

VOLUNTEER CENTRE EDINBURGH
REPORT AND FINANCIAL STATEMENTS
for the year ended 31 March 2018

Charity number: SC029681
Company number: SC202631

VOLUNTEER CENTRE EDINBURGH

Contents	Page
Directors' Annual Report	1 – 10
Independent Auditor's Report	11 - 13
Statement of Financial Activities	14
Balance Sheet	15
Statement of cash flows	16
Notes to the Financial Statements	17 - 34

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

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 2018.

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 2018

Aims and activities

To achieve our purpose and meet our outcomes in 2017/2018 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.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

ACHIEVEMENTS AND PERFORMANCE

To achieve our aims we:-

1. Volunteer Brokerage - recruitment and placement.

Volunteering has proven benefits for society and for the individuals who take part in it and it is at the heart of everything that Volunteer Edinburgh does. There is increased demand from volunteer involving organisation for volunteers to help meet the demand for services, which is particularly acute as public sector reform continues to take effect. While volunteering in Edinburgh is considerably healthier than the Scottish average (Scottish Households Survey 2016 32% vs 27%) it broadly remains static at around a third of Edinburgh's population regularly volunteering. Within that third there are positive demographic changes with more young people volunteering than ever before. In 2017/18 we welcomed 877 mainstream clients (excluding Health and Wellbeing and Employability clients) through the door of our Leith Walk offices. This was a decline of 25% on the previous year, although changes to our recording systems may have partially impacted this apparent decline. The number of people engaged with at talks, community events, fairs etc. was down 44% on the previous year at 561 people. This was a direct result of reduced staffing capacity to attend fairs and events.

Our website continues to be a major tool in connecting people to volunteering with 61,038 unique visitors last year. At the very end of the financial year we launched an all new website. With the advantages of reduced hosting costs, easier updating and development and an new look and feel, it offers customer a far better experience, including those using via mobile devices. Further development work is planned to introduce self-service functionality for Volunteer Involving organisation customers.

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 2017/18 we saw 471 people with support needs in Leith Walk and at the Mental Health Information Station at Walpole Hall. 184 people (up 7%) received intensive guidance with 114 (up 15%) going on to successfully volunteer.

Our employability service continues to provide specialised voluntary work coaching. 108 people tapped into this service and 62 went on to volunteering roles with a focus on improving their employability prospects.

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 717 calls (up 13% on previous year) from older people, family members and professionals on a wide range of subjects.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

ACHIEVEMENTS AND PERFORMANCE (continued)

4. Helping people stay connected and participating (continued)

Our facility at the Royal Edinburgh Hospital had a very successful year continuing to be vital part of the hospital infrastructure. We engaged 61 new members of the public as volunteers and at year end had 135 public volunteers actively helping improve the well-being of the patients. Together through the year the public donated 5189 hours of volunteering. 63 In-patient volunteers were recruited contributing 1500 hours of volunteering, an increase of 6% on the previous year.

In partnership with Festivals Edinburgh we launched Festival City Volunteering, to mark the 70th anniversary of the Edinburgh International Festival. We recruited, trained and deployed a team of 40 volunteers from diverse backgrounds who provided information to the festival visitors in key locations across the city centre during August. The programme was very successful providing support and information to over 6000 visitors. It attracted a lot of positive publicity and the team had an official meeting with the First Minister.

In June 2017 our Community Connecting sub-contract with Places for People Care and Support (P4P) came to an end with P4P taking the contract back in-house. One member of staff was transferred under TUPE regulations and the other elected not to transfer and was made redundant.

5. 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 93 Time Bank members.

EaRN

The Equality and Rights Network membership rose to 131. EaRN engaged with 41 volunteers supporting the work of the project. EaRN visited 23 different groups, organisation and public agencies to hold workshops and facilitate discussions on equality and rights, hosted 4 members meeting and launched the successful Voices of Edinburgh project and exhibition and organised and delivered What Women Want workshop in conjunction with Engender and Women 50:50.

