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**The Volunteer Centre - The Centre for Volunteering, Community Action  
and Employment Initiatives**

**Operating as**

**VOLUNTEER GLASGOW**

**(A company limited by guarantee)**

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**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
EMPLOYMENT INITIATIVES**  
**(A company limited by guarantee)**

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Directors**

A C Macdonald  
R Bogle (resigned 15 March 2017)  
S Kinn  
R Mooney (resigned 14 March 2017)  
A Kirkwood  
S Burgess (appointed 2 November 2016)  
C MacDonald, Chair (appointed 14 June 2017)  
S Cleary, Treasurer (appointed 14 June 2017)  
P Johnstone (appointed 14 June 2017)  
R Owora (appointed 14 June 2017)

**Company registered number**

SC166042

**Charity registered number**

SCO05462

**Registered office**

Abbey House (1st Floor)  
10 Bothwell Street  
Glasgow  
G2 6LU

**Company secretary**

B Monaghan

**Chief executive officer**

B Monaghan

**Independent auditor**

French Duncan LLP  
Chartered Accountants  
Statutory Auditor  
133 Finnieston Street  
Glasgow  
G3 8HB

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Advisers (continued)**

**Bankers**

Bank of Scotland  
235 Sauchiehall Street  
Glasgow  
G2 3EY

**Solicitors**

HBJ Gateley Waring  
146 West Regent Street  
Glasgow  
G2 2RZ

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**DIRECTORS' REPORT  
FOR THE YEAR ENDED 31 MARCH 2017**

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The directors present their annual report together with the audited financial statements for the period 1 April 2016 to 31 March 2017. The directors confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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 2015) as amended by Update Bulletin 1 (effective 1 January 2015).

Since the charity qualifies as small under section 383 of the Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013, the strategic report required of medium and large companies is not required.

**Objectives and Activities**

• **POLICIES AND OBJECTIVES**

The charity's objects are to improve the quality of life for the people of Glasgow by offering opportunities to use and enhance their skills in volunteering, training and personal development. There has been no change in these during the year.

The organisation is governed by a Board of Directors who work with the staff and volunteers of the organisation to achieve the following objectives.

- to provide individuals interested in volunteering with the information, training and support they need to enable them to play an active role in volunteering.
- to work with other organisations to develop new opportunities for volunteering.
- to provide training, and learning opportunities to enable people to develop their skills and talents.
- to work in neighbourhoods to develop informal care and support services with vulnerable families and individuals.
- to support individuals, groups and organisations wishing to make a positive contribution to community action and social inclusion.
- to work in partnership with Glasgow City Council, carers partnerships, and other organisations to deliver carer support services.

**Achievements and performance**

• **REVIEW OF ACTIVITIES AND KEY PERFORMANCE INDICATORS**

Further to our strategic and business planning processes, we have facilitated a staff and Board development event, appointed five new Directors who bring considerable energy and governance expertise, and secured pro-bono services to complete a strategic development process this summer.

Despite some success in winning new resources and support during the year, we were unable to secure the future of all existing services. Following grant reductions and with great regret, Directors were forced to reduce expenditure in adult literacy, numeracy and ESOL literacy support for volunteers despite there being no shortage of demand for a well-regarded and successful service.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**DIRECTORS' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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We have been able to maintain an appropriate level of reserves, maintain services in volunteering, employability, befriending/mentoring and carer support, and have been able to end the year with a break even position.

We have played a lead role in national developments such as the co-design of new DWP guidance on volunteering for welfare benefit claimants and the work to scope out the need for a suitable national recognition scheme for adults volunteering.

Our services continue to operate very effectively, delivering positive outcomes for people often facing multiple difficulties. Our support to volunteer-involving organisations - in both the public and third sectors - is continuing to bring huge benefits across virtually every aspect of life in the city.

#### **Financial review**

- **GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

- **RESERVES POLICY**

The Directors of the charity have a reserves policy aimed at maintaining the ability of the charity to deliver its charitable objectives. To achieve this a general reserve is maintained to ensure that the charity has sufficient resources to enable it to meet its obligations. The general reserve is funded from the excess of unrestricted income over expenditure.

