

**REGISTERED COMPANY NUMBER: SC150015 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC002484**

**Report of the Trustees and**  
**Audited Financial Statements for the Year Ended 31 March 2022**  
**for**  
**Caithness Voluntary Group**



Reid & Fraser Audit Ltd  
Statutory Auditors  
Chartered Accountants  
15 Princes Street  
Thurso  
Caithness  
KW14 7BQ

## **Caithness Voluntary Group**

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## **Caithness Voluntary Group (Registered number: SC150015)**

### **Report of the Trustees for the Year Ended 31 March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **STRATEGIC REPORT**

##### **Achievement and performance**

###### **Review of activities**

The year was again dominated by the impact of the covid-19 pandemic with more lockdowns due to variants including omicron. At CVG we continued to find ways of working to support the community with staff taking a blended approach working both at home and in the office.

Our core work around supporting community organisations continued to be busy as groups try to work in unprecedented circumstances.

As Covid restrictions eased, Caithness Rural Transport has started to return to demand levels experienced before the pandemic and they are continuing to look for more volunteer drivers.

Befriending Caithness continues its vital work supporting the most isolated in the community and Listening Ear continue to provide emotional support as they move more towards more group support.

The Aspiring Communities funding come to an end at 31st March. That funding allowed the team to do a lot of work around Mental Health, poverty and digital exclusion. During the year we co-ordinated the Caithness Cares and Caithness Poverty action groups. The team also continued to develop the HERE for Caithness digital resource. We are working with the Caithness Community Planning Partnership to look at funding to continue this work.

We supported emerging development trusts from John o Groats to Dunbeath and a number of new projects are being developed. We also talked to other areas in Caithness looking to expand this model of working.

The year started with our long serving finance officer Catherine Miller retiring and we wish her a long and happy retirement. This has seen a number of changes with our wages work being contracted out and our financial records being kept on Quickbooks.

##### **Financial review**

###### **Financial position**

The results for the year are shown on pages 4 to 19 of the report. The Trustees are satisfied with the reported net income for the year.

###### **Principal funding sources**

The charity derives its income mainly from grants towards the running costs of its activities, augmented by income from office services and donations.

###### **Reserves policy**

The Trustees continuously review the performance of the charity in general, and any project undertaken, to ensure that they are adequately financed, and restricted funding is fully and properly accounted for. The Trustees believe that this policy is successful in ensuring that activities are carried out within their financial restraints and that reserves are sufficient to ensure the continuing activity of the charity. The Trustees aim to maintain reserves equivalent to three months' expenditure.

**Caithness Voluntary Group (Registered number: SC150015)**

**Report of the Trustees  
for the Year Ended 31 March 2022**

**STRATEGIC REPORT**

**Future plans**

As restrictions ease we will continue to work with community groups to support them with their work during difficult times.

We will work with the Community Planning partnership to ensure that the important work around mental health and cost of living crises continues and we are ready for any other priorities.

The support work for the emerging development trusts has proved to be very successful and we are looking to expand that network.

Encouraging new volunteers will be a priority for all our projects to enable them to operate successfully.

After a number of changes in the finance and office admin team we will be looking to consolidate those areas to ensure they can support the development work being done.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

SC150015 (Scotland)

**Registered Charity number**

SC002484

**Registered office**

Telford House  
Williamson Street  
Wick  
Caithness  
KW1 5ES

**Trustees**

Mrs J Banks  
Mrs A Alexander  
Cllr W Mackay  
J Macgregor (resigned 18.11.21).  
L Graham  
Mrs D E Aitken  
J Robson

**Company Secretary**

A R Tait

**Auditors**

Reid & Fraser Audit Ltd  
Statutory Auditors  
Chartered Accountants  
15 Princes Street  
Thurso  
Caithness  
KW14 7BQ

## **Caithness Voluntary Group**

### **Report of the Trustees for the Year Ended 31 March 2022**

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of Caithness Voluntary Group for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