6. Helping organisations work better with volunteers

We supported 226 VIOs with enquires around volunteers management. This is down 52% on the previous year, however poor recording of support resulting from challenges with our current database does mean that this figure is likely to be incorrect and substantially lower than reality. 104 volunteer managers attended our training courses and a further 62 came to our CPD events. Our peer support sessions attracted 85 volunteer managers.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

ACHIEVEMENTS AND PERFORMANCE (continued)

7. 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 localities model of working embedded across the city we continued to promote the profile and positive impact of volunteering. Late in the financial year the Edinburgh Partnership Board started a wholesale review of community planning structures, forming a sub group of the EPB to take forward this work. As Equality and Rights member on the EPB we have been working as part of this review group. The results of the review are expected in October 2018.

In November 2017 we formed a Volunteering and Active Citizenship Strategy Development Group to take forward the development of the new Compact Volunteering and Active Citizenship Strategy. The launch of the new strategy is scheduled for autumn 2018.

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. Volunteers welcomed visitors to Edinburgh as part of the Festival City Volunteers project.

Volunteers contributed an average of 315 hours per week in 2017/18. This can be valued as an in-kind contribution of around £224,000 based on Edinburgh's average hourly wage (£13.70 per hour, 2016).

FINANCIAL REVIEW

The charity generated a surplus for the year of £10,941 (2017: £40,355). The total income amounted to £762,607 (2017: £857,052), of which £469,515 (2017: £522,845) was related to restricted projects and £293,092 (2017: £334,207) to unrestricted funds. At the balance sheet date the unrestricted reserves were £400,054 (2017: £404,241), including designated funds of £232,835 (2017: £230,688), with £26,270 (2017: £11,142) in restricted funds.

Volunteer Edinburgh continues to rent its top floor office space, providing a source of income that is part of the organisation's business plan to ensure financial viability. A basement storage area has also been rented out resulting in another small income stream, and there are plans to rent out desk space.

In May 2017 Volunteer Edinburgh undertook a further restructure of its management team at service manager grade. Health and Wellbeing and Employability teams were merged with a reduction of one service manager post. The Delivered Services Manager role was made redundant, reducing service manager posts from five to three. Two service managers elected to job-share therefore headcount was reduced by one.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

FINANCIAL REVIEW (continued)

Recognising the importance of an effective database to manage and record work the Board have allocated resources for the development of a new Salesforce based database. This database will enable us to better record and report on our impact as well as enabling new website functionality which will improve the customer experience. Adopting a phased approach, the phase one launch will take place in autumn 2018.

During the year the trustees re-mortgaged and changed lender. This has resulted in lower interest payments over the next seven years and fewer covenant restrictions, giving the organisation more flexibility in its operations.

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 £167,219, compared with £173,553 in the previous year.

Principal funding sources

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

Reserves policy

The Directors are of the opinion that an acceptable level of free reserves is between 2½ 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 2½ 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 2018-19 budget this represents a fund of between £150k and £180k. Unrestricted free reserves are within the acceptable range. Roof maintenance will be required at Leith Walk in the future and this will be a substantial spend. In light of this the Directors work towards holding reserves at the top level of the acceptable range.

Risk Management

The trustees monitor the organisational risk register throughout the year, evaluating each risk according to its probability and severity, and identifying mitigating actions where appropriate.

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

The charity must maintain income and reserves in order to repay its property loan 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 three months' free reserves and seeking additional sources of income such as income generated from the premises owned by the charity.

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

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

Risk Management (continued)

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.

The trustees are aware that generating income from the premises, by for example renting unused office space, will be essential for the charity's ongoing financial success.

In 2016 we secured a tenant for the third floor suite on a five year lease and secured a tenant for our basement storage facility. In 2018 we continue to develop additional desk space to rent to one or more small groups to increase our earned income.

