Community Links Scotland

Report and Financial Statements

for the year ended 31 March 2017

Charity number: SC032934 Company number: SC0229753

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### **Legal and Administrative Information**

Charity name Community Links Scotland

Charity registration number SC032934 Company registration number SC0229753

Trustees Laurie MacKay

Sandra Loney Sephton MacQuire James Weir

Meg Harrison

Company secretary Stephen Singer

Principal office and

**Registered office** 63 Kilbowie Road

Clydebank

West Dunbartonshire

G81 1BL

Independent examiner Mark Mulholland FCCA

Alexander Sloan

Chartered Accountants 38 Cadogan Street

Glasgow

G2 7HF

# Trustees' Annual Report for the year ended 31 March 2017

The Trustees present their report and the financial statements of the charity for the year ended 31 March 2017

#### **Trustees**

The Directors of the charitable company are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

The Trustees serving during the year and since the year end are detailed on page 1.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### **Governing document**

The Charity is a company limited by guarantee, not having a share capital. It is governed by its Memorandum and Articles of Association.

#### **Appointment of Trustees**

Trustees are elected from client RSLs and relevant groups and individuals and nominated onto the Board.

#### Trustees' induction and training

The organisation continues to be managed by a participatory Management Board with new Board members inducted in line with the Trustees Induction and Training Policy.

#### Organisational structure

The Management Board make all policy decisions on a bi-monthly basis with staff implementing day to day actions. A staffing sub-committee is in place to deal with recruitment and serious staffing issues. Both Boards are serviced by the Director. The Treasurer meets with the finance officer on a weekly basis to authorise cheques and discuss financial issues relating to the charity.

#### Risk management

The Directors have assessed the major risks to which the Charity is exposed, in particular those relating to the operations and finances of the Charity and is satisfied that systems are in place to mitigate our exposure to major risks.

#### **OBJECTIVES AND ACTIVITIES**

The Company's objectives are to relieve poverty by promoting employment and education opportunities, to improve the environment and to promote social welfare.

The organisation uses a methodology of staff/tenant involvement which produces a Wider Role Strategy, Evaluation and Funding Plan which is the basis of the work that will be carried out on behalf of individual RSLs.

# Trustees' Annual Report for the year ended 31 March 2017

#### ACHIEVEMENTS AND PERFORMANCE

2016/17 saw Community Links Scotland complete our first fifteen years of working for Registered Social Landlords and other not for profit community organisations who are too small or cannot afford to employ their own regeneration staff members. Throughout the year we worked with clients in West Dunbartonshire, East Dunbartonshire, Argyll and Bute, Inverclyde, Renfrewshire, Glasgow, Dumfries and Galloway.

As in previous years, projects were extremely varied with staff working on projects linked to welfare reform, backcourt environmental upgrades with training and employability, funding for community centres, (both new build costs and ongoing running costs) and a variety of community consultations, business plans and options studies.

As ever, while no targets for fundraising are set by the organisation, reacting to the demands of clients had the result that many funding bids were written and prepared by CLS staff. Despite the very difficult environment for fundraising, CLS still managed to raise more than £7 million for client projects, our highest amount in our entire 15 year history.

Work across the year continued to be a mixture of RSL clients, approaches by new community groups, competitive tenders both with CLS as lead and in partnership with others. With support from the Board, staff continue to meet all expectations and more in what is a constantly changing funding environment. Overall it was a very successful year in difficult conditions that saw restructuring and excellent commitment from staff to secure this first fifteen years of CLS and for that I would like to thank them and my fellow board members for their work and contribution throughout the year 2016/17.

#### FINANCIAL REVIEW

The charity had net incoming resources of £35,445 for the year and has accumulated funds of £321,971 at the balance sheet date.

#### Principal funding sources

The principal funding sources were contributions from RSL's and voluntary community organisations together with grants.

#### Reserves policy

It is the policy of the Charity to maintain unrestricted funds at a level to provide sufficient funds to cover management, administration and support costs.

