

**THE VOLUNTEER CENTRE - THE CENTRE  
 FOR VOLUNTEERING  
 COMMUNITY ACTION AND EMPLOYMENT INITIATIVES  
 REPORT AND FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED  
 31ST MARCH 2003**



**FRENCH DUNCAN**  
 Chartered Accountants & Registered Auditor  
 375 West George Street  
 Glasgow  
 G24LW

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING  
COMMUNITY ACTION AND EMPLOYMENT INITIATIVES  
OFFICERS AND PROFESSIONAL ADVISERS**

<b>Directors</b>	A C Macdonald R J Carr C Winters S J S Brimelow A Sehgal B Iqbal A Gordon
<b>Secretary</b>	J M Clarke
<b>Registered Office</b>	146 Argyle Street Glasgow G2 8BL
<b>Bankers</b>	Bank of Scotland Park Circus Place Glasgow G3 6AN
<b>Solicitors</b>	Ferguson Dewar Sterling House 20 Renfield Street Glasgow G2 5AP
<b>Auditors</b>	French Duncan Chartered Accountants & Registered Auditor 375 West George Street Glasgow G2 4LW

# **THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**

## **COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**

### **DIRECTORS' REPORT**

#### **YEAR ENDED 31ST MARCH 2003**

The directors present their annual report and the audited financial statements for the year ended 31st March 2003.

#### **LEGAL STATUS & ORGANISATION**

The Volunteer Centre is a company limited by guarantee. It is exempt from taxation under Section 505 of the Income & Corporation Taxes Act 1988. The charity is run by unpaid non-executive directors.

#### **OBJECTIVES**

The Volunteer Centre aims 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.

The Volunteer Centre is recognised as a charity by the Inland Revenue and is a company limited by guarantee.

The organisation is governed by a Board of Directors who work with the staff and volunteers of the centre 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 charitable trusts, local authorities and other organisations to deliver community care services.

#### **FINANCIAL ASPECTS**

The charity is dependent upon funding from local authorities and other governmental bodies. The sums received and the related project costs are as shown in the financial statements.

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### DIRECTORS' REPORT *(Continued)*

#### YEAR ENDED 31ST MARCH 2003

#### REVIEW OF BUSINESS AND FUTURE PROSPECTS

The Volunteer Centre continues to play an active role in community action and social inclusion, promoting volunteering, befriending and home visiting schemes in neighbourhoods and developing community care support services. The Centre also provides vocational training, work experience and learning opportunities for people with disabilities.

The work of the Volunteer Centre depends on vital funding from many organisations, particularly, the Scottish Executive, Glasgow City Council, European Social Fund, NHS Greater Glasgow, South Lanarkshire Council, North Glasgow Social Inclusion Partnership, Greater Pollok Social Inclusion Partnership, Drumchapel Social Inclusion Partnership, West One LHCC and the Princess Royal Trust for Carers.

The Volunteer Centre was responsible for the management and operation of eighteen projects during the year. In some, but not all, cases grant awards from public bodies were not increased in line with inflation, due mainly to constraints in public expenditure. Budgetary savings have been made, and will continue to be made where appropriate, to ensure that expenditure remains within these grant constraints.

There were no project closures during the year and the Senior Management Team implemented the recommendations of the organisational review. These changes were shared with all Volunteer Centre staff in May 2002 and the principal objective is to create new strategic city-wide structures to promote volunteering and befriending in Glasgow.

The Volunteer Centre welcomed the start of five new initiatives during 2002/03:

- Dumbarton Road Corridor Young Persons' Befriending Project
- Greater Pollok Young Persons' Befriending Project
- Time Together – a one year pilot project funded through Timebank to develop mentoring opportunities with refugees and asylum seekers
- Linkes Community Organisation – an arrangement whereby the Volunteer Centre will provide support to this new organisation in its role as managing agent
- Drumchapel Social Inclusion Partnership funding for Schools for DJs.