PLANS FOR FUTURE PERIODS

The Scottish Government published its review of TSIs and Voluntary Action Scotland in December 2016. During 2017 they undertook additional consultation with the TSI network and other stakeholders. Following this Scottish Government's announcement that from September 2018 it would withdraw support for VAS, it has continued to undertake a review of what TSI's will deliver. This is also in the context of the development of the as yet unpublished Volunteering Framework for Scotland. In both these context Volunteer Edinburgh continues to participate in the discussions as part of the TSI while focussing on improving and development our core offer to our customers, both the public and VIOs.

The Edinburgh Partnership Board are undertaking a review of community planning structures in Edinburgh. Volunteer Edinburgh is fully engaged with this process as part of the TSI and as we develop the Volunteering and Active Citizenship strategy we will exploit all opportunities to keep volunteering at the heart of Edinburgh.

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.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

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.

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.

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 2017-18, 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.

VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

Reference and administrative information

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

Charity Registration Number SC029681

Company Registration Number SC202631

Directors

John Lawrie	Convenor
Edward Hibbert	Deputy Convenor from 5 September 2017
Mike Reid	Treasurer
Angela Napuk	
Linda Hamilton	
Rebecca Black	(Resigned 26 September 2017)
Thomas McLean	
Vincent Connor	
Laura Morrison	
Jane Greenacre	(Appointed 27 March 2018)
Albert Patterson	(Appointed 27 March 2018)
Kate Smith	(Appointed 27 March 2018)

Company Secretary Yvonne Caplan

Key Management Personnel

Paul Wilson	Chief Executive
Yvonne Caplan	Finance Manager
Marion Findlay	Director of Services

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

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

Dentons LLP Quartermile One 15 Lauriston Place Edinburgh EH3 9EP	Davidson Chalmers LLP 12 Hope Street Edinburgh EH2 4DB
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VOLUNTEER CENTRE EDINBURGH

DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2018

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.

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 28 August 2018 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 2018

We have audited the accounts of Volunteer Centre Edinburgh for the year ended 31 March 2018 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.

Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its net income or expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

VOLUNTEER CENTRE EDINBURGH

INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS

FOR THE YEAR ENDED 31 MARCH 2018

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

VOLUNTEER CENTRE EDINBURGH

INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS

FOR THE YEAR ENDED 31 MARCH 2018

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

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

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page nine, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.



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

28 August 2018

VOLUNTEER CENTRE EDINBURGH

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2018

		Unrestricted		Restricted	2018	2017
	Notes	General Funds	Designated Funds	Funds	Total	Total
		£	£	£	£	£
Income and endowments from:						
Donations and legacies	2	590	-	-	590	2,959
Investments	3	30,185	-	-	30,185	6,087
Charitable activities	4	262,317	-	469,515	731,832	848,006
Total income		<u>293,092</u>	<u>-</u>	<u>469,515</u>	<u>762,607</u>	<u>857,052</u>
Expenditure on:						
Charitable activities	5	(238,852)	(58,427)	(454,387)	(751,666)	(816,697)
Total expenditure		<u>(238,852)</u>	<u>(58,427)</u>	<u>(454,387)</u>	<u>(751,666)</u>	<u>(816,697)</u>
Net income/(expenditure) for the year		54,240	(58,427)	15,128	10,941	40,355
Transfers between funds	16	(60,574)	60,574	-	-	-
Net movements on funds		(6,334)	2,147	15,128	10,941	40,355
Reconciliation of funds:						
Total funds brought forward		<u>173,553</u>	<u>230,688</u>	<u>11,142</u>	<u>415,383</u>	<u>375,028</u>
Total funds at 31 March 2018		<u><u>167,219</u></u>	<u><u>232,835</u></u>	<u><u>26,270</u></u>	<u><u>426,324</u></u>	<u><u>415,383</u></u>