#### PLANS FOR FUTURE PERIODS

Given the uncertainty of future Scottish Government funding, Community Links Scotland continues to develop its consultancy arm as an alternative source of revenue, in the main working with small not-for-profit community groups and trusts across Scotland.

# Trustees' Annual Report for the year ended 31 March 2017

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also Directors of Community Links Scotland for the purposes of company law) are responsible for preparing the Trustees' Report 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 these financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### Independent examiner

The Trustees recommend that Mark Mulholland FCCA, a partner in Alexander Sloan, Chartered Accountants, remains in office as independent examiner until further notice.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Trustees on 27 June 2017 and signed on their behalf by

Stephen Singer

Secretary

## Independent Examiner's Report to the Trustees on the Unaudited Financial Statements of Community Links Scotland.

I report on the financial statements of Community Links Scotland for the year ended 31 March 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

#### Respective responsibilities of Trustees and examiner

The charity's Trustees (who are also directors of the company for the purpose of company law) are responsible for the preparation of the financial statements in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("2006 Accounts Regulations"). The charity's Trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the financial statements as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's report**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the financial statements.

#### **Independent Examiner's statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act, Regulation 4 of the 2006 Accounts Regulations; and

to prepare financial statements which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

ne

Mark Mulholland FCCA
Partner

Alexander Sloan
Chartered Accountants

38 Cadogan Street Glasgow G2 7HF

Date: 27/6/17

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

### for the year ended 31 March 2017

	U	nrestricted	Restricted	2017	2016
		funds	funds	Total	Total
	Notes	<b>£</b> .	£	£	£
Income and endowments from:					
Donations and legacies	2	114,771	76,515	191,286	172,161
Charitable activities	3	246,726	-	246,726	199,971
Other income	4	10,487		10,487	11,166
Total income		371,984	76,515	448,499	383,298
Expenditure on:					
Charitable activities	5	(346,165)	(66,889)	(413,054)	(354,215)
Total expenditure		(346,165)	(66,889)	(413,054)	(354,215)
on investments		25,819	9,626	35,445	29,083
Net movement in funds		25,819	9,626	35,445	29,083
Reconciliation of funds					
Total funds brought forward		263,980	22,546	286,526	257,443
Total funds carried forward		289,799	32,172	321,971	286,526
			<del></del>		

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

# Balance Sheet as at 31 March 2017

		2017			
	Notes	£	£	£	£
Fixed assets					
Tangible assets	10		4,844		8,271
Investments	11		100		100
•			4,944		8,371
Current assets					
Debtors	12	129,771		134,380	
Cash at bank and in hand		227,242		205,143	
		357,013		339,523	
Liabilities Creditors: amounts falling					
due within one year	13	(39,986)		(61,368)	
Net current assets			317,027		278,155
Net assets			321,971		286,526
The funds of the charity Unrestricted funds					
General funds	15		289,799		263,980
Restricted funds	16		32,172		22,546
Total charity funds			321,971		286,526
-					

The Trustees' statements required by Sections 475 (2) and (3) are shown on the following page which forms part of this Balance Sheet.

#### **Balance Sheet (continued)**

# Trustees' statements required by Sections 475 (2) and (3) for the year ended 31 March 2017

In approving these financial statements as Trustees of the company we hereby confirm:

- (a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006;
- (b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an audit be conducted for the year ended 31 March 2017 and
- (c) that we acknowledge our responsibilities for:
- (1) ensuring that the company keeps accounting records which comply with Section 386, and
- (2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including the income and expenditure, for the year then ended in accordance with the requirements of Sections 393 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board on 27 June 2017 and signed on its behalf by

James Weir

Trustee /

Registered number: SC0229753

# Notes to the Financial Statements for the year ended 31 March 2017

#### 1. Accounting policies

#### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention with items recognised at cost or transaction value unless other wise stated in the relevant Notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their Accounts in accordance with Financial Reporting Standard 102 (effective January 2015), the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

The charity constitutes a public benefit entity as defined by FRS 102.

#### 1.2. Fund accounting

Funds are classified as either restricted funds or unrestricted funds, defined as follows.

