

STEWARTRY COUNCIL OF VOLUNTARY SERVICE
(A company limited by guarantee)

Report and Financial Statements

For the year ended 31 March 2013

Scottish charity number: SC014734
Company number: SC132544

Montpelier Professional (Galloway) Limited
1 Dashwood Square
Newton Stewart
DG8 6EQ

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STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Financial statements for the year ended 31 March 2013

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STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Legal and administrative information

Status

The Stewartry Council of Voluntary Service is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number: SC014734. Company number: SC132544.

Directors and 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. As set out in the Articles of Association, the chairman of the trustees is nominated by the trustees, who are elected annually by the members of the charity attending the Annual General Meeting.

Trustees

Christopher David Dunstan - resigned 26/10/12
Muriel Edgar
Eliza Ann Gault
Margaret Anne Hopkins
Leon McCaig
Desmond Thomas James Hadnett
Alan Rumble
Ivor Waddell
Barbara Murray

Secretary

Marie Jackson

Manager

Marie Jackson

Registered office

17 Castle Street
Kirkcudbright
Dumfries & Galloway
DG6 4JA

Accountants

Montpelier Professional (Galloway) Limited
1 Dashwood Square
Newton Stewart
DG8 6EQ

Bankers

Bank of Scotland
15 St Mary Street
Kirkcudbright
DG6 4AD

Unity Trust Bank
9 Brindley Place
Birmingham
B1 2HB

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2013.

Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum of association and the Statement of Recommended Practice (SORP 2005) - Accounting and Reporting by Charities.

Chair's Remarks

This time last year, I had the difficult task of taking over as Chair of SCVS following the sad and sudden death of David Dunstan. As SCVS representative on the Dumfries & Galloway Third Sector Interface (DGTSI), David had worked unstintingly to progress DGTSI to becoming an effective organisation which would represent the Voluntary Sector throughout the county. I had to report that, despite the many months working towards that end, little positive progress had been made.

Scottish Government intervened and implemented a change programme which we knew would have far-reaching consequences for SCVS. The chairs, managers and elected representatives of SCVS and NCVS met with John Swinney in January and although his decision was to continue implementation of the change programme, certain conditions were placed on the DGTSI Board, emphasising the need for co-operation, communication and good relationships with all organisations working with and for the third sector.

As is often the case after months of uncertainty, the inevitable change within Dumfries & Galloway third sector came about very quickly in the end! On 1st April this year, DGTSI announced its reincarnation as Third Sector First (TSI). SCVS, along with NCVS retained their independence and chose not to be part of this centralised Regional organisation. We continue to work closely with NCVS and are developing joint projects and funding bids as well as ensuring our own funding strategies are in place, as it is by no means certain that the new TSI will fund us for delivering services within the Stewartry.

As always, the Board and the communities within the Stewartry have been consistently supported throughout this year by the hard work of Marie and Anne and Iain and we welcomed on board in November Jenny. They all work persistently well as a team and are always willing to go the extra mile including Iain, who mans the SCVS office when everyone else is absent!

I was "out of the loop" for several weeks earlier this year and I want to thank my fellow board members for taking charge of the meetings I missed as well as all the support they have given SCVS over the last year.

Structure, Governance and Management

Stewartry Council of Voluntary Service is constituted as a company limited by guarantee and is registered in Scotland with a registration number of SC132544. It does not have a share capital and its Memorandum and Articles of Association is dated June 1991. The liability of members is limited to £1 each. The Directors are appointed in accordance with the terms of the Memorandum and Articles of Association from proposals submitted prior to the Annual General meeting from the members of the company. Should the proposals exceed the number of vacancies for Directors then there will be a vote taken of the members present at the Annual General Meeting with vacancies filled based on the highest votes cast until all vacancies are filled. The company is also a recognised charity with a Scottish charity number of SC014734. The Trustees have delegated the responsibility of day to day management to Marie Jackson.

Trustees are nominated by the membership of the company. Their induction is handled by selected Board Members and the Manager and involves discussions in respect of the current and future activities of the organisation and a review of the accounts and Board minutes.

The Trustees throughout the year are as noted on page 1.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

Objectives and Activities

Stewartry Council of Voluntary Service is an independent voluntary organisation formed to promote the general good of the community in the Stewartry of Dumfries and Galloway and elsewhere. It exists to support the voluntary sector and to assist organisations in coming together for common purposes and local people in gaining access to the decision making process within their community.

