

**VOLUNTEER DEVELOPMENT SCOTLAND LIMITED**

**DIRECTORS' REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31st MARCH 2006**

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COMPANIES HOUSE 18/09/2006

## **REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st March 2006**

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## **OFFICERS AND PROFESSIONAL ADVISORS**

### **DIRECTORS**

Directors serving during the year ended 31<sup>st</sup> March 2006

#### **Elected**

Harriet Eadie	Resigned 5 December 2005
Jane Owen-Brennan	Resigned 5 December 2005
Karen Willey	Resigned 5 December 2005
Akhtar Shah	Resigned 5 December 2005
Bryan Bannerman	Resigned 5 December 2005
Ann Bain	Resigned 5 December 2005
Rachel Caunt	Resigned 5 December 2005
Phyl Meyer	Elected 5 December 2005
John Thorburn	Elected 5 December 2005
Pamela Millar	Elected 5 December 2005

#### **Appointed**

Graeme Thom (Treasurer)	Resigned 5 December 2005
Karl Monsen-Elvik, VC Scotland	Appointed 5 December 2005
Sue Jones	Resigned 5 December 2005
David Jamieson	Appointed 5 December 2004
Irene Swankie	Appointed 5 December 2004
Bill Howat	Appointed 5 December 2005

### **COMPANY SECRETARY**

George Thomson

### **LEADERSHIP**

George Thomson	Chief Executive
Kenneth Sturatt	Head of Resources
Richard Dale	Head of New Technologies
Eliane Reid	Head of Client Services
Linda Irvine	Head of Business Development

### **AUDITORS**

Macfarlane Gray  
Chartered Accountants & Registered Auditors  
15 Gladstone Place  
Stirling  
FK8 2NX

### **BANKERS**

The Royal Bank of Scotland plc  
82 Murray Place  
Stirling  
FK8 2DR

### **REGISTERED OFFICE**

Stirling Enterprise Park  
Stirling  
FK7 7BP

### **COMPANY REGISTRATION NUMBER**

SC106743

### **CHARITY NUMBER**

SC013740

## **DIRECTORS' REPORT**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **GOVERNING DOCUMENT**

Volunteer Development Scotland is a company limited by guarantee and not having share capital incorporated on 17<sup>th</sup> September 1987.

A revision of its Memorandum and Articles of Association was passed through a special resolution on 15 November 1996 and they were revised and adopted with immediate effect

In the event of the company being wound up all members, or within one year after he ceases to be a member, are liable for the payment of debts and liabilities of the company, and for the costs and expenses of winding up of that date, such amount as required but not exceeding £1

#### **RECRUITMENT AND APPOINTMENT OF DIRECTORS**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Board of Directors

The maximum number of directors shall be 15, of whom a maximum of 10 directors shall be elected and a maximum of 5 directors shall be appointed

One third of the elected directors shall retire from office at the conclusion of each annual general meeting, but shall be eligible for re-election in accordance with the provisions of article 52 of the Memorandum

An elected director shall not be eligible to serve as a director for a period in excess of six consecutive years and after that time shall vacate office and be ineligible to serve as an elected director for one year

#### **DIRECTORS INDUCTION AND TRAINING**

VDS Directors annually review the organisation's Standards of Practice for Directors which contains guidance on all aspects of good governance. This review is complemented by an assessment of training needs of each Director and an induction pack and programme for new Directors.

