

SC134689

Report of the Trustees and
Financial Statements For The Year Ended 31 March 2012
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 2012

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Voluntary Action in Badenoch & Strathspey

Report of the Trustees for the Year Ended 31 March 2012

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 2012. 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 - resigned 15.11.12

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 2012

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 2012

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Company as a partner in the Highland Third Sector Interface supports voluntary and community groups in Badenoch and Strathspey and assists in their development and ability 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 many voluntary organisations.

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

The Company facilitates the Badenoch and Strathspey Community Council Forum.

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

The Company has been actively involved in the formation of the Highland Third Sector Partnership, which consists of eight partners across the Highlands who on behalf of HTSP deliver the Scottish Governments requirements in the delivery of services to the Highland Third Sector.

FINANCIAL REVIEW

Reserves policy

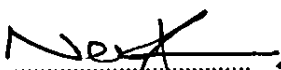
Reserves of unrestricted funds are needed in order to finance the shortfall in core funding relating to the running of the company. These reserves are at a level which should be sufficient to cover the next financial year.

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
Cairngorm Leader program

ON BEHALF OF THE BOARD:


.....
N Sutherland - Trustee

Date: 18. Dec. 12
.....

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

I report on the accounts for the year ended 31 March 2012 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.

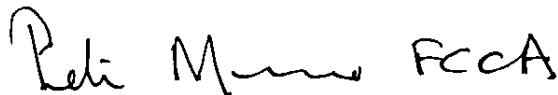
Independent examiner's statement

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.

 Peter Munro FCCA

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

Date: 19 Dec 2012

Voluntary Action in Badenoch & Strathspey

Statement of Financial Activities
for the Year Ended 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31.3.12 Total funds £	31.3.11 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	7,260	56,426	63,686	64,092
Activities for generating funds	3	32,797	-	32,797	45,493
Investment income	4	6	-	6	39
Incoming resources from charitable activities					
VABS		-	66,156	66,156	50,155
CAIS		-	-	-	25,211
Other incoming resources		-	-	-	153
Total incoming resources		40,063	122,582	162,645	185,143
RESOURCES EXPENDED					
Charitable activities					
VABS		10,266	86,010	96,276	87,611
CAIS		-	-	-	8,957
Streetworkers Project		-	-	-	633
Project account		13,292	40,981	54,273	62,902
Governance costs		1,688	-	1,688	1,678
Other resources expended		-	-	-	-
Total resources expended		25,246	126,991	152,237	161,781
NET INCOMING/(OUTGOING)					
RESOURCES before transfers		14,817	(4,409)	10,408	23,362
Gross transfers between funds		-	-	-	(37,500)
Net incoming/(outgoing) resources		14,817	(4,409)	10,408	(14,138)
RECONCILIATION OF FUNDS					
Total funds brought forward		19,322	20,004	39,326	53,464
TOTAL FUNDS CARRIED FORWARD		<u>34,139</u>	<u>15,595</u>	<u>49,734</u>	<u>39,326</u>

The notes form part of these financial statements

Voluntary Action in Badenoch & Strathspey

Balance Sheet

At 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31.3.12 Total funds £	31.3.11 Total funds £
FIXED ASSETS					
Tangible assets	8	1,278	-	1,278	925
CURRENT ASSETS					
Debtors: amounts falling due within one year	9	316	-	316	1,608
Cash at bank and in hand		<u>35,102</u>	<u>26,515</u>	<u>61,617</u>	<u>39,743</u>
		35,418	26,515	61,933	41,351
CREDITORS					
Amounts falling due within one year	10	(2,557)	(10,920)	(13,477)	(2,950)
NET CURRENT ASSETS		<u>32,861</u>	<u>15,595</u>	<u>48,456</u>	<u>38,401</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>34,139</u>	<u>15,595</u>	<u>49,734</u>	<u>39,326</u>
NET ASSETS		<u>34,139</u>	<u>15,595</u>	<u>49,734</u>	<u>39,326</u>
FUNDS	11				
Unrestricted funds				34,139	19,322
Restricted funds				<u>15,595</u>	<u>20,004</u>
TOTAL FUNDS				<u>49,734</u>	<u>39,326</u>

The notes form part of these financial statements

Voluntary Action in Badenoch & Strathspey

Balance Sheet - continued

At 31 March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 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 18 Dec. 12 and were signed on its behalf by:


.....
N Sutherland - Trustee

Voluntary Action in Badenoch & Strathspey

Notes to the Financial Statements for the Year Ended 31 March 2012

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

	31.3.12	31.3.11
	£	£
Grants	63,426	63,782
Subscriptions	<u>260</u>	<u>310</u>
	<u>63,686</u>	<u>64,092</u>

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

	31.3.12	31.3.11
	£	£
Highland Council	8,314	8,314
Highland and Islands Enterprise	-	2,425
CNPA & Cairngorm Leader Program	55,112	45,443
Other grants	<u>-</u>	<u>7,600</u>
	<u>63,426</u>	<u>63,782</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2012

3. ACTIVITIES FOR GENERATING FUNDS

	31.3.12	31.3.11
	£	£
Secretarial services	3,745	2,914
Management services	11,968	20,980
Rent received	12,409	14,544
VAH income	2,424	5,439
Payroll work done	<u>2,251</u>	<u>1,616</u>
	<u>32,797</u>	<u>45,493</u>

4. INVESTMENT INCOME

	31.3.12	31.3.11
	£	£
Bank account interest	<u>6</u>	<u>39</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.12	31.3.11
	£	£
Depreciation - owned assets	425	308
Deficit on disposal of fixed asset	<u>181</u>	<u>2,069</u>

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2012 nor for the year ended 31 March 2011.

