

**VOLUNTEER CENTRE EDINBURGH**  
**REPORT AND FINANCIAL STATEMENTS**  
**for the year ended 31 March 2017**

**Charity number: SC029681**  
**Company number: SC202631**

## VOLUNTEER CENTRE EDINBURGH

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## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

The Directors, who are also trustees for the purposes of charity law, are pleased to present their report and accounts for the year ended 31 March 2017.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

### **OBJECTIVES AND ACTIVITIES**

#### **Purposes**

The purposes of Volunteer Edinburgh as set out in its governing document are:

“To promote the advancement of education, the furtherance of health and the relief of poverty, sickness and distress by the promotion of voluntary service and the development of volunteering within the area of the City of Edinburgh and elsewhere”

Our purpose is to build strong social connections, reduce inequalities and support vibrant communities through volunteers and volunteering activity.

Underpinning this are our guiding principles and beliefs that:

- Volunteering is an act of freewill and people have freedom of choice.
- There is transformative power in purposeful, meaningful activity.
- Everyone should have an opportunity to make a positive difference.
- There is power in the personal – volunteering is about relationships.
- Volunteering is Active Citizenship.

The difference we make through our outcomes is:

- More people in Edinburgh volunteer and/or are involved in their community.
- Volunteering reflects the diverse communities of Edinburgh.
- Organisations are able to provide a good quality volunteering experience.
- Local and national policy supports and encourages volunteering and active citizenship in all its forms.

#### **Mission statement**

Our mission for the year was to inspire more people to volunteer so they can enhance their lives, the lives of others and build resilient communities. To be delivered through the following Strategic Outcomes:-

- we inspire and enable people to volunteer;
- we ensure that every volunteer involving organisation is able to offer an excellent volunteering experience;
- using our expert knowledge we inform, educate and inspire our leaders on the benefits of volunteering for Edinburgh and its citizens;
- we inspire the development of volunteering opportunities which bring benefit to the community and enhance social capital;
- we are effective, well governed and managed and a great place to work or volunteer.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

#### **Aims and activities**

To achieve our purpose and meet our outcomes in 2016/2017 our strategic priorities were:

##### **Volunteer Brokerage - recruitment and placement**

- The promotion of volunteering and information and advice for the public on volunteering; on line, from our base in Leith Walk and at fairs and events around the city.
- Maintaining an accessible database of volunteering opportunities in the third and public sectors.
- Promotion of volunteering to young people and the promotion and administration of the Saltire Youth Volunteering Awards.

##### **Volunteering for Personal development**

- Supporting individuals with higher support needs to access volunteering.
- Supporting individuals in the labour market to improve their employability skills using volunteering.

##### **Helping people stay connected and participating**

- Delivery of services to support older people, reduce isolation and build social capital.
- Supporting and developing volunteering at the Royal Edinburgh Hospital.

##### **Building stronger community and challenging inequalities**

- Supporting on the ground community development initiative through the North Edinburgh Time bank.
- Championing equalities and rights through our coordination of the Equalities and Rights Network.

##### **Helping organisations work better with volunteers**

- Providing advice, information and consultancy on volunteer's management to organisations who involve volunteers.
- Delivering training on all aspects of volunteer recruitment and management.
- The promotion and delivery of National Quality Standards in Volunteers Management.

##### **Influencing and informing public policy on volunteering**

- Being a key partner in Community Planning.
- Progression of the Community Planning Partnerships Volunteering Strategy.

Volunteer Edinburgh has an equal commitment to people who wish to volunteer and the organisations that need those volunteers. We are a broker, expert friend, conduit and champion.

Volunteers are involved in a diverse range of roles across the organisation and make a core contribution to how we run projects and services. Volunteers are front and centre in the organisation. Reception volunteers are the public face of the organisation for visitors. Volunteers promote volunteering to the public at events, talks and presentations around the city. Phone line volunteers give advice to isolated older people on activities in their local area. Volunteers support our social media and marketing strategy and champion equalities and rights issues across the city. At the Royal Edinburgh Hospital volunteers run a library and support patients to organise a wide range of activities.

**VOLUNTEER CENTRE EDINBURGH**  
**DIRECTORS' ANNUAL REPORT**  
**for the year ended 31 March 2017**

**Aims and activities (continued)**

Volunteers contributed an average of 340 hours per week in 2016/17. This can be valued as an in-kind contribution to the organisation of around £250,000 based on Edinburgh's average hourly wage in 2016.

**ACHIEVEMENTS AND PERFORMANCE**

To achieve our aims we:-

**1. Volunteer Brokerage - recruitment and placement.**

It is the very heart of what we do, promoting volunteering and active participation as a "good thing". It's proven to be good for people and it is proven to be good for society. We promote the benefits of volunteering and increase access to volunteering for those people who wish to volunteer. In 2016/17 we saw 1,172 people come through the door of our Leith Walk centre (this excludes health and wellbeing and employability clients), up 23% on the previous year, and we talked to a further 1008 people and 414 young people at events, fairs and in schools.

Our website continues to be a major tool in connecting people to volunteering with 64,500 unique visitors last year. Work was progressed through the year on the development of a new database and public website which once introduced will improve customer experience, reduce costs, enable more efficient management of data and our web presence and facilitate easier and more sophisticated reporting.

The volunteering rate in Edinburgh is 35%, one of the highest in Scotland (Scottish Households Survey 2015). 35% of Volunteer Involving Organisations state that we are their main source of volunteers and 66% cite us as one of their top three recruitment tools. There is now a real opportunity for Volunteer Edinburgh to build on this success. Key to this success will be the introduction of our new and improved website with self-service functionality for VIOs.

**2. Volunteering for personal development.**

Volunteering is a well-recognised and powerful tool for personal self-development. From giving the excluded an opportunity to actively and positively participate, to improving mental health and employability prospects, we continue to work to reduce barriers and help people develop and contribute. In 2016/17 we saw 493 people with support needs in Leith Walk and at the Mental Health Information Station at Walpole Hall (up a staggering 247% on previous year). 172 people (up 265%) received intensive guidance with 99 going on to successfully volunteer.