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

- **CONSTITUTION**

The charity, which is a recognised charity in Scotland, is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association. It is exempt from taxation under Section 505 of the Income & Corporation Taxes Act 1988.

- **METHOD OF APPOINTMENT OR ELECTION OF DIRECTORS**

The management of the charity is the responsibility of the directors who are elected and co-opted under the terms of the Articles of Association.

- **PAY POLICY FOR SENIOR STAFF**

The directors consider the board of directors, who are the Charity's trustees, and the senior management team comprise the key management personnel of the charity in charge of directing, running and operating the Charity on a day to day basis. All directors give of their time freely and no director received remuneration or expenses in the year.

The pay of the senior staff is reviewed annually and normally increased in accordance with average earnings. This year, however, no pay increases were awarded due to the previous year's deficit. Staffing structures and

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**DIRECTORS' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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pay awards may be reviewed later in 2017 following the strategy development process.

• **RELATED PARTY RELATIONSHIPS**

The charity has a close relationship with Glasgow City Council and the Scottish Government, both of which provide funding to enable the charity to carry out its charitable objectives. Glasgow City Council has the right to nominate Observers. The sums received and the related project costs are as shown in the financial statements. There are no related party transactions with trustees.

• **RISK MANAGEMENT**

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

**Plans for future periods**

• **FUTURE DEVELOPMENTS**

As a partner in Glasgow's Third Sector Interface, we are looking forward to working with Scottish Government, Voluntary Action Scotland and our TSI and Community Planning partners to ensure the role of volunteering can be further developed in both the third and public sectors in the context of the TSI evaluation and a range of relevant public policy areas such as public service reform, community empowerment, lifelong learning and education, community justice, health inequalities and Legacy 2014/2018.

There should be no doubt that we need to recognise the value of all the contributions people make to the economy and society if we are collectively to achieve a fairer, healthier, smarter and successful Scotland. Employment and fair work is clearly the key way in which any of us can contribute to society and earn a living, but we must also ensure that we do more to recognise the value of our unpaid contributions - as unpaid carers of family/friends, of kinship carers, parents and grand-parents, as learners and through volunteering. People do make Glasgow – in all these ways – at different times in our lives, but often in all or many of these ways at the same time, many of us juggling them every day or every week. People volunteer at all ages and Scotland's success in enabling more young people to take advantage of volunteering opportunities must also be achieved for our working age and retired populations.

We are determined that Volunteer Glasgow continues to play an invaluable role with partners to enable and support people to make these contributions to society and the economy.

**DIRECTORS' RESPONSIBILITIES STATEMENT**

The directors (who are also directors of The Volunteer Centre - The Centre for Volunteering, Community Action and Employment Initiatives for the purposes of company law) are responsible for preparing the Directors' 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 directors to prepare financial statements for each financial year. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of

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**DIRECTORS' REPORT (continued)  
FOR THE YEAR ENDED 31 MARCH 2017**

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resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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.

**DISCLOSURE OF INFORMATION TO AUDITOR**


Each of the persons who are directors at the time when this Directors' report is approved has confirmed that:

- so far as that director is aware, there is no relevant audit information of which the charitable company's auditor is unaware, and
- that director has taken all the steps that ought to have been taken as a director in order to be aware of any information needed by the charitable company's auditor in connection with preparing its report and to establish that the charitable company's auditor is aware of that information.

**AUDITOR**

The auditor, French Duncan LLP, has indicated its willingness to continue in office. The directors will propose a motion re-appointing the auditor at a general meeting.

This report was approved by the directors on 23/08/17 and signed on their behalf by:



.....  
**C MacDonald**  
Director



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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF THE VOLUNTEER  
CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**

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We have audited the financial statements of The Volunteer Centre - The Centre for Volunteering Community Action and Employment Initiatives for the year ended 31 March 2017 set out on pages 9 to 26. 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).