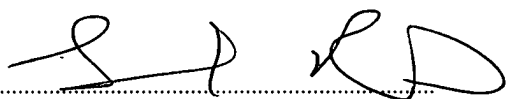
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **AUDITORS**

The auditors, Reid & Fraser Audit Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on .....29/3/2023..... and signed on the board's behalf by:



Mrs J M Banks - Trustee

## **Report of the Independent Auditors to the Trustees and Members of Caithness Voluntary Group**

### **Opinion**

We have audited the financial statements of Caithness Voluntary Group (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

### **Basis for opinion**

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

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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

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

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

## **Report of the Independent Auditors to the Trustees and Members of Caitness Voluntary Group**

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

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

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

- adequate and proper accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

### **Our responsibilities for the audit of the financial statements**

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

As part of designing our audit, we determined materiality and assessed the risks of material misstatement in the financial statements, including how fraud may occur by enquiring of management of its own consideration of fraud. We made enquiries of management with regards to compliance with the relevant laws and regulations and corroborated any necessary evidence to relevant information, for example, minutes of board meetings and evidence of any solicitor fees.

We did not identify any key audit matters relating to irregularities, including fraud. As in all of our audits, we also addressed the risk of management override of internal controls including testing journals. Our procedures included vouching charitable expenditure against corroborating evidence to confirm that the expenditure complied with the terms of the grant award. We considered whether the charity had complied with its regulatory requirements in connection to providing transport to the general public and offering befriending services.

Our audit procedures were designed to respond to risks of material misstatement in the financial statements, recognising that the risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery, misrepresentations or through collusion. There are inherent limitations in the audit procedures performed and the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less likely we are to become aware of it.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Report of the Independent Auditors to the Trustees and Members of  
Caithness Voluntary Group**

**Other matters which we are required to address**

Comparative figures in the financial statements for the year ended 31 March 2021 were not audited.

**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and the trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Linda Cameron*

Linda Cameron (Senior Statutory Auditor)  
for and on behalf of Reid & Fraser Audit Ltd  
Statutory Auditors  
Chartered Accountants

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
15 Princes Street  
Thurso  
Caithness  
KW14 7BQ

Date: 30.3.23



**Caithness Voluntary Group**

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2022**

		Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds as restated
	Notes	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	10,078	4,068	14,146	4,348
<b>Charitable activities</b>	3				
Core Activity		222,721	178,550	401,271	242,424
Transport Project		100,388	38,600	138,988	160,484
Befriending		-	48,214	48,214	59,635
Other income		302	(4,203)	(3,901)	770
<b>Total</b>		<b>333,489</b>	<b>265,229</b>	<b>598,718</b>	<b>467,661</b>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Core Activity		179,110	156,314	335,424	200,640
Transport Project		76,086	61,521	137,607	130,597
Capital Grant Reserve		-	10,948	10,948	14,598
Befriending		-	44,785	44,785	54,039
<b>Total</b>		<b>255,196</b>	<b>273,568</b>	<b>528,764</b>	<b>399,874</b>
<b>NET INCOME/(EXPENDITURE)</b>		<b>78,293</b>	<b>(8,339)</b>	<b>69,954</b>	<b>67,787</b>
Transfers between funds	16	(34,767)	34,767	-	-
<b>Net movement in funds</b>		<b>43,526</b>	<b>26,428</b>	<b>69,954</b>	<b>67,787</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		179,144	116,675	295,819	228,032
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>222,670</b>	<b>143,103</b>	<b>365,773</b>	<b>295,819</b>

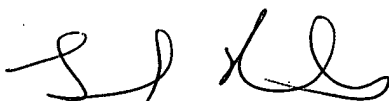
The notes form part of these financial statements