Our employability service continues to provide specialised voluntary work coaching. 109 people tapped into this service and 69 (up 8%) went on to volunteering roles with a focus on improving their employability prospects.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

#### **ACHIEVEMENTS AND PERFORMANCE (continued)**

##### **3. Helping people stay connected and participating.**

We have successfully worked to reduce isolation and social inequality for older people with our LOOPs (Local Opportunities for Older People) phone line. This volunteer-staffed phone line took 632 calls (up 61% on previous year) from older people, family members and professionals on a wide range of subjects. LOOPs Phoneline also ran a fashion show with sponsorship from Sainsburys and two 'IT and Tea' events with support from Virgin. Along with the production of a dedicated promotional film all were aimed at raising the awareness of LOOPs helpline and connecting older people.

Our facility at the Royal Edinburgh Hospital had a very successful year continuing to be vital part of the hospital infrastructure. We engaged 71 new members of the public as volunteers and at year end had 157 public volunteers actively helping improve the well-being of the patients. Together through the year the public donated 6,174 hours of volunteering, equivalent to over £80,000 of value.

63 new or re-engaged patient volunteers were recruited at the Royal Edinburgh Hospital and collectively they contributed 1,416 hours of volunteering.

Our Dementia Befriending service was wound down through the year as a result of loss of funding, and closed on 31<sup>st</sup> March 2017.

Our Community Connecting project run in partnership with Places for People Care and support was retendered in the summer of 2016. The contract for all four localities in the city was awarded to Places for People, starting September 2016, with Volunteer Edinburgh as a sub-contractor. The service was expanded to include people over age 50. However referral rates to the service were lower than expected and it proved challenging to recruit and deploy the expected levels of volunteers. At March 31<sup>st</sup> 2017, 19 new volunteers had been recruited with a total of 27 deployed.

##### **4. Building stronger community and challenging inequalities.**

###### Time Bank

North Edinburgh Time Bank works in collaboration with other local agencies to develop and deliver services and activities that address identified community need e.g. the weekly "Community Chat Café" for isolated newcomers to the area who have limited English language skills; family outings and food events; the "Knit and Natter" group for socially isolated older women. There are currently 96 time bank members.

###### EaRN

The Equality and Rights Network membership rose to 108. We continued to engage between 20 and 25 volunteers through the year who have been involved in a variety of EaRN events including: a community safety drop-in with Police Scotland, specifically addressing post Brexit vote issues; an Accessibility Drop in with the setting up of an Accessibility sub group; and a Hate Crime Awareness Week event at North Edinburgh Arts. EaRN celebrated its first birthday in May 2016 with a large event for members, the report from which has informed City of Edinburgh Council's Equality, Diversity and Rights Framework 2017-2021.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

#### **ACHIEVEMENTS AND PERFORMANCE (continued)**

##### **5. Helping organisations work better with volunteers**

The support that we give to volunteer involving organisations continues to be in high demand. We took 417 enquiries from VIOs on matters around volunteers management, up 37% on the previous year. 141 volunteers managers attended our training courses and a further 51 came to our CPD events. Our peer support sessions attracted 91 volunteers managers.

##### **6. Influencing and informing public policy on volunteering**

As a partner in Edinburgh's Third Sector Interface we continued to be heavily involved in the city's community planning structures. As the city transforms its community planning and delivery structures into a localities based model we have worked with partners to maintain the profile and positive impact of volunteering within this new structure. With so many evolving changes within Community Planning and the City's political administration we postponed the development of the revised Volunteering and Active Citizenship strategy until late 2017.

#### **FINANCIAL REVIEW**

The charity generated a surplus for the year of £40,355 (2016: £10,521). The total income amounted to £857,052 (2016: £794,142), of which £522,845 (2016: £361,304) was related to restricted projects and £334,207 (2016: £432,838) to unrestricted funds. At the balance sheet date the unrestricted reserves were £404,241 (2016: £350,737), including designated funds of £230,688 (2016: £187,378) with £11,142 (2016: £24,291) in restricted funds.

Volunteer Edinburgh secured a tenant on a five year lease for the vacant office space in its building. This provides an important additional source of income and which is part of the organisation's business plan to ensure financial viability.

The charity generated a surplus this year and considerable funds have been designated that are necessary to the operation of the charity and its services and represent an investment in its future. After designating funds, free unrestricted reserves at the year end were £173,533, compared with £163,359 in the previous year.

##### **Post balance sheet event**

During 2013-2015 the trustees took action to reduce the potential pension liability.

The directors took the decision to withdraw from The Pensions Trust Growth Plan during the year and instructed a cessation valuation. The reserves policy had included a sum of £30,000 to fund this withdrawal. Volunteer Edinburgh received confirmation after the year end that the debt on withdrawal, valued as at 30 November 2016, was £22,100. The full amount has been accrued in the current year accounts.

##### **Principal funding sources**

The majority of the charity's income comes from grants and contracts from public sector sources.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

#### **Reserves policy**

The Directors are of the opinion that an acceptable level of free reserves is between 2.5 and 3 months' expenditure. Free reserves provide working capital to cover cash flow requirements caused by delays in the receipt of funding, or to cover unexpected expenditure for example on maintaining the building.

If reserves fall below 2.5 months' expenditure, or are forecast to do so, the board will review the budget and financial forecasts and take measures as necessary to increase income or reduce expenditure.

Based on the 2017-18 budget this represents a fund of between £152k and £183k. Unrestricted free reserves are within the acceptable range.

#### **Risk Management**

The trustees:

- Monitor and update the risk register on an ongoing basis and at least twice a year,
- Evaluate each risk according to its probability and severity
- And identify a mitigation plan against each risk.

The most significant risks identified by the trustees are financial and operational.

The charity must maintain income and reserves in order to comply with the terms of the loan covenants from Lenders and to fulfil our aims. It has also identified the need to diversify income away from Government and Council sources. To address these risks the board is maintaining up to three months' free reserves and seeking additional sources of income such as income generated from the premises owned by the charity.

The trustees are also aware of the risk posed by the pension scheme liability. They have taken actions to reduce the risk and will exit the Scheme in 2017.

The risk of holding inadequate insurance is mitigated by an annual check of the policy cover against the charity's needs.

Operationally the trustees are mitigating the risk of losing key staff by reviewing the staffing structure.

The risks to the charity's reputation through inappropriate volunteer placements is significant, and each volunteer placement is risk assessed. Staff training is in place to reduce the likelihood of this occurring.