The notes on pages 17 to 34 form an integral part of these financial statements

VOLUNTEER CENTRE EDINBURGH

BALANCE SHEET

As at 31 March 2018

	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	10		435,768		437,368
Investment property	11		133,520		133,520
			<u>569,288</u>		<u>570,888</u>
Current assets					
Debtors	12	14,998		62,593	
Cash at bank and in hand		244,654		212,175	
			<u>259,652</u>	<u>274,768</u>	
Creditors: amounts falling due within one year	13	(64,976)		(77,894)	
Net current assets			<u>194,676</u>	<u>196,874</u>	
			763,964	767,762	
Creditors: amounts falling due after more than one year	13	(337,640)		(352,379)	
			<u>426,324</u>	<u>415,383</u>	
Funds					
Unrestricted funds					
General funds	16		167,219		173,553
Designated funds	16		232,835		230,688
Restricted funds	16		26,270		11,142
			<u>426,324</u>	<u>415,383</u>	

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 28 August 2018 and signed on their behalf by:-



Mike Reid
Director
Registered number: SC202631

The notes on pages 17 to 34 form an integral part of these financial statements

VOLUNTEER CENTRE EDINBURGH

CASH FLOW STATEMENT

For the year ended 31 March 2018

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash provided by operating activities		58,980	36,235
Cash flows from investing activities			
Interest received		278	264
Interest paid		(19,884)	(20,846)
Rental income		29,907	5,823
Purchase of property, plant and equipment		(16,967)	-
		<hr/>	<hr/>
Cash flows (used)/provided by investing activities		(6,666)	(14,759)
Cash flows from financing activities			
Repayment of borrowings		(19,835)	(18,523)
		<hr/>	<hr/>
Cash flows used in financing activities		(26,501)	(33,282)
Increase in cash during year		32,479	2,953
Net cash at the start of the year		212,175	209,222
		<hr/>	<hr/>
Net cash at the end of the year	20	244,654	212,175
		<hr/> <hr/>	<hr/> <hr/>
 RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES			
Net movement in funds for the year		10,941	40,355
Interest from investments		(278)	(264)
Interest paid		19,884	20,846
Rental income		(29,907)	(5,823)
Decrease/ (increase) in debtors		47,595	(51,604)
(Decrease)/increase in creditors		(7,822)	3,931
Increase in pension liability		-	14,452
Depreciation charge		18,567	14,342
		<hr/>	<hr/>
Net cash provided by operating activities		58,980	36,235
		<hr/> <hr/>	<hr/> <hr/>

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

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 performances 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 2018

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 property	over 50 years
Capital improvements	10% straight line
Computer equipment	20% - 33.33% 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 was a member of a Final Salary Pension Scheme until last year for some of its employees. This Scheme is now closed and the deficit crystallised in the previous year.

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 2018

2. Donations and legacies

	2018	2017
	£	£
Donations	20	2,209
Membership fees	570	750
	590	2,959
	590	2,959

Income from donations and legacies was £590 (2017: £2,959) of which £590 (2017: £2,959) was unrestricted and £Nil (2017: £Nil) was restricted.

3. Investment Income

	2018	2017
	£	£
Bank interest received	278	264
Rental income	29,907	5,823
	30,185	6,087
	30,185	6,087

Income from investments was £30,185 (2017: £6,087) of which £30,185 (2017: £6,087) was unrestricted and £Nil (2017: £Nil) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