**Caithness Voluntary Group**


**Balance Sheet  
31 March 2022**

		Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds as restated
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	11	31,016	30,145	61,161	65,807
<b>CURRENT ASSETS</b>					
Debtors	12	71,598	-	71,598	56,997
Cash at bank and in hand		164,593	157,956	322,549	228,727
		<u>236,191</u>	<u>157,956</u>	<u>394,147</u>	<u>285,724</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(32,601)	(44,999)	(77,600)	(41,390)
<b>NET CURRENT ASSETS</b>		<u>203,590</u>	<u>112,957</u>	<u>316,547</u>	<u>244,334</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>234,606</u>	<u>143,102</u>	<u>377,708</u>	<u>310,141</u>
<b>CREDITORS</b>					
Amounts falling due after more than one year	14	(11,935)	-	(11,935)	(14,322)
<b>NET ASSETS</b>		<u>222,671</u>	<u>143,102</u>	<u>365,773</u>	<u>295,819</u>
<b>FUNDS</b>	16				
Unrestricted funds				222,671	179,144
Restricted funds				143,102	116,675
<b>TOTAL FUNDS</b>				<u>365,773</u>	<u>295,819</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 29/3/2023 and were signed on its behalf by:



J M Banks - Trustee



A E Alexander - Trustee

The notes form part of these financial statements

**Caithness Voluntary Group**

**Cash Flow Statement  
for the Year Ended 31 March 2022**

		<b>2022</b>	<b>2021</b>
	<b>Notes</b>	<b>£</b>	<b>as restated £</b>
<b>Cash flows from operating activities</b>			
Cash generated from operations	1	118,264	35,409
Interest element of hire purchase or finance lease rental payments paid		(2,872)	(2,890)
Finance costs paid		(1,215)	(942)
Net cash provided by operating activities		<u>114,177</u>	<u>31,577</u>
<b>Cash flows from investing activities</b>			
Purchase of tangible fixed assets		(20,444)	-
Sale of tangible fixed assets		500	-
Net cash (used in)/provided by investing activities		<u>(19,944)</u>	<u>-</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>94,233</u>	<u>31,577</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>	2	<u>228,316</u>	<u>196,739</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	2	<u><u>322,549</u></u>	<u><u>228,316</u></u>

The notes form part of these financial statements

**Caithness Voluntary Group**

**Notes to the Cash Flow Statement  
for the Year Ended 31 March 2022**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>as restated £</b>
<b>Net income for the reporting period (as per the Statement of Financial Activities)</b>	<b>69,954</b>	<b>67,787</b>
<b>Adjustments for:</b>		
Depreciation charges	20,387	21,936
Loss on disposal of fixed assets	4,203	-
Interest element of hire purchase and finance lease rental payments	2,872	2,890
Finance costs	1,215	942
Increase in debtors	(14,601)	(31,590)
Increase/(decrease) in creditors	34,234	(26,556)
<b>Net cash provided by operations</b>	<b>118,264</b>	<b>35,409</b>

**2. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>as restated £</b>
Cash in hand	100	100
Notice deposits (less than 3 months)	322,449	228,627
Overdrafts included in bank loans and overdrafts falling due within one year	-	(411)
<b>Total cash and cash equivalents</b>	<b>322,549</b>	<b>228,316</b>

**3. ANALYSIS OF CHANGES IN NET FUNDS**

	<b>At 1.4.21 £</b>	<b>Cash flow £</b>	<b>At 31.3.22 £</b>
<b>Net cash</b>			
Cash at bank and in hand	228,727	93,822	322,549
Bank overdraft	(411)	411	-
	<b>228,316</b>	<b>94,233</b>	<b>322,549</b>
<b>Total</b>	<b>228,316</b>	<b>94,233</b>	<b>322,549</b>

The notes form part of these financial statements

## **Caithness Voluntary Group**

### **Notes to the Financial Statements for the Year Ended 31 March 2022**

#### **1. ACCOUNTING POLICIES**

##### **BASIS OF PREPARING THE FINANCIAL STATEMENTS**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The charitable company is limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

The presentation currency in the accounts is £(sterling).

The monetary amounts included in the accounts are rounded to the nearest £(sterling).

##### **PREPARATION OF THE FINANCIAL STATEMENTS ON A GOING CONCERN BASIS**

The charity has carried forward funds of £365,744 (£295,819). The trustees consider that the charity has sufficient reserves to meet its commitments as such is a going concern.

