

**VOLUNTEER CENTRE EDINBURGH**  
**REPORT AND FINANCIAL STATEMENTS**  
**for the year ended 31 March 2020**

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

## VOLUNTEER CENTRE EDINBURGH

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## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

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 2020.

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 2019).

### **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 2020**

#### **Aims and activities**

To achieve our purpose and meet our outcomes in 2019/2020 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 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 St Stephen's Court and Firrhill residential units, supporting people who have a mental health diagnosis.

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

- Supporting on the ground community development initiative through the Volunteering in North Edinburgh (ViNE).
- Championing equalities and rights through our coordination of the Equalities and Rights Network.
- Improving access to cultural volunteering through delivery of the Festival City Volunteers project in partnership with Festivals Edinburgh.

##### **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 2020****ACHIEVEMENTS AND PERFORMANCE**

To achieve our aims we:-

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

The 2018 Scottish Household Survey (SHS) showed a slight decline in volunteering rates in Edinburgh to 29%, compared with a Scottish Average of 26%. However, the six year average rate of 32.5% demonstrates a healthy picture and again is above the Scottish Average. For the first time the SHS separated formal and informal volunteering. The whole volunteering rate, including informal volunteering is 51% which compares well to other major cities and the Scottish average of 48%.

Volunteer Edinburgh's bi-annual survey (conducted during 2019) showed that there was both an increase in the average number of hours donated by each volunteer (4.3 hours per week) and an increase in the average number of hours donated to organisations by all their volunteer to 8655 hours a year, or the equivalent of 4.8 full time posts, demonstrating clearly the vital operational contribution that volunteers make. Despite this, 68% of volunteer involving organisations state that they still need more volunteers to help support their service delivery.

In 2019/20 we welcomed 776 mainstream clients (excluding Health and Wellbeing and Employability clients) through the door of our Leith Walk office. Despite the challenges of the emerging Covid-19 pandemic through February and March, which saw our offices close to the public on 19<sup>th</sup> March, this was only a small decline of 1% on the previous financial year. E-mail and phone contact however was down 38% on the previous financial year at 695. Overall the total number of members of the public we engaged with was up 12% to 4065, including our outreach work and the 818 visitors to our Annual Recruitment Fair in September 2019.

The emerging Covid-19 panic and resulting lockdown began to impact us in Quarter 4. Volunteer Involving Organisations reduced or suspended their volunteer recruitment in the run up to the imposition of lockdown. Although we had an average of 573 available opportunities through 2019/2020, during the final weeks of the financial year many of these opportunities ceased to be available in reality.

Simultaneously, there was a sharp increase in the number of people looking for volunteering opportunities. Web site traffic increased 220% between February and March with an increase in new users of 247% over the same period. Annually, there was total of 140,475 visits to our website, up 34% on previous financial year and unique visitors were up 26% to 94,136.

During March 2020 we had to rapidly adapt to the emerging Covid-19 crisis. This included developing advice and information tailored to the rapidly forming mutual-aid groups. We developed the social media hashtag "Think Local: Act Local" and widely disseminated the "be a good neighbour" message. We developed a dedicated webpage for Covid-19 response which included advice and information for informal mutual-aid groups as well as prospective and existing volunteers and volunteer involving organisations.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

#### **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 2019/20 we saw 591 people with support needs at our main Leith Walk office and at the Mental Health Information Station at Walpole Hall, an increase of 15%. 136 people (down 23%) received intensive guidance with 78 (down 22%) going on to successfully volunteer. This decrease reflects the increasing complexity of client's needs and associated greater intervention. We also supported 40 long standing clients who have on-going support. In response to the emerging pandemic we made contact with 100 existing or previous clients to ensure that they were supported at the start of lockdown. We recruited and trained 15 volunteer buddies who are providing one to one support to individuals with higher support needs to secure and maintain their own volunteering.

