

**VOLUNTEER CENTRE EDINBURGH**  
**REPORT AND FINANCIAL STATEMENTS**  
for the year ended 31 March 2019

Charity number: SC029681  
Company number: SC202631

## VOLUNTEER CENTRE EDINBURGH

<b>Contents</b>	<b>Page</b>
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 - 31

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2019**

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 2019.

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 2019

#### Aims and activities

To achieve our purpose and meet our outcomes in 2018/2019 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 2019**

#### **ACHIEVEMENTS AND PERFORMANCE**

To achieve our aims we:-

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

Volunteering rates in Edinburgh remain vibrant at 36% (SHS 2017), well above the Scottish Local Authority average of 28% and the highest rate of any city. However, volunteer involving organisations continue to report an increasing demand for volunteers with 68% (Volunteer Edinburgh Survey) stating that they need more volunteers to meet their service demands. Continuing reduction in public sector funding is putting pressure on volunteer involving organisations, with increasing demand for services and a corresponding demand for more volunteers.

In 2018/19 we welcomed 784 mainstream clients (excluding Health and Wellbeing and Employability clients) through the door of our Leith Walk offices. This was a small decline of 11% on the previous year, with analysis of these visitors showing that the majority continue to be from the North East locality. This represents a twin challenge of increasing awareness of volunteering and our brokering service, while improving access to those services for people from other areas of the city. We recorded a considerable increase in people contacting us by alternate means (email and phone, up 168% to 1119) though this apparent increase could be attributable to improved monitoring and recording. Despite reduced internal resources to attend promotional fairs and other events we had contact with 363 people at external events, with almost 700 people visiting our annual volunteer recruitment fair.

In the first full year of operation, our new website saw increase in traffic, with visits up 6% at 105,083 and unique users up 13% to 69,227. Website improvements and developments continued apace through the year and at the very end of the financial year we launched online registration and opportunity advertising for VIOs. This important improvement has been facilitated by our investment in a bespoke Salesforce database. Substantially improved opportunity search functionality for prospective volunteers was introduced at the same time.

##### **2. Volunteering for personal development.**

As a powerful tool for personal self-development, volunteering is effective and widely recognised as transformative. 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 2018/19 we saw 512 people with support needs at our main Leith Walk office and at the Mental Health Information Station at Walpole Hall, an increase of 9%. 177 people (down 7%) received intensive guidance with 100 (down 12%) going on to successfully volunteer.

As part of the celebrations for EVOC's 150th anniversary we published a booklet of 150 quotes on the positive impact that volunteering has had on individuals. This led to us producing a dedicated website celebrating the real impact that volunteering has on individual lives. [www.myvolunteering.org.uk](http://www.myvolunteering.org.uk)

We were successful in securing funding from the Alliance to develop a volunteer buddying programme, matching trained volunteer buddies to volunteers with high support needs to help them engage with and maintain their volunteering.

## VOLUNTEER CENTRE EDINBURGH

### DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2019

#### **2. Volunteering for personal development (continued)**

Our employability service continues to provide specialised voluntary work coaching. 108 people tapped into this service with 74 (an increase of 19%) going on to volunteering roles with a focus on improving their employability prospects.

We continued to support the Saltire award scheme which gives young people recognition for their volunteering, issuing 1034 Saltire Certificates during the year.

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

The LOOPs (Local Opportunities for Older People) phone line continued to work to reduce isolation and social inequality for older people, helping 626 callers find the support and services that they needed. Unfortunately we were unsuccessful in securing continued funding for the LOOPs Phoneline via the new Health and Social Care Grants programme, resulting in the LOOPs Phoneline project coming to an official end at the end of the financial year. As part of our commitment to our customers, and using our dedicated volunteers, a rebranded Phoneline continued on a trial basis into the next financial year while we seek alternative funding sources.

Our facility at the Royal Edinburgh Hospital had another very successful year further establishing itself as a vital part of the hospital infrastructure. We engaged 50 new members of the public as volunteers and at year end had 124 public volunteers actively helping to improve the wellbeing of the patients. Collectively they donated 4530 hours of volunteering. We worked with 50 in-patient volunteers who contributed 1533 hours of volunteering.