A Board Directors away day is held each year and a programme of Directors workshops has been introduced to precede Board meetings which address Directors training needs and good governance

#### **ORGANISATIONAL STRUCTURE**

Volunteer Development Scotland hold Board meetings on a bi-monthly basis and hold their Annual General meeting in the first week of December

Current Board members have a variety of professional backgrounds and skills relevant to the work of the organisation. Also present at Board meetings are the Executive committee who have no voting rights. The Board is responsible for the approval of strategic direction and also approval of policies of the organisation

An Audit and Scrutiny Committee has been formed, with delegated powers from the Board, to ensure that there is an established framework for accountability including that of risk management and ensuring that Volunteer Development Scotland is compliant with all aspects of the law, relevant regulations and good practice

The Executive committee has been formed, with delegated powers, to make operational and management decisions on an ongoing basis to ensure the smooth day to day running of the organisation. The Executive are responsible for ensuring that the organisation delivers on the services specified and that key performance indicators are met. They are also responsible for the engagement of all staff and that the work team continue to develop their skills and working practices in line with best practice

#### **RELATED PARTIES**

Core activities which Volunteer Development Scotland is involved in are funded by the Scottish Executive and as such we are accountable on our core activities to that body. Predominantly our core funding comes from the Social Inclusion Volunteers Issues Department of the Scottish Executive, however we have secured other funding from Health and Education Units of the Scottish Executive and have delivered accordingly

Volunteer Development Scotland has also secured funding from Scottish Executive to enable the local Volunteer Centre brand to operate, in partnership with VDS as part of a national network, within every Local Authority area in Scotland, to implement

a strategic role in delivering outcomes sought in the Volunteering Strategy for Scotland

## **VISION, AIMS AND OBJECTIVES**

### **VDS Vision**

- People are an active power in society making a positive difference through volunteering
- VDS connects peoples' desire to make a positive difference with creative, flexible volunteering opportunities

### **VDS Aims**

We aim to maximise the positive impacts of volunteering on individuals, organisations, community and society through our independent leadership role by

- Listening to individuals and stakeholders, championing their voice
- Gathering intelligence and evidence which informs thinking, influences policy development and drives high-quality practice
- Innovating in key areas including understanding volunteering, influencing policy, best practice and impact assessment
- Providing legislative, regulatory and other support services for the voluntary, public & private sector
- Working in partnership with the Scottish Executive, our Volunteering Infrastructure partners and organisations from other sectors

## **ACHIEVEMENTS AND PERFORMANCE**

Volunteer Development Scotland serves as the National Centre for Excellence in volunteer development, playing a strategic role to maximise the positive impacts of volunteering on individuals, groups, organisations, communities and indeed society

Volunteer Development Scotland has continued to work across the sectors through the national and local networks which are in place disseminating research and good practice within volunteering. Throughout the year we have had a key and lead role in a number of projects including the implementation of Investing in Volunteers Programme, Big Lottery Young People's Fund Project, Northern Ireland database contract, Millennium Volunteer Project, Equal Project, Community Development and Alliance and a major piece of work with the Russell Commission

During the year Volunteer Development Scotland also increased its role and dimension with regards to the recent introduction of the Protection of Children in Scotland legislation (POCSA) and our unit, the Central Registered Body in Scotland, has been responsible for processing the increased volume of applications and registrations arising as a result of this

Volunteer Development Scotland has also continued to provide training to the voluntary sector and has published quality advice on good practice to be adopted within the sector. It has further developed policies, advice and information to businesses and voluntary organisations throughout Scotland whilst supporting the Local Centre Volunteer Network

## **FINANCIAL REVIEW**

### **INVESTMENT POWERS**

A To invest funds not immediately required for the purpose of its activities in such investments and that in such manner as may from time to time be considered advantageous (subject to compliance with any applicable legal requirements) and to dispose of and vary such investments and securities

B The company shall have the power to purchase, take on feu, lease, hire, take in exchange, and otherwise acquire any property and rights which may be advantageous for the purposes of the activity of the company

C To lend money and give credit to any person, with or without security, and to grant guarantees and contracts of indemnity on behalf of any person

D To borrow money and give security for the payment of money by, or the performance of other obligations of, the company or any other person

### **RESERVES POLICY**

The directors have reviewed their financial responsibilities and have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets (free reserves) held by the company should equate to £750,000. At this level the directors feel that they would be able to continue the current activities of the company in the event of a significant drop in funding, whilst also covering other identified contingencies and potential property costs. At present free reserves amount to £756,832 and the target has been achieved. The policy will therefore be subject to review in the year to 31 March 2007

## **RISK MANAGEMENT**

The directors have assessed the major risks to which the company is exposed and are satisfied that systems are in place to mitigate those risks. An Audit and Scrutiny Committee has been formed, consisting of three Board directors and an Executive member, to review the risk framework and existing policies within Volunteer Development Scotland to ensure that any risk exposure is minimised and that good practice is maintained.