4. Charitable activities

	2018	2018	2018	2017
<u>Grants and Service Level Agreements:</u>	Unrestricted	Restricted	Total	Total
	£	£	£	£
CEC – Service Level Agreement	72,920	-	72,920	72,920
CEC – Strategy and Insight	-	97,087	97,087	97,404
CEC – Health Inequalities	-	25,716	25,716	26,900
Mental Health Resilience	-	-	-	7,438
Scottish Government – Third Sector Interface	128,572	-	128,572	140,846
Scottish Government – Third Sector Interface	5,830	-	5,830	1,943
CEC - Equality & Rights Network	-	45,000	45,000	45,000
CEC - Employability Challenge Fund	-	73,164	73,164	73,164
NHS – Wayfinder Public Social Partnership	-	29,251	29,251	34,782
ESF P5 Strategic Skills Pipeline	-	-	-	2,318
Edinburgh & Lothians Health Foundation	-	99,500	99,500	98,944
Edinburgh & Lothians Health Foundation	-	-	-	15,943
Community Jobs Scotland	7,600	-	7,600	1,364
Places for People Scotland	19,806	-	19,806	58,595
EVOC Change Innovation Fund	-	-	-	20,688
LOOPS Infrastructure Programme Support Fund	-	45,650	45,650	47,000
NHS Living it Up	-	14,294	14,294	59,696
Neighbourhood Partnerships	-	-	-	3,124
Neighbourhood Partnership community grant	-	5,000	5,000	-
Festival City Volunteering	-	3,625	3,625	-
Life Changes Trust	-	30,987	30,987	-
Other grants individually less than £1,000	-	241	241	1,176
	<u>234,728</u>	<u>469,515</u>	<u>704,243</u>	<u>809,245</u>
<u>Earned Income</u>				
Training, consultancy & other earned income	27,589	-	27,589	38,761
	<u>262,317</u>	<u>469,515</u>	<u>731,832</u>	<u>848,006</u>

Total charitable activities were £731,832 (2017: £848,006) of which £262,317 (2017: £325,161) was unrestricted and £469,515 (2017: £522,845) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

5. Expenditure

	Core	Personal	Community	2018	2017
	devel'nt	devel'nt	& Social	Total	Total
	£	£	£	£	£
Recruitment fair	6,150	-	-	6,150	6,972
Training provision	349	77	489	915	857
Events	1,531	337	2,146	4,014	3,730
<i>Support costs</i>					
Staff costs (note 9)	210,322	231,002	125,201	566,525	634,819
Training & conferences	2,240	2,517	1,137	5,894	3,514
Recruitment	400	428	523	1,351	2,525
Premises costs	4,168	3,862	2,866	10,896	10,380
Cleaning	7,418	5,234	2,589	15,241	12,665
Repairs & maintenance	5,058	1,670	1,184	7,912	7,357
Provision, subscriptions & Miscellaneous	5,055	2,334	1,239	8,628	4,123
Stationery & postage	1,107	2,172	839	4,118	7,458
Publicity & promotion	3,000	1,425	4,782	9,207	8,236
Telephone	3,849	7,554	2,919	14,322	12,136
Office equipment	2,345	1,760	2,996	7,101	10,114
Bad debt	45	35	-	80	-
Volunteer costs	545	3,574	3,132	7,251	9,274
Travelling expenses	1,164	1,309	591	3,064	7,305
Consultancy & subcontractor fees	463	399	5,479	6,341	8,141
Legal & professional fees	3,533	1,151	558	5,242	6,072
liV fees	37	31	432	500	550
Bank charges	158	176	84	418	437
Finance costs	19,884	-	-	19,884	20,846
Depreciation	18,567	-	-	18,567	14,342
IT Support	12,975	7,458	3,652	24,085	19,505
<i>Governance costs</i>					
Audit fees	3,960	-	-	3,960	5,210
AGM	-	-	-	-	129
	<u>314,323</u>	<u>274,505</u>	<u>162,838</u>	<u>751,666</u>	<u>816,697</u>

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

Total expenditure was £751,666 (2017: £816,697) of which £277,863 (2017: £280,703) was unrestricted and £473,803 (2017: £535,994) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

6. Net Income for the Year

	2018	2017
	£	£
Net income is stated after charging:		
Depreciation	18,567	14,342
Auditors' remuneration – audit fee	3,960	4,910
- Other work	-	300
	<u> </u>	<u> </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.