Our employability service continues to provide specialised voluntary work coaching. 112 people tapped into this service with 49 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 1,040 Saltire Certificates during the year.

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

The LOOPs (Local Opportunities for Older People) phone line funding was discontinued in March 2019, however by attracting a few small donations and a small amount of transition funding from the Edinburgh Integration Joint Board, we were able to continue the work of the phone line, albeit on a smaller scale and re branded "Signposting Phoneline". Although many of the volunteers decided to move on we were able to retain 4 regular volunteers who continued to work to reduce isolation and social inequality, helping 184 callers find the support and services that they needed.

Our volunteer hub at the Royal Edinburgh Hospital had another very successful year, further establishing itself as a vital part of the hospital infrastructure. We engaged 44 new members of the public as volunteers and at year end had 122 public volunteers who contributed 5537 hours, an increase of 18%, to improve the wellbeing of the patients. We worked with 43 in-patient volunteers who contributed 1502 hours of volunteering. At the emergence of the covid crisis in quarter 4, the volunteer hub became a vital focal point for support to the hospital community.

*"Both Professor Alan Carson and Consultant Killian Welch have asked me to pass on their gratitude for the work that is currently being carried out. We have five volunteers who visit very regularly. The skills they bring and the time they spend with our patients is making a significant difference to the lives of the people they meet."*

The third year of the Festival City Volunteers programme, in partnership with Festivals Edinburgh, was again a huge success. The programme engaged 111 volunteers, 60% of whom had higher support needs. Over the three years of project the FCV assisted over 17,500 visitors to the city.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

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

##### Volunteers in North Edinburgh

Time Bank was unsuccessful in securing funding from the Health and Social Care Grants Programme for 2019/20, however following successful grant funding from the One City Trust, transition funding from Edinburgh Integration Joint Board, and some small donations we were able to continue and evolve this important grass roots work. This model has proven itself as an effective way of engaging new people locally in gateway activities for those traditionally excluded from volunteering and active citizenship. We worked with 400 local people and a host of local agencies to support the Chat Café for BAME women, Driving Licence Theory Test study group aimed at BAME women and the very successful Knit and Natter Group.

##### EARN

The Equality and Rights Network membership rose to 178 members (up 13%) with a mixture of organisations, citizen and individual professional members. EaRN delivered 9 workshops on equalities and rights in partnership with a range of community groups to 160 individuals. It delivered 6 training sessions on Equalities and Rights. EaRN continued to support public sector partners with their equalities outcomes and supported directly community planning engagement activities in association with the Edinburgh Partnership.

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

In 2019/2020 we responded to 489 requests for information and advice on volunteers management from volunteer involving organisations. 61 volunteers managers completed our Core Skills in Volunteer Management training with a further 45 volunteer managers attending other training sessions. Our Inspire (Peer to Peer support) continued to be popular with 60 people attending and a further 74 attending a series of Evolve CPD sessions. 62 individuals attended commissioned training sessions including delivery of a bespoke CSVM course for the National Galleries of Scotland.

Our on line [volunteerwiki.org.uk](http://volunteerwiki.org.uk) resource on volunteer management attracted 4701 users who accessed 11389 pages of good practice information.

In quarter 3, following the sudden collapse of Gorgie City Farm, Volunteer Edinburgh provided support to volunteers, many of whom had high support needs. Working with former staff of the farm we were able to assist volunteers to find new opportunities or transition to the new Love Gorgie organisation that took over the farm in quarter 4.

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

As a partner in Edinburgh's Third Sector Interface we continued to be actively involved in the city's community planning structures. In 2019/2020 this included supporting statutory partners with a community engagement exercise around the city's new community planning structures.

The launch of the new Volunteering and Active Citizenship strategy was progressed during the year, with publication scheduled for Quarter 4. With the emerging Covid 19 pandemic this was delayed while Volunteer Edinburgh deployed resources to support Covid related activity. Volunteer Edinburgh is an active member of the Scottish Volunteering Forum which continued to lobby Scottish Government to progress the development of an action plan in response to the Scottish Government's National Framework for Volunteering for All.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

#### **Our volunteers**

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. 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.