It aims to present and to develop new ways of responding to needs in partnership with statutory and other health, social work, housing, employment, environmental and recreational agencies in the social and economic regeneration of the area.

There have been no changes in objectives since the last annual report.

Grant Making Policy

The charity does not distribute grants.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

Achievements and Performance

This is the last year of delivering services as a member of Dumfries and Galloway Third Sector Interface.

The four key functions of an interface are:

- I. To support, develop and represent volunteering
- II. To support, develop and represent social enterprise
- III. To support, develop and represent the third sector
- IV. Connection to, and representation at, community planning

Stewartry CVS deliver 3 of the key functions:

To support, develop and represent social enterprise
To support, develop and represent the third sector
Connection to, and representation at, community planning

The most common services we deliver are

Governance
Legal structures
Financial management
OSCR applications/compliance,
Funding advice and assistance
Best practice i.e. policies & procedures, quality assurance systems etc
Training and capacity building
Independent Examination of Accounts and preparation of accounts
PVG and Disclosures
Monitoring & Evaluation
Employment issues
Representation
Facilitation
Serviced desk spaces
Fundraising events
Crisis intervention
Project Management
Office Services

Area Committee Scoring Panel

SCVS has continued to sit on the Area Committee Scoring panel for their allocation of funds from discretionary budget. This panel meets monthly and makes recommendations to elected members for allocation of funds.

Stewartry Federation of Halls

We continue to support the network of village halls in the Stewartry. Heart Start training formed the content of one of meetings of Federation of halls and a two hour training session was delivered on fire prevention and management at a separate meeting.

We are also Keystone mentors and assessors which is a quality mark that village halls can work towards. One village hall in the Stewartry signed up to the scheme and we carried out an assessment on Middlebie Village Hall in Annandale and Eskdale who achieved the quality mark.

Other areas of work we were involved in to support the Third Sector were.

Project Work

Community Capacity Building Project

SCVS has been consulting Community Councils throughout the Stewartry to ascertain what their training needs, if and identifying what they believe would assist them in carrying out their functions to the benefit of their respective communities. These consultations were carried out at regular council meetings for the convenience of council members.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

Heart Start

This piece of work has been carried out following the consultations with community councils. The two hour training programme is delivered by the Scottish Ambulance Service and Stewartry CVS. Heart Start aims to train volunteers on a wide range of early interventions to maintain casualties until the arrival of ambulance staff. Training includes recognising the signs and symptoms of a heart attack, putting casualties in the recovery position and CPR. To date Heart Start training has been delivered to over 50 volunteers throughout the Stewartry and the demand is increasing to the extent that Iain is shortly to undertake the necessary training to become an instructor in this vital programme. All those who attended the training thought the exercise worth while, the Communities that underwent the training were Parton, New Galloway and Gatehouse of Fleet, Crockettford, and Castle Douglas High School.

First Responders

Following the Heart Start Training the Gatehouse Community expressed an interest in developing a First responder Unit. This is a more advanced form of training at the conclusion of which volunteers are utilised by the ambulance service to be a first response to incidents of heart attacks in their area. They underwent training and now Gatehouse have an operational First Responders Unit

Senior's Memory Stick

We have been working in partnership with the safety Forum to develop senior memory sticks. The purpose of the senior's memory stick project is two fold. First we recognise that some of the more mature members of our communities have yet to engage with IT and appreciate all the benefits it offers. This is understandable as it can all seem very complex if you have not been brought up with. Through this project we aim to provide a simple introduction to IT by providing a limited number of individuals a free 4GB memory stick and arrange training in they're use by younger relatives or volunteers within the community. The second and equally important aspect of the project is to provide the recipients with a range of information and advice on matters relative to keeping safe and secure within their homes. The sticks have been especially designed for the elderly with ease of use being the primary design aspect. The spare capacity on the sticks will prove an ideal means of storing family photographs, videos or other items of the recipient's choice. We hope this project will result in the elderly embracing IT and giving them a new focus on the vast resources that the digital world has to offer. Four schools have agreed to work on the project and their pupils will identify elderly relatives who would benefit from participating in this project. This project will be rolled out during 2013-2014.