##### **INCOME**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Income is deferred where performance related conditions, imposed by the funding body, have been met.

##### **EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Motor vehicles - 25% reducing balance

##### **TAXATION**

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

##### **FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Where the trustees have ring-fenced unrestricted funds for a particular purpose, these have been identified as "designated funds".

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

# Caithness Voluntary Group

## Notes to the Financial Statements - continued for the Year Ended 31 March 2022

### 1. ACCOUNTING POLICIES - continued

#### OPERATING LEASES

Rentals payable under operating leases are charged to the Statement of Financial Activities as incurred over the term of the lease.

### 2. DONATIONS AND LEGACIES

	2022	2021 as restated
	£	£
Donations	12,147	2,489
Subscriptions	1,999	1,859
	<u>14,146</u>	<u>4,348</u>

### 3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2022	2021 as restated
		£	£
Government Grants	Core Activity	349,799	208,281
Other funding	Core Activity	39,082	9,482
Other charitable activities	Core Activity	12,390	24,661
Government Grants	Transport Project	63,921	99,374
Other funding	Transport Project	-	500
Other charitable activities	Transport Project	75,067	60,610
Government Grants	Befriending	18,902	29,918
Other funding	Befriending	29,312	29,717
		<u>588,473</u>	<u>462,543</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
<b>Core Activity</b>		
Scottish Government - Aspiring Communities	116,764	-
The Highland Third Sector Interface	133,174	176,048
Highland Council	30,759	11,000
Highlife Highland - Green Health Events	3,443	6,248
HIE - Community Recovery Fund	58,333	-
Highlands and Islands Enterprise	-	7,483
Foundation Scotland	6,908	4,994
HMRC - Furlough	419	2,508
	<u>349,620</u>	<u>208,281</u>
<b>Transport Project</b>		
Scottish Government - Fuel Duty	25,321	27,266
Highland Council	37,100	60,400
Foundation Scotland	1,500	-
HMRC - Furlough	-	11,708
	<u>63,921</u>	<u>99,374</u>
<b>Befriending</b>		
The Highland Third Sector Interface	3,902	-

**Caithness Voluntary Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**3. INCOME FROM CHARITABLE ACTIVITIES - continued**

Foundation Scotland	15,000	-
Big Lottery	-	29,918
	<u>18,902</u>	<u>29,918</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct Costs £	Support costs (see note 5) £	Totals £
Core Activity	325,904	9,520	335,424
Transport Project	137,607	-	137,607
Capital Grant Reserve	10,948	-	10,948
Befriending	44,785	-	44,785
	<u>519,244</u>	<u>9,520</u>	<u>528,764</u>

**5. SUPPORT COSTS**

	Governance costs £
Core Activity	<u>9,520</u>

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2022 £	2021 as restated £
Auditors' remuneration	6,900	-
Depreciation - owned assets	20,387	21,935
Deficit on disposal of fixed assets	<u>4,203</u>	<u>-</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**TRUSTEES' EXPENSES**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Caithness Voluntary Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**8. STAFF COSTS**

	<b>2022</b>	<b>2021 as restated</b>
	<b>£</b>	<b>£</b>
Wages and salaries	340,728	272,931
Other pension costs	8,760	8,520
	<u>349,488</u>	<u>281,451</u>

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

	<b>2022</b>	<b>2021 as restated</b>
Administrative	17	15
Drivers	4	3
	<u>21</u>	<u>18</u>

No employees received emoluments in excess of £60,000.

