

134689

Report of the Trustees and
Financial Statements For The Year Ended 31 March 2011
for
Voluntary Action in Badenoch & Strathspey

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Voluntary Action in Badenoch & Strathspey

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for the Year Ended 31 March 2011

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Voluntary Action in Badenoch & Strathspey

Report of the Trustees for the Year Ended 31 March 2011

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC134689 (Scotland)

Registered Charity number
SC006932

Registered office
2 Inverewe
Grampian Road
Aviemore
Inverness-shire
PH22 1RH

Trustees
W McKenna
J Dunbar
Dr K Adamson
N Sutherland
J M Nethercott
I Gibson
J Grierson
C Collins
D MacCalman

- resigned 17.1.11

Company Secretary
J Rainy Brown

Independent Examiner
Peter Munro FCCA
Peter Munro & Company
15-17 High Street
Kingussie
Inverness-shire
PH21 1HS

Bankers
Bank of Scotland
Main Road
Aviemore
Inverness-shire
PH22 1RH

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Voluntary Action in Badenoch & Strathspey is a company limited by guarantee governed by its Memorandum and Articles of Association dated November 1990. It is a registered charity with the Office of the Scottish Charity Regulator. Any voluntary organisation, community group or individual interested in the work of the voluntary sector, within Badenoch and Strathspey, may become a member.

Voluntary Action in Badenoch & Strathspey

Report of the Trustees

for the Year Ended 31 March 2011

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

As stated in the Articles of Association, the chairperson of the trustees is nominated by the Voluntary Action in Badenoch and Strathspey company board. The Board according to the Articles of Association, states that the company has a maximum of 15 directors and a minimum of six. Each trustee serves a maximum of three years on the Board, but is eligible to be re-elected for a further period.

All members are notified of the opportunity to nominate trustees prior to the AGM and advised of the retiring trustees and requested to make nominations.

Induction and training of new trustees

New trustees go through a thorough induction procedure, which includes briefings on their legal obligations under charity and company law, the workings of the company, the activities of the company and its projects. They are also introduced to the company's employees.

Organisational structure

The company is managed by a board of directors, elected by the company's members. The board meets regularly, at least six times per annum, to attend to the company's business and review its financial position.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Quality assurance

During the year the company has participated in a quality assurance programme covering all aspects of its work.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The company's objects are:-

To promote the general good of the communities within Badenoch and Strathspey and to assist the work of statutory authorities and voluntary organisations in advancing education, furthering health, improving skills, providing information, relieving poverty, sickness and distress or in pursuing any objects which are charitable.

Significant activities

The Company provides support to voluntary and community organisations throughout Badenoch & Strathspey by:-

Providing a range of services, including secretarial and office services, accounting, book keeping and a payroll service. Advice and assistance is given on charity law, constitutions, funding, management and good practice.

Speaking for the voluntary sector on a range of "strategic" bodies including the Community Planning Partnership and Drugs and Alcohol Forum,

Assisting new organisations to get established and established organisations to develop, over fifty groups in all .

Voluntary Action in Badenoch & Strathspey

Report of the Trustees for the Year Ended 31 March 2011

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Company supports the Third Sector in Badenoch and Strathspey and assists it to develop and to meet changing needs.

The Company has contracts to provide managerial support to the Badenoch and Strathspey Community Transport Company and the Aviemore Community Centre Company. It acts in an advisory role to several voluntary organisations.

The Company, through its organiser, is represented on several organisations, whose activities have similar aims and objectives to VABS, including Voluntary Action Highland, the Association of Cairngorms Communities, the Badenoch and Strathspey Community Planning Partnership and the Highland Third Sector LLP.

The Company facilitates the Strathspey and Badenoch Community Council Forum.

The Company employs two development officers to carry out a community needs initiative throughout Badenoch and Strathspey over three years and to assist communities to developing the projects that arise from the process. This is done in partnership with three members of the Community Planning Partnership, namely, the Cairngorms National Park Authority, the Highland Council and Highlands and Islands Enterprise.

The Company has been actively involved in the formation of the Highland Third Sector Interface, which is made up of all the Councils of Voluntary Service within the Highland area along with the volunteering centre. This will be the main conduit for government funding from April 2011.

FINANCIAL REVIEW

Reserves policy

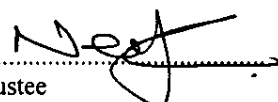
Reserves of unrestricted funds are needed in order to finance the shortfall in core funding relating to the running of the company. These reserves are at a level which should be sufficient to cover the next financial year.

Principal funding sources

Voluntary Action in Badenoch & Strathspey is pleased and fortunate to receive funding from a number of organisations. During the year under review we received funding from:

The Highland Council
Cairngorms National Park Authority
The Scottish Government

ON BEHALF OF THE BOARD:


.....
Trustee
NEIL SUTHERLAND

Date: 20.12.2011.....