End of Life Issues

A'fore Ye Go

Noting a reluctance to discuss issues surrounding end of life matters, SCVS decided to host their 'Afore Ye Go' seminar in Castle Douglas in October. Supported by Age Scotland a very successful event was held with just under 30 persons attending. Advice given included material on wills, living wills, power of attorney, funeral costs and equity release. Presentations on these subjects were given by Caesar and Howie solicitors. Evaluations carried out with those who attended were extremely positive with more than one stating it was the most useful conference they had ever attended. Age Scotland were so impressed with the event that they have planned a Dumfries & Galloway Road Trip of six venues to held in 2013-2014.

Event Management Course

On learning of a youth music event which had occurred in a local village hall where non compliance with several Fire regulations could have resulted with the organisers being prosecuted, SCVS decided to host an Event Management Programme. In doing so they formed a partnership with Castle Douglas High School where they held the course. This allowed school pupils who had an interest in the subject plus community representatives of hall or gala committees to jointly participate in the course. The course consisted of five one hour inputs and included presentations by the Fire Service, Council Licensing Department and Sid Ambrose one of the founders of the Wickerman Festival. The course met its objectives and has resulted with the school pupils forming a partnership with one of the village hall committees with the aim of forming a venue for the playing and recording of live music.

Social Prescribing Project (Healthy Connections Stewartry)

SCVS are members of the Health and Wellbeing Working Group in Garden Hill Health Centre in Castle Douglas. The group is accountable to the Health and Wellbeing Tactical Group which we are also involved with and the role and remit of the group is to support and enable community groups to deliver community health activities. SCVS received funding from HNS and Dumfries and Galloway Council to contact voluntary sector organisations to ascertain their interest in registering their interest in participating in the project. The pilot project aims to set up a referral system for patients with mild depression to look at alternatives therapies to medication to engage in some form of activity such as art and craft groups or walking groups to prevent or reduce the incidents of people being prescribed anti depressants.

Sectarian Project

During 2012 - 2013 we received funding from the Scottish Government via the Voluntary Action Fund to carry out an extensive consultation process to identify any issues around sectarianism within Dumfries and Galloway. We engaged with partners in both the voluntary and statutory sector, with school pupils and members of the procurator Fiscal Department and carried out 39 interactions. Those involved were invited to the final consultation of this project and it was clear that there were diverse views as to the causes of sectarianism as well as what should be implemented to address the issue.

During the consultation period we discovered there is a great deal of apathy and ignorance surrounding the issue. At the other end of the spectrum there are those who either participate in sectarian behaviour or are exposed to sectarian behaviour on a regular basis believing that it is a legitimate aspect of Scottish culture. Therefore the main issue

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

surrounding sectarianism in Dumfries and Galloway is challenging views and attitudes which currently exist and engage with the community in a manner that has credibility with the majority of the communities and our public partners.

Financial Review

The accounts have been prepared in accordance with current statutory requirements and the Charity's Memorandum and Articles of Association.

Risk Management

The Directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and financing of the SCVS and are satisfied that systems are in place to mitigate exposure to the risks.

Results

The results for the year and the charity's financial position at the end of the year are shown in the attached financial statements.

The accounts show funds of £112,369 of which £106,860 are unrestricted.

Reserves Policy

Unrestricted reserves will be maintained to provide for contingency planning. Reserves will be maintained at a level that ensures that Stewartry Council of Voluntary Service's core activities could continue during a period of unforeseen difficulty.

The Trustees have estimated that the level of free reserves (that is those funds not tied up in fixed assets, restricted or designated funds) the charity requires to sustain its operations represents three months running costs. They estimate this would be approximately £20,000

Unrestricted free reserves (those unrestricted funds, not tied up in fixed assets or designated as to use) currently stand at £25,588. Due to the reduced level of funding in the 2014 year, these free reserves are being used to continue the work of the charity until new core funding can be obtained.

Unrestricted reserves at 31 March 2013 are £106,861 but this includes the following sums which the directors have designated for the maintenance of the recently purchased property (£4,924) and the redundancy fund (£31,942).

Financial Summary

In 2013 Stewartry Council of Voluntary Service made a surplus of £26,623 (2012: £13,312 deficit) as reflected in the financial statements.

Plans for Future Periods

Stewartry Council of Voluntary Service will continue to grow and take all opportunities available to extend its role in the local social network with continued support for local community operations. It aims to maintain current services and build upon its own success to support similar ventures in the future.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Report of the trustees for the year ended 31 March 2013

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees 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.