	Community			2018 Total £	2017 Total £
	Core £	Personal devel'nt £	devel'nt & Social £		
Costs	(314,323)	(274,505)	(162,838)	(751,666)	(816,697)
Donations	590	-	-	590	2,959
Grants and SLA	235,114	282,676	186,453	704,243	809,245
Earned income	18,148	699	8,742	27,589	38,761
Investment income	30,185	-	-	30,185	6,087
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	(30,286)	8,870	32,357	10,941	40,355
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

8. Directors' Emoluments

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

9. Employees

	2018	2017
	£	£
Wages and salaries	460,904	509,373
Redundancy costs	8,495	-
Social security costs	32,673	38,718
Other pension costs	64,453	72,276
Pension costs FRS102 adjustment	-	(7,648)
Pension crystallisation event	-	22,100
	<u> </u>	<u> </u>
	566,525	634,819
	<u> </u>	<u> </u>

Included in redundancy costs of £8,495 is statutory redundancy pay of £7,340 and enhanced redundancy pay of £1,155.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

9. Employees cont.

The average number of employees during the year on a head count basis was as follows:

	Total Employees Average for Year	
	2018 No.	2017 No.
Administrative and support staff	5	4
Service provider staff	22	21
	<u>27</u>	<u>25</u>

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 £117,185 (2017: £112,864). No employee had emoluments of more than £60,000 during either the current or previous year.

10. Tangible Fixed Assets

	Computer Equipment £	Property £	Capital Improve- -ments £	Total £
Cost				
At 1 April 2017	-	358,480	107,572	466,052
Additions	16,967	-	-	16,967
Disposals	-	-	-	-
	<u>16,967</u>	<u>358,480</u>	<u>107,572</u>	<u>483,019</u>
At 31 March 2018	16,967	358,480	107,572	483,019
	<u>16,967</u>	<u>358,480</u>	<u>107,572</u>	<u>483,019</u>
Depreciation				
At 1 April 2017	-	7,170	21,514	28,684
Charge for year	4,215	3,585	10,767	18,567
Released on disposal	-	-	-	-
	<u>4,215</u>	<u>10,755</u>	<u>32,281</u>	<u>47,251</u>
At 31 March 2018	4,215	10,755	32,281	47,251
	<u>4,215</u>	<u>10,755</u>	<u>32,281</u>	<u>47,251</u>
Net Book Value				
At 31 March 2018	12,752	347,725	75,291	435,768
	<u>12,752</u>	<u>347,725</u>	<u>75,291</u>	<u>435,768</u>
At 31 March 2017	-	351,310	86,058	437,368
	<u>-</u>	<u>351,310</u>	<u>86,058</u>	<u>437,368</u>

VOLUNTEER CENTRE EDINBURGH
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

11. Investment Property

	Investment Property £
Market value	
At 1 April 2017	133,520
Additions	-
	133,520
At 31 March 2018	133,520
	133,520
Net book value	
At 31 March 2018	133,520
	133,520
At 31 March 2017	133,520
	133,520

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

	2018	2017
	£	£
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

	2018	2017
	£	£
Grants receivable	6,793	36,119
Other debtors	7,518	12,645
Prepayments	687	13,829
	14,998	62,593
	14,998	62,593

VOLUNTEER CENTRE EDINBURGH
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

13. Creditors: amounts falling due within one year	2018	2017
	£	£
Bank loans	-	9,891
Other loans	14,205	9,410
Trade creditors	2,437	567
Other taxes and social security costs	7,734	10,639
Pension contributions	5,256	6,614
Other creditors	90	1,214
Accruals	14,847	7,868
Deferred income	20,407	9,591
Pension deficit creditor	-	22,100
	<hr/>	<hr/>
	64,976	77,894
	<hr/> <hr/>	<hr/> <hr/>
Creditors: amounts falling due after more than one year	2018	2017
	£	£
Bank loans	-	255,784
Other loans	337,640	96,595
	<hr/>	<hr/>
	337,640	352,379
	<hr/> <hr/>	<hr/> <hr/>
Deferred income	2018	2017
	£	£
Balance at 31 March 2017	9,591	-
Released to Statement of Financial Activities	(9,591)	-
Amounts received and deferred during the year	20,407	9,591
	<hr/>	<hr/>
	20,407	9,591
	<hr/> <hr/>	<hr/> <hr/>