The trustees aim to ensure the charity can deliver a good service to its clients and partners if a major event causes disruption. For this reason the business continuity plan is kept up to date.

In 2016 we secured a tenant for the third floor suite on a five year lease and secured a short term tenant for our basement storage facility. In 2017 we will be developing additional office/desk space for generation of additional rental income.



## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

#### **PLANS FOR FUTURE PERIODS**

Following a trustee review and refresh of our strategic framework in 2016 the organisation continues to build on our strengths and bolster our core offer. As the wide Third Sector Interface landscape continues to evolve post Scottish Government review \*(published December 2016) we are focussing on ensuring that volunteering is at the heart of Edinburgh and that we are at the heart of volunteering. In 17/18 work will be completed on a number of key infrastructure improvements including the launch of an all new website, completing the move to a new bespoke database and CRM system, upgrades to Broadband connectivity and upgrades to IT Infrastructure. This work will ensure that we reduce costs, improve operating efficiency and provide a stable platform for the future. Building on the success of using our physical asset of 222 Leith Walk as an income generator we will further exploit this by renting out more of the building to create an income. Volunteer Edinburgh is heavily involved in Edinburgh's community planning landscape and by end of 2017 we will have published Edinburgh's third Volunteering and Active Citizenship strategy.

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

##### **Governing document**

Volunteer Centre Edinburgh (VCE) is a company limited by guarantee (No. SC202631) governed by its Memorandum and Articles of Association and is recognised as a Scottish charity (No. SC029681).

##### **Appointment of Directors**

Up to eight "member" Directors, drawn from the membership of the company, may be elected by the members and up to four non-member "appointed" Directors may be appointed by the Directors of the company. Appointments are determined by the skills gaps on the Board.

##### **Directors' induction and training**

A comprehensive induction pack is given to all trustees. Individual training needs of trustees assessed at recruitment and periodically. Collective training on responsibilities delivered over a three year cycle. The Board Development plan is set and reviewed by the board on an ongoing basis.

##### **Organisational structure**

Trustees (Directors) take overall financial and strategic planning responsibility. The operational management is delegated to staff. A three-yearly development plan is developed by trustees and staff. Annual work plans are developed by staff. The trustees are responsible for recruiting senior members of staff, overseeing organisational restructuring and risk assessment.

The trustees have a governance protocol and scheme of delegated authority. In some situations, responsibility and authority for decisions will be delegated to committees and working groups and/or the Convenor and Treasurer.

##### **Pay and Remuneration of Key Personnel**

The directors consider that the key management personnel of the charity, in charge of directing and controlling, running and operating the charity on a day to day basis, comprise the board of directors, who are the charity's trustees, and the senior management team. All directors are volunteers and no director received remuneration in the year. Details of directors' expenses are disclosed in note 8 to the accounts.

## VOLUNTEER CENTRE EDINBURGH

### DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2017

The contractual pay of senior staff is reviewed on an ad hoc basis. This last took place in 2016, when there was a restructuring of the senior management team. The trustees intend to carry out a salary benchmarking exercise in the future, including a review of the content of job descriptions to ensure they are up to date and workload is appropriately distributed.

#### Third Sector Interface

Volunteer Centre Edinburgh is part of the Edinburgh Third Sector Interface, a strategic and operational partnership with Edinburgh Voluntary Organisations Council and Edinburgh Social Enterprise. Collectively we support and develop a strong Third Sector in Edinburgh; deliver volunteering and social enterprise development; and build Third Sector relationships with community planning.

The Edinburgh TSI received £326,400 from the Scottish Government in financial year 2016-17, a small proportion of which is set aside by the TSI to fund collaborative work. The remainder of the grant is disbursed to the three TSI member organisations to provide funding for core activities.

#### Reference and administrative information

**Charity Name** Volunteer Centre Edinburgh (also known as "Volunteer Edinburgh")

**Charity Registration Number** SC029681

**Company Registration Number** SC202631

<b>Directors</b>	Dr Kris von Wald	Convenor until 4 October 2016 (Resigned 4 October 2016)
	Jane Kille	Vice Convenor (Resigned 31 March 2017)
	John Lawrie	Convenor from 1 April 2017 (Appointed 31 January 2017)
	Mike Reid	Treasurer
	Angela Napuk	
	Edward Hibbert	
	Linda Hamilton	(Appointed 4 October 2016)
	Norman Craig	(Resigned 4 October 2016)
	Rebecca Black	
	Thomas McLean	
	Vincent Connor	
	Laura Morrison	
	Thomas Morris	(Appointed 4 October 2016 & resigned 31 January 2017)
	Tim Warren	(Appointed 5 April 2016 & resigned 4 October 2016)

**Company Secretary** Yvonne Caplan

<b>Key Management Personnel</b>	Paul Wilson	Chief Executive
	Yvonne Caplan	Director of Finance & Operations
	Marion Findlay	Director of Services

**Principal Office and Registered Office** 222 Leith Walk  
Edinburgh EH6 5EQ

## VOLUNTEER CENTRE EDINBURGH

### DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2017

#### Reference and administrative information (cont.)

##### Senior Statutory

**Auditor** Kevin Cattanach

**Independent Auditors** Whitelaw Wells  
Statutory Auditor  
9 Ainslie Place  
Edinburgh, EH3 6AT

**Bankers** Unity Trust Bank  
Nine Brindley Place  
Birmingham B1 2HB

**Solicitors** Maclay Murry Spens      Davidson Chambers LLP  
Quartermile One      12 Hope Street  
15 Lauriston Place      Edinburgh EH2 4DB  
Edinburgh EH3 9EP

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The Directors are responsible for preparing the Directors' Annual Report and the financial statements in accordance with the applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year that give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles of the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed; subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities & Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**VOLUNTEER CENTRE EDINBURGH**

**DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2017**

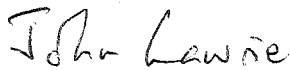
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the Directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by and authorised for issue by the board of directors on 5 September 2017 and signed on their behalf by:-



.....  
**John Lawrie**  
**Director**

## **VOLUNTEER CENTRE EDINBURGH**

### **INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS**

#### **FOR THE YEAR ENDED 31 MARCH 2017**

We have audited the accounts of Volunteer Centre Edinburgh for the year ended 31 March 2017 which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Cash Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with Section 44(1) (c) of the Charities and Trustees Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective Responsibilities of Trustees and Auditors**

As explained more fully in the Trustees' responsibilities statement set out on pages 9 - 10, the Trustees are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

We have been appointed as Auditor under section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

#### **Scope of the Audit of the Accounts**

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

**VOLUNTEER CENTRE EDINBURGH**

**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS**

**FOR THE YEAR ENDED 31 MARCH 2017**

**Opinion on Accounts**

In our opinion the accounts:-

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Opinion on Other Matters Prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the accounts are prepared is consistent with the accounts.