This report is made solely to the charitable company's members, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and 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 those matters we are required to state to them in an Auditor's 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 its members, as a body, for our audit work, for this report, or for the opinion we have formed.

**RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR**

As explained more fully in the Directors' responsibilities statement, the directors (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The directors have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 rather than also with the Companies Act 2006. Accordingly we have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF THE VOLUNTEER  
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**OPINION ON FINANCIAL STATEMENTS**

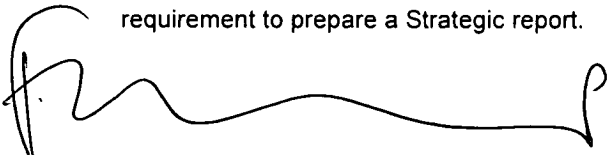
In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 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.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

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

- the information given in the Directors' report is inconsistent in any material respect with the financial statements; or
- the charity has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic report.



**French Duncan LLP**

Chartered Accountants  
Statutory Auditor

133 Finnieston Street

Glasgow

G3 8HB

Date:

31/08/2017

French Duncan LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
<b>INCOME FROM:</b>					
Donations and grants	2	1,319,919	7,258	1,327,177	1,302,962
Investments	3	-	85	85	161
Other income		55,847	87,029	142,876	103,053
<b>TOTAL INCOME</b>		<b>1,375,766</b>	<b>94,372</b>	<b>1,470,138</b>	<b>1,406,176</b>
<b>EXPENDITURE ON:</b>					
Raising funds		3,237	-	3,237	11,542
Charitable activities	4,5,6	1,369,871	87,550	1,457,421	1,457,513
<b>TOTAL EXPENDITURE</b>	7	<b>1,373,108</b>	<b>87,550</b>	<b>1,460,658</b>	<b>1,469,055</b>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>					
Transfers between Funds	14	2,658 11,159	6,822 (11,159)	9,480 -	(62,879) -
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>					
		13,817	(4,337)	9,480	(62,879)
<b>NET MOVEMENT IN FUNDS</b>		<b>13,817</b>	<b>(4,337)</b>	<b>9,480</b>	<b>(62,879)</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		143,606	50,044	193,650	256,529
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>157,423</b>	<b>45,707</b>	<b>203,130</b>	<b>193,650</b>

The notes on pages 12 to 26 form part of these financial statements.

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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(A company limited by guarantee)  
REGISTERED NUMBER: SC166042

**BALANCE SHEET  
AS AT 31 MARCH 2017**

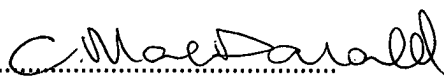
	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	10		31,402		40,823
<b>CURRENT ASSETS</b>					
Debtors	11	22,016		30,025	
Cash at bank and in hand		342,653		314,514	
		<u>364,669</u>		<u>344,539</u>	
<b>CREDITORS: amounts falling due within one year</b>	12	<u>(137,741)</u>		<u>(122,712)</u>	
<b>NET CURRENT ASSETS</b>			<u>226,928</u>		<u>221,827</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>258,330</u>		<u>262,650</u>
<b>CREDITORS: amounts falling due after more than one year</b>	13		<u>(55,200)</u>		<u>(69,000)</u>
<b>NET ASSETS</b>			<u>203,130</u>		<u>193,650</u>
<b>CHARITY FUNDS</b>					
Restricted funds	14	157,423		143,606	
Unrestricted funds	14	45,707		50,044	
<b>TOTAL FUNDS</b>			<u>203,130</u>		<u>193,650</u>

The charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The directors consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised for issue by the directors on 23/08/2017 and signed on their behalf, by:

  
C MacDonald

The notes on pages 12 to 26 form part of these financial statements.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2017**

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	Note	2017 £	2016 £
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	16	<u>28,139</u>	<u>(176,176)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>28,139</b>	<b>(176,176)</b>
Cash and cash equivalents brought forward		<u>314,514</u>	<u>490,690</u>
<b>Cash and cash equivalents carried forward</b>	17	<u><u>342,653</u></u>	<u><u>314,514</u></u>