## **PLANS FOR FUTURE YEARS**

### **VDS Organisational Key Priorities 2006-2009**

- To establish VDS as a recognised Centre for Excellence in Volunteer Development
- To investigate, interpret and disseminate intelligence about the volunteering market in Scotland
- To contribute to the four strands of the Volunteering Strategy through innovation, best practice, legislative, regulatory and other services
- To develop and build strategic relationships with stakeholders and organisations

### **Key Outcomes 2006-2009**

Volunteer Development Scotland,

- is recognised as a Centre for Excellence in, intelligence gathering and interpretation, influence on policy, best practice, legislative and regulatory services
- is recognised for its flexible approach, identifying needs and developing appropriate solutions and or interventions
- generates an accurate picture of the volunteering market and assessment of the opportunity gaps
- improves connections between individuals and volunteering
- provides a greater understanding of the impact of volunteering on individuals, organisations, community and society
- demonstrates an increased contribution and connections between volunteering and the private, public and voluntary sectors
- is responsible for new and innovative tools and techniques for strengthening volunteering development practice

## **RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

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

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

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

## **AUDITORS**

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

By order of the Board



George Thomson

COMPANY SECRETARY

DATE 11/8/06

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

We have audited the financial statements for the year ended 31 March 2006 as presented on pages 7 to 14 which have been prepared under the historical cost convention and the accounting policies as set out on page 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 DIRECTORS AND THE AUDITORS**

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

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK & Ireland).

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 Directors' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information required by law regarding trustees' remuneration and transaction with the charity is not disclosed.

**BASIS OF OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK & Ireland) 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 mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the statements.

**OPINION**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2006 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 as applicable to the nature of the company.

  
MACFARLANE GRAY

Chartered Accountants

&

Registered Auditors

DATE 15/8/06.

**INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31st MARCH 2006 (summarised)**

	<u>2006</u>	<u>2005</u>
	£	£
<b>INCOME</b>	5,695,111	2,611,785
<b>EXPENDITURE</b>	<u>5,441,666</u>	<u>2,547,303</u>
<b>SURPLUS FOR YEAR</b>	253,445	64,482
Restricted loss / (surplus)	<u>16,982</u>	<u>31,498</u>
<b>UNRESTRICTED SURPLUS FOR YEAR BEFORE TRANSFERS</b>	270,427	95,980
Transferred from/(to) designated/restricted funds	28,038	(96,000)
<b>INCREASE IN GENERAL FUND</b>	<b>298,465</b>	<b>(20)</b>

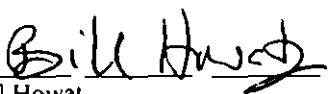
The notes on pages 10 to 14 form part of these accounts



# **BALANCE SHEET AS AT 31st MARCH 2006**

	<u>Notes</u>	<u>2006</u> £	<u>2005</u> £
<b>TANGIBLE FIXED ASSETS</b>	7	<u>112,438</u>	<u>138,413</u>
<b>CURRENT ASSETS</b>			
Prepayments and Accrued Income	8	23,534	80,549
Cash at Bank and Building Society	9	1,352,333	848,356
Cash on Hand		<u>500</u>	<u>500</u>
		<u>1,376,367</u>	<u>929,405</u>
<b>CREDITORS</b> - Amounts falling due within one year			
Sundry Creditors and Accruals	10	<u>600,691</u>	<u>433,149</u>
<b>NET CURRENT ASSETS</b>		<u>775,676</u>	<u>496,256</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>888,114</u>	<u>634,669</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>888,114</u>	<u>634,669</u>
<b>FINANCED BY:</b>			
<b>Unrestricted funds</b>			
Designated funds		558,949	584,924
General funds		<u>310,321</u>	<u>11,856</u>
		869,270	596,780
<b>Restricted funds</b>		<u>18,844</u>	<u>37,889</u>
Total funds	11	<u>888,114</u>	<u>634,669</u>