The above report has been prepared in accordance with the special provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the trustees on 6.11.13 and signed on its behalf by:



Mrs M Jackson
Secretary

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Independent examiners' report to the trustees of Stewartry Council of Voluntary Service

I report on the accounts of Stewartry Council of Voluntary Service for the year ended 31 March 2013 which are set out on pages 10 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity 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 accounts 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 statement

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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as 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 accounts.

Independent examiner's qualified statement

In the course of my examination, no matter has come to my attention other than that disclosed below.

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 and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulationshave not been met
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

The matter that has come to my attention is that the charity directors have doubts concerning the ability of the charity to continue as a going concern. The directors have provided additional information at note 16 of the financial statements.



John Simpson FCA
Montpelier Professional (Galloway) Limited
1 Dashwood Square
Newton Stewart
DG8 6EQ

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STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Statement of financial activities and income and expenditure account for the year ended 31 March 2013

| | Notes | Restricted funds | Unrestricted funds | 2013 | 2012 |
|--|-------|------------------|--------------------|----------------|---------------|
| Incoming resources | | | | | |
| Incoming resources from generated funds | | | | | |
| Voluntary income | 2 | 19,669 | 62,580 | 82,249 | 61,940 |
| Investment income | 4 | - | 81 | 81 | 38 |
| Incoming resources from charitable activities | 3 | - | 19,626 | 19,626 | 10,815 |
| Total incoming resources | | 19,669 | 82,287 | 101,956 | 72,793 |
| Resources expended | | | | | |
| Charitable activities | 5 | 13,081 | 59,207 | 72,288 | 82,224 |
| Governance costs | 5 | - | 3,045 | 3,045 | 3,881 |
| Total resources expended | | 13,081 | 62,252 | 75,333 | 86,105 |
| Net income/(expenditure) for the year before transfers | | 6,588 | 20,035 | 26,623 | (13,312) |
| Transfers | | (5,097) | 5,097 | - | - |
| Net income/(expenditure) for the year after transfers | | 1,491 | 25,132 | 26,623 | (13,312) |
| Total funds brought forward | | 4,018 | 81,728 | 85,746 | 99,058 |
| Total funds carried forward | | 5,509 | 106,860 | 112,369 | 85,746 |

All of the results relate to continuing activities.

The notes on pages 11 to 16 form part of these financial statements.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE
Company number: SC132544

Balance sheet at 31 March 2013

| | Notes | 2013 £ | 2012 £ |
|---|-------|-------------------|-------------------|
| Fixed assets | | | |
| Tangible assets | 8 | 44,407 | 45,999 |
| Current assets | | | |
| Stock | | 200 | 200 |
| Debtors | 9 | 300 | - |
| Cash at bank and in hand | | 70,613 | 41,146 |
| Creditors: amounts falling due within one year | 10 | 71,113 (3,150) | 41,346 (1,598) |
| Net current assets | | 67,963 | 39,748 |
| Total assets less current liabilities | | 112,370 | 85,747 |
| Funds | | | |
| Unrestricted funds | 11 | 106,861 | 81,729 |
| Restricted funds | 12 | 5,509 | 4,018 |
| Total funds carried forward | 13 | 112,370 | 85,747 |

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small company regime within Part 15 of the Companies Act 2006 and with United Kingdom applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

For the financial year ended 31 March 2013 the company was entitled to exemption from audit under section 477 Companies Act 2006. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for 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 surplus or deficit for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

Approved by the board of directors on 6.11.13 and signed on its behalf.

M. A. Hopkins MARGARET ANNE HOPKINS - Director

The notes on pages 11 to 16 form part of these financial statements.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013

1 Accounting policies

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and are in accordance with United Kingdom applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) and the Companies Act 2006.

b) Incoming resources

All incoming resources are included within the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

Legacies and donations

Legacies and donations are credited in the year in which they are received.

Grant income

Grant income is credited in the year to which it relates.

Investment income

Income from investments is credited in the year in which it is received.

Interest receivable

Interest is credited in the year in which it is received.

c) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable activity costs are incurred in furthering the objectives of the charity.

Governance costs are those costs associated with the governance arrangements of the charity which relate to the general running of the charity as opposed to those costs associated with fundraising or charitable activity. Included within this category are costs associated with strategic as opposed to day to day management of the charity's activities.