The notes on pages 12 to 26 form part of these financial statements.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Volunteer Glasgow meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the directors have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 Company status**

The charity is a company limited by guarantee. The members of the company are the directors named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.4 Accumulated funds**

General funds are unrestricted funds which are available for use at the discretion of the directors in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Incoming resources**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

European social fund grants and other grants awarded on the basis of incurring specific expenditure are credited to the income and expenditure account to the extent funding has been received, in the period approved expenditure takes place.

Due to the inherent uncertainty with regard to the amount of grant receivable, grants are credited to the income and expenditure account on receipt or when the amount due becomes known with certainty and also on the basis that conditions for receipt have been complied with. Where conditions are attached to the defrayment of monies, the income is restricted. Where no such conditions exist, the income is unrestricted.

No amounts are included in the financial statements for services donated by volunteers.

**1.6 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at headquarters. Governance costs are those costs incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

**1.7 Going concern**

The directors have a reasonable expectation that the charity, with their existing bank balances and prudent management, has adequate resources to continue in operational existence for the foreseeable future. Thus they continue to adopt the going concern basis of accounting in preparing the annual financial statements.

**1.8 Tangible fixed assets and depreciation**

All equipment, furniture and improvements to property of specific projects are grant funded and have been written off in the statement of financial activities against grants received. The assets purchased remain the property of the funding agency and are not considered fixed assets of the charity.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of financial activities incorporating income and expenditure account.

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**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES (continued)**

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Tenant's improvements	-	Straight line - over 7 years
Fixtures and fittings	-	Straight line - over 10 years
Computer equipment	-	Straight line - over 4 years

**1.9 Operating leases**

Rentals under operating leases are charged to the Statement of financial activities incorporating income and expenditure account on a straight line basis over the lease term.

**1.10 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**1.11 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.12 Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.13 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.14 Pensions**

The charity operates a defined contribution pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

The company also operates a defined benefit pension scheme for certain employees. The assets of the scheme are held separately from that of the company. The contributions to the scheme are charged to the income and expenditure account so as to spread the cost of pensions over the service lives of employees. Variations from the regular costs are spread over the average expected remaining working lives of current members of the scheme.



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**1. ACCOUNTING POLICIES (continued)**

**1.15 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2. DONATIONS AND GRANTS**

	<b>Restricted funds 2017 £</b>	<b>Unrestricted funds 2017 £</b>	<b>Total funds 2017 £</b>	<i>Total funds 2016 £</i>
Grant income	<b>1,319,919</b>	<b>7,258</b>	<b>1,327,177</b>	<b>1,302,962</b>
	<hr/>	<hr/>	<hr/>	<hr/>
<i>Total 2016</i>	<b>1,297,853</b>	<b>5,110</b>	<b>1,302,963</b>	
	<hr/>	<hr/>	<hr/>	

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Included within income relating to grant income are the following grants

<b>Restricted Funds</b>	<b>2017 £</b>	<b>2016 £</b>
Glasgow City Council - Carers Centre Contract Funding	337,301	314,300
Glasgow City Council Social Work (Elderly Home Visiting & Day Care Service)	18,710	37,420
Glasgow City Council IGF Grant (Volunteering)	325,638	325,638
Glasgow City Council IGF Grant (Elderly Home Visiting & Day Care Service)	17,133	-
West Carers Support Project IGF Grant	7,220	30,400
South West Young Persons Befriending Service IGF grant	39,983	39,983
West Young Persons Befriending Service IGF grant	31,734	35,260
Pollokshields & Southside Central Volunteering Initiative IGF Grant	22,000	22,000
Glasgow Health Board	-	5,984
Scottish Government Third Sector Interface (VG share)	142,236	142,236
CHCP - Carers Training Programme	-	5,867
Carers Grants	2,612	428
West Area CHCP	-	31,000
Big Lottery Fund (Investing in Ideas)	3,441	-
Young Carers Grants	4,385	7,563
Glasgow Housing Association	17,204	16,470
Cardonald College	9,142	7,528
Shared Care time to Live	16,269	22,586
Glasgow Third Force Transformation Fund	73,669	73,669
Jobs & Business Glasgow	5,112	12,534
Robertson Trust Grant	28,000	28,000
Cash For Kids Grant	9,950	11,275
Carers Trust Grant	-	7,682
BBC Children in Need	18,265	17,030
NW Carers Forum	-	3,000
South West CHCP	14	-
HSCP Respite Fund	25,000	-
CIS Core Grant	35,000	-
CIS Training Grant	100,000	100,000
Intandem Project	29,901	-
<b>Unrestricted Funds</b>		
Community Jobs Scotland	7,258	5,110
	<b>1,327,177</b>	<b>1,302,963</b>