The second year of the Festival City Volunteers programme in partnership with Festivals Edinburgh was a huge success and saw considerable expansion. The programme engaged 120 volunteers, 60% of whom had higher support needs. They provided information to Edinburgh's visitors in 25,000 individual interactions.

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

##### Time Bank

In North Edinburgh Time Bank continued to provide gateway opportunities for local people, traditionally excluded from volunteering and active citizenship. Working with 82 local people and a host of local agencies the Time Bank continued to support the Chat Café for BAME women and the very successful Knit and Natter Group. Additionally new Driving Licence Theory Test study group aimed at BAME women proved very popular. Unfortunately the Time Bank was unsuccessful in securing funding from the Health and Social Care Grants Programme to continue beyond the end of the financial year. However, reborn as Volunteers in North Edinburgh, it will continue with private donation and small grant funding. This North Edinburgh model has proven itself as an effective way of engaging new people locally in activities and has the potential to be replicable in other areas of the city.

##### EaRN

The Equality and Rights Network membership rose to 157 members (up 19%) with a mixture of organisations, citizen and individual professional members. EaRN delivered 15 workshops on equalities and rights in partnership with a range of community groups. It delivered 6 training sessions on Equalities and Rights.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2019**

It held 3 EqualiTea & Cake informal events across the city successfully encouraging the public to drop by and chat about equality issues. As well as volunteers supporting the day to day work and events of EaRN, our Equality Ambassador Volunteers undertook research and reported on various issues, including sexual health and consent, depression, human rights, loneliness and isolation and the quality of life for transgender people in Edinburgh.

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

In 2018/2019 we undertook a complete redevelopment of our capacity building offer to volunteer involving organisations. This included the introduction of “Challenge Workshops” helping VIOs engage more effectively with volunteers with higher support needs. We also undertook a complete review and update of our popular Core Skills in Volunteer Management training course. 70 volunteer managers attended the new CSVN (up 19%) and a further 64 attended Challenge and other training courses. In addition we developed and delivered a bespoke CSVN course for National Galleries Scotland staff. We supported 274 VIOs with one to one support around volunteer management, up 21%. Our Inspire peer support sessions for volunteer managers continued to prove popular with 125 attendees over the year (up 47%). There was a decline in Evolve CPD sessions down 50% to 31 attendees.

Perhaps the biggest improvement in the year was the introduction of an all new website dedicated to best practice in volunteer management. [www.volunteerwiki.org.uk](http://www.volunteerwiki.org.uk) brings together all our best practice advice and downloadable templates in one easily accessible place. Volunteerwiki was very well received by volunteer involving organisations across Scotland and beyond and has already attracted a number of guest contributors. By the end of 2018/2019 there had been 2417 unique visitors and 9500 page visits.

#### **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. Over the course of 2018/2019 the Edinburgh Partnership Board undertook a consultation on the future of community planning structures. A revised structure was launched late in the financial year which we are engaging with both as Volunteer Edinburgh and as the Equality and Rights Network.

The launch of the new Compact Volunteering and Active Citizenship strategy was delayed until after the much anticipated launch of Volunteering for All, the Scottish Government’s National Framework for volunteering, due to be launched in April 2019. It is important that the Edinburgh Strategy and the National Framework reflect the direction of travel laid down by Scottish Government. While we await the Framework, we have built a dedicated website that will host the Volunteering and Active Citizenship strategy.

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

## VOLUNTEER CENTRE EDINBURGH

### DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2019

#### 6. Influencing and informing public policy on volunteering (continued)

Volunteers contributed an average of 300 hours per week in 2018/19. This can be valued as an in-kind contribution of around £222,000 based on Edinburgh's median hourly wage (£14.63 per hour, 2018 provisional figure, ONS).

#### FINANCIAL REVIEW

The charity generated a deficit for the year of £14,063 (2018: surplus of £10,941). The total income amounted to £761,294 (2018: £762,607), of which £481,480 (2018: £469,515) was related to restricted projects and £279,814 (2018: £293,092) to unrestricted funds. At the balance sheet date the unrestricted reserves were £405,596 (2018: £400,054), including designated funds of £234,979 (2018: £232,835), with £6,665 (2018: £26,270) in restricted funds.

