executive and manages organisational and project staff. Regarding decision making, staff and volunteers' views are sought and considered before papers are tabled to the Board regarding decisions. Recommendations are put forward by the Chief Executive to inform Board decision making. The Chief Executive has autonomous decision making responsibility in line with the position. In addition, there are various sub groups which convene to inform the Board regarding specific decisions eg New Facilities Steering Group, Volunteer Centre working group, Women's Aid working group, Finance and Office Management Committee and the Policy and Procedures sub group.

Voluntary Action Orkney and the Volunteer Centre are part of the national Council for Voluntary Services and Volunteer Centre Networks respectively. They are accountable to the Scottish Government through the national bodies Scottish Council for Voluntary Organisations (SCVO) and Volunteer Development Scotland (VDS) respectively.

# **VOLUNTARY ACTION ORKNEY**

## **DIRECTORS' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

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Certain of the Directors are also directors of other charitable entities or funding bodies with whom the company had transactions during the year. Details of these transactions, which were conducted at arms' length, are provided in the notes to the accounts.

The directors have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

### **Objectives and activities**

The charity's objects are as follows:

Enhancement of communities in Orkney through improved health, education, skills, arts and the relief of poverty.

Commitment to multi-agency partnership working,

Management and liability of property as appropriate,

Payment of appropriate remuneration and/or subsistence to staff and volunteers,

Insurance against risk of all kinds, and

Investment and management of funds and donations as appropriate.

VAO exists to represent and support the voluntary sector, to assist organisations coming together for common purposes, and to enable local people to gain access to decision making processes which affect their community. VAO aims to present the common policies and concerns of voluntary organisations, to develop new ways of responding to need in partnership with statutory and voluntary agencies and others concerned with the social, economic and cultural development of Orkney.

The main objectives for the year were to meet the national objectives laid down by SCVO and VDS which are outlined in the VAO/ VC Action Plan. For SCVO:

- 1 Growing the Sector
- 2 Understanding the voluntary sector
- 3 Communicating with the voluntary sector
- 4 Representing the interests of the voluntary sector
- 5 Providing Support Services
- 6 Promoting Good Practice

And for VDS:

- 1 More young people are enthused by, and involved in, volunteering
- 2 Barriers to volunteering are being dismantled and the opportunity gap is closing
- 3 Adults with a range of needs are aware of the benefits of volunteering and know that their needs will be addressed when they get involved as a volunteer
- 4 Higher standards in volunteer management, leading to improved opportunities for skills and personal development in volunteers
- 5 Volunteers are welcomed and valued, and are given guidance, training and support by those organisations that engage them
- 6 Through understanding the volunteering landscape, the impact of volunteering can be measured and maximised by influencing policy development
- 7 Effective measurement of the impact of volunteering and evidence of priorities and necessary interventions that will support quality volunteering
- 8 The Volunteer Centre develops its staff, directors and volunteers to ensure continuous improvement, growth and development by applying the VC Standards

The strategies for achieving these objectives are included in the Action Plan along with details of the significant activities in the year that contributed to the achievement of the stated objectives.

The charity awards a small number of grants to local organisations through the Talisman grants scheme.

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# **VOLUNTARY ACTION ORKNEY**

## **DIRECTORS' REPORT (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2008**

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Ten volunteers perform reception cover at the VAO building and Counselling Centre. There is a total of approximately 1950 hours of volunteer time per annum.

#### **Achievements and performance**

Summary of Action Plan 2007/08

There were 127 actions in our Action Plan (2007/08)

We have achieved most actions

Any remaining actions will be carried forward as appropriate into the 2008/09 plan

Board identified priorities in the service and the sector in Orkney

Protect staff from over work (solve capacity issues)

Publicity

Local/national/regional representation

New facilities

Maintain and develop present standards and services

Identified training needs

Website updates

Media and publicity

Presentation Skills

#### **Financial review**

The charity had total incoming resources of £412,897 for the year, an increase of 4.8% over incoming resources reported in the previous year. Unrestricted funds at the balance sheet date stood at £101,240, while restricted funds totalled £53,744.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three months' expenditure. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has not yet been established; however, the Board remains committed to build adequate reserves to allow for organisational contingencies and to demonstrate good financial management.

The charity's principal funding sources are Scottish Executive, Orkney Islands Council, Lloyds TSB, Big Lottery and DASAT (Drug, Alcohol and Smoking Action Team). This funding has allowed us to deliver core business and establish new projects based on targets in our Annual Action Plan.