VOLUNTEER CENTRE EDINBURGH
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

14. Loans and secured debts

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

	2018	2017
	£	£
Amounts repayable		
In one year or less	14,205	19,301
In more than one year but not more than two years	14,858	20,745
In more than two years but not more than five years	48,794	70,685
More than 5 years	273,988	260,949
	<u>351,845</u>	<u>371,680</u>

The lender holds a standard security over the property owned by the charity.

15. Analysis of Net Assets between Funds

Fund balances at 31 March 2018 as represented by:	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible fixed assets	-	435,768	-	435,768
Investment property	-	133,520	-	133,520
Current assets	215,551	15,392	28,709	259,652
Current liabilities	(50,771)	(14,205)	-	(64,976)
Long term liabilities	-	(337,640)	-	(337,640)
	<u>164,780</u>	<u>232,835</u>	<u>28,709</u>	<u>426,324</u>
	<u><u>164,780</u></u>	<u><u>232,835</u></u>	<u><u>28,709</u></u>	<u><u>426,324</u></u>
Fund balances at 31 March 2017 as represented by:	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
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)
	<u>173,553</u>	<u>230,688</u>	<u>11,142</u>	<u>415,383</u>
	<u><u>173,553</u></u>	<u><u>230,688</u></u>	<u><u>11,142</u></u>	<u><u>415,383</u></u>

VOLUNTEER CENTRE EDINBURGH
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

16. Movement in funds	At 1 April 2017 £	Income £	Expenditure £	Transfers	At 31 March 2018 £
Restricted funds					
WAVE	3,749	-	(114)	-	3,635
CEC – Strategy and Insight	-	97,087	(97,087)	-	-
CEC – Health Inequalities	-	25,716	(25,716)	-	-
Edinburgh & Lothian Health	-	99,500	(99,500)	-	-
CEC – Equality & Rights Network	-	45,000	(45,000)	-	-
CEC Employability Challenge Fund	-	73,164	(73,164)	-	-
Wayfinder	-	29,251	(29,251)	-	-
Timebank Choir Seedbed	2,419	-	(400)	-	2,019
Action Earth Fund	-	241	(241)	-	-
Systems Development	1,200	14,294	(14,294)	-	1,200
CEC Neighbourhood Partnership	3,124	45,650	(48,774)	-	-
CEC LOOPS	650	-	(650)	-	-
Neighbourhood Partnership Community	-	5,000	(1,724)	-	3,276
Festival City Volunteers	-	3,625	(3,625)	-	-
Life Changes Trust	-	30,987	(14,847)	-	16,140
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	11,142	469,515	(454,387)	-	26,270
Unrestricted funds					
General funds	173,553	293,092	(238,852)	(60,574)	167,219
Designated funds					
Fixed assets	199,208	-	(38,450)	56,685	217,443
Server replacement & IT	10,000	-	(2,497)	(4,111)	3,392
Various small funds	21,480	-	(17,480)	8,000	12,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	404,241	293,092	(297,279)	-	400,054
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total funds	415,383	762,607	(751,666)	-	426,324
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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 2018

16. Movement in 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 which has continued into 2018/19.

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; **Repairs and maintenance** - This is the cost of roof repairs and for a boiler replacement 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.

CEC – Strategy and Insight

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

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.

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.

Action Earth Fund

To provide gardening tools, plants and equipment.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

16. Movement in 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.

Systems Development

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

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.

Festival City Volunteers

Funding received to recruit and manage volunteers to welcome Festival visitors to the city.