Each of the projects is funded on a discrete basis, with the objective being neither surplus nor deficit. The administration is similarly funded by an agreed allocation of costs to each Project, supplemented by specific grants received for that purpose. The company will, for its projects, therefore, never report a profit, and any surpluses on a year to year basis are regarded as Deferred Income, to be carried forward against expenditure of the next year, or for repayment to the Funder. Losses will only be reported in the company if expenditure exceeds agreed funding for any Project. For the current year, there has been a surplus on activities of £46,335 (2002 - surplus of £5,365).

#### INVESTMENT POLICY

The directors have unlimited investment powers which are exercised in accordance with professional advice.

#### RISK MANAGEMENT

The Directors have examined the major strategic, business and operational risks which the charity faces, and have established systems to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### DIRECTORS' REPORT *(Continued)*

### YEAR ENDED 31ST MARCH 2003

#### FUNDS

In the statement of financial activities the resources available to the charity and how they have been utilised are analysed between two fund types:

- a) **Restricted funds** which represent resources made available to the charity in such a manner that the directors must ensure that they are utilised in a specific way.

These can be restricted income funds, where resources must be utilised to carry out specific tasks, or restricted capital funds where the resources must be used to obtain specific property to enable the charity to carry out its objectives.

- b) **Unrestricted funds** are resources made available to the charity in order to further the objects of the charity. These include designated funds and general reserves and are as explained below.

The statement highlights the funds received by the charity which it is free to use and those which it must use for specific purposes to carry out the charitable objectives.

#### RESERVES

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 has been set up to ensure that the charity has sufficient resources to enable it to meet its obligations. This is funded from the excess of unrestricted income over expenditure to the extent of 90% of this available fund. This has resulted in a transfer from income and expenditure to the general reserve of £9,913 (2002 - £4,828).

In addition to this general reserve, dedicated funds have been established to allocate adequate unrestricted resources for investment in key strategic areas of operation. The objective of creating these new reserves is to develop the infrastructure of the organisation and build capacity to invest in the quality of service provision.

These designated reserve funds have been created by the transfer of unrestricted income for the undernoted purposes:-

• Transport and vehicle fund	£11,000
• Information Technology Support	£12,120
• Training & Development	<u>£12,200</u>
	<u>£35,320</u>

#### DIRECTORS

The directors who served during the year were:-

A C Macdonald

J B Findlay (Resigned 31 March 2003)

R J Carr

L Brogan (Resigned 28 March 2003)

A Sehgal

C Winters

S J S Brimelow

B Iqbal

A Gordon

# **THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**

## **COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**

### **DIRECTORS' REPORT** *(Continued)*

**YEAR ENDED 31ST MARCH 2003**

#### **INVOLVEMENT OF EMPLOYEES**

The company's policy is to continue to develop its communications with all employees, to inform them on matters of concern to them as employees, to promote awareness of the financial and economic factors affecting the performance of the company and, subject to practical and commercial considerations, to consult them in the decisions that affect their current jobs or future prospects. The company is also committed to a policy of recruitment and promotion on the basis of aptitude and abilities irrespective of colour, ethnic or natural origin, nationality or marital status.

#### **EMPLOYMENT OF DISABLED PERSONS**

The company does not discriminate against the employment of disabled persons or those who become disabled during the course of their employment. The company's training schemes are adapted wherever possible to accommodate disabled persons.

#### **DIRECTORS' RESPONSIBILITIES**

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 at the end of the year and of the surplus or deficit for the year then ended.

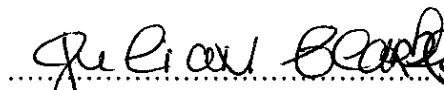
In preparing those financial statements, the directors are required to select suitable accounting policies as described on pages 9 and 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985, the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 and the Charity Accounts (Scotland) Regulations 1992. The directors 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.