**Matters on which we are Required to Report by Exception**

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

- the charitable company has not kept proper and adequate accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the accounts are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Trustees' Annual Report.



**Kevin Cattanach**

**Senior Statutory Auditor**

**for and on behalf of Whitelaw Wells, Statutory Auditor**

**Whitelaw Wells is eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006**

**9 Ainslie Place**

**Edinburgh EH3 6AT**

5 September 2017

VOLUNTEER CENTRE EDINBURGH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2017

	Notes	Unrestricted		Restricted	2017	2016
		General Funds	Designated Funds	Funds	Total	Total
		£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2	2,959	-	-	2,959	1,139
Investments	3	6,087	-	-	6,087	441
Charitable activities	4	325,161	-	522,845	848,006	792,562
<b>Total income</b>		<b>334,207</b>	<b>-</b>	<b>522,845</b>	<b>857,052</b>	<b>794,142</b>
<b>Expenditure on:</b>						
Charitable activities	5	(245,697)	(35,006)	(535,994)	(816,697)	(783,741)
<b>Total expenditure</b>		<b>(245,697)</b>	<b>(35,006)</b>	<b>(535,994)</b>	<b>(816,697)</b>	<b>(783,741)</b>
<b>Net income/(expenditure) for the year</b>		<b>88,510</b>	<b>(35,006)</b>	<b>(13,149)</b>	<b>40,355</b>	<b>10,401</b>
Transfers between funds	16	(78,316)	78,316	-	-	-
		10,194	43,310	(13,149)	40,355	10,401
<b>Other recognised gains:</b>						
Actuarial (losses)/gains on defined benefit pension scheme		-	-	-	-	120
		10,194	43,310	(13,149)	40,355	10,521
<b>Reconciliation of funds:</b>						
Total funds brought forward		163,359	187,378	24,291	375,028	364,507
<b>Total funds at 31 March 2017</b>		<b>173,553</b>	<b>230,688</b>	<b>11,142</b>	<b>415,383</b>	<b>375,028</b>

The notes on pages 16 to 32 form an integral part of these financial statements

**VOLUNTEER CENTRE EDINBURGH**

**BALANCE SHEET**

As at 31 March 2017

	Notes	£	2017 £	2016 £	£
<b>Fixed assets</b>					
Tangible assets	10		437,368		451,710
Investment property	11		133,520		133,520
			<hr/>		<hr/>
			570,888		585,230
<b>Current assets</b>					
Debtors	12	62,593		10,989	
Cash at bank and in hand		212,175		209,222	
			<hr/>		<hr/>
			274,768		220,211
<b>Creditors: amounts falling due within one year</b>	13	(77,894)		(51,679)	
			<hr/>		<hr/>
<b>Net current assets</b>			196,874		168,532
			<hr/>		<hr/>
			767,762		753,762
<b>Creditors: amounts falling due after more than one year</b>	13		(352,379)		(378,734)
			<hr/>		<hr/>
			415,383		375,028
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Unrestricted funds					
General funds	16		173,553		163,359
Designated funds	16		230,688		187,378
Restricted funds	16		11,142		24,291
			<hr/>		<hr/>
			415,383		375,028
			<hr/> <hr/>		<hr/> <hr/>

These financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

The financial statements were approved and authorised by the Directors on 5 September 2017 and signed on their behalf by:-



**Mike Reid**  
**Director**  
**Registered number: SC202631**

The notes on pages 16 to 32 form an integral part of these financial statements



**VOLUNTEER CENTRE EDINBURGH**

**CASH FLOW STATEMENT**

**For the year ended 31 March 2017**

	<b>Note</b>	<b>2017</b>	<b>2016</b>
		<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities		21,212	141,792
<b>Cash flows from investing activities</b>			
Interest		264	441
Purchase of property, plant and equipment		-	(599,572)
		<hr/>	<hr/>
<b>Cash flows provided/(used) by investing activities</b>		264	(599,131)
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(18,523)	(15,797)
Cash flows from new borrowing		-	406,000
		<hr/>	<hr/>
<b>Cash flows provided by financing activities</b>		(18,523)	390,203
<b>Increase/(decrease) in cash during year</b>		2,953	(67,136)
Net cash at the start of the year		209,222	276,358
		<hr/>	<hr/>
<b>Net cash at the end of the year</b>	<b>20</b>	<u>212,175</u>	<u>209,222</u>
 <b>RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Net movement in funds for the year</b>		40,355	10,521
Interest from investments		(264)	(441)
(Increase)/decrease in debtors		(51,604)	134,916
Increase/(decrease) in creditors		3,931	(19,374)
Increase in pension liability		14,452	1,828
Depreciation charge		14,342	14,342
		<hr/>	<hr/>
<b>Net cash provided by operating activities</b>		21,212	141,792

## VOLUNTEER CENTRE EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

#### 1. Accounting Policies

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Volunteer Centre Edinburgh meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recorded at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern. Accordingly the financial statements have been prepared on a going concern basis.

##### 1.2 Income recognition

Donations and legacies including grants that provide core funding or are of general nature are recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when the donor specifies that the grant must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from investments, namely bank interest, is included in the year in which it is receivable.

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

##### 1.3 Expenditure recognition

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the Charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The charity is not registered for VAT and, accordingly, expenditure is shown gross of irrecoverable VAT.

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.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include governance costs which support the charity's programmes and activities. These costs include the expenses of Trustee meetings, the statutory audit and legal and professional fees. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 5.

## VOLUNTEER CENTRE EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

#### 1.4 Tangible fixed assets and depreciation

All fixed assets are initially recorded at cost with assets costing in excess of £1,000 capitalised.

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:-

Freehold properties –	over 50 years
Fixtures, fittings and equipment –	25% straight line
Computer equipment –	33.33% straight line
Capital improvements–	10% straight line

#### 1.5 Investment Properties

Investment properties are included at market value at the balance sheet date. Gains and losses on revaluation are included in the Statement of Financial Activities in the year in which they arise.