Volunteer Edinburgh continues to rent its top floor office space and basement storage area, and more recently its excess desk space, providing sources of income that are part of the organisation's business plan to ensure financial viability.

During Q4 18/19 Volunteer Edinburgh initiated a restructure and redundancy process, following funding cuts to North Edinburgh Time Bank and the LOOPS Phoneline, and reductions to its core service to the public. As part of this restructure, the number of service managers was reduced by one.

#### 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 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 2019-20 budget this represents a fund of between £137k and £164k.

Unrestricted free reserves are within the acceptable range.

Maintenance to the exterior of the building will be required in the near future. Maintenance of the roof is a longer term aim, 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.



## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2019**

#### **Risk Management (continued)**

The charity must maintain income, cash flow 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, including 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.

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, continues to be an essential part of 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 2019 we let out further desk space in the office.

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

Following on from Scottish Government's 2016 review of TSIs and subsequent wide consultations The Third Sector Interface Outcome Framework was launched in November 2018. The new TSI framework has a particular focus on outcomes and is aligned with the National Performance Framework in order to support organisations to respond flexibly to local circumstances and help improve outcomes. Following its publication Edinburgh TSI partners undertook a review of our outcomes ensuring that we meet the key objectives laid down by Scottish Government. This in turn led to the development of a new logic model work plan. Volunteer Edinburgh's short term outcomes were already heavily aligned to the outcomes articulated by Scottish Government.

#### **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.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2019**

#### **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.

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 EVOC and ESE. 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 2018-19, 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 2019**

**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	Vice Convenor
Mike Reid	Treasurer
Angela Napuk	
Linda Hamilton	
Thomas McLean	
Vincent Connor	(Resigned 2 October 2018)
Laura Morrison	
Jane Greenacre	(Resigned July 2019)
Albert Patterson	
Kate Smith	(Resigned 29 January 2019)

**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 UK LLP Quartermile One 12 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 2019**

**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.

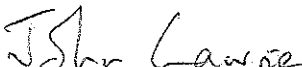
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**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 27<sup>th</sup> August 2019 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 2019

#### Opinion

We have audited the financial statements of Volunteer Centre Edinburgh (the 'charitable company') for the year ended 31 March 2019, which comprise the Statement of Financial Activities (incorporating the Income and Expenditure Account), the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Accounting Generally Accepted Accounting Practice).

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 2019 and of its income and 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 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).

#### 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 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.

#### 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 trustees (who are also the directors of the company for the purposes of company law) use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees 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 other information comprises the information in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## VOLUNTEER CENTRE EDINBURGH

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

#### FOR THE YEAR ENDED 31 MARCH 2019

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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

#### **Opinions 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 directors' report, prepared for the purposes of company law and included within the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report, included within the trustees' annual report, 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 directors' report, included within the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) 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 prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the director's report, included within the trustees' annual report, and from the requirements to prepare a strategic report.

#### **Responsibilities of directors**

As explained more fully in the Statement of Directors' Responsibilities set out on page ten, the directors (who are also trustees of the charitable company for the purposes of charity law) 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.

**VOLUNTEER CENTRE EDINBURGH**

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

**FOR THE YEAR ENDED 31 MARCH 2019**

**Auditor's responsibilities for the audit of the financial statements**

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 the Acts and relevant regulations made or having effect thereunder.

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 an auditor's report 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](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Auditors.

**Use of our report**

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 the trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005, 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 those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



**Kevin Cattnach**

**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**

27 August 2019

VOLUNTEER CENTRE EDINBURGH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2019