#### **Plans for the future**

All of the organisational plans for the future, including the aims and key objectives, are outlined in the national business plans to the Scottish Government 2008/11. These targets correspond to national objectives laid down by the Scottish Government through the Scottish Council for Voluntary Organisations and Volunteer Development Scotland. The latter are reported through agreed monitoring and evaluation frameworks and the LEAP plan respectively. All organisational plans list detailed activity of the organisation.

#### **Disclosure of information to auditors**

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board of directors

# **VOLUNTARY ACTION ORKNEY**

## **STATEMENT OF DIRECTORS' RESPONSIBILITIES**

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The directors are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year

In preparing these accounts, the directors are required to

- select suitable accounting policies and then apply them consistently,

- make judgements and estimates that are reasonable and prudent, and

- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity 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 charity and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

# VOLUNTARY ACTION ORKNEY

## INDEPENDENT AUDITORS' REPORT

### TO THE MEMBERS OF VOLUNTARY ACTION ORKNEY

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I have audited the accounts of Voluntary Action Orkney for the year ended 31 March 2008 set out on pages 8 to 19. These accounts have been prepared under the accounting policies set out on page 10.

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

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

As described on page 5, the directors, who also act as trustees for the charitable activities of Voluntary Action Orkney, are responsible for preparing the Directors' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). My responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you whether in my opinion the information given in the Directors' Report is consistent with the accounts, if the charity has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

I read other information contained in the Directors' Report, and consider whether it is consistent with the audited accounts. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the accounts. My responsibilities do not extend to any other information.

#### **Basis of opinion**

I conducted my audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

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

I have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard Provisions Available for Small Entities, in the circumstances set out in note 20 to the accounts.



# VOLUNTARY ACTION ORKNEY

## INDEPENDENT AUDITORS' REPORT (CONTINUED)

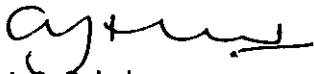
### TO THE MEMBERS OF VOLUNTARY ACTION ORKNEY

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#### Opinion

In my opinion

the accounts give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources in the year then ended,  
the accounts have been properly prepared in accordance with the Companies Act 1985, and  
the information given in the Directors' Report is consistent with the accounts



A J B Scholes

Chartered Accountants

Registered Auditor

8 Albert Street

Kirkwall

Orkney

KW15 1HP

Dated 2-6-08

# VOLUNTARY ACTION ORKNEY

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2008

	Notes	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
<b><u>Incoming resources from generated funds</u></b>					
Donations and subscriptions	2	32,612	301,155	333,767	351,960
Activities for generating funds		37,129	17,624	54,753	22,338
Investment income	3	24,377		24,377	19,698
<b>Total incoming resources</b>		<b>94,118</b>	<b>318,779</b>	<b>412,897</b>	<b>393,996</b>
<b><u>Resources expended</u></b>					
4					
<b>Costs of generating funds</b>					
Costs of generating donations and legacies		540	7,970	8,510	3,862
<b>Net incoming resources available</b>		<b>93,578</b>	<b>310,809</b>	<b>404,387</b>	<b>390,134</b>
<b>Charitable activities</b>					
Assisting the voluntary sector		80,599	315,936	396,535	341,640
Governance costs		1,434	704	2,138	1,916
<b>Total resources expended</b>		<b>82,573</b>	<b>324,610</b>	<b>407,183</b>	<b>347,418</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>11,545</b>	<b>(5,831)</b>	<b>5,714</b>	<b>46,578</b>
Gross transfers between funds		22,611	(22,611)		
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>34,156</b>	<b>(28,442)</b>	<b>5,714</b>	<b>46,578</b>
<i>Fund balances at 1 April 2007</i>		<b>67,084</b>	<b>82,186</b>	<b>149,270</b>	<b>102,692</b>
<b>Fund balances at 31 March 2008</b>		<b>101,240</b>	<b>53,744</b>	<b>154,984</b>	<b>149,270</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

# VOLUNTARY ACTION ORKNEY

## BALANCE SHEET

AS AT 31 MARCH 2008

	Notes	2008 £	£	2007 £	£
<b>Fixed assets</b>					
Tangible assets	10		9,202		12,058
<b>Current assets</b>					
Stocks	11	500		500	
Debtors	12	16,965		7,981	
Cash at bank and in hand		176,527		167,798	
		193,992		176,279	
<b>Creditors amounts falling due within one year</b>	13	(9,900)		(2,244)	
<b>Net current assets</b>			184,092		174,035
<b>Total assets less current liabilities</b>			193,294		186,093
<b>Deferred income</b>	14		(38,310)		(36,823)
<b>Net assets</b>			154,984		149,270
<b>Income funds</b>					
Restricted funds	16		53,744		82,186
<b>Unrestricted funds</b>			101,240		67,084
			154,984		149,270