#### 1.6 Leasing

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

#### 1.7 Pensions

The Charity operates a Defined Contributions Pension Scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the Scheme.

The Charity is a member of a Final Salary Pension Scheme for certain of its employees. This Scheme is now closed to new members. The relevant cost is included within staff costs.

It is not possible in the normal course of events to identify on a consistent and reasonable basis the shares of underlying assets and liabilities belonging to individual participating employers. This is because the Scheme is a multi-employer Scheme where the Scheme assets are co-mingled for investment purposes and benefits are paid from total Scheme assets. Consequently the Board of Trustees have followed the FRS102 requirement to account for the contributions to the scheme as if it were a defined contribution scheme.

#### 1.8 Fund Accounting

Unrestricted funds are incoming resources generated for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds that have been earmarked by the directors for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund together with a fair allocation of management and support costs.

#### 1.9 Financial instruments

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

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2017**

**2. Donations and legacies**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Donations	2,209	599
Membership fees	750	540
	2,959	1,139
	2,959	1,139

Income from donations and legacies was £2,959 (2016: £1,139) of which £2,959 (2016: £1,139) was unrestricted and £Nil (2016: £Nil) was restricted.

**3. Investment Income**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank interest received	264	441
Rental income	5,823	-
	6,087	441
	6,087	441

Income from investments was £6,087 (2016: £441) of which £6,087 (2016: £441) was unrestricted and £Nil (2016: £Nil) was restricted.

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**4. Charitable activities**

<u>Grants and Service Level Agreements:</u>	<b>2017</b>	<b>2017</b>	<b>2017</b>	<b>2016</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
CEC – Service Level Agreement	72,920	-	72,920	72,920
CEC – Corporate Governance	-	97,404	97,404	98,140
CEC – Health Inequalities Standing Group	-	26,900	26,900	29,888
Mental Health Resilience	7,438	-	7,438	-
Scottish Government – Third Sector Interface	140,846	-	140,846	126,000
Scottish Government – Third Sector Interface	1,943	-	1,943	1,171
Scottish Government – Third Sector Interface	-	-	-	12,000
CEC - Equality & Rights Network	-	45,000	45,000	40,068
CEC - Employability Challenge Fund	-	73,164	73,164	73,164
NHS – Wayfinder Public Social Partnership	-	34,782	34,782	5,797
ESF P5 Strategic Skills Pipeline	2,318	-	2,318	-
Edinburgh & Lothians Health Foundation	-	98,944	98,944	97,116
Edinburgh & Lothians Health Foundation	-	15,943	15,943	-
CEC – Volunteer Net	-	-	-	1,069
Ingeus	376	-	376	2,651
Community Jobs Scotland	1,364	-	1,364	-
Places for People Scotland	58,595	-	58,595	50,794
EVOG Change Innovation Fund	-	20,688	20,688	43,500
Timebank Choir Voluntary Arts Network award	600	-	600	-
DWP Flexible Support Fund	-	-	-	20,006
LOOPS Infrastructure Programme Support Fund	-	47,000	47,000	58,679
NHS Living it Up	-	59,696	59,696	38,696
Other grants	-	-	-	117
Neighbourhood Partnerships	-	3,124	3,124	-
Edinburgh & Lothians Trust	-	200	200	-
	<hr/>	<hr/>	<hr/>	<hr/>
	286,400	522,845	809,245	771,776
<u>Earned Income</u>				
Training, consultancy & other earned income	38,761	-	38,761	20,786
	<hr/>	<hr/>	<hr/>	<hr/>
	325,161	522,845	848,006	792,562
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Total charitable activities were £848,006 (2016: £792,562) of which £325,161 (2016: £431,258) was unrestricted and £522,845 (2016: £361,304) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

5. Expenditure

	Core £	Personal devel'nt £	Community devel'nt & Social £	2017 Total £	2016 Total £
Recruitment fair	6,972	-	-	6,972	6,038
Training provision	448	55	354	857	942
Events	1,741	415	1,574	3,730	5,141
Fundraising	-	-	-	-	36
<i>Support costs</i>					
Staff costs (note 9)	202,230	238,528	194,061	634,819	592,194
Training & conferences	1,039	1,752	723	3,514	3,612
Recruitment	1,639	436	450	2,525	1,335
Premises costs	3,612	3,141	3,627	10,380	32,644
Cleaning	4,982	3,544	4,139	12,665	7,151
Repairs & maintenance	3,330	2,050	1,977	7,357	6,891
Provision, subscriptions & Miscellaneous	1,368	1,553	1,202	4,123	5,175
Stationery & postage	1,973	3,009	2,476	7,458	11,559
Publicity & promotion	1,011	790	6,435	8,236	4,808
Telephone	1,638	5,943	4,555	12,136	13,339
Office equipment	5,085	2,181	2,848	10,114	13,360
Bad debt	-	-	-	-	255
Volunteer costs	1,186	3,483	4,605	9,274	6,058
Travelling expenses	513	2,080	4,712	7,305	4,456
Consultancy & subcontractor fees	2,400	1,021	4,720	8,141	6,448
Legal & professional fees	4,029	1,191	852	6,072	4,995
liV fees	550	-	-	550	1,925
Bank charges	171	147	119	437	306
Finance costs	20,846	-	-	20,846	20,385
Depreciation	14,342	-	-	14,342	14,342
IT Support	7,942	6,192	5,371	19,505	16,742
Management charge	-	-	-	-	24
<i>Governance costs</i>					
Audit fees	5,210	-	-	5,210	3,580
AGM	129	-	-	129	-
	<u>294,386</u>	<u>277,511</u>	<u>244,800</u>	<u>816,697</u>	<u>783,741</u>

Overheads and support costs are allocated on the basis of staff time.

Total expenditure was £816,697 (2016: £783,741) of which £280,703 (2016: £417,233) was unrestricted and £535,994 (2016: £366,508) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

6. Net Income for the Year

	2017	2016
	£	£
Net income is stated after charging:		
Depreciation	14,342	14,342
Auditors' remuneration – audit fee	4,910	3,540
- Other work	300	-
	<u>19,552</u>	<u>21,422</u>

7. Summary analysis of expenditure and related income for activities

This table shows the cost of the main activities and the sources of income that support those activities.