		Unrestricted			2019	2018
		General	Designated	Restricted	Total	Total
	Notes	Funds	Funds	Funds	Total	Total
		£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2	724	-	-	724	590
Investments	3	31,713	-	-	31,713	30,185
Charitable activities	4	247,377	-	481,480	728,857	731,832
		<u>279,814</u>	<u>-</u>	<u>481,480</u>	<u>761,294</u>	<u>762,607</u>
<b>Expenditure on:</b>						
Charitable activities	5	(234,836)	(39,436)	(501,085)	(775,357)	(751,666)
		<u>(234,836)</u>	<u>(39,436)</u>	<u>(501,085)</u>	<u>(775,357)</u>	<u>(751,666)</u>
<b>Net income/(expenditure) for the year</b>		44,978	(39,436)	(19,605)	(14,063)	10,941
Transfers between funds	16	(41,580)	41,580	-	-	-
		<u>3,398</u>	<u>2,144</u>	<u>(19,605)</u>	<u>(14,063)</u>	<u>10,941</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward		167,219	232,835	26,270	426,324	415,383
		<u>170,617</u>	<u>234,979</u>	<u>6,665</u>	<u>412,261</u>	<u>426,324</u>
<b>Total funds at 31 March 2019</b>		<u>170,617</u>	<u>234,979</u>	<u>6,665</u>	<u>412,261</u>	<u>426,324</u>

The notes on pages 17 to 31 form an integral part of these financial statements



**VOLUNTEER CENTRE EDINBURGH**

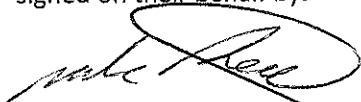
**BALANCE SHEET**

As at 31 March 2019

	Notes	£	2019 £	£	2018 £
<b>Fixed assets</b>					
Tangible assets	10		421,284		435,768
Investment property	11		133,520		133,520
			<hr/>		<hr/>
			554,804		569,288
<b>Current assets</b>					
Debtors	12	48,871		14,998	
Cash at bank and in hand		186,628		244,654	
			<hr/>	<hr/>	
			235,499		259,652
<b>Creditors: amounts falling due within one year</b>	13	(54,774)		(64,976)	
			<hr/>	<hr/>	
<b>Net current assets</b>			180,725		194,676
			<hr/>		<hr/>
			735,529		763,964
<b>Creditors: amounts falling due after more than one year</b>	13		(323,268)		(337,640)
			<hr/>		<hr/>
			412,261		426,324
			<hr/> <hr/>		<hr/> <hr/>
<b>Funds</b>					
Unrestricted funds					
General funds	16		170,617		167,219
Designated funds	16		234,979		232,835
Restricted funds	16		6,665		26,270
			<hr/>		<hr/>
			412,261		426,324
			<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 27 August 2019 and signed on their behalf by:-



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

The notes on pages 17 to 31 form an integral part of these financial statements

**VOLUNTEER CENTRE EDINBURGH**

**CASH FLOW STATEMENT**

**For the year ended 31 March 2019**

	<b>Note</b>	<b>2019</b> £	<b>2018</b> £
<b>Cash flows (used) by/from operating activities</b>			
Net cash provided by operating activities		(55,159)	58,980
<b>Cash flows from investing activities</b>			
Interest received		856	278
Interest paid		(16,044)	(19,884)
Rental income		30,856	29,907
Purchase of property, plant and equipment		(4,516)	(16,967)
		11,152	(6,666)
<b>Cash flows provided/ (used) by investing activities</b>			
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(14,019)	(19,835)
		(14,019)	(19,835)
<b>Cash flows used in financing activities</b>			
<b>Increase in cash during year</b>		(58,026)	32,479
Net cash at the start of the year		244,654	212,175
		186,628	244,654
<b>Net cash at the end of the year</b>	<b>19</b>	186,628	244,654
<b>RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Net movement in funds for the year</b>		(14,063)	10,941
Interest from investments		(856)	(278)
Interest paid		16,044	19,884
Rental income		(30,856)	(29,907)
(Increase)/ decrease in debtors		(33,873)	47,595
(Decrease) in creditors		(10,555)	(7,822)
Depreciation charge		19,000	18,567
		(55,159)	58,980
<b>Net cash (used)/provided by operating activities</b>		(55,159)	58,980

## VOLUNTEER CENTRE EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 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 2019

#### 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.

#### 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 2019

**2. Donations and legacies**

	2019	2018
	£	£
Donations	244	20
Membership fees	480	570
	724	590
	724	590

Income from donations and legacies was £724 (2018: £590) of which £724 (2018: £590) was unrestricted and £Nil (2018: £Nil) was restricted.