Restricted funds are funds subject to specific requirements as to their use which may be declared by the donor or with their authority or created through legal processes, but still within the wider objects of the charity.

Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the objects of the charity. If parts of the unrestricted funds are earmarked at the discretion of the Trustees for a particular purpose, they are designated as a separate fund. This designation has an administrative purpose only and does not legally restrict the Trustees' discretion to apply the fund.

#### 1.3. Donations and legacies

Donations are recognised when the charity has evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably. Entitlement usually arises immediately upon receipt, however, in the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

# Notes to the Financial Statements for the year ended 31 March 2017

#### 1.4. Grants receivable

Income from government and other grants, whether 'capital' or 'revenue' in nature, are recognised when the charity has unconditional entitlement to the funds, it is probable that the income will be received, the amount can be measured reliably. Unconditional entitlement will be achieved one any performance or other conditions attached to the grants have been met, or fulfilment of those conditions is wholly within the control of the charity.

Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### 1.5. Income from Charitable Activities

Income from charitable activities includes income earned both from the supply of goods or services under contractual arrangements and from performance-related grants which have conditions that specify the provision of particular goods or services to be provided by the charity. Income from charitable activities is recognised as earned (as the related goods or services are provided).

#### 1.6. Other income

Other income represents income that cannot be reported under the other analysis headings provided within the Statement of Financial Activities and is recognised when the charity is entitled to the income, it is probable that it will be received and the amount can be measured reliably by the charity.

#### 1.7. 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 settlement will be required and the amount of the obligation can be measured or estimated reliably.

Liabilities are measured on recognition at historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. The exception is that certain financial instruments must be adjusted to their present value; these include financial liabilities where settlement is deferred for more than 12 months after the reporting date.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings.

#### 1.8. Expenditure on Charitable Activities

Expenditure on charitable activities includes all costs incurred by the charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities. The costs of charitable activities presented in the Statement of Financial Activities includes the costs of both direct service provision and the payments of grant awards if applicable.

#### 1.9. Irrecoverable VAT

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

# Notes to the Financial Statements for the year ended 31 March 2017

#### 1.10 Activity based reporting

To comply fully with the Statement of Recommended Practice would require income and expenditure to be reported by activity. The Trustees are of the opinion that the activities of the charity are inter-linked, therefore this would be impractical to calculate and would provide no additional benefit to the users of these financial statements. Therefore no further analysis of income and expenditure is provided within these financial statements.

#### 1.11. Pensions

Existing employees of the charity were entitled to join the Scottish housing association Pension Scheme which is funded by contributions from employee and employer. Members of the Pension Scheme may also contribute added years to that scheme or take out an Additional Voluntary Contribution scheme, each of which is funded by the employee alone.

The Scottish housing association Pension Scheme is a multi-employer defined benefit scheme administered for the benefit of Local Authorities and other bodies and is managed in accordance with the Local Government Pension Scheme Regulations 2013 (as amended). Past and present employees are covered by the provisions of the Scheme.

The trustees are unable to confirm the charity's share of the underlying assets and liabilities of the County Pension Scheme and therefore the Scheme is accounted for as a defined contribution scheme. The employer's contributions made to the scheme in 2017 were £41,626 (2016: £31,234). The trustees are satisfied that any foreseeable change in employer's contributions can be budgeted for without detriment to the charity's ongoing activities.

#### 1.12. Tangible fixed assets and depreciation

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £500 are not capitalised.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Computer equipment

Straight line over 3 years

#### 1.13. Leasing

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

# Notes to the Financial Statements for the year ended 31 March 2017

2.	Donations and legacies		
		2017	2016
		<b>£</b>	£
	Traininglink Income	76,515	79,806
	Housing Associations	114,771	92,355
		191,286	172,161
		<del></del> -	
3.	Charitable activities		
		2017	2016
		£	£
	Consultancy income	246,726	199,971
		246,726	199,971
4.	Other income		
		2017	2016
		£	£
	Other income	10,487	11,166
		10,487	11,166