	Core	Personal devel'nt	Community devel'nt & Social	2017 Total	2016 Total
	£	£	£	£	£
Costs	(294,386)	(277,511)	(244,800)	(816,697)	(783,741)
Donations	768	2,171	20	2,959	1,139
Grants and SLA	242,711	304,931	261,603	809,245	771,776
Earned income	22,447	580	15,734	38,761	20,786
Investment income	6,087	-	-	6,087	441
	<u>(22,373)</u>	<u>30,171</u>	<u>32,557</u>	<u>40,355</u>	<u>10,401</u>

8. Directors' Emoluments

No directors received any remuneration and no expenses were reimbursed during either the current or previous years.

9. Employees

	2017	2016
	£	£
Wages and salaries	509,373	482,332
Social security costs	38,718	35,981
Other pension costs	72,276	71,326
Pension costs FRS102 adjustment	(7,648)	2,555
Crystallisation event	22,100	-
	<u>634,819</u>	<u>592,194</u>

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**9. Employees cont.**

The average number of employees during the year was as follows:

	<b>Total Employees Average for Year</b>	
	<b>2017 No.</b>	<b>2016 No.</b>
Administrative and support staff	4	5
Service provider staff	21	20
	25	25
	25	25

The charity considers its key management personnel comprise the Chief Executive, Director of Finance and Operations and the Director of Services. The total employment benefits including employer pension contributions of the key management personal was £112,864 (2016: £174,512). No employee had emoluments of more than £60,000 during either the current or previous year.

**10. Tangible Fixed Assets**

	<b>Property £</b>	<b>Capital Improve- -ments £</b>	<b>Total £</b>
<b>Cost</b>			
At 1 April 2016	358,480	107,572	466,052
Additions	-	-	-
Disposals	-	-	-
	358,480	107,572	466,052
At 31 March 2017	358,480	107,572	466,052
<b>Depreciation</b>			
At 1 April 2016	3,585	10,757	14,342
Charge for year	3,585	10,757	14,342
Released on disposal	-	-	-
	7,170	21,514	28,684
At 31 March 2017	7,170	21,514	28,684
<b>Net Book Value</b>			
At 31 March 2017	351,310	86,058	437,368
At 31 March 2016	354,895	96,815	451,710



**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**11. Investment Property**

	<b>Investment Property £</b>
<b>Market value</b>	
At 1 April 2016	133,520
Additions	-
	133,520
At 31 March 2017	133,520
<b>Net book value</b>	
At 31 March 2017	133,520
At 31 March 2016	133,520

If investment property had not been revalued it would be held at a historic cost of:

	<b>2017 £</b>	<b>2016 £</b>
Cost	133,520	133,520
	133,520	133,520

The investment property is held at market value paid when the property was purchased in May 2015. The Trustees consider that the current values are not materially different to the values disclosed above.

**12. Debtors**

	<b>2017 £</b>	<b>2016 £</b>
Grants receivable	36,119	6,871
Other debtors	12,645	2,415
Prepayments	13,829	1,703
	62,593	10,989
	62,593	10,989

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**13. Creditors: amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank loans	9,891	9,329
Other loans	9,410	9,007
Trade creditors	567	7,341
Other taxes and social security costs	10,639	10,214
Pension contributions	6,614	6,411
Other creditors	1,214	564
Accruals	7,868	8,032
Deferred income	9,591	-
Pension deficit creditor	22,100	781
	<hr/>	<hr/>
	77,894	51,679
	<hr/> <hr/>	<hr/> <hr/>

**Creditors: amounts falling due after more than one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Bank loans	255,784	265,519
Other loans	96,595	106,348
Pension deficit creditor	-	6,867
	<hr/>	<hr/>
	352,379	378,734
	<hr/> <hr/>	<hr/> <hr/>

**Deferred income**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Balance at 31 March 2016	-	-
Released to Statement of Financial Activities	-	-
Amounts received and deferred during the year	9,591	-
	<hr/>	<hr/>
	9,591	-
	<hr/> <hr/>	<hr/> <hr/>

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2017

**14. Loans and secured debts**

The following secured debts are included within creditors and are due for repayment as shown:-

	2017	2016
	£	£
Amounts repayable		
In one year or less	19,301	18,336
In more than one year but not more than two years	20,745	19,489
In more than two years but not more than five years	70,685	66,362
More than 5 years	260,949	286,017
	371,680	390,204
	371,680	390,204

Unity Trust Bank Plc and Big Issue Invest Limited hold standard bank security over the property owned by the charity. Big Issue Invest Limited also holds a floating charge over the assets and undertaking of the charitable company.

**15. Analysis of Net Assets between Funds**

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Fund balances at 31 March 2017 as represented by:				
Tangible fixed assets	-	437,368	-	437,368
Investment property	-	133,520	-	133,520
Current assets	232,146	31,480	11,142	274,768
Current liabilities	(58,593)	(19,301)	-	(77,894)
Long term liabilities	-	(352,379)	-	(352,379)
	173,553	230,688	11,142	415,383
	173,553	230,688	11,142	415,383

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

16. Movement in funds	At 1 April 2016 £	Income £	Expenditure £	Transfers £	Acturial gain £	At 31 March 2017 £
<b>Restricted funds</b>						
WAVE	4,270	-	(521)	-	-	3,749
EVOC Change Innovation Fund	-	20,688	(20,688)	-	-	-
CEC – Corporate Governance	-	97,404	(97,404)	-	-	-
CEC – Health Inequalities	-	26,900	(26,900)	-	-	-
Edinburgh & Lothian Health	-	98,944	(98,944)	-	-	-
Community Connecting	4,458	-	(4,458)	-	-	-
CEC – Equality & Rights Network	-	45,000	(45,000)	-	-	-
CEC Employability Challenge Fund	-	73,164	(73,164)	-	-	-
Wayfinder	-	34,782	(34,782)	-	-	-
Timebank Choir Seedbed	3,563	-	(1,144)	-	-	2,419
NHS Living it Up	-	59,696	(59,696)	-	-	-
Systems Development	12,000	-	(10,800)	-	-	1,200
Edinburgh & Lothians Health	-	15,943	(15,943)	-	-	-
CEC Neighbourhood Partnership	-	3,124	-	-	-	3,124
CEC LOOPS	-	47,000	(46,350)	-	-	650
Edinburgh & Lothians Trust Fund	-	200	(200)	-	-	-
	24,291	522,845	(535,994)	-	-	11,142
<b>Unrestricted funds</b>						
General funds	163,359	334,207	(245,697)	(78,316)	-	173,553
Designated funds						
Fixed assets	195,026	-	(35,006)	39,188	-	199,208
Pension liability	(7,648)	-	-	7,648	-	-
Server replacement & IT	-	-	-	10,000	-	10,000
Various small funds	-	-	-	21,480	-	21,480
	350,737	334,207	(280,703)	-	-	404,241
<b>Total funds</b>	<b>375,028</b>	<b>857,052</b>	<b>(816,697)</b>	<b>-</b>	<b>-</b>	<b>415,383</b>