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds as restated</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	704	3,644	4,348
<b>Charitable activities</b>			
Core Activity	208,095	34,329	242,424
Transport Project	-	160,484	160,484
Befriending	-	59,635	59,635
Other income	-	770	770
<b>Total</b>	<u>208,799</u>	<u>258,862</u>	<u>467,661</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Core Activity	166,311	34,329	200,640
Transport Project	-	130,597	130,597
Capital Grant Reserve	-	14,598	14,598
Befriending	-	54,039	54,039
<b>Total</b>	<u>166,311</u>	<u>233,563</u>	<u>399,874</u>
<b>NET INCOME</b>	42,488	25,299	67,787
Transfers between funds	86,795	(86,795)	-
<b>Net movement in funds</b>	129,283	(61,496)	67,787
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	49,860	178,172	228,032



**Caithness Voluntary Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Total funds as restated</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>179,143</b>	<b>116,676</b>	<b>295,819</b>

**10. PRIOR YEAR ADJUSTMENT**

A prior year adjustment has been recorded for the year ended 31 March 2021. The adjustment relates to a transfer of £86,795 from restricted to unrestricted funds in relation to the Caithness Rural Transport project. The reclassification was deemed necessary to better reflect the nature of the funding. This adjustment has no effect on the reported net income for the year.

A further adjustment has been recorded to remove internal recharges between the different charity activities. This adjustment has no effect on the reported net income for the year.

**11. TANGIBLE FIXED ASSETS**

	<b>Motor vehicles £</b>
<b>COST</b>	
At 1 April 2021	<b>206,425</b>
Additions	<b>20,444</b>
Disposals	<b>(32,991)</b>
At 31 March 2022	<b>193,878</b>
<b>DEPRECIATION</b>	
At 1 April 2021	<b>140,618</b>
Charge for year	<b>20,387</b>
Eliminated on disposal	<b>(28,288)</b>
At 31 March 2022	<b>132,717</b>
<b>NET BOOK VALUE</b>	
At 31 March 2022	<b>61,161</b>
At 31 March 2021	<b>65,807</b>

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021 as restated</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<b>3,450</b>	<b>2,901</b>
Income receivable	<b>68,148</b>	<b>54,096</b>
	<b>71,598</b>	<b>56,997</b>

**Caithness Voluntary Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2022	2021 as restated
	£	£
Bank loans and overdrafts (see note 15)	-	411
Social security and other taxes	6,455	-
Deferred income	45,525	30,000
Accruals	25,620	10,979
	<u>77,600</u>	<u>41,390</u>

**14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	2022	2021 as restated
	£	£
Accruals	<u>11,935</u>	<u>14,322</u>

**15. LOANS**

An analysis of the maturity of loans is given below:

	2022	2021 as restated
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	<u>-</u>	<u>411</u>

**16. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
<b>Unrestricted funds</b>				
General fund	92,349	43,913	(17,630)	118,632
Caithness Rural Transport - Designated funds	86,795	28,093	(10,849)	104,039
Befriending - Designated funds	-	6,288	(6,288)	-
	<u>179,144</u>	<u>78,294</u>	<u>(34,767)</u>	<u>222,671</u>
<b>Restricted funds</b>				
Core Activity	-	(14,572)	14,572	-
Listening Ear	-	28,816	-	28,816
Caithness Rural Transport	19,866	(28,023)	8,157	-
Befriending	53,015	3,428	15,637	72,080
HERE for Caithness	-	12,060	-	12,060
Capital Grant Reserve	43,794	(10,049)	(3,599)	30,146
	<u>116,675</u>	<u>(8,340)</u>	<u>34,767</u>	<u>143,102</u>
<b>TOTAL FUNDS</b>	<u>295,819</u>	<u>69,954</u>	<u>-</u>	<u>365,773</u>

**Caithness Voluntary Group**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022**

**16. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	223,023	(179,110)	43,913
Caithness Rural Transport - Designated funds	104,178	(76,085)	28,093
Befriending - Designated funds	6,288	-	6,288
	<u>333,489</u>	<u>(255,195)</u>	<u>78,294</u>
<b>Restricted funds</b>			
Core Activity	105,282	(119,854)	(14,572)
Listening Ear	63,095	(34,279)	28,816
Caithness Rural Transport	34,398	(62,421)	(28,023)
Befriending	48,213	(44,785)	3,428
HERE for Caithness	14,241	(2,181)	12,060
Capital Grant Reserve	-	(10,049)	(10,049)
	<u>265,229</u>	<u>(273,569)</u>	<u>(8,340)</u>
<b>TOTAL FUNDS</b>	<u>598,718</u>	<u>(528,764)</u>	<u>69,954</u>