# Notes to the Financial Statements for the year ended 31 March 2017

	•		
5.	Costs of charitable activities		
		2017	2016
		£	£
	Wages and salaries	209,192	176,508
	Employer's NI contributions	24,484	21,664
	Staff pension costs	41,626	31,234
	Streetlinks project	332	2,353
•	Groundlinks project	1,291	1,095
	Traininglinks expenditure	66,556	65,832
	Rent and rates	13,133	11,675
	Insurance	4,511	6,265
	Heat and light	3,421	2,784
	Printing, postage and stationery	910	662
	Telephone	1,710	1,809
	Consultancy	24,954	12,453
	Conferences and seminars	250	-
	General expenses	4,211	4,966
	Repairs and maintenance	3,521	4,396
	Affiliations	2,502	1,101
	Travelling and subsistence	4,250	4,526
	Depreciation on plant and machinery	3,427	2,114
	Committee Expenses	358	378
	Independent Examination	2,415	2,400
		413,054	354,215
6	Independent Examiner's Remuneration		
	•	2017	2016
		£	. <b>£</b>
	Accountancy	2,415	2,400
		2,415	2,400
7.	Net income/(expenditure) for the year		
7.	11ct income/(expendituite) for the year	2017	2016
		£	£
	Net income is stated after charging:	æ	£
	Depreciation and other amounts written off tangible assets	3,427	2,114
	Operating lease rentals	3,421	2,114
	- Land and buildings	13,133	11 675
	- Land and Dundings	13,133	11,675

Independent Examiner's remuneration

2,415

2,400

# Notes to the Financial Statements for the year ended 31 March 2017

## 8. Employees

9.

Number of employees		
The number of employees during the year were:	2017 Number	2016 Number
	<u>10</u>	8
Employment costs		·
	2017	2016
	£	£
Wages and salaries	209,192	176,508
Social security costs	24,484	21,664
Other pension costs	41,626	31,234
·	<u>275,302</u>	229,406
There were no employees who received remuneration of over £0	60,000 in the period.	
The remuneration of " key management personnel"	2017	2016
during the year was:	£	£
Wages and salaries	42,408	41,790
Social security costs	4,306	3,698
Other pension costs	1,984	1,964
	48,698	47,452
Trustees' emoluments		
Trustees emoluments	2017	2016
	£	£
Remuneration and other benefits	358	378

Expenses related to travel and subsistence.

# Notes to the Financial Statements for the year ended 31 March 2017

10.	Tangible fixed assets	Computer equipment £	Total £
	Cost		
	At 1 April 2016	10,385	10,385
	At 31 March 2017	10,385	10,385
	Depreciation		
	At 1 April 2016	2,114	2,114
	Charge for the year	3,427	3,427
	At 31 March 2017	5,541	5,541
	Net book values		
	At 31 March 2017	4,844	4,844
	At 31 March 2016	8,271	8,271
		1.000	

11.	Fixed asset investments	Subsidiary undertakings	
		shares	Total
		£	£
	Fair value (market value)		
	At 1 April 2016		
	At 31 March 2017	100	100
	Net book values	<del></del>	
	At 31 March 2017	100	100
	At 31 March 2016	100	. ====
			====
12.	Debtors	2017	2016
12.		£	£
	Trade debtors	128,155	132,788
	Prepayments and accrued income	1,616	1,592
		129,771	134,380

# Notes to the Financial Statements for the year ended 31 March 2017

13.	Creditors: amounts falling due			
	within one year		2017	2016
			£	£
	Trade creditors		9,466	4,742
	Other taxes and social security costs		28,110	29,071
	Other creditors		100	. 100
	Accruals and deferred income		2,310	27,455
			39,986	61,368
14.	Analysis of net assets between funds			
		Unrestricted F	Restricted	Total
		funds	funds	funds
		£	£	£
	Fund balances at 31 March 2017 as represented by:			
	Tangible fixed assets	4,944	-	4,944
	Current assets	324,841	32,172	357,013
	Current liabilities	(39,986)	· -	(39,986)
		289,799	32,172	321,971