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**3. INVESTMENT INCOME**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest	-	85	85	161
<i>Total 2016</i>	-	161	161	

**4. DIRECT COSTS**

	Activities £	Total 2017 £	Total 2016 £
Other direct charitable expenditure	161,375	161,375	162,134
Wages and salaries	883,735	883,735	907,250
National insurance	66,419	66,419	70,357
Pension cost	29,524	29,524	32,022
	<b>1,141,053</b>	<b>1,141,053</b>	<b>1,171,763</b>
<i>At 31 March 2016</i>	<b>1,171,763</b>	<b>1,171,763</b>	

**5. SUPPORT COSTS**

	Activities £	Total 2017 £	Total 2016 £
Office costs	160,595	160,595	160,493
Management and administration	79,018	79,018	66,123
Wages and salaries	51,462	51,462	29,868
National insurance	4,875	4,875	909
Pension cost	2,994	2,994	832
	<b>298,944</b>	<b>298,944</b>	<b>258,225</b>
<i>At 31 March 2016</i>	<b>258,225</b>	<b>258,225</b>	

During the year ended 31 March 2017, the charity incurred £87,550 (2016 - £95,079) of unrestricted support costs.

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**6. GOVERNANCE COSTS**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Auditor's remuneration	11,507	-	11,507	15,644
Professional fees	5,917	-	5,917	11,881
	<u>17,424</u>	<u>-</u>	<u>17,424</u>	<u>27,525</u>

**7. ANALYSIS OF EXPENDITURE BY EXPENDITURE TYPE**

	Staff costs 2017 £	Other costs 2017 £	Total 2017 £	Total 2016 £
Expenditure on raising voluntary income	-	3,237	3,237	11,542
<b>Costs of generating funds</b>	<b>-</b>	<b>3,237</b>	<b>3,237</b>	<b>11,542</b>
Activities undertaken directly - Project costs	1,039,009	400,988	1,439,997	1,429,988
Expenditure on governance	-	17,424	17,424	27,525
	<u>1,039,009</u>	<u>421,649</u>	<u>1,460,658</u>	<u>1,469,055</u>
<i>Total 2016</i>	<u>1,041,238</u>	<u>427,817</u>	<u>1,469,055</u>	

Included in 'activities undertaken directly' above are Direct and Support Costs that are analysed in notes 4 and 5 respectively.

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

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets:		
- owned by the charity	9,421	9,421
Auditor's remuneration - audit	11,507	15,644
Pension costs	<u>32,518</u>	<u>32,854</u>

During the year, no directors received any remuneration (2016 - £NIL).

During the year, no directors received any benefits in kind (2016 - £NIL).

During the year, no directors received any reimbursement of expenses (2016 - £NIL).

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**9. STAFF COSTS**

Staff costs were as follows:

	2017 £	2016 £
Wages and salaries	935,197	937,118
Social security costs	71,294	71,266
Other pension costs	32,518	32,854
	<u>1,039,009</u>	<u>1,041,238</u>

The average number of persons employed by the charity during the year was as follows:

	2017 No.	2016 No.
Project management staff	42	47
Administration staff	9	9
	<u>51</u>	<u>56</u>

Average headcount expressed as a full time equivalent:

2017 No.	2016 No.
38	39

No employee received remuneration amounting to more than £60,000 in either year.

