

VOLUNTEER DEVELOPMENT SCOTLAND LIMITED

**DEVELOPMENT COMMITTEE REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 1996**

06



DEVELOPMENT COMMITTEE REPORT

The Development Committee submit their Report for the year ended 31st March, 1996.

ACCOUNTS

The Development Committee submit the audited Accounts of the Company for the year ended 31st March, 1996.

ACTIVITIES

The Company was incorporated as a company limited by guarantee on 17th September, 1987 and took over the business of Volunteer Development Scotland on 1st December, 1987.

Volunteer Development Scotland Limited is a national voluntary organisation based in Stirling. It exists to promote and support volunteering in Scotland and does so mainly by providing information, training and support services for organisations which engage voluntary workers.

DEVELOPMENT COMMITTEE

The members of the Development Committee during the year ended 31st March, 1996 were those listed below:

Moira Alexander		WRVS
Robert Beattie		IBM, UK LTD
Bob Benson	*	Age Concern Scotland
Anne Farmer	*	VB Reps Group
Mike Innes		Individual Member
George Johnston	*	SSCVYO
Anne McGuire		Scottish Council for Voluntary Organisations
Nan McKenna		Edinburgh Volunteer Exchange
Pat McMenamin	*	SCEC
Philippa Mellon		Individual Member
Helen Moir		British Red Cross, Scottish Branch
Eileen Ross		Gartnavel Royal Hospital
Laura Shepherd		VB Reps Group
Anna Smith		Community Volunteers Enabling Youth (COVEY)
Owen Smith		Individual Member
Iain Turnbull		Tayside Regional Council
Paul Zealey	*	CSB Scotland
	*	Part Year

AUDITORS

Messrs. Macfarlane Gray, Chartered Accountants, Stirling, being eligible for re-election have indicated their willingness to continue in office.

By order of the Development Committee

Philippa Mellon.....COMMITTEE MEMBER

Owen Smith..... COMMITTEE MEMBER

September 17th 1996.....DATE

**REPORT OF THE AUDITORS TO THE MEMBERS OF
VOLUNTEER DEVELOPMENT SCOTLAND LIMITED**

STIRLING,

17th September 1996

We have audited the Financial Statements as presented on pages 3 to 7 which have been prepared under the historical cost convention and the accounting policies as set out on page 6.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

Company Law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company for that year. In preparing those financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

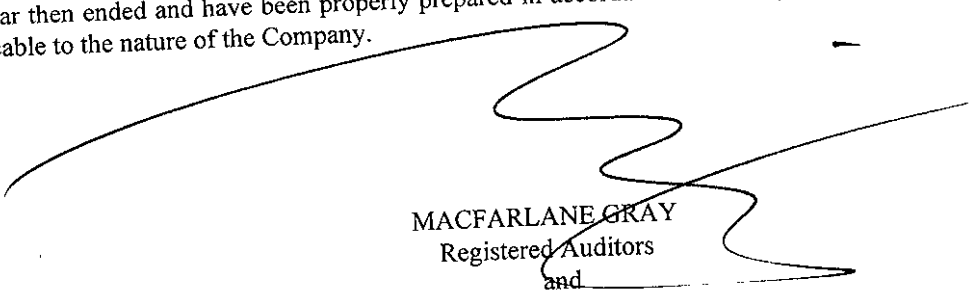
Audit Procedures

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Company's circumstances, consistently applied and adequately disclosed.

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

OPINION

In our opinion the Financial Statements give a true and fair view of the state of the Company's affairs as at 31st March, 1996 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 as applicable to the nature of the Company.


MACFARLANE GRAY
Registered Auditors
and
Chartered Accountants

INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31st MARCH 1996

	<u>1996</u>	<u>1995</u>
	£	£
INCOME	520,708	342,775
EXPENDITURE	<u>499,771</u>	<u>339,408</u>
SURPLUS INCOME	20,937	3,367
Transfer to General Reserve	(10,469)	(1,684)
Transfer to Special Reserve	<u>(10,468)</u>	<u>(1,683)</u>
	<u>—</u>	<u>—</u>

INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31st MARCH 1996

	Notes	1996 £	1995 £
Grants - Central Government	3	416,012	293,569
Grants - Local Authority		41,941	5,357
Grants - Other		38,934	7,978
Donations	4	7,428	7,200
Membership		8,832	8,895
Courses & Conferences		8,524	7,407
Fees		12,610	6,725
Publications		4,154	3,033
Interest Received		<u>6,773</u>	<u>2,611</u>
		545,208	342,775
		<u>(24,500)</u>	<u>-</u>
Transfers to Deferred Income		<u>520,708</u>	<u>342,775</u>
TOTAL INCOME			
STAFF	5	337,223	227,463
Salaries		30,149	21,393
Travel		6,384	7,095
Conference and Training		<u>8,536</u>	<u>13,150</u>
Advert/Interview		<u>382,292</u>	<u>269,101</u>
COMMITTEE		1,604	1,405
Travel		<u>279</u>	<u>300</u>
Conference and Training		<u>1,883</u>	<u>1,705</u>
VOLUNTEERS		<u>90</u>	<u>392</u>
Travel		<u>2,220</u>	<u>2,036</u>
RESEARCH			
PREMISES & EQUIPMENT		18,143	6,613
Rent		237	124
Water		1,623	653
Insurance		1,259	533
Cleaning		3,682	2,692
Electricity		2,476	3,736
Furniture & Equipment		5,854	1,541
Capital Expenditure not financed by Capital Grants		<u>1,989</u>	<u>363</u>
Maintenance		<u>35,263</u>	<u>16,255</u>
OPERATING COSTS		30,379	9,829
Print & Stationery		6,814	7,986
Publications Costs		7,480	5,041
Postage		2,517	1,244
Library		9,058	3,879
Telephone		2,767	1,264
Sundries		1,161	1,452
Hospitality and Events		23	80
Bank Charges		2,115	1,992
Audit		1,829	465
Legal		11,473	16,687
Other Professional		<u>2,407</u>	<u>-</u>
Public Relations		<u>78,023</u>	<u>49,919</u>
TOTAL EXPENDITURE		<u>499,771</u>	<u>339,408</u>