# Notes to the Financial Statements for the year ended 31 March 2017

#### 15. Unrestricted General Funds

1 Apr '16	Income	Expenditure	Transfers 3	1 Mar '17
£	£	£	£	£
177,970	371,984	(346,165)	(5,010)	198,779
86,010	-		5,010	91,020
263,980	371,984	(346,165)	)	289,799
	£ 177,970 86,010	£ £ 177,970 371,984 86,010 -	£ £ £  177,970 371,984 (346,165) 86,010	£ £ £ £  177,970 371,984 (346,165) (5,010)  86,010 5,010

#### **Purposes of General Funds**

#### General Fund

The General fund represents the free reserves of the charity which the Trustees are free to use in accordance with the charitable objectives of the charity.

#### Redundancy Fund

This fund represents the potential liability for redundancies should the charity cease its operations.

#### 16. Restricted funds

1 Apr '16	Income	Expenditure	Transfers :	31 Mar '17
£	£	£	£	£
2,755	-	- (332)	) -	2,423
13,638	76,515	(66,557)	(1,279)	22,317
6,153	-		1,279	7,432
22,546	76,515	(66,889)	) -	32,172
	2,755 13,638 6,153	£ £  2,755 13,638 76,515 6,153	£ £ £ £	£ £ £ £  2,755 - (332) -  13,638 76,515 (66,557) (1,279)  6,153 1,279

#### Purposes of restricted funds

#### Streetlinks Project

The Streetlinks project aims to address the needs of young people who are not currently accessing services available to them or are in need of support.

#### Volunteers in Progress

This fund represents monies to be used to cover the staffing cost of the Volunteers in Progress programme.

#### Traininglinks Redundancy Fund

This fund represents the potential liability for redundancies should the project cease its operations.

# Notes to the Financial Statements for the year ended 31 March 2017

#### 17. Financial commitments

At 31 March 2017 the charity had total commitments under non-cancellable operating leases as follows:

	2017 £	2016 £
Obligations due: Within one year	14,365	15,071

#### 18. Related party transactions

There were no related party transactions in the reporting year requiring disclosure.

#### 19. Scottish Housing Association Pension Scheme

Community Links Scotland participates in the Scottish Housing Association Pension Scheme (the scheme). The scheme is a multi-employer defined scheme, funded and contracted out of the state scheme.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to individual participating employers as the scheme is a multi-employer arrangement where the assets are co-mingled for investment purposes, benefits are paid from the total scheme assets, and the contribution rate for all employers is set by reference to the overall financial position of the scheme rather than by reference to individual employer experience. Accordingly, due to the nature of the Scheme, the accounting charge for the period under FRS102 represents the employer contribution payable.

The Association made payments totalling £41,626 (2016: £31,234) to the pension scheme during the year.

#### 20. Transition to FRS 102 SORP 2015

Due to the application of the Financial Reporting Standard 102 and the related Statement of Recommended Practice: Accounting and Reporting by Charities, the prior year figures have been restated to reflect the required reporting categories. This has resulted in Governance Costs being reclassified within the costs of Charitable Activities. There has been no change to the previously reported surplus or closing reserves.

# Notes to the Financial Statements for the year ended 31 March 2017

#### 21. Statement of Financial Activities for the year ended 31 March 2016

	Unrestricted funds £	Restricted funds	2016 Total £
Income and endowments from:			,
Donations and legacies	92,355	79,806	172,161
Charitable activities	199,971		199,971
Other income	11,166		11,166
Total income	303,492	79,806	383,298
Expenditure on:			
Charitable activities	(284,840)	(69,375)	(354,215)
Total expenditure	(284,840)	(69,375)	(354,215)
Net income/(expenditure)	18,652	10,431	29,083
Reconciliation of funds			
Total funds brought forward	245,328	12,115	257,443
Total funds carried forward	263,980	22,546	286,526

Under Charities Statement of Recommended Practice (FRS 102), comparatives for each class of funds are required for each line on the Statement of Financial Activities (SoFA). The note above illustrates the SoFA for the year to 31 March 2016