Approved by the Board on 11/07/06 and signed on behalf of the board by


 CHAIRMAN  
 Bill Howat

The notes on pages 10 to 14 form part of these accounts

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2006**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Funds</b>	<b>Total Funds</b>
	<b>Notes</b>	<b>Funds</b>	<b>Funds</b>	<b>2006</b>	<b>2005</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Incoming resources from</b>					
<b>Generated funds:</b>					
<i>Voluntary income</i>					
Core grant		700,000	-	700,000	791,200
Sponsorship		-	-	-	7,500
<i>Activities for generating funds</i>					
Courses and conferences		33,586	2,520	36,106	65,304
Fees		150,820	2,100	152,920	27,703
Publications		1,930	-	1,930	474
Interest received		49,870	-	49,870	38,571
<b>Incoming resources from</b>					
<b>charitable activities:</b>					
Grants	3	1,363,898	3,365,483	4,729,381	1,652,529
Membership subscriptions		24,904	-	24,904	28,504
<b>Total Incoming Resources</b>		<b><u>2,325,008</u></b>	<b><u>3,370,103</u></b>	<b><u>5,695,111</u></b>	<b><u>2,611,785</u></b>
<b>Resources Expended</b>					
	4				
<b>Costs of generating funds</b>		90,963	-	90,963	51,400
<b>Charitable activities</b>		1,909,879	3,387,085	5,296,964	2,447,703
<b>Governance costs</b>		53,739	-	53,739	48,200
<b>Total Resources Expended</b>		<b><u>2,054,581</u></b>	<b><u>3,387,085</u></b>	<b><u>5,441,666</u></b>	<b><u>2,547,303</u></b>
<b>Net Incoming/(Outgoing) Resources</b>		<b>270,427</b>	<b>(16,982)</b>	<b>253,445</b>	<b>64,482</b>
<b>Total Funds at 1 April 2005</b>		<b><u>596,780</u></b>	<b><u>37,889</u></b>	<b><u>634,669</u></b>	<b><u>570,187</u></b>
<b>Transfer Between Reserves</b>		<b>2,063</b>	<b>(2,063)</b>	<b>-</b>	<b>-</b>
<b>Total Funds at 31 March 2006</b>	11	<b><u>869,270</u></b>	<b><u>18,844</u></b>	<b><u>888,114</u></b>	<b><u>634,669</u></b>

The notes on pages 10 to 14 form part of these accounts

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2006

### 1. ACCOUNTING POLICIES

#### **Basis of Accounting**

The Accounts have been prepared under the historical cost basis of accounting, and in accordance with the Companies Act 1985 and Accounting and Reporting by Charities 2005- Statement of Recommended Practice

#### **Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grant funding and where entitlement to the grant is not conditional on the delivery of a specific performance by the charity, the grant is recognised when the charity becomes unconditionally entitled to the grant;
- Investment income is included when receivable,
- Incoming resources from charitable trading activity are accounted for when earned,
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

#### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred

- Costs of generating funds comprise the costs associated with the administration and development of the generated funds,
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them,
- All costs are allocated between the expenditure categories of the statement of financial activity on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis

#### **Depreciation**

Depreciation is provided on all fixed assets at rates calculated to write off the cost of each asset evenly over its useful life as follows

Leasehold Property	10 years
Furniture & Fittings	either 3 or 5 years
Computer & Electronic Equipment	either 3 or 5 years

#### **Funds**

In compliance with Accounting and Reporting by Charities 2005-Statement of Recommended Practice, the directors have defined funds in terms of those which are of a restricted nature and those which are unrestricted