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act, and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2008 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

The accounts were approved by the Board on

22/9/08

L Hall  
Director

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2008**

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### **1 Accounting policies**

#### **1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985

#### **1.2 Incoming resources**

Donations, legacies and other forms of voluntary income are recognised as incoming resources in the Statement of Financial Activities (SOFA) when receivable, except in so far as they are incapable of financial measurement. The value of services provided by volunteers has not been included

Grants, including grants for the purchase of fixed assets, are recognised in full in the SOFA in the year in which they are receivable. Grants relating to future accounting periods are deferred

Incoming resources from services and from the sale of goods are included when receivable

Membership subscriptions are recognised in the period they are receivable

#### **1.3 Resources expended**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. The charity is not registered for VAT and all expenditure is shown inclusive of VAT, where applicable

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising events

Charitable expenditure comprises those costs incurred in the delivery of the charity's 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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity

#### **1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows

Fixtures, fittings & equipment	50% straight line basis (computer equipment), 20% reducing balance basis (other assets)
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#### **1.5 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

#### **1.6 Stock**

Stock is valued at the lower of cost and net realisable value

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# **VOLUNTARY ACTION ORKNEY**

## **NOTES TO THE ACCOUNTS (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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**1 Accounting Policies**

**(continued)**

**1.7 Accumulated funds**

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 2 Donations and subscriptions

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Donations and gifts	2,277		2,277	2,454
Grants receivable for core activities	30,335	301,155	331,490	349,506
	<u>32,612</u>	<u>301,155</u>	<u>333,767</u>	<u>351,960</u>
<b>Donations and gifts</b>				
Unrestricted funds				
Donations and gifts			651	945
Members' subscriptions			1,626	1,509
			<u>2,277</u>	<u>2,454</u>
<b>Grants receivable for core activities</b>				
Unrestricted funds				
Orkney Islands Council			30,185	30,694
SCVO				10,615
Her Majesty's Revenue & Customs			150	250
			<u>30,335</u>	<u>41,559</u>
<b>Restricted funds</b>				
Volunteer centre			104,743	113,578
Community website			2,226	6,748
Counselling centre			15,870	15,561
Befriending project				23,610
Community engagement				10,000
Talisman			8,000	7,000
Community plan consultation				3,354
ICT project			930	2,545
Building project				21,000
Volunteer diploma			4,712	5,230
Domestic abuse forum				9,160
DASAT			7,467	14,934
Drugs alcohol substance abuse 2			14,004	
Voluntary Action Orkney			75,227	75,227
Arts forum			10,194	
Befriending 2			26,201	
Domestic abuse forum 2			21,140	
Neet			7,941	

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

LSEP		2,500				
		301,155		307,947		
<b>3 Investment income</b>						
		2008		2007		
		£		£		
Rental income		17,286		16,774		
Interest receivable		7,091		2,924		
		24,377		19,698		
<b>4 Total resources expended</b>						
	Staff costs	Depreciation	Other costs	Grant funding	Total	Total
	£	£	£	£	2008	2007
					£	£
<b>Costs of generating funds</b>						
Costs of generating donations and legacies	7,970		540		8,510	3,862
<b>Charitable activities</b>						
Activities undertaken directly	136,480		23,292		159,772	105,398
Grant funding of activities				4,790	4,790	4,482
Support costs	121,155	8,014	102,804		231,973	231,760
Total	257,635	8,014	126,096	4,790	396,535	341,640
<b>Governance costs</b>						
			2,138		2,138	1,916
	265,605	8,014	128,774	4,790	407,183	347,418

Governance costs includes payments to the auditor of £1,000 (2007 £1,000) for audit fees and £439 (2007 £916) for other services

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 5 Grants payable

	Total 2008 £	Total 2007 £
Grants to institutions		
Small grants Talisman scheme	4,790	4,482
	<u>4,790</u>	<u>4,482</u>

### 6 Support costs

	2008 £	2007 £
Overheads	102,804	85,875
Staff costs	121,155	134,811
Depreciation	8,014	11,074
	<u>231,973</u>	<u>231,760</u>