**3. Investment Income**

	2019	2018
	£	£
Bank interest received	856	278
Rental income	30,857	29,907
	31,713	30,185
	31,713	30,185

Income from investments was £31,713 (2018: £30,185) of which £31,713 (2018: £30,185) was unrestricted and £Nil (2018: £Nil) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

4. Charitable activities

	2019	2019	2019	2018
<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	97,087
CEC – Health Inequalities	-	25,716	25,716	25,716
Scottish Government – Third Sector Interface	134,005	-	134,005	128,572
Scottish Government – Third Sector Interface	7,123	-	7,123	5,830
CEC - Equality & Rights Network	-	49,967	49,967	45,000
CEC - Employability Challenge Fund	-	73,164	73,164	73,164
CEC – Voice Your Choice	-	3,710	3,710	-
CEC – Wayfinder Public Social Partnership	-	38,531	38,531	29,251
Edinburgh & Lothians Health Foundation	-	99,500	99,500	99,500
Community Jobs Scotland	-	-	-	7,600
Places for People Scotland	-	-	-	19,806
LOOPS Infrastructure Programme Support Fund	-	45,650	45,650	45,650
NHS Living it Up	-	-	-	14,294
Neighbourhood Partnership community grant	-	-	-	5,000
Festival City Volunteering	-	37,287	37,287	3,625
Alliance Health and Social Care	-	10,131	10,131	-
SCVO Cyber Resilience	1,000	-	1,000	-
Life Changes Trust	-	-	-	30,987
Other grants individually less than £1,000	-	737	737	241
	<hr/>	<hr/>	<hr/>	<hr/>
	215,048	481,480	696,528	704,243
<u>Earned Income</u>				
Training, consultancy & other earned income	32,329	-	32,329	27,589
	<hr/>	<hr/>	<hr/>	<hr/>
	247,377	481,480	728,857	731,832
	<hr/>	<hr/>	<hr/>	<hr/>

Total charitable activities were £728,857 (2018: £731,832) of which £247,377 (2018: £262,317) was unrestricted and £481,480 (2018: £469,515) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

5. Expenditure

	Core	Personal	Community	2019	2018
	devel'nt	devel'nt	devel'nt	Total	Total
	£	£	& Social £	£	£
Recruitment fair	7,647	-	-	7,647	6,150
Training provision	711	198	877	1,786	915
Events	1,779	495	2,195	4,469	4,014
<i>Support costs</i>					
Staff costs (note 9)	225,620	223,024	145,512	594,156	566,525
Training & conferences	570	831	539	1,940	5,894
Recruitment	-	468	-	468	1,351
Premises costs	5,425	5,796	3,844	15,065	10,896
Cleaning	7,014	5,053	3,744	15,811	15,241
Repairs & maintenance	1,346	686	736	2,768	7,912
Provision, subscriptions & Miscellaneous	1,511	2,386	958	4,855	8,628
Stationery & postage	1,345	2,434	1,054	4,833	4,118
Publicity & promotion	623	1,965	3,350	5,938	9,207
Telephone	3,760	6,808	2,947	13,515	14,322
Office equipment	5,142	2,867	4,224	12,233	7,101
Bad debt	200	-	-	200	80
Volunteer costs	593	3,133	7,319	11,045	7,251
Travelling expenses	1,184	1,729	1,121	4,034	3,064
Consultancy & subcontractor fees	-	3,988	3,988	3,988	6,341
Legal & professional fees	1,845	335	186	2,366	5,242
liV fees	2,000	-	-	2,000	500
Bank charges	185	181	100	466	418
Finance costs	16,044	-	-	16,044	19,884
Depreciation	19,000	-	-	19,000	18,567
IT Support	20,192	3,671	2,897	26,760	24,085
<i>Governance costs</i>					
Audit fees	3,098	561	311	3,970	3,960
	<u>326,834</u>	<u>266,609</u>	<u>181,914</u>	<u>775,357</u>	<u>751,666</u>

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

Total expenditure was £775,357 (2018: £751,666) of which £274,272 (2018: £277,863) was unrestricted and £501,085 (2018: £473,803) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