Allocation of expenditure

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across categories on the basis of an estimate of the proportion of time spent by staff on those activities.

d) Tangible fixed assets and depreciation

Tangible fixed assets are included in the balance sheet at cost or at market value at the date of the gift.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the full cost or valuation less estimated residual value of each asset over its estimated useful life. The principal rates in use are:

| | |
|-----------------------|---|
| Freehold buildings | nil as the estimated residual value is not materially different from the cost price |
| Fixtures and fittings | 20% on reducing balance |
| Plant and machinery | 20% on reducing balance |

e) Stocks

Stock and work in progress is valued at the lower of cost and estimated net realisable value.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013 (continued)

1 Accounting policies (continued)

f) Hire purchase and lease transactions

Assets acquired under hire purchase agreements and finance leases are capitalised in the balance sheet and are depreciated in accordance with the company's normal policy. The outstanding liabilities under such agreements less interest not yet due are included in creditors. Interest on such agreements is charged to the profit and loss account over the term of each agreement and represents a constant proportion of the balance of capital repayments outstanding.

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

g) Taxation status

The company has charitable status and is exempt from taxation. The company is not registered for VAT and accordingly expenditure includes VAT where appropriate.

h) Fund accounting

The funds held by the charity are either:

- *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- *Designated funds* - these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.
- *Restricted funds* - these are funds that 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.
- *Endowment funds* - these are funds that represent assets which must be held permanently by the charity. Income arising on the endowment fund can be used in accordance with the objects of the charity and is included in unrestricted income. Any capital gains or losses arising on the investments for part of the fund, investment management charges and legal advice relating to the fund are charged against the fund.

2 Voluntary income

| | Restricted funds | Unrestricted funds | 2013 | 2012 |
|-----------------------------|------------------|--------------------|--------|--------|
| | £ | £ | £ | £ |
| Donations | - | - | - | 240 |
| Interface funding | - | 62,580 | 62,580 | 59,700 |
| Dumfries & Galloway Council | | | | |
| Grant | 5,000 | - | 5,000 | 2,000 |
| Voluntary Action Fund | 12,169 | - | 12,169 | - |
| NHS | 2,500 | - | 2,500 | - |
| | 19,669 | 62,580 | 82,249 | 61,700 |
| Total | 19,669 | 62,580 | 82,249 | 61,940 |

3 Incoming resources from charitable activities

| | 2013 | 2012 |
|----------------------|--------|--------|
| | £ | £ |
| Office rental | - | 2,675 |
| Photocopying & admin | 19,626 | 8,140 |
| | 19,626 | 10,815 |

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013 (continued)

4 Investment income

| | 2013 | 2012 |
|---------------------|------|------|
| | £ | £ |
| Interest receivable | 81 | 38 |

5 Resources expended

| | 2013 | 2012 |
|---|---------------|---------------|
| | £ | £ |
| <u>Charitable activities</u> | | |
| Staff costs | 47,064 | 51,390 |
| Rent & water rates | 432 | 490 |
| Heat & light | 1,365 | 1,291 |
| Insurance | 1,476 | 1,447 |
| Repairs and renewals | 84 | 7,965 |
| Travelling | 526 | 160 |
| Telephone | 377 | 1,456 |
| Office expenses | 8,372 | 14,980 |
| Advertising | 247 | 388 |
| Consultancy costs | 10,300 | - |
| Sundry expenses | 147 | 192 |
| Training & professional costs | 306 | 476 |
| Depreciation and profit on disposal | 1,592 | 1,989 |
| | <u>72,288</u> | <u>82,224</u> |
| <u>Governance costs</u> | | |
| Trustees expenses | 663 | 1,034 |
| Cost of meetings/conferences & training | 92 | 43 |
| Legal and professional charges | 1,290 | 1,440 |
| Accountancy fees | 1,000 | 1,364 |
| | <u>3,045</u> | <u>3,881</u> |

6 Staff numbers and costs

| | 2013 | 2012 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Staff costs: | | |
| Wages and salaries | 41,549 | 45,644 |
| Social security costs | 3,283 | 3,514 |
| Pension costs | 2,232 | 2,232 |
| | <u>47,064</u> | <u>51,390</u> |

The average number of full-time equivalent employees (including casual and part time staff) during the year was as follows:

| | 2013 | 2012 |
|----------------------|------|------|
| Administrative staff | 2 | 2 |

There were no employees with emoluments above £60,000.

None of the trustees received any remuneration during the year.