7. STAFF COSTS

	31.3.12	31.3.11
	£	£
Wages and salaries	102,441	100,782
Social security costs	<u>9,467</u>	<u>9,998</u>
	<u>111,908</u>	<u>110,780</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2012

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2011	23,658	860	24,518
Additions	-	959	959
Disposals	-	(431)	(431)
At 31 March 2012	<u>23,658</u>	<u>1,388</u>	<u>25,046</u>
DEPRECIATION			
At 1 April 2011	23,097	496	23,593
Charge for year	140	285	425
Eliminated on disposal	-	(250)	(250)
At 31 March 2012	<u>23,237</u>	<u>531</u>	<u>23,768</u>
NET BOOK VALUE			
At 31 March 2012	<u>421</u>	<u>857</u>	<u>1,278</u>
At 31 March 2011	<u>561</u>	<u>364</u>	<u>925</u>

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.12 £	31.3.11 £
Other debtors	316	385
Prepayments and accrued income	-	<u>1,223</u>
	<u>316</u>	<u>1,608</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.12 £	31.3.11 £
Bank loans and overdrafts	-	1,264
Other loans	-	-
Trade creditors	685	-
Social security and other taxes	3,920	-
Accrued expenses	1,872	1,686
Deferred income	<u>7,000</u>	-
	<u>13,477</u>	<u>2,950</u>

11. MOVEMENT IN FUNDS

	At 1.4.11 £	Net movement in funds £	At 31.3.12 £
Unrestricted funds			
General fund	19,322	14,817	34,139
Restricted funds			
Street Workers	1,738	-	1,738
VABS	11,540	(6,540)	5,000
Projects	<u>6,726</u>	<u>2,131</u>	<u>8,857</u>
	20,004	(4,409)	15,595
TOTAL FUNDS	<u>39,326</u>	<u>10,408</u>	<u>49,734</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	40,063	(25,246)	14,817
Restricted funds			
VABS	79,470	(86,010)	(6,540)
Projects	<u>43,112</u>	<u>(40,981)</u>	<u>2,131</u>
	122,582	(126,991)	(4,409)
TOTAL FUNDS	<u>162,645</u>	<u>(152,237)</u>	<u>10,408</u>

Voluntary Action in Badenoch & Strathspey

Detailed Statement of Financial Activities
for the Year Ended 31 March 2012

	31.3.12 £	31.3.11 £
INCOMING RESOURCES		
Voluntary income		
Grants	63,426	63,782
Subscriptions	<u>260</u>	<u>310</u>
	63,686	64,092
Activities for generating funds		
Secretarial services	3,745	2,914
Management services	11,968	20,980
Rent received	12,409	14,544
VAH income	2,424	5,439
Payroll work done	<u>2,251</u>	<u>1,616</u>
	32,797	45,493
Investment income		
Bank account interest	6	39
Incoming resources from charitable activities		
Grants	66,156	75,366
Other incoming resources		
Misc income	<u>-</u>	<u>153</u>
Total incoming resources	162,645	185,143
RESOURCES EXPENDED		
Charitable activities		
Wages	40,597	47,889
Social security	3,672	5,068
Telephone	63	309
Postage and stationery	-	1,654
Advertising	283	549
Staff & volunteers' expenses	5,087	6,141
Subscriptions & publications	-	117
Rent	819	1,809
Management services	3,056	6,480
Secretarial services	<u>1,041</u>	<u>1,483</u>
	54,618	71,499
Governance costs		
Accountancy	1,688	1,678
Other resources expended		
Exceptional items	-	37,500
Support costs		

This page does not form part of the statutory financial statements

Voluntary Action in Badenoch & Strathspey

Detailed Statement of Financial Activities
for the Year Ended 31 March 2012

	31.3.12 £	31.3.11 £
Management		
Wages	61,844	52,893
Social security	5,795	4,930
Rates and water	841	830
Insurance	911	875
Light and heat	1,292	1,602
Telephone	1,220	1,997
Postage and stationery	2,682	1,421
Advertising	-	168
Sundries	440	971
Staff & volunteers' expenses	2,241	1,437
Subscriptions & publications	682	1,537
Rent	15,949	15,753
Training	232	231
Repairs & renewals	99	1,056
Fixtures and fittings	140	187
Computer equipment	285	121
Leasing	<u>1,097</u>	<u>526</u>
	95,750	86,535
Other		
Loss on sale of tangible fixed assets	<u>181</u>	<u>2,069</u>
Total resources expended	152,237	199,281
Net income/(expenditure)	<u>10,408</u>	<u>(14,138)</u>

This page does not form part of the statutory financial statements