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**10. TANGIBLE FIXED ASSETS**

	Leasehold alterations £	Fixtures and fittings £	Computer equipment £	Total £
<b>Cost</b>				
At 1 April 2016 and 31 March 2017	38,317	17,082	8,937	64,336
<b>Depreciation</b>				
At 1 April 2016	14,289	4,538	4,686	23,513
Charge for the year	5,479	1,708	2,234	9,421
At 31 March 2017	19,768	6,246	6,920	32,934
<b>Net book value</b>				
At 31 March 2017	18,549	10,836	2,017	31,402
At 31 March 2016	24,028	12,544	4,251	40,823

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**11. DEBTORS**

	2017 £	2016 £
Other debtors	-	154
Prepayments and accrued income	22,016	29,871
	<u>22,016</u>	<u>30,025</u>

**12. CREDITORS: Amounts falling due within one year**

	2017 £	2016 £
Other creditors	13,800	14,000
Accruals and deferred income	123,941	108,712
	<u>137,741</u>	<u>122,712</u>

	£
<b>Deferred income</b>	
Deferred income at 1 April 2016	85,523
Resources deferred during the year	84,269
Amounts released from previous years	(85,523)
Deferred income at 31 March 2017	<u>84,269</u>

**13. CREDITORS: Amounts falling due after more than one year**

	2017 £	2016 £
Pension Scheme Liability	55,200	69,000

Creditors include amounts not wholly repayable within 5 years as follows:

	2017 £	2016 £
Repayable by instalments	-	13,800

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**14. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>					
General Funds - all funds	50,044	94,372	(87,550)	(11,159)	45,707
<b>Restricted funds</b>					
Project funds	143,606	1,375,766	(1,373,108)	11,159	157,423
Total of funds	193,650	1,470,138	(1,460,658)	-	203,130

**STATEMENT OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2016 £
<b>Designated funds</b>					
Designated funds	182,850	-	-	(182,850)	-
	182,850	-	-	(182,850)	-
<b>General funds</b>					
General Funds - all funds	(82,337)	79,829	(95,163)	147,715	50,044
	(82,337)	79,829	(95,163)	147,715	50,044
Total Unrestricted funds	100,513	79,829	(95,163)	(35,135)	50,044
<b>Restricted funds</b>					
Project funds	156,015	1,326,348	(1,373,892)	35,135	143,606
	156,015	1,326,348	(1,373,892)	35,135	143,606
Total of funds	256,528	1,406,177	(1,469,055)	-	193,650



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**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
General funds	50,044	94,372	(87,550)	(11,159)	45,707
	<u>50,044</u>	<u>94,372</u>	<u>(87,550)</u>	<u>(11,159)</u>	<u>45,707</u>
Restricted funds	143,606	1,375,766	(1,373,108)	11,159	157,423
	<u>193,650</u>	<u>1,470,138</u>	<u>(1,460,658)</u>	<u>-</u>	<u>203,130</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2016 £
Designated funds	182,850	-	-	(182,850)	-
General funds	(82,337)	79,829	(95,163)	147,715	50,044
	<u>100,513</u>	<u>79,829</u>	<u>(95,163)</u>	<u>(35,135)</u>	<u>50,044</u>
Restricted funds	156,015	1,326,348	(1,373,892)	35,135	143,606
	<u>256,528</u>	<u>1,406,177</u>	<u>(1,469,055)</u>	<u>-</u>	<u>193,650</u>

The projects/services managed by the charity at the year end are listed below:

**West Glasgow Carers Centre** - provides support, advice and respite to carers and young carers in West Glasgow.

**South West Glasgow Carers Centre** - provides support, advice and respite to carers and young carers in south west Glasgow.