Volunteers contributed an average of 274 hours per week in 2019/20. This can be valued as an in-kind contribution of around £208,600 per year 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 £6,110 (2019: deficit of £14,063). The total income amounted to £685,798 (2019: £761,294), of which £412,120 (2019: £481,480) was related to restricted projects and £273,678 (2019: £279,814) to unrestricted funds. At the balance sheet date the unrestricted reserves were £396,073 (2019: £405,596), including designated funds of £230,857 (2019: £234,979), with £10,078 (2019: £6,665) 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.

#### **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 2020-21 budget this represents a fund of between £137k and £165k

Unrestricted free reserves are within the acceptable range.

Maintenance to the exterior of the building is planned for 2020. 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.

## VOLUNTEER CENTRE EDINBURGH

### DIRECTORS' ANNUAL REPORT

for the year ended 31 March 2020

#### **Risk Management**

The trustees have a risk framework in place and monitor the organisational risk register throughout the year. Risks are evaluated by assessing probability and severity. To manage risks effectively, mitigating actions or plans are identified where appropriate, and owners assigned to each action/plan.

Risks are categorised as Financial, Operational, External and Governance and a risk profile is created for each. One category is reviewed at each board meeting, to ensure that all risk areas are evaluated through the year.

The most significant risks identified by the trustees are usually, those categorised as financial and operational. Towards the end of the year the impact of Covid-19 was added a significant external risk.

The charity must maintain income, cash flow and reserves in order to repay its property loan and to fulfil its 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 board agreed it would engage the services of a fundraising consultant in 2020, to work with the senior management team.

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

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 updated at least annually, as well as on an ad hoc basis.

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.

**Impact of Covid-19.** In March the board acknowledged the risks posed by Covid-19, adding these to its risk register. The main risks are the reduction in service provision, and the potential impact on the health and wellbeing of staff, volunteers and clients.

Between meetings the board receives ad hoc updates from the senior management team on operational risks, including updates on higher risk service delivery areas. This has continued and increased in frequency during Covid-19.

#### **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.

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

#### **PLANS FOR FUTURE PERIODS (continued)**

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.

##### **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 2019-20, 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 2020

#### Reference and administrative information

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

**Charity Registration Number** SC029681

**Company Registration Number** SC202631

<b>Directors</b>	John Lawrie	Convenor
	Edward Hibbert	Vice Convenor
	Mike Reid	Treasurer
	Angela Napuk	(Resigned 1 October 2019)
	Linda Hamilton	(Resigned 19 November 2019)
	Thomas McLean	(Resigned 1 October 2019)
	Laura Morrison	
	Jane Greenacre	(Resigned 30 July 2019)
	Albert Patterson	
	Karen Filsell	(Appointed 1 October 2019)
	Edith Bovo	(Appointed 1 October 2019)
	Rebecca Neish	(Appointed 19 November 2019)
	Tanya Howden	(Appointed 19 November 2019)
Una Phelan	(Appointed 19 November 2019)	

**Company Secretary** Yvonne Caplan

<b>Key Management Personnel</b>	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

<b>Solicitors</b>	Dentons UK LLP	Davidson Chalmers LLP
	Quartermile One 12 Lauriston Place Edinburgh, EH3 9EP	12 Hope Street Edinburgh EH2 4DB

## **VOLUNTEER CENTRE EDINBURGH**

### **DIRECTORS' ANNUAL REPORT**

**for the year ended 31 March 2020**

#### **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.

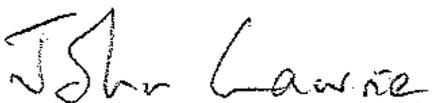
The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **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 25 August 2020 and signed on their behalf by:-