### 7 Directors

None of the directors (or any persons connected with them) received any remuneration during the year, but three of them were reimbursed a total of £697 (2007 £334) travelling expenses, and two received a total of £4,036 (2007 £nil) for professional services rendered



# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 8 Employees

#### Number of employees

The average monthly number of employees during the year was

	2008 Number	2007 Number
Charitable and support activities	10	9

#### Employment costs

	2008 £	2007 £
Wages and salaries	243,045	203,787
Social security costs	22,560	18,589
	<u>265,605</u>	<u>222,376</u>

There were no employees whose annual emoluments were £60,000 or more

### 9 Taxation

The company does not pay tax on its charitable activities

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

### 10 Tangible fixed assets

	Fixtures, fittings & equipment £
<b>Cost</b>	
At 1 April 2007	47,005
Additions	5,158
Disposals	(1,571)
<b>At 31 March 2008</b>	<b>50,592</b>
<b>Depreciation</b>	
At 1 April 2007	34,947
On disposals	(1,536)
Charge for the year	7,979
<b>At 31 March 2008</b>	<b>41,390</b>
<b>Net book value</b>	
<b>At 31 March 2008</b>	<b>9,202</b>
At 31 March 2007	12,058

### 11 Stocks

Stocks represent stationery stock held at the balance sheet date

	2008 £	2007 £
<b>12 Debtors</b>		
Other debtors	13,947	4,862
Prepayments and accrued income	3,018	3,119
	<b>16,965</b>	<b>7,981</b>

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2008

<b>13 Creditors amounts falling due within one year</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Trade creditors	8,400	744
Accruals	1,500	1,500
	<u>9,900</u>	<u>2,244</u>

<b>14 Deferred income</b>	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
Total deferred income at 1 April 2007	36,823	
Amounts received in year	30,843	36,823
Amounts credited to statement of financial activities	(29,356)	
<b>Total deferred income at 31 March 2008</b>	<u><b>38,310</b></u>	<u><b>36,823</b></u>

## 15 Share capital

The company is limited by guarantee and has no share capital. At the balance sheet date, the number of ordinary members was 138 (2007: 133). In the event of the company being wound up, the liability of each member is limited to £1.

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2008

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Movement in funds				Balance at 31 March 2008
	Balance at 1 April 2007	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Volunteer Centre	35,935	106,777	(131,354)	4,557	15,915
Talisman	8,769	8,000	(4,790)	(2,252)	9,727
Counselling Centre	3,369	20,066	(18,580)	(1,647)	3,208
Voluntary Action Orkney		75,227	(75,227)		
DASAT YBS		14,004	(10,419)	(870)	2,715
DASAT AI	8,082	7,467	(12,383)	(2,872)	294
Befriending Service 2		26,201	(18,678)	(5,464)	2,059
DAF 2		21,140	(8,206)	(5,212)	7,722
Building Fund	10,623		(10,754)	131	
Other Funds	15,408	39,897	(34,219)	(8,982)	12,104
	<u>82,186</u>	<u>318,779</u>	<u>(324,610)</u>	<u>(22,611)</u>	<u>53,744</u>

#### 17 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2008 are represented by			
Tangible fixed assets	5,833	3,369	9,202
Current assets	100,523	93,469	193,992
Creditors amounts falling due within one year	(5,116)	(4,784)	(9,900)
Accruals and deferred income		(38,310)	(38,310)
	<u>101,240</u>	<u>53,744</u>	<u>154,984</u>

# VOLUNTARY ACTION ORKNEY

## NOTES TO THE ACCOUNTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2008

#### 18 Commitments under operating leases

At 31 March 2008 the company had annual commitments under non cancellable operating leases as follows

	Land and buildings		Other	
	2008	2007	2008	2007
	£	£	£	£
Expiry date				
Within one year	24,080	24,080		
Between two and five years			1,974	
	<u>24,080</u>	<u>24,080</u>	<u>1,974</u>	<u></u>

#### 19 Related parties

Certain directors hold directorships with other organisations for whom the charity provides office administration services. These transactions are conducted at arms' length. The value of incoming resources from these related party transactions totalled £9,292 (2007 £8,277). At the balance sheet date there was a debtor of £2,297 (2007 £228) relating to these services.

One of the directors sits on the board of Highlands and Islands Enterprise, a funding body which provided grants totalling £22,187 (2007 £8,821) during the year. These were awarded at arms' length and in accordance with normal grant aid procedures.

#### 20 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditor to assist with the preparation of the accounts.