**Drumchapel Home Visiting & Day Care Service** - provides one-to-one home visits by volunteers to housebound elderly and also provides a twice-weekly lunch club to other elderly clients.

**West Young Persons' Befriending Service** - provides one-to-one support by volunteers via regular meetings/outings with young people aged 8-18 who are experiencing difficulties in life.

**South West Young Persons' Befriending Service** - provides one-to-one support by volunteers via regular meetings/outings with young people aged 8-18 who are experiencing difficulties in life.

**Pollokshields and Southside Central Volunteering Initiative** - provides volunteering taster programmes, individual support to people facing barriers and support to local volunteer-involving organisations.

**Volunteering, Learning and Employability Services** - make it easier for people to find suitable volunteering opportunities, provide a range of training and SQA Approved Centre programmes and develop volunteering initiatives for the city.

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**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR**

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £
Tangible fixed assets	-	31,402	31,402
Current assets	266,368	98,301	364,669
Creditors due within one year	(108,945)	(28,796)	(137,741)
Creditors due in more than one year	-	(55,200)	(55,200)
	<u>157,423</u>	<u>45,707</u>	<u>203,130</u>

**ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR**

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £
Tangible fixed assets	-	40,823	40,823
Current assets	233,979	110,560	344,539
Creditors due within one year	(90,373)	(32,339)	(122,712)
Creditors due in more than one year	-	(69,000)	(69,000)
	<u>143,606</u>	<u>50,044</u>	<u>193,650</u>

**16. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING  
ACTIVITIES**

	2017 £	2016 £
Net income/(expenditure) for the year (as per Statement of Financial Activities)	9,480	(62,879)
<b>Adjustment for:</b>		
Depreciation charges	9,421	9,421
Decrease/(increase) in debtors	8,009	(13,923)
Increase/(decrease) in creditors	1,229	(108,795)
<b>Net cash provided by/(used in) operating activities</b>	<u>28,139</u>	<u>(176,176)</u>

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**17. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2017 £	2016 £
Cash in hand	2,703	2,703
Bank Current Account	137,796	49,742
Bank Deposit Account	202,154	262,069
	<hr/>	<hr/>
Total	342,653	314,514
	<hr/>	<hr/>

**18. PENSION COMMITMENTS**

The charity operates a defined contribution scheme for its employees. The charge to the income and expenditure account was £32,518 (2016 - £32,854). There were contributions outstanding at the year end of £6,493 (2016 - £3,765).

The company also participated in the Strathclyde Pension Fund (the "Fund") for certain members of staff.

There is an amount due to the Strathclyde Pension Fund amounting to £69,000 (2016 - £83,000). The total liability of the charity to the defined benefit scheme is now reflected in the Balance Sheet as required under accounting standards.

**19. OPERATING LEASE COMMITMENTS**

At 31 March 2017 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
<b>Amounts payable:</b>		
Within 1 year	20,713	20,713
Between 1 and 5 years	50,056	79,458
	<hr/>	<hr/>
Total	70,769	100,171
	<hr/>	<hr/>

**20. RELATED PARTY TRANSACTIONS**

The charity has a close relationship with Glasgow City Council and the Scottish Government, both of which provide funding to enable the charity to carry out its charitable objects. Glasgow City Council has the right to nominate Observers. The sums received and the related project costs are as shown in the financial statements. There have been no related party transactions.

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**21. FIRST TIME ADOPTION OF FRS 102**

It is the first year that the charity has presented its financial statements under SORP 2015 and FRS 102. The following disclosures are required in the year of transition. The last financial statements prepared under previous UK GAAP were for the year ended 31 March 2016 and the date of transition to FRS 102 and SORP 2015 was therefore 1 April 2015. As a consequence of adopting FRS 102 and SORP 2015, a number of accounting policies have changed to comply with those standards.

The policies applied under the charity's previous accounting framework are not materially different to FRS 102 and have not impacted on funds or net income/expenditure.

**22. CONTROLLING PARTY**

Throughout the current and the previous year the charity was under the control of the board of directors with no one individual able to exercise control.