Independent Examiner's Report to the Trustees of
Voluntary Action in Badenoch & Strathspey

I report on the accounts for the year ended 31 March 2011 set out on pages five to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 FCCA

Peter Munro FCCA
Peter Munro & Company
15-17 High Street
Kingussie
Inverness-shire
PH21 1HS

Date: 20/12/2011

Voluntary Action in Badenoch & Strathspey

Statement of Financial Activities
for the Year Ended 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	309	63,783	64,092	64,712
Activities for generating funds	3	37,013	8,480	45,493	11,157
Investment income	4	33	6	39	76
Incoming resources from charitable activities					
VABS		-	50,155	50,155	57,780
CAIS		-	25,211	25,211	86,552
Other incoming resources		<u>153</u>	<u>-</u>	<u>153</u>	<u>-</u>
Total incoming resources		37,508	147,635	185,143	220,277
RESOURCES EXPENDED					
Charitable activities					
VABS		29,142	58,469	87,611	92,075
CAIS		-	8,957	8,957	70,092
Streetworkers Project		-	633	633	211
Project account		-	62,902	62,902	60,365
Governance costs		<u>1,639</u>	<u>39</u>	<u>1,678</u>	<u>1,512</u>
Total resources expended		30,781	131,000	161,781	224,255
NET INCOMING/(OUTGOING)					
RESOURCES before transfers		6,727	16,635	23,362	(3,978)
Gross transfers between funds	11	<u>-</u>	<u>(37,500)</u>	<u>(37,500)</u>	<u>-</u>
Net incoming/(outgoing) resources		6,727	(20,865)	(14,138)	(3,978)
RECONCILIATION OF FUNDS					
Total funds brought forward		12,595	40,869	53,464	57,442
TOTAL FUNDS CARRIED FORWARD		<u>19,322</u>	<u>20,004</u>	<u>39,326</u>	<u>53,464</u>

The notes form part of these financial statements

Voluntary Action in Badenoch & Strathspey

Balance Sheet

At 31 March 2011

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
FIXED ASSETS					
Tangible assets	8	925	-	925	3,303
CURRENT ASSETS					
Debtors: amounts falling due within one year	9	1,608	-	1,608	1,644
Cash at bank and in hand		<u>18,935</u>	<u>20,808</u>	<u>39,743</u>	<u>50,083</u>
		20,543	20,808	41,351	51,727
CREDITORS					
Amounts falling due within one year	10	(2,146)	(804)	(2,950)	(1,566)
NET CURRENT ASSETS		<u>18,397</u>	<u>20,004</u>	<u>38,401</u>	<u>50,161</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>19,322</u>	<u>20,004</u>	<u>39,326</u>	<u>53,464</u>
NET ASSETS		<u>19,322</u>	<u>20,004</u>	<u>39,326</u>	<u>53,464</u>
FUNDS	11				
Unrestricted funds				19,322	12,595
Restricted funds				<u>20,004</u>	<u>40,869</u>
TOTAL FUNDS				<u>39,326</u>	<u>53,464</u>

The notes form part of these financial statements

Voluntary Action in Badenoch & Strathspey

Balance Sheet - continued

At 31 March 2011

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

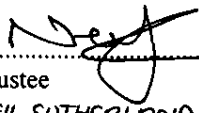
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2011 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 20.12.2011 and were signed on its behalf by:


.....
Trustee
NEIL SUTHERLAND

Voluntary Action in Badenoch & Strathspey

Notes to the Financial Statements for the Year Ended 31 March 2011

1. ACCOUNTING POLICIES

Accounting convention

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

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 25% on reducing balance
Computer equipment	- 25% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2. VOLUNTARY INCOME

	31.3.11	31.3.10
	£	£
Grants	63,782	64,321
Subscriptions	310	391
	<u>64,092</u>	<u>64,712</u>

Grants received, included in the above, are as follows:

	31.3.11	31.3.10
	£	£
Highland Council	8,314	8,314
Highland and Islands Enterprise	2,425	7,575
CNPA	45,443	48,432
Other grants	7,600	-
	<u>63,782</u>	<u>64,321</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.11	31.3.10
	£	£
Secretarial services	2,914	1,621
Management services	20,980	2,500
Rent received	14,544	4,252
VAH income	5,439	1,227
Payroll work done	<u>1,616</u>	<u>1,557</u>
	<u>45,493</u>	<u>11,157</u>

4. INVESTMENT INCOME

	31.3.11	31.3.10
	£	£
Bank account interest	<u>39</u>	<u>76</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.11	31.3.10
	£	£
Depreciation - owned assets	308	1,101
Deficit on disposal of fixed asset	<u>2,069</u>	<u>-</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2011 nor for the year ended 31 March 2010.