6. Net (Expenditure)/Income for the Year

	2019	2018
	£	£
Net (expenditure)/income is stated after charging:		
Depreciation	19,000	18,567
Auditors' remuneration – audit fee	3,970	3,960
	<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			2019	2018
	Core	Personal	devel'nt	2019	2018
	£	£	& Social	Total	Total
	£	£	£	£	£
Costs	(326,834)	(266,609)	(181,914)	(775,357)	(751,666)
Donations	724	-	-	724	590
Grants and SLA	239,215	298,453	158,860	696,528	704,243
Earned income	19,659	741	11,929	32,329	27,589
Investment income	31,713	-	-	31,713	30,185
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	(35,523)	32,585	(11,125)	(14,063)	10,941
	<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

	2019	2018
	£	£
Wages and salaries	483,812	460,904
Redundancy costs	-	8,495
Social security costs	36,623	32,673
Other pension costs	73,721	64,453
	<u>          </u>	<u>          </u>
	594,156	566,525
	<u>          </u>	<u>          </u>

In the prior year, 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 2019

**9. Employees cont.**

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

	<b>Total Employees Average for Year</b>	
	<b>2019 No.</b>	<b>2018 No.</b>
Administrative and support staff	5	5
Service provider staff	19	22
	<hr/>	<hr/>
	24	27
	<hr/> <hr/>	<hr/> <hr/>

The charity considers its key management personnel comprise the Chief Executive, Finance Manager and the Director of Services. The total employment benefits including employer pension contributions of the key management personal was £117,183 (2018: £117,185). No employee had emoluments of more than £60,000 during either the current or previous year.

**10. Tangible Fixed Assets**

	<b>Computer Equipment £</b>	<b>Property £</b>	<b>Capital Improve- -ments £</b>	<b>Total £</b>
<b>Cost</b>				
At 1 April 2018	16,967	358,480	107,572	483,019
Additions	-	-	4,516	4,516
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2019	16,967	358,480	112,088	487,535
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>				
At 1 April 2018	4,215	10,755	32,281	47,251
Charge for year	4,215	3,585	11,200	19,000
Released on disposal	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2019	8,430	14,340	43,481	66,251
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net Book Value</b>				
At 31 March 2019	8,537	344,140	68,607	421,284
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2018	12,752	347,725	75,291	435,768
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

For the year ended 31 March 2019

**11. Investment Property**

	<b>Investment Property</b> £
<b>Market value</b>	
At 1 April 2018	133,520
Additions	-
	133,520
At 31 March 2019	133,520
<b>Net book value</b>	
At 31 March 2019	133,520
At 31 March 2018	133,520

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

	<b>2019</b>	<b>2018</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>2019</b>	<b>2018</b>
	£	£
Grants receivable	33,227	6,793
Other debtors	15,310	7,518
Prepayments	334	687
	48,871	14,998
	48,871	14,998

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

For the year ended 31 March 2019

<b>13. Creditors: amounts falling due within one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Other loans	14,557	14,205
Trade creditors	-	2,437
Other taxes and social security costs	10,840	7,734
Pension contributions	6,492	5,256
Other creditors	2,134	90
Accruals	14,774	14,847
Deferred income	5,977	20,407
	<hr/>	<hr/>
	54,774	64,976
	<hr/> <hr/>	<hr/> <hr/>
<b>Creditors: amounts falling due after more than one year</b>	<b>2019</b>	<b>2018</b>
	£	£
Other loans	323,268	337,640
	<hr/>	<hr/>
	323,268	337,640
	<hr/> <hr/>	<hr/> <hr/>
<b>Deferred income</b>	<b>2019</b>	<b>2018</b>
	£	£
Balance at 31 March 2018	20,407	9,591
Released to Statement of Financial Activities	(20,407)	(9,591)
Amounts received and deferred during the year	5,977	20,407
	<hr/>	<hr/>
	5,977	20,407
	<hr/> <hr/>	<hr/> <hr/>

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

For the year ended 31 March 2019

**14. Loans and secured debts**

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

	2019 £	2018 £
Amounts repayable		
In one year or less	14,557	14,205
In more than one year but not more than two years	15,263	14,858
In more than two years but not more than five years	50,383	48,794
More than 5 years	257,622	273,988
	<u>337,825</u>	<u>351,845</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 2019 as represented by:	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	-	421,284	-	421,284
Investment property	-	133,520	-	133,520
Current assets	210,834	18,000	6,665	235,499
Current liabilities	(40,217)	(14,557)	-	(54,774)
Long term liabilities	-	(323,268)	-	(323,268)
	<u>170,617</u>	<u>234,979</u>	<u>6,665</u>	<u>412,261</u>
	<u><u>170,617</u></u>	<u><u>234,979</u></u>	<u><u>6,665</u></u>	<u><u>412,261</u></u>
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>