Life Changes Trust

Funding received to build a partnership between Volunteer Centre Edinburgh, Balerno Community Council, Currie Community Council, Balerno Parish Church and Juniper Green Community Council which will establish a new dementia friendly community on the outskirts of Edinburgh.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

16. Movement in funds (cont.)

	At 1 April 2016 £	Income £	Expenditure £	Transfers £	Acturial gain £	At 31 March 2017 £
Restricted funds						
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)	-	-	-
	<u>24,291</u>	<u>522,845</u>	<u>(535,994)</u>	<u>-</u>	<u>-</u>	<u>11,142</u>
Unrestricted funds						
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
	<u>350,737</u>	<u>334,207</u>	<u>(280,703)</u>	<u>-</u>	<u>-</u>	<u>404,241</u>
Total funds	<u>375,028</u>	<u>857,052</u>	<u>(816,697)</u>	<u>-</u>	<u>-</u>	<u>415,383</u>

17. Operating lease commitments

At 31 March 2018 the charity had total commitments for premises under non-cancellable operating leases, payable as follows:-

	Office Equipment 2018 £	Office Equipment 2017 £
Expiring:		
Within one year	1,214	1,210
Within one to five years	2,125	3,340

VOLUNTEER CENTRE EDINBURGH
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

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.

Defined contribution	2018	2017
	£	£
Contributions payable by the company for the year	64,453	67,250
	<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

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

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 2018

18. Retirement Benefit Obligations (cont.)

Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum (payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum (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 2018 £	Period Ending 31 March 2017 £	Period Ending 31 March 2016 £
Present value of Provision	-	22,100	7,648

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2018 (£s)	Period Ending 31 March 2017 (£s)
Provision at start of period	(22,100)	7,648
Unwinding of the discount factor (interest expense)	-	-
Deficit contribution paid	22,100	-
Remeasurements - impact of any change in assumptions	-	-
Remeasurements - amendments to the contribution schedule	-	(7,648)
Crystallisation event	-	22,100
Provision at end of period	-	22,100

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

18. Retirement Benefit Obligations (cont.)

INCOME AND EXPENDITURE IMPACT

	Period Ending 31 March 2018 (£s)	Period Ending 31 March 2017 (£s)
Interest expense	-	-
Remeasurements – impact of any change in assumptions	-	-
Remeasurements – amendments to the contribution schedule	-	(7,648)
Contributions paid in respect of future service	-	-
Costs recognised in income and expenditure account	-	22,100

ASSUMPTIONS

	31 March 2018 % per annum	31 March 2017 % per annum	31 March 2016 % per annum
Rate of discount	N/A	N/A	2.07

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 2018 (£s)	31 March 2017 (£s)	31 March 2016 (£s)
Year 1	-	22,100	781
Year 2	-	-	805
Year 3	-	-	829
Year 4	-	-	854
Year 5	-	-	879
Year 6	-	-	906
Year 7	-	-	933
Year 8	-	-	961
Year 9	-	-	990
Year 10	-	-	510

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2018

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 previous 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 and Volunteer Centre Edinburgh received confirmation after the 2017 yearend that the debt on withdrawal for the scheme was £22,100. The full amount of £22,100 has been accrued in the previous year accounts therefore no amounts were required to be recognised in 2018.

19. Related party transactions

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

During the year the charity refinanced its loan facilities repaying previous lenders Unity Trust Bank plc and Big Issue Invest Limited a total of £352,803. A new loan of £353,000 was provided to the charity by two private individuals repayable over 17 years with an interest rate of 4% over Bank of England Base Rate. The loan is secured with a standard security over the charity's premises at 222 Leith Walk, Edinburgh, EH6 5EQ. At 31 March 2018 £351,845 remains outstanding. The private individuals, Mr John Macleod and Mrs Aileen Macleod, are the sister and brother-in-law of the charity's Chief Executive Paul Wilson.

20. Cash flow statement – analysis change in net funds

	At 1 April 2017 £	Cash flow £	At 31 March 2018 £
Cash in hand and at bank	212,175	32,479	244,654
Net funds	212,175	32,479	244,654