BALANCE SHEET AS AT 31st MARCH 1996

	<u>Notes</u>	<u>1996</u> £	<u>1995</u> £
TANGIBLE FIXED ASSETS			
Cost at Beginning of Year		112,775	61,905
Additions		<u>48,645</u>	<u>50,870</u>
		161,420	112,775
FINANCED BY CAPITAL GRANTS	7	154,025	111,234
CAPITAL EXPENDITURE NOT FINANCED BY CAPITAL GRANTS		<u>7,395</u>	<u>1,541</u>
		<u>—</u>	<u>—</u>
CURRENT ASSETS			
Prepayments and Accrued Income		28,252	10,318
Cash at Bank and Building Society		138,648	104,879
Cash on Hand		<u>730</u>	<u>180</u>
		<u>167,630</u>	<u>115,377</u>
CREDITORS - Amounts due within one year			
Sundry Creditors and Accruals		<u>108,064</u>	<u>76,748</u>
		<u>59,566</u>	<u>38,629</u>
NET CURRENT ASSETS		<u>59,566</u>	<u>38,629</u>
NET ASSETS			
FINANCED BY:			
<u>General Reserve</u>	8	25,725	24,041
Balance Brought Forward		<u>10,469</u>	<u>1,684</u>
Retained Surplus for Year		<u>36,194</u>	<u>25,725</u>
<u>Special Reserve</u>		12,904	11,221
Balance Brought Forward		<u>10,468</u>	<u>1,683</u>
Retained Surplus for Year		<u>23,372</u>	<u>12,904</u>
		<u>59,566</u>	<u>38,629</u>

Approved by the Development Committee

Philippa Mellon COMMITTEE MEMBER

Owen Smith COMMITTEE MEMBER

17 Sept 1996 DATE

The notes on pages 6 and 7 form part of these Accounts.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 1996

1. ACCOUNTING POLICIES

Basis of Accounting

The Accounts have been prepared under the historical cost basis of accounting.

Depreciation

No depreciation has been charged on fixed assets as these are financed mainly by grants.

Pensions

Pension fund arrangements are available for employees who elect to participate and are made either through the Pension Trust or alternatively through any personal pension scheme chosen individually by the employee. All schemes are money purchase arrangements. Contributions are charged to the income and expenditure account as incurred.

2. EXCESS OF INCOME OVER EXPENDITURE

Excess of income over expenditure for the year is stated after charging:

	<u>1996</u>	<u>1995</u>
	£	£
Auditors' Remuneration	2,115	1,992

3. REVENUE GRANTS

	<u>1996</u>	<u>1995</u>
	£	£
SWSG Section 10 (1) - Core	185,658	72,631
SWSG Section 10 (1) - Focus on Volunteering	-	52,000
SWSG Section 10 (1) - Consultancy	6,129	7,007
SWSG Section 10 (1) - 50+	18,000	27,000
SWSG Section 10 (1) - SEVI	3,777	-
SWSG Section 10 (1) - Special Purposes	33,948	-
SWSG Section 10 (1) - Challenge 95	3,000	2,000
SWSG Section 10 (1) - Volunteer Bureaux Initiative	40,000	34,085
SWSG Section 10 (1) - Volunteer Bureaux Project	87,500	39,496
SWSG Section 9 - Training	38,000	36,350
VSU	-	<u>23,000</u>
	<u>416,012</u>	<u>293,569</u>

4. DONATIONS

	<u>1996</u>	<u>1995</u>
	£	£
Trusts	5,000	5,000
Commerce	1,200	1,000
Other	<u>1,228</u>	<u>1,200</u>
	<u>7,428</u>	<u>7,200</u>

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 1996 (cont.)

5. STAFF COSTS

	<u>1996</u>	<u>1995</u>
	£	£
Salaries	292,947	194,357
Social Security Costs	25,781	17,940
Other Pension Costs	<u>18,495</u>	<u>15,166</u>
	<u>337,223</u>	<u>227,463</u>

The average number of employees during the year was 27 made up as follows:

Professional Staff (Full Time)	9	7
Professional Staff (Part Time)	9	4
Administration (Full Time)	5	3
Administration (Part Time)	4	3
	<u>27</u>	<u>17</u>

6. TAXATION

The Company is accepted as a charity for taxation purposes. It is considered that no liability to taxation will arise from the results for the year.

7. TANGIBLE FIXED ASSETS

Tangible fixed assets are financed mainly by grants as follows:

	£
Grants Received at 31st March 1995	111,234
Grants Received in the Year	<u>42,791</u>
	<u>154,025</u>

The sources of the grants received in the year are as follows:

	£
Capital Grant (SWSG - Section 10(1))	<u>42,791</u>

8. RESERVES

The Company is limited by guarantee and has no share capital.