#### **AUDITORS**

A resolution to re-appoint French Duncan as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

Approved by the Board of Directors on  
and signed on behalf of the Board

  
.....Secretary  
J M Clarke

12 November 2003

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**  
**COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**  
**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS**  
**YEAR ENDED 31ST MARCH 2003**

We have audited the financial statements on pages 7 to 17 which have been prepared under the historical cost convention, and the accounting policies set out on pages 9 and 10.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEE AND THE AUDITORS**

As described on page 5, the directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

It is our responsibility to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the report of the directors is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding the directors remuneration and transactions with the company is not disclosed.

We read the report of the directors and consider the implications for our report if we become aware of any apparent misstatements within it.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with United Kingdom 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 financial statements.

**OPINION**

In our opinion the financial statements give a true and fair view of the state of affairs of the Company as at 31st March 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the requirements of the Companies Act 1985.

375 West George Street  
Glasgow  
G2 4LW



**FRENCH DUNCAN**  
*Chartered Accountants  
& Registered Auditor*

12 November 2003

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31ST MARCH 2003

	Notes	Unrestricted £	Restricted £	Total 2003 £	2002 £
<b>Income resources</b>					
Grant income	2	18,143	1,322,725	1,340,868	1,212,695
Interest receivable		6,015	-	6,015	8,846
Other income	4	142,537	25,291	167,828	144,188
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		<b>166,695</b>	<b>1,348,016</b>	<b>1,514,711</b>	<b>1,365,729</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Resources expended</b>					
Direct charitable expenditure	3	28,605	981,042	1,009,647	943,218
Fund-raising and publicity	4	4,786	24,601	29,387	17,071
Management and administration of the Centre	5	45,158	330,735	375,893	356,200
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		<b>78,549</b>	<b>1,336,378</b>	<b>1,414,927</b>	<b>1,316,489</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net incoming resources for the year</b>		<b>88,146</b>	<b>11,638</b>	<b>99,784</b>	<b>49,240</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Other recognised gains</b>					
Released to deferred income	10	(40,607)	(12,842)	(53,449)	(43,875)
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net movement in funds</b>		<b>47,539</b>	<b>(1,204)</b>	<b>46,335</b>	<b>5,365</b>
Balance brought forward		17,915	-	17,915	12,550
Transfer from deferred income re previous year deficit	10	-	871	871	-
Transfer between funds		(333)	333	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
		<b>65,121</b>	<b>-</b>	<b>65,121</b>	<b>17,915</b>
		<hr/>	<hr/>	<hr/>	<hr/>

There are no recognised gains or losses other than those disclosed above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 17 form part of these financial statements.



**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**  
**COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**  
**BALANCE SHEET**  
**AS AT 31ST MARCH 2003**

	Notes	2003 £	2002 £
<b>FIXED ASSETS</b>			
Tangible assets		-	-
		<hr/>	<hr/>
<b>CURRENT ASSETS</b>			
Debtors	9	216,506	86,239
Cash at bank and in hand		99,598	91,959
		<hr/>	<hr/>
		316,104	178,198
		<hr/>	<hr/>
<b>CREDITORS: amounts falling due within one year</b>			
Other creditors		5,262	482
Accruals		82,312	43,739
Deferred income	10	163,409	116,062
		<hr/>	<hr/>
		250,983	160,283
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		65,121	17,915
		<hr/>	<hr/>
<b>TOTAL NET ASSETS</b>		65,121	17,915
		<hr/> <hr/>	<hr/> <hr/>
<b>RESERVES</b>			
Fund balances	11	65,121	17,915
		<hr/> <hr/>	<hr/> <hr/>

These financial statements were approved by the directors on 12<sup>th</sup> November 2003 and signed on their behalf by:

 Director  
A C MacDonald

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31ST MARCH 2003

#### 1. ACCOUNTING POLICIES

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and statement of recommended practice, Accounting and Reporting by Charities (2000).