#### **Pensions**

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

### 2. EXCESS OF INCOME OVER EXPENDITURE

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

	<u>2006</u>	<u>2005</u>
	£	£
Auditors' Remuneration for year (including VAT)	8,539	6,700
Depreciation	25,975	32,189

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2006 (cont )**

**3. GRANTS**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>2006 Total</b>	<b>2005</b>
Volunteering in schools	-	-	-	47,934
VC Renfrewshire	-	-	-	62,500
ICT Development/Training Suite	-	75,000	75,000	75,000
POCSA	-	82,070	82,070	144,290
Central Registered Body	872,500	-	872,500	566,494
Other	-	313	313	14,996
Community Development Alliance	-	25,750	25,750	27,160
MV	178,318	-	178,318	109,000
Volunteer Strategy / Year of Volunteer	-	-	-	25,000
Children in Scotland	-	-	-	75,165
VC capital grant	-	-	-	322,000
VC Network grant	-	2,194,000	2,194,000	-
MV Network grant	-	736,000	736,000	-
Scottish Executive Evaluation Grant	-	20,150	20,150	-
Scottish Centre for Regeneration	-	13,350	13,350	-
Scottish Executive – Russell Commission	-	8,409	8,409	-
Health Department grants	-	150,000	150,000	100,000
Section 9 Training	-	19,321	19,321	29,231
Big Lottery Funding	225,000	90	225,090	-
European Social Fund	-	41,030	41,030	-
N Ireland Dept for Social Development	57,000	-	57,000	-
SCVO	16,000	-	16,000	-
Scottish Natural Heritage	15,080	-	15,080	-
	<b><u>1,363,898</u></b>	<b><u>3,365,483</u></b>	<b><u>4,729,381</u></b>	<b><u>1,598,770</u></b>

**4. RESOURCES EXPENDED**

	<b>Core</b>	<b>Health</b>	<b>CRBS</b>	<b>Projects</b>	<b>Governance</b>	<b>2006 Total</b>	<b>2005 Total</b>
<b>Costs directly allocated to activities</b>							
Staff costs	442,164	78,458	555,642	183,873	45,200	1,305,337	1,051,536
Printing & publications	26,113	212	33,055	1,276	-	60,656	84,109
Library & subscriptions	8,065	-	6,224	1,506	-	15,795	21,058
Committee expenses	4,633	1,602	56	10,998	-	17,289	13,156
Youth development costs	-	-	-	140,500	-	140,500	-
Volunteer costs	13,400	-	-	657	-	14,057	1,299
Research & marketing	96,467	1,558	-	6,445	-	104,470	21,002
Seminars & conferences	31,867	270	2,900	6,640	-	41,677	56,180
Grants disbursed	-	-	-	2,837,625	-	2,837,625	271,580
Audit fees	-	-	-	-	8,539	8,539	6,700
Professional fees	100,918	1,547	42,929	153,698	-	299,092	305,024
<b>Support costs allocated to activities</b>							
Premises & general costs	57,759	11,923	138,759	23,974	-	232,415	435,076
Management costs	-	13,850	108,300	8,000	-	130,150	75,509
Secretarial costs	97,889	15,000	30,000	10,000	-	152,889	116,934
IT costs	-	7,700	47,500	-	-	55,200	55,951
Depreciation	8,327	-	13,924	3,724	-	25,975	32,189
<b>Total resources expended</b>	<b>887,602</b>	<b>132,120</b>	<b>979,289</b>	<b>3,388,916</b>	<b>53,739</b>	<b>5441,666</b>	<b>2,547,303</b>

# **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2006 (cont )**

## **5. STAFF COSTS**

	<u>2006</u>	<u>2005</u>
	£	£
Salaries	1,334,901	1,040,629
Social Security Costs	119,616	99,666
Other Pension Costs	<u>94,916</u>	<u>80,145</u>
	<u>1,549,433</u>	<u>1,220,440</u>