7. STAFF COSTS

	31.3.11	31.3.10
	£	£
Wages and salaries	100,782	147,351
Social security costs	<u>9,998</u>	<u>13,261</u>
	<u>110,780</u>	<u>160,612</u>

Voluntary Action in Badenoch & Strathspey

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2010	24,132	7,495	31,627
Disposals	<u>(474)</u>	<u>(6,635)</u>	<u>(7,109)</u>
At 31 March 2011	<u>23,658</u>	<u>860</u>	<u>24,518</u>
DEPRECIATION			
At 1 April 2010	23,184	5,140	28,324
Charge for year	187	121	308
Eliminated on disposal	<u>(274)</u>	<u>(4,765)</u>	<u>(5,039)</u>
At 31 March 2011	<u>23,097</u>	<u>496</u>	<u>23,593</u>
NET BOOK VALUE			
At 31 March 2011	<u>561</u>	<u>364</u>	<u>925</u>
At 31 March 2010	<u>948</u>	<u>2,355</u>	<u>3,303</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.11 £	31.3.10 £
Other debtors	385	205
Prepayments and accrued income	<u>1,223</u>	<u>1,439</u>
	<u>1,608</u>	<u>1,644</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.11 £	31.3.10 £
Bank loans and overdrafts	1,264	-
Trade creditors	-	-
Accrued expenses	<u>1,686</u>	<u>1,566</u>
	<u>2,950</u>	<u>1,566</u>

Voluntary Action in Badenoch & Strathspey

Notes to the Financial Statements - continued
for the Year Ended 31 March 2011

11. MOVEMENT IN FUNDS

	At 1.4.10 £	Net movement in funds £	Transfers between funds £	At 31.3.11 £
Unrestricted funds				
General fund	12,595	(5,773)	-	6,822
Restricted funds				
CAIS	21,285	16,215	(37,500)	-
Street Workers	2,369	(631)	-	1,738
VABS	3,060	20,980	-	24,040
Projects	<u>14,155</u>	<u>(7,429)</u>	<u>-</u>	<u>6,726</u>
	40,869	29,135	(37,500)	32,504
	<u>53,464</u>	<u>23,362</u>	<u>(37,500)</u>	<u>39,326</u>
TOTAL FUNDS				

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	25,008	(30,781)	(5,773)
Restricted funds			
Street Workers	2	(633)	(631)
VABS	79,449	(58,469)	20,980
Projects	55,473	(62,902)	(7,429)
CAIS	<u>25,211</u>	<u>(8,996)</u>	<u>16,215</u>
	160,135	(131,000)	29,135
	<u>185,143</u>	<u>(161,781)</u>	<u>23,362</u>
TOTAL FUNDS			

Voluntary Action in Badenoch & Strathspey

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	31.3.11 £	31.3.10 £
INCOMING RESOURCES		
Voluntary income		
Grants	63,782	64,321
Subscriptions	<u>310</u>	<u>391</u>
	64,092	64,712
Activities for generating funds		
Secretarial services	2,914	1,621
Management services	20,980	2,500
Rent received	14,544	4,252
VAH income	5,439	1,227
Payroll work done	<u>1,616</u>	<u>1,557</u>
	45,493	11,157
Investment income		
Bank account interest	39	76
Incoming resources from charitable activities		
Grants	75,366	144,332
Other incoming resources		
Misc income	<u>153</u>	<u>-</u>
Total incoming resources	185,143	220,277
RESOURCES EXPENDED		
Charitable activities		
Wages	47,889	100,149
Social security	5,068	8,547
Telephone	309	1,467
Postage and stationery	1,654	-
Advertising	549	2,360
Staff & volunteers' expenses	6,141	10,873
Subscriptions & publications	117	1,425
Rent	1,809	333
Management services	6,480	-
Training	-	20
Secretarial services	1,483	-
Events	-	4,905
Fixtures and fittings	-	67
Computer equipment	<u>-</u>	<u>472</u>
	71,499	130,618

Voluntary Action in Badenoch & Strathspey

Detailed Statement of Financial Activities
for the Year Ended 31 March 2011

	31.3.11 £	31.3.10 £
Governance costs		
Accountancy	1,678	1,512
Support costs		
Management		
Wages	52,893	47,202
Social security	4,930	4,714
Rates and water	830	834
Insurance	875	925
Light and heat	1,602	2,711
Telephone	1,997	2,096
Postage and stationery	1,421	2,086
Advertising	168	269
Sundries	971	1,117
Staff & volunteers' expenses	1,437	1,436
Subscriptions & publications	1,537	670
Rent	15,753	17,025
Consultation fees	-	8,625
Training	231	621
Repairs & renewals	1,056	153
Fixtures and fittings	187	249
Computer equipment	121	313
Leasing	526	1,079
	86,535	92,125
Other		
Loss on sale of tangible fixed assets	2,069	-
Total resources expended	161,781	224,255
Net income/(expenditure)	23,362	(3,978)