##### **Basis of preparation of the financial statements**

The nature of the company's business is such that any surpluses held by individual projects are treated as Deferred Income, to be carried forward against expenditure of the next year, or for repayment to the funder at the cessation of the project. In addition, the company could be held liable to fund any cumulative deficits recorded by any individual projects under its control as each project is expected to remain within its budget constraint. As a result any cumulative deficit is the responsibility of the company not the funder. The applicability of the going concern basis is, therefore, dependent on the ability of each project under the company's control to successfully negotiate sufficient income on an annual basis to at least cover its anticipated expenditure for that period.

##### **Financial Reporting Standard 1**

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

##### **Grants**

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

Due to the inherent uncertainty with regard to the amount of grant receivable, other 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.

##### **Consolidation**

The consolidated statement of financial activities and balance sheet include the results of the individual projects and its core activities.

##### **Tangible fixed assets**

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.

##### **Deferred income**

To the extent that income in any year, and cumulatively, exceeds expenditure to date, the surplus is regarded as Deferred Income until cessation of the project.

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**  
**COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31ST MARCH 2003** *(Continued)*

**1. ACCOUNTING POLICIES** *(Continued)*

**Fund accounting**

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

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements. 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.

**Incoming Resources**

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. 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 statement for services donated by volunteers.

**Resources expended**

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

**Pension costs**

Retirement benefits to employees of the company are provided by a defined contribution scheme. The charge to the income and expenditure account represents the company's proportion of the amounts paid to the scheme during that period.

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 in the scheme.

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2003 *(Continued)*

#### 2. GRANT INCOME

##### Restricted Funds

	2003 £	2002 £
GCC Grants to Voluntary Organisations	431,060	237,377
GCC Social Work	39,800	55,387
GCC Regeneration Services	-	54,925
GCC Capital	-	10,778
Glasgow Alliance SIP - Local areas	288,286	308,552
SIP Capital	5,537	11,061
SIB - Glasgow City Council	340,089	339,690
European Social Fund	62,063	74,097
NHS/Greater Glasgow Health Board	5,000	10,200
Princes Royal Trust for Carers	12,350	11,000
South Lanarkshire Council	-	11,428
Scottish Executive - LVDA	93,500	31,500
Scottish Executive - Millenium Volunteers	17,500	17,500
Scottish Executive - Other	-	5,200
Active Communities Grant	-	10,000
LHCC Grant	25,000	24,000
Timebank Grant	2,540	-
	<u>1,322,725</u>	<u>1,212,695</u>

##### Unrestricted Funds

	2003 £	2002 £
GCC Grants to Voluntary Organisations	17,510	-
European Social Fund	633	-
	<u>18,143</u>	<u>-</u>

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**  
**COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2003** *(Continued)*

**3. DIRECT CHARITABLE EXPENDITURE**

	Unrestricted	Restricted	Total 2003	2002
	£	£	£	£
Salaries	21,841	823,575	845,416	795,247
Volunteer training and expenses	1,409	83,143	84,552	87,017
Trainee travel	-	22,480	22,480	8,327
Training allowances	-	1,398	1,398	22,740
Staff travel	1,509	19,245	20,754	19,589
Staff training	3,846	24,106	27,952	8,312
Sessional care	-	7,095	7,095	1,986
	<u>28,605</u>	<u>981,042</u>	<u>1,009,647</u>	<u>943,218</u>

**4. FUNDRAISING AND PUBLICITY**

	Unrestricted	Restricted	Total 2003	2002
	£	£	£	£
Publicity	<u>4,786</u>	<u>24,601</u>	<u>29,387</u>	<u>17,071</u>

**5. MANAGEMENT AND ADMINISTRATION OF THE CENTRE**

	Unrestricted	Restricted	Total 2003	2002
	£	£	£	£
Stationery	8,581	34,606	43,187	35,775
Audit fees	1,258	13,269	14,527	14,344
Accommodation costs	6,315	58,950	65,265	67,640
Insurance and maintenance	5,574	28,821	34,395	32,619
Telephone	5,433	26,163	31,596	20,121
Postage	(819)	10,886	10,067	6,950
Professional services - External	-	1,175	1,175	16,639
Accounting services - Internal	3	24,456	24,459	19,665
Administration	128	60,651	60,779	71,721
IT support and resources	2,085	18,002	20,087	-
Bank interest and charges	457	-	457	369
Other expenditure	3,555	23,511	27,066	13,539
Equipment and maintenance	11,208	26,352	37,560	52,633
Publications and subscriptions	1,380	3,893	5,273	4,185
	<u>45,158</u>	<u>330,735</u>	<u>375,893</u>	<u>356,200</u>

**THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING**  
**COMMUNITY ACTION AND EMPLOYMENT INITIATIVES**  
**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31ST MARCH 2003** *(Continued)*

**6. INFORMATION REGARDING DIRECTORS AND EMPLOYEES**

During the year, no director received any remuneration for their services.

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
<b>Average number of persons employed</b>		
Project management	<b>45</b>	42
Administration	<b>13</b>	13
	<u><b>58</b></u>	<u>55</u>
<b>Staff costs during the year (including directors)</b>		
Wages and salaries	<b>761,237</b>	716,857
Social security costs	<b>61,833</b>	59,054
Pension costs	<b>22,347</b>	19,336
	<u><b>845,417</b></u>	<u>795,247</u>

No employees earned in excess of £50,000 per annum

**7. NET OUTGOING RESOURCES**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>2003</b>	<b>2002</b>
			<b>£</b>	<b>£</b>
<b>Net outgoing resources for the year stated after charging:</b>				
Auditors' remuneration	<u><b>1,258</b></u>	<u><b>13,269</b></u>	<u><b>14,527</b></u>	<u>14,344</u>

**8. TAXATION**

The company is registered as a charity. Accordingly, no liability to taxation arises as the results fall within the exemptions from taxation contained in the Income and Corporation Taxes Act 1988, Section 505.

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2003 *(Continued)*

#### 9. DEBTORS

	2003	2002
	£	£
Other debtors	412	30
Prepayments	12,387	10,117
Accrued income	203,707	76,092
	<u>216,506</u>	<u>86,239</u>

All debtors are due within one year.

#### 10. DEFERRED INCOME

	2003	2002
	£	£
Opening balance at 1st April 2002	116,062	72,187
Transfer to sundry income for closed projects	-	-
Accumulated surplus on projects	53,449	43,875
Transfer to reserves re previous year deficit	(871)	-
Transfers to creditors re funders	(5,231)	-
	<u>47,347</u>	<u>43,875</u>
Closing balance at 31st March 2003	<u>163,409</u>	<u>116,062</u>

#### 11. RESERVES

	2003	2002
	£	£
<b>Restricted Fund Balances</b>		
Specific Fund		
Balance at 1st April 2002	-	-
Transfer from deferred income re previous year deficit	871	-
Surplus for the year	11,638	42,671
Transfer from income and expenditure	333	1,204
Released to deferred income towards projects	(12,842)	(43,875)
	<u>-</u>	<u>-</u>
Balance at 31st March 2003	<u>-</u>	<u>-</u>

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2003 *(Continued)*

#### 11. RESERVES *(continued)*

	2003	2002
	£	£
<b>Unrestricted Fund Balances</b>		
<b>Income and Expenditure Account</b>		
Balance at 1st April 2002	1,792	1,255
Surplus for year	47,539	6,569
Deferred income transfer	(333)	(1,204)
Designated funds transfer	(35,320)	-
Transfer to general reserve	(9,913)	(4,828)
	<hr/>	<hr/>
Balance at 31st March 2003	<u>3,765</u>	<u>1,792</u>
<b>General Reserve</b>		
Balance at 1st April 2002	16,123	11,295
Transfer from income and expenditure account	9,913	4,828
	<hr/>	<hr/>
Balance at 31st March 2003	<u>26,036</u>	<u>16,123</u>
<b>Designated funds</b>		
<b>Transport and Vehicle Fund</b>		
Transfer from income and expenditure account	11,000	-
	<hr/>	<hr/>
<b>Information Technology Support</b>		
Transfer from income and expenditure account	12,120	-
	<hr/>	<hr/>
<b>Training and Development</b>		
Transfer from income and expenditure account	12,200	-
	<hr/>	<hr/>
The above three designated funds have been established to ensure adequate resources exist for key areas of operation.		
<b>Funds Summary</b>		
Restricted – Specific	-	-
Unrestricted – Income and Expenditure	3,765	1,792
– General Reserve	26,036	16,123
– Designated funds	35,320	-
	<hr/>	<hr/>
Balance at 31st March 2003	<u>65,121</u>	<u>17,915</u>



# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

## NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31ST MARCH 2003** *(Continued)*

### 12. PROJECTS

The Projects managed by the company during the year are listed below.

The Princess Royal Trust West Glasgow Carers Centre  
European Social Fund Wellbeing Initiative  
Neighbourhood Volunteer Recruitment Project  
Drumchapel Elderly Home Visiting Scheme  
Glasgow North Area Befriending Network  
Active Communities (Glasgow)  
Neighbourhood Projects Management Unit  
The Princess Royal Trust Greater Pollok Carers  
Millennium Volunteers Programme  
Greater Pollok Youth in Action Project  
Springburn Volunteers & Befriending Project  
Drumchapel Carers Support Project  
Greater Pollok Family Support Group  
The Princess Royal Trust Greater Pollok Young Carers Project  
TDM Development Worker  
Social Inclusion Budget Block Grants  
Time Together – Mentoring Service for Refugees  
Dumbarton Road Corridor Young Person Befriending Scheme  
Greater Pollok Young Person Befriending Scheme  
D J Netcast Drumchapel  
Linkes Development Worker

### 13. LIABILITIES OF MEMBERS

The company is limited by guarantee. The liabilities of the members being limited to £1. At 31st March 2003 there were 54 full members and 33 associate members.

# THE VOLUNTEER CENTRE - THE CENTRE FOR VOLUNTEERING

## COMMUNITY ACTION AND EMPLOYMENT INITIATIVES

### NOTES TO THE FINANCIAL STATEMENTS

**YEAR ENDED 31ST MARCH 2003** *(Continued)*

#### 14. RELATED PARTIES

There were no transactions during the year.

#### 15. PENSION COSTS

##### **General**

The company operates a defined contribution scheme for its employees. The charge to the income and expenditure account was £13,045.

The company also participates in the Strathclyde Pension Fund (the "Fund") for certain members of staff. The Fund is a multi-employer defined benefit fund. The fund is contracted out of the state fund and the funds are held and administered outwith with the company by Glasgow City Council. The company paid contributions of £9,302 during the year.

The last formal valuation of the Fund was performed at 31st March 2002 by a professionally qualified actuary using the "projected unit credit" method. The market value of the Fund's assets at the valuation date was £6.039 million. The Volunteer Centre paid contributions at the rate of 12.2% during the accounting period. Member contributions were paid at the rate of 6% during the period.

It is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers. Due to the nature of the Fund, the profit and loss account charge for the period under both SSAP24 and FRS17 represent the employer contribution payable.

##### **Financial Assumptions**

The financial assumptions underlying the valuation were as follows:

	<b>% pa</b>
Rate of return of investments	6.20
Rate of salary increases	4.10
Rate of pension increases	2.60
Rate of price inflation	2.60

The accumulated assets of the Fund were assumed to earn the same return as if they had been invested in a portfolio comprising 75% in equity investments and 25% in bonds and cash.

The valuation revealed a surplus of assets compared with the value of liabilities of £456.4 million (equivalent to a past service funding level of 108%). The employer's ongoing future service contribution rate, after allowing for changes in benefits, was assessed as 14.4% of pensionable salaries. In view of the material decline in world stock markets since the valuation date, no account has been taken of the surplus in determining contribution rates. Employers (including The Volunteer Centre) are required to contribute at a rate of 13.3% of pensionable salaries in 2003/04, 13.9% in 2004/05, rising to 14.5% in 2005/06. The next valuation will be as at 31st March 2005.