No employee received emoluments of more than £60,000

The average number of employees during the year was 57 made up as follows

	<u>2006</u>	<u>2005</u>
	£	£
Professional/Operational Staff (Full Time)	43	36
Professional/Operational Staff (Part Time)	10	8
Administration Staff (Full Time)	3	3
Administration (Part Time)	<u>1</u>	<u>2</u>
	<u>57</u>	<u>49</u>

**NB** Other than as detailed in note 12, directors are not remunerated Directors received reimbursement of expenses for attending meetings, amounting to a total of £732 (2005 £1,280)

## **6. TAXATION**

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

## **7. TANGIBLE FIXED ASSETS**

	<b>Leasehold Property £</b>	<b>Computer, Furniture &amp; Fixtures £</b>	<b>Electronic Equipment £</b>	<b>TOTAL £</b>
<b>Cost</b>				
As at 31/3/05	199,978	48,714	40,670	289,362
Additions	-	-	-	-
Disposals	-	-	-	-
As at 31/3/06	<u>199,978</u>	<u>48,714</u>	<u>40,670</u>	<u>289,362</u>
<b>Depreciation</b>				
As at 31/3/05	73,005	37,274	40,670	150,949
Charge for Year	19,998	5,977		25,975
Disposals	-	-	-	-
As at 31/3/06	<u>93,003</u>	<u>43,251</u>	<u>40,670</u>	<u>176,924</u>
<b>Net Book Value</b>				
As at 31/03/06	<u>106,975</u>	<u>5,463</u>	-	<u>112,438</u>
<b>Net Book Value</b>				
At 31/3/05	<u>126,973</u>	<u>11,440</u>	-	<u>138,413</u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2006 (cont )**

**8. PREPAYMENTS AND ACCRUED INCOME**

	<u>2006</u>	<u>2005</u>
	£	£
Prepayments	20,955	69,233
Accrued Income	<u>2,579</u>	<u>11,316</u>
	<u>23,534</u>	<u>80,549</u>

**9. CASH AT BANK**

In previous years, the company was involved in administering the setting up of volunteering development agencies in 32 local authorities. Each agency received funds from the Scottish Executive, which were administered to them through the company. In the year to 2006, the Scottish Executive changed the method of funding the Volunteer Centres, and the company was no longer involved in administering funds. Total income administered during the year therefore amounted to £Nil (2005: £2,318,750) and disbursements totalled £Nil (2005: £2,318,750) and the company now recognises VC grant income and costs disbursed within its own accounts.

The company was also involved in administering the Primary Care Volunteering Fund. £Nil was held at 31<sup>st</sup> March 2006 (2005: £11,216). Total income administered during the year amounted to £Nil (2005: £131,146) and disbursements totalled £11,216 (2005: £124,930).

**10. CREDITORS – Amounts due within one year**

	<u>2006</u>	<u>2005</u>
	£	£
V D.S Funds.		
Trade creditors	109,340	266,575
Accrued Charges	102,215	62,037
Pension Fund Creditor	15,553	11,344
Subscriptions in Advance	7,865	11,829
Courses in Advance	-	6,356
Grants in Advance and Accrued Project Costs	324,191	18,166
Other income in advance	-	13,300
Social Security Costs and Other Taxes	<u>41,527</u>	<u>32,326</u>
	<u>600,691</u>	<u>421,933</u>
Administered Funds:		
Primary Care Volunteering Project	-	<u>11,216</u>
Total	<u>600,691</u>	<u>433,149</u>
Grants in advance are made up of the following		
ESF	-	18,166
VC Renfrew	4,600	-
Russell Commission	311,591	-
SCR	8,000	-