**Purposes of general funds**

**General funds**

Unrestricted funds, which comprise the general funds, are expendable at the discretion of the directors, in furtherance of the objects of the company.

## VOLUNTEER CENTRE EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

#### 16. Funds (cont.)

##### **Purposes of Designated Funds**

###### ***Fixed assets***

A designated fund has been set up to represent the balance of fixed assets including investment property, after adjusting for outstanding loans in relation to the property acquisition, from which depreciation and loan interest will be charged.

###### **Server replacement and IT upgrades**

To replace server and other hardware at the end of its useful life, required in 2017/18.

**The Pension liability fund** represents recovery plan payments for 2017 up to the point of exiting the scheme.

**Various small funds** includes amounts designated for **Organisational Restructure** - For redundancy payments and associated costs of restructure; **Website development and design** - This is the remaining fee for delivery of the new website. Work has started on the website; **VEDS support and enhancements** - Further work on a bespoke Customer Relationship Management Database that is under development; and **Redecorations** - To improve first floor office.

##### **Purposes of restricted funds**

###### ***WAVE***

Donation towards "WAVE", a pre-volunteering course for young people who are day-in or out-patients at the Royal Edinburgh Hospital Young People's Unit.

###### ***EVOC Change Innovation Fund***

To deliver innovative volunteer involvement solutions to improve the capacity of partner organisations that provide services to older people.

###### ***CEC – Corporate Governance***

Contribution towards a range of functions around implementing Edinburgh's City Volunteering Strategy and supporting a flourishing Third Sector with volunteering at its core. Supporting Volunteer Involving Organisations to build capacity to manage and support volunteers.

###### ***CEC Health Inequalities Standing Group***

To develop Time Banks in North Edinburgh.

###### ***Edinburgh & Lothians Health Foundation***

Funding was received to improve the health and well being of patients at the Royal Edinburgh Hospital through active involvement in volunteering and improving the hospital environment by involving the wider community in the hospital as volunteers.

###### ***Community Connecting***

To deliver the Community Connecting service in North West and South East Edinburgh.

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**16. Restricted Funds (cont.)**

***Timebank Choir Seedbank***

A grant to support and develop the Timebank Temptations, a choir that is part of the North Edinburgh Time bank.

***CEC – Equality & Rights Network***

To run an Equality and Rights Network to enable individuals, groups and communities of interest to work in partnership with public services to advance equality, promote human rights and to tackle inequality and poverty.

***Wayfinder Public social partnership***

To provide a Volunteer Coordinator who will work as part of the Progressing on Both Fronts staff team to support patients with long standing mental health problems to prepare for discharge.

***Systems Development***

Funding received from Edinburgh TSI to develop a database to improve management of information.

***NHS Living it Up***

To employ community engagement workers to promote the Living it Up project and website for health and wellbeing.

***Edinburgh & Lothians Trust Fund***

Networks patient participatory activities programme.

***CEC Neighbourhood Partnership***

To develop a programme of intergenerational events to combat social isolation.

***LOOPS Infrastructure Programme Support Fund***

To develop and support services promoting older people's participation in North West and South East Edinburgh, including a volunteer-run phonenumber.

***Edinburgh & Lothians Trust Fund***

For the Inspiring Volunteer Award.

**17. Operating lease commitments**

At 31 March 2017 the charity had total commitments for premises under non-cancellable operating leases, payable as follows:-

	<b>Office Equipment 2017 £</b>	<b>Office Equipment 2016 £</b>
Expiring:		
Within one year	1,210	1,353
Within one to five years	3,340	4,554
	<hr/> <hr/>	<hr/> <hr/>

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2017**

**18. Retirement Benefit Obligations**

**Defined Contribution Pension Scheme**

Volunteer Centre Edinburgh participates in a defined contribution pension scheme run by Scottish Life. This is a new scheme that was opened during 2014 and the charity's contribution to this scheme is 7% of participants' salaries which is charged to the Statement of Financial Activities in the year to which the payments relate. This scheme is open to all qualifying employees.

<b>Defined contribution</b>	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	67,250	69,251
	<u>          </u>	<u>          </u>

**Final Salary Pension Scheme**

Volunteer Centre Edinburgh participated in The Pensions Trust – The Growth Plan (the Scheme), a multi-employer scheme which provides benefits to some 1,300 non-associated employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

Deficit contributions

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	<b>£13,900,000 per annum</b>
<b>From 1 April 2013 to 31 October 2023:</b>	<b>(payable monthly and increasing by 3% each on 1st April)</b>

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A full actuarial valuation for the scheme was carried out at 30 September 2011. This valuation showed assets of £780m, liabilities of £928m and a deficit of £148m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2017**

**18. Retirement Benefit Obligations (cont.)**

Deficit contributions

	£12,945,440 per annum
From 1 April 2016 to 30 September 2025:	(payable monthly and increasing by 3% each on 1st April)
<hr/>	
	£54,,560 per annum
From 1 April 2016 to 30 September 2028:	(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

PRESENT VALUES OF PROVISION

	Period Ending 31 March 2017 £	Period Ending 31 March 2016 £	Period Ending 31 March 2015 £
<b>Present value of Provision</b>	22,100	7,648	5,820

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2017 (£s)	Period Ending 31 March 2016 (£s)
Provision at start of period	7,648	5,820
Unwinding of the discount factor (interest expense)	-	95
Deficit contribution paid	-	(702)
Remeasurements - impact of any change in assumptions	-	(120)
Remeasurements - amendments to the contribution schedule	(7,648)	2,555
Crystallisation event	22,100	-
Provision at end of period	22,100	7,648