Reimbursed expenses of £663 (2012: £1,034) relating to the cost of trustees attending meetings were paid to trustees during the year.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013 (continued)

7 Net income resources

This is stated after charging:

| | 2013 | 2012 |
|--------------|-------|-------|
| | £ | £ |
| Depreciation | 1,592 | 1,989 |

8 Tangible fixed assets

| | Land and buildings | Furniture and fittings | Plant and equipment | Total |
|------------------------|--------------------|------------------------|---------------------|--------|
| | £ | £ | £ | £ |
| Cost: | | | | |
| At 1 April 2012 | 38,036 | 11,797 | 30,093 | 79,926 |
| Depreciation: | | | | |
| At 1 April 2012 | - | 10,458 | 23,469 | 33,927 |
| Provision for the year | - | 268 | 1,324 | 1,592 |
| At 31 March 2013 | - | 10,726 | 24,793 | 35,519 |
| Net book value: | | | | |
| At 31 March 2013 | 38,036 | 1,071 | 5,300 | 44,407 |
| At 1 April 2012 | 38,036 | 1,339 | 6,624 | 45,999 |

The net book value of land and buildings at 31 March 2013 is made up as follows:

| | 2013 | 2012 |
|-----------------------------|--------|--------|
| | £ | £ |
| Freehold land and buildings | 38,036 | 38,036 |

9 Debtors

| | 2013 | 2012 |
|---------------|------|------|
| | £ | £ |
| Trade debtors | 300 | - |

10 Creditors: amounts falling due within one year

| | 2013 | 2012 |
|-------------------------------|-------|-------|
| | £ | £ |
| Trade creditors | 1,901 | - |
| Other creditors | 1,250 | 1,450 |
| Other tax and social security | - | 149 |
| | 3,151 | 1,599 |

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013 (continued)

11 Unrestricted funds

| | Balance at 1 April 2012 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2013 |
|---------------------------------------|----------------------------|-----------------------|-----------------------|-----------|--------------------------------|
| Designated fund - property account | 4,921 | 3 | - | - | 4,924 |
| Designated redundancy fund | 30,331 | - | - | 1,611 | 31,942 |
| | 35,252 | 3 | - | 1,611 | 36,866 |
| General fund | 46,477 | 82,284 | (62,252) | 3,486 | 69,995 |
| | 81,729 | 82,287 | (62,252) | 5,097 | 106,861 |

The designated property account fund is to be used toward future maintenance of the premises.

The designated redundancy fund was established to make provision for any potential redundancy liability should the charity have to cease operations.

The general unrestricted funds are maintained to allow the charity to continue its day to day activities.

12 Restricted funds

| | Balance at 1 April 2012 | Incoming resources | Resources expended | Transfers | Balance at 31 March 2013 |
|------------------------|----------------------------|-----------------------|-----------------------|-----------|--------------------------------|
| Capacity Building Fund | 4,018 | - | (3,386) | - | 632 |
| Sectarian Project | - | 12,169 | (6,873) | (5,097) | 199 |
| Prescribing Project | - | 7,500 | (2,822) | - | 4,678 |
| | 4,018 | 19,669 | (13,081) | (5,097) | 5,509 |

Capacity Building Fund

This project was funded by Stewartry Area Committee for capacity building for communities.

VAF Sectarian Project

To research sectarian behaviour prevalent in Dumfries & Galloway.

Prescribing Project

Mapping the voluntary sector to determine interest in the social prescribing project.

13 Analysis of net assets among funds

| | Restricted funds | Unrestricted funds | 2013 | 2012 |
|---|---------------------|-----------------------|---------|--------|
| | £ | £ | £ | £ |
| Fund balances at 31 March 2013 are represented by: | | | | |
| Tangible fixed assets | - | 44,407 | 44,407 | 45,999 |
| Net current assets | 5,509 | 62,453 | 67,962 | 39,748 |
| | 5,509 | 106,860 | 112,369 | 85,747 |

14 Company Status

The company does not have a share capital. It is limited by guarantee by the terms of the Companies Act 2006.

15 Control

The company is controlled by the directors in their capacity as trustees.

STEWARTRY COUNCIL OF VOLUNTARY SERVICE

Notes to the financial statements for the year ended 31 March 2013 (continued)

16 Going Concern

Without core funding the directors believe that the brought forward reserves will not be sufficient to allow the charity to continue operating for more than 12 months following the approval of these financial statements.