# **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2006 (cont.)**

## **11. FUNDS**

	<b>Property Fund £</b>	<b>Designated Fund £</b>	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total Fund £</b>
Balance at 1st April 2005	138,413	446,511	11,856	37,889	634,669
Net incoming/(outgoing) resources	-	-	270,427	(16,982)	253,445
Transfers between reserves	<u>(25,975)</u>	-	<u>28,038</u>	<u>(2,063)</u>	-
Balance at 31st March 2006	<u>112,438</u>	<u>446,511</u>	<u>310,321</u>	<u>18,844</u>	<u>888,114</u>
<b>Represented by:</b>					
Tangible fixed assets	112,438	-	-	-	112,438
Current assets	-	446,511	911,012	18,844	1,376,367
Other current liabilities	-	-	<u>(600,691)</u>	-	<u>(600,691)</u>
	<u>112,438</u>	<u>446,511</u>	<u>310,321</u>	<u>18,844</u>	<u>888,114</u>

The Property Fund has been set up to assist in identifying those funds that are not free funds and it represents the net book value of tangible fixed assets

Designated Funds are unrestricted funds which the directors have set aside for particular purposes as outlined in the reserves policy on page 3

General Funds are those funds which the directors are free to use in accordance with the charitable objects

Restricted Funds are funds which have been given for particular purposes and projects

## **12. RELATED PARTY TRANSACTIONS**

During the year the company paid a total of £2,250 plus VAT (2005 £3,000) to Scott-Moncrieff, Chartered Accountants Graeme Thom, a former director of the company, is a consultant in Scott-Moncrieff

## **13. CAPITAL**

The Company is limited by guarantee and has no share capital

## **14. PRESENTATION OF ACCOUNTS**

The accounts have been adapted under Section 3(3) of Schedule 4 of the Companies Act 1985 to incorporate an income and expenditure account instead of a profit and loss account

# INCOME AND EXPENDITURE ACCOUNT YEAR ENDED 31st MARCH 2006(detailed)

	Notes	2006	2005
		£	£
Grants - Scottish Executive		4,993,111	2,389,970
Grants - Other		225,090	46,259
Sponsorship		-	7,500
Membership		24,904	28,504
Courses & Conferences		36,106	65,304
Fees		152,920	27,703
Publications		1,930	474
Other income		211,180	7,500
Interest received		49,870	38,571
<b>TOTAL INCOME</b>		<b>5,695,111</b>	<b>2,611,785</b>
<b>STAFF</b>			
Salaries	5	1,549,433	1220,440
Travel		32,956	25,833
Conference and Training		16,898	30,159
Advert/Interview		27,029	8,152
Agency		17,260	15,346
		<u>1,643,576</u>	<u>1,299,930</u>
<b>COMMITTEE</b>			
Travel		7,671	13,156
Conference and Training		9,618	-
		<u>17,289</u>	<u>13,156</u>
<b>GRANTS DISBURSED</b>		<u>2,837,625</u>	<u>271,580</u>
<b>VOLUNTEERS</b>			
Training & Travel		14,057	1,299
<b>RESEARCH</b>		<u>25,001</u>	<u>7,689</u>
<b>YOUTH DEVELOPMENT COSTS</b>		<u>140,500</u>	-
<b>PREMISES &amp; EQUIPMENT</b>			
Rent		47,230	60,142
Insurance		16,343	9,454
Electricity		11,345	9,939
Furniture & Equipment		36,254	244,519
Maintenance & Cleaning		9,085	8,443
		<u>120,257</u>	<u>332,497</u>
<b>OPERATING COST</b>			
Print & Stationery		35,354	23,719
Publications Costs		60,656	84,109
Postage		40,917	33,706
Library and Subscriptions		15,795	21,058
Telephone		18,767	30,367
Sundries		3,394	2,606
Hospitality		2,052	2,455
Meetings/Venues Costs		41,677	56,180
Audit		8,539	6,700
Leasing costs		11,674	9,726
Other Professional		299,092	305,024
Public Relations, Promotions and Marketing		79,469	13,313
Depreciation	7	25,975	32,189
		<u>643,361</u>	<u>621,152</u>
<b>TOTAL EXPENDITURE</b>		<b>5,441,666</b>	<b>2,547,303</b>