**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2017

**18. Retirement Benefit Obligations (cont.)**

INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2017 (£s)	Period Ending 31 March 2016 (£s)
Interest expense	-	95
Remeasurements – impact of any change in assumptions	-	(120)
Remeasurements – amendments to the contribution schedule	(7,648)	2,555
Contributions paid in respect of future service	-	-
Costs recognised in income and expenditure account	22,100	702

ASSUMPTIONS

	31 March 2017 % per annum	31 March 2016 % per annum	31 March 2015 % per annum
Rate of discount	N/A	2.07	1.74

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

DEFICIT CONTRIBUTIONS SCHEDULE

Year ending	31 March 2017 (£s)	31 March 2016 (£s)	31 March 2015 (£s)
Year 1	22,100	781	702
Year 2	-	805	723
Year 3	-	829	745
Year 4	-	854	767
Year 5	-	879	790
Year 6	-	906	814
Year 7	-	933	838
Year 8	-	961	864
Year 9	-	990	-
Year 10	-	510	-

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2017**

**18. Retirement Benefit Obligations (cont.)**

The company must recognise a liability measured as the present value of the contributions payable that arise from the deficit recovery agreement and the resulting expense in the income and expenditure account i.e. the unwinding of the discount rate as a finance cost in the period in which it arises.

It is these contributions that have been used to derive the company's balance sheet liability.

Exit liability

During the year Volunteer Centre Edinburgh notified The Pensions Trust that they wished to withdraw from the scheme and instructed a cessation valuation to be calculated. The valuation was carried out as at November 2016. Volunteer Centre Edinburgh received confirmation after the year end that the debt on withdrawal for the scheme was £22,100. The full amount of £22,100 has been accrued in these accounts.

**19. Related party transactions**

No one individual had control of the charity during the year.

There were no related party transactions during the year as required to be disclosed by Financial Reporting Statement 102.

**20. Cash flow statement – analysis change in net funds**

	At 1 April 2016 £	Cash flow £	At 31 March 2017 £
Cash in hand and at bank	209,222	2,953	212,175
	_____	_____	_____
<b>Net funds</b>	<b>209,222</b>	<b>2,953</b>	<b>212,175</b>
	=====	=====	=====

**VOLUNTEER CENTRE EDINBURGH**

**The following pages do not form part of the statutory accounts.**

**VOLUNTEER CENTRE EDINBURGH**

**DETAILED INCOME AND EXPENDITURE ACCOUNT**

For the year ended 31 March 2017

	2017		2016	
	£	£	£	£
<b>Income</b>				
<b>Donations</b>	2,959		1,139	
		2,959		1,139
<b>Investment Income</b>				
Bank Interest	264		441	
Rental income	5,823		-	
		6,087		441
<b>Income from charitable activities</b>				
Earned Income	38,761		20,786	
CEC – Service Level Agreement	72,920		72,920	
CEC – Corporate Services	97,404		98,140	
CEC – Health Inequalities Standing Group	26,900		29,888	
CEC – Equality & Rights Network	45,000		40,068	
CEC – Employability Challenge Fund	73,164		73,164	
Scottish Government – Third Sector Interface	140,846		126,000	
Scottish Government – Third Sector Interface	-		12,000	
Scottish Government – Third Sector Interface	1,943		1,171	
NHS Lothian - Royal Edinburgh Hospital	15,943		-	
ESF P5 Strategic Skills Pipeline	2,318		-	
NHS Wayfinder Public Social Partnership	34,782		5,797	
NHS Edinburgh & Lothians Health Foundation	98,944		97,116	
CEC Volunteer Net	-		1,069	
Ingeus	376		2,651	
Edinburgh & Lothians Trust	200		-	
Places for People	58,595		50,794	
Community Jobs Scotland	1,364		-	
EVOC Change Innovation Fund	20,688		43,500	
Timebank Choir Voluntary Arts Network award	600		-	
DWP Flexible Support Fund	-		20,006	
LOOPS Infrastructure Programme Support Fund	47,000		58,679	
NHS Living it Up	59,696		38,696	
Other grants	-		117	
Mental Health Resilience	7,438		-	
Neighbourhood Partnerships	3,124		-	
		848,006		792,562
<b>Total Income</b>		857,052		794,142
<b>Total Expenditure</b>		(816,697)		(783,741)
<b>Net Surplus for the Year</b>		40,355		10,401

**VOLUNTEER CENTRE EDINBURGH**

**SCHEDULE OF EXPENDITURE**

**For the year ended 31 March 2017**

	2017		2016	
	£	£	£	£
<b>Expenditure</b>				
<b>Charitable activities</b>				
<i>Staff costs</i>				
Wages and salaries	509,373		482,332	
Employer's NI contributions	38,718		35,981	
Staff pension costs	86,728		73,881	
Staff recruitment, training & conferences	6,039		4,947	
		640,858		597,141
<i>Premises costs</i>				
Rent and rates	990		6,464	
Insurance	2,325		2,219	
Heat and light	7,065		5,988	
Cleaning	12,665		7,151	
Repairs and maintenance	7,357		6,891	
Premises move	-		17,973	
		30,402		46,686
<i>Running costs</i>				
Subscriptions	1,297		1,568	
Provisions and supplies	2,555		2,447	
General expenses	272		1,160	
Printing, postage and stationery	7,458		11,559	
Publicity and promotion	8,236		4,808	
Telephone	12,136		13,339	
Office equipment	10,114		13,360	
Bad debts	-		255	
Travelling expenses	7,305		4,263	
Volunteer expenses	9,274		6,251	
Events and training	4,587		6,083	
Recruitment fair	6,972		6,038	
Legal and professional	6,751		6,920	
Consultancy fees	8,141		6,448	
IT and web support	19,505		16,742	
Bank charges	437		306	
Finance costs	20,846		20,385	
Fundraising	-		36	
Management charge	-		24	
		125,885		121,992
<i>Depreciation and Gains/Losses</i>				
Depreciation	14,342		14,342	
		14,342		14,342
<b>Total of charitable activity expenditure</b>		816,697		780,161
<b>Governance Costs</b>				
Audit	5,210		3,580	
		5,210		3,580
<b>Total expenditure</b>		816,697		783,741