**Comparatives for movement in funds**

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
<b>Unrestricted funds</b>				
General fund	49,860	42,489	-	92,349
Caithness Rural Transport - Designated funds	-	-	86,795	86,795
	<u>49,860</u>	<u>42,489</u>	<u>86,795</u>	<u>179,144</u>
<b>Restricted funds</b>				
Core Activity	178,172	25,298	(86,795)	116,675
	<u>178,172</u>	<u>25,298</u>	<u>(86,795)</u>	<u>116,675</u>
<b>TOTAL FUNDS</b>	<u>228,032</u>	<u>67,787</u>	<u>-</u>	<u>295,819</u>

## Caithness Voluntary Group

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	208,799	(166,310)	42,489
<b>Restricted funds</b>			
Core Activity	258,862	(233,564)	25,298
<b>TOTAL FUNDS</b>	<u>467,661</u>	<u>(399,874)</u>	<u>67,787</u>

In the current year restricted funds include the following:

Core Activity - includes amounts advanced by HTSI for the Kickstart scheme to recruit a new employee, an amount from Highlife Highland for Green Health Events, HIE from the second round of their Community Recovery Fund and an amount from Foundation Scotland to fund the salaries and costs for a development officer and co-ordinator.

Listening Ear - includes amounts advanced by HTSI from the Mental Health and Wellbeing fund, amounts from Highland Council from the Crisis & Recovery and The Highland Coastal Communities funds, an amount from the National Lottery Community Fund as well as various donations received specifically for Listening Ear.

Caithness Rural Transport - includes amounts advanced by Highland Council to provide a bus service and Foundation Scotland.

Befriending - includes amounts advanced by HTSI from the Mental Health and Wellbeing fund, Foundation Scotland, The National Lottery Community Fund and the Robertson Trust.

HERE - includes amounts advanced from Highland Council's Highland Coastal Communities Fund.

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

#### 18. ULTIMATE CONTROLLING PARTY

The company is limited by guarantee, having no share capital. It is therefore under the control of its members.

## Caithness Voluntary Group

### Notes to the Financial Statements - continued for the Year Ended 31 March 2022

#### 19. PENSION SCHEME ADMINISTERED BY THE PENSIONS TRUST

On 18 February 2010 The Pensions Trust intimated the closure of the Scottish Voluntary Sector Pension Scheme (SVSPS) to future accrual benefits after 31 March 2010. The defined benefits scheme deficit at that date would be collected from participating organisations over the next ten years. The base levy of £5,115 per annum for Caithness Voluntary Group was fully accrued in the financial statements in the year ended 31 March 2010 and the levy, along with subsequent additional "salary growth assumptions," was paid up to 31 March 2013.

On 4 December 2012 The Pensions Trust intimated changes following the finalisation of the 2011 actuarial valuation which revealed an increase in the pension scheme deficit from £20.438 million in 2008 to £28.832 million in 2011, and as a consequence the base annual levy of £5,115 would, from April 2013, increase to £6,509. The original levy ceased on 31 March 2013 and the new one is scheduled to endure for fifteen years; and the additional levy, including any further salary growth assumption increases, is charged in the Statement of Financial Activities each year when it is paid.

On 30 September 2020 The Pensions Trust issued an updated report on the actuarial valuation of the scheme confirming that the deficit had been finalised at £6.7 million.

Caithness Voluntary Group's position under the recovery plan is summarised:

	At 31/03/22	At 31/03/21
	£	£
Balance of the original accrual	14,323	16,710
Unaccrued provision	(4,028)	21,661
Total value of the base recovery plan	10,295	38,371
Years remaining	3	6

The Scheme Actuary has estimated as at 31 March 2022, the employer debt which would be payable should Caithness Voluntary Group withdraw from the scheme. This present contingent liability is £10,295 however the trustees are not aware of any event which would cause this charge to crystallise.