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

16. Movement in funds	At 1 April 2018 £	Income £	Expenditure £	Transfers	At 31 March 2019 £
<b>Restricted funds</b>					
WAVE	3,635	-	(663)	-	2,972
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	-	49,967	(49,967)	-	-
CEC Employability Challenge Fund	-	73,164	(73,164)	-	-
CEC – Voice Your Choice	-	3,710	(3,710)	-	-
Wayfinder	-	38,531	(35,031)	-	3,500
Timebank Choir Seedbed	2,019	-	(2,019)	-	-
Action Earth Fund	-	497	(497)	-	-
Systems Development	1,200	-	(1,200)	-	-
Neighbourhood Partnership Community	3,276	45,650	(48,733)	-	193
Festival City Volunteers	-	37,287	(37,287)	-	-
Life Changes Trust	16,140	-	(16,140)	-	-
Alliance Health and Social Care	-	10,131	(10,131)	-	-
Edinburgh & Lothian Trust Fund	-	240	(240)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	26,270	481,480	(501,085)	-	6,665
<b>Unrestricted funds</b>					
General funds	167,219	279,814	(234,836)	(41,580)	170,617
Designated funds					
Fixed assets	217,443	-	(35,044)	34,580	216,979
Server replacement & IT	3,392	-	(3,392)	-	-
Various small funds	12,000	-	(1,000)	7,000	18,000
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	400,054	279,814	(274,272)	-	405,596
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds</b>	426,324	761,294	(775,357)	-	412,261
	<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 2019

#### 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.

###### **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.

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

**For the year ended 31 March 2019**

**16. Movement in funds (cont.)**

***Timebank Choir Seedbank***

A grant to support and develop community activities in North Edinburgh.

***Action Earth Fund***

To provide gardening tools, plants and equipment.

***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 phoneline.

***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.

***Alliance Health and Social Care***

Funding received from the self-management fund to develop a programme of intergenerational events to combat social isolation.

***Edinburgh & Lothian Trust Fund***

Small award given to the Inspiring Volunteer of the Year to fund training.

***CEC Employability Challenge Fund***

Voluntary Work Coaches to support individuals into volunteering as part of their employability journey. The service also works with Volunteer Involving Organisations and Joined Up 4 Jobs partners.

***CEC Voice your choice***

To provide peer support into volunteering, and to provide online coaching to people in the South East of Edinburgh.

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

For the year ended 31 March 2019

**16. Movement in funds (cont.)**

	At 1 April 2017 £	Income £	Expenditure £	Transfers	At 31 March 2018 £
<b>Restricted funds</b>					
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
	<u>11,142</u>	<u>469,515</u>	<u>(454,387)</u>	<u>-</u>	<u>26,270</u>
<b>Unrestricted funds</b>					
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
	<u>404,241</u>	<u>293,092</u>	<u>(297,279)</u>	<u>-</u>	<u>400,054</u>
<b>Total funds</b>	<u>415,383</u>	<u>762,607</u>	<u>(751,666)</u>	<u>-</u>	<u>426,324</u>

**17. Operating lease commitments**

At 31 March 2019 the charity had total commitments for premises under non-cancellable operating leases, payable as follows:-

	Office Equipment 2019 £	Office Equipment 2018 £
Expiring:		
Within one year	1,214	1,214
Within one to five years	911	2,125
	<u>2,125</u>	<u>3,339</u>



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

**For the year ended 31 March 2019**

**18. Related party transactions**

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

In the previous year 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 2019 £337,825 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.

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

	At 1 April 2018 £	Cash flow £	At 31 March 2019 £
Cash in hand and at bank	244,654	(58,026)	186,628
	<hr/>	<hr/>	<hr/>
<b>Net funds</b>	244,654	(58,026)	186,628
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>