**John Lawrie**  
**Director**

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

### FOR THE YEAR ENDED 31 MARCH 2020

#### Opinion

We have audited the financial statements of Volunteer Centre Edinburgh (the 'charitable company') for the year ended 31 March 2020, 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 2020 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 2020

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 2020**

**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**

25 August 2020

VOLUNTEER CENTRE EDINBURGH

STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME & EXPENDITURE ACCOUNT)

For the year ended 31 March 2020

		Unrestricted		Restricted	2020	2019
	Notes	General Funds	Designated Funds	Funds	Total	Total
		£	£	£	£	£
<b>Income and endowments from:</b>						
Donations and legacies	2	6,217	-	-	6,217	724
Investments	3	36,566	-	-	36,566	31,713
Charitable activities	4	230,895	-	412,120	643,015	728,857
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total income</b>		273,678	-	412,120	685,798	761,294
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Expenditure on:</b>						
Charitable activities	5	(237,400)	(45,801)	(408,707)	(691,908)	(775,357)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total expenditure</b>		(237,400)	(45,801)	(408,707)	(691,908)	(775,357)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net income/(expenditure) for the year</b>		36,278	(45,801)	3,413	(6,110)	(14,063)
Transfers between funds	16	(41,679)	41,679	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net movements on funds		(5,401)	(4,122)	3,413	(6,110)	(14,063)
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Reconciliation of funds:</b>						
Total funds brought forward		170,617	234,979	6,665	412,261	426,324
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Total funds at 31 March 2020</b>		165,216	230,857	10,078	406,151	412,261
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

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

**VOLUNTEER CENTRE EDINBURGH**

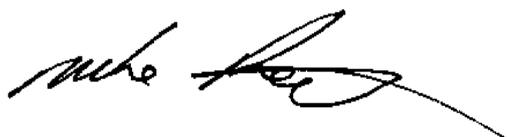
**BALANCE SHEET**

**As at 31 March 2020**

	Notes	£	2020 £	2019 £	£
<b>Fixed assets</b>					
Tangible assets	10		406,595		421,284
Investment property	11		133,520		133,520
			<hr/>		<hr/>
			540,115		554,804
<b>Current assets</b>					
Debtors	12	28,420		48,871	
Cash at bank and in hand		188,960		186,628	
			<hr/>		<hr/>
			217,380		235,499
<b>Creditors: amounts falling due within one year</b>	13	(44,112)		(54,774)	
			<hr/>		<hr/>
<b>Net current assets</b>			173,268		180,725
			<hr/>		<hr/>
			713,383		735,529
<b>Creditors: amounts falling due after more than one year</b>	13		(307,232)		(323,268)
			<hr/>		<hr/>
			406,151		412,261
			<hr/>		<hr/>
<b>Funds</b>					
Unrestricted funds					
General funds	16		165,216		170,617
Designated funds	16		230,857		234,979
Restricted funds	16		10,078		6,665
			<hr/>		<hr/>
			406,151		412,261
			<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 25 August 2020 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 2020**

	Note	2020 £	2019 £
<b>Cash flows from/(used) by operating activities</b>			
Net cash provided by operating activities		1,435	(55,159)
<b>Cash flows from investing activities</b>			
Interest received		865	856
Interest paid		(15,711)	(16,044)
Rental income		35,701	30,856
Purchase of property, plant and equipment		(5,400)	(4,516)
		<hr/>	<hr/>
<b>Cash flows provided by investing activities</b>		15,455	11,152
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(14,558)	(14,019)
		<hr/>	<hr/>
<b>Cash flows used in financing activities</b>		(14,558)	(14,019)
<b>Increase in cash during year</b>		2,332	(58,026)
Net cash at the start of the year		186,628	244,654
		<hr/>	<hr/>
<b>Net cash at the end of the year</b>	<b>19</b>	188,960	186,628
		<hr/> <hr/>	<hr/> <hr/>
 <b>RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Net movement in funds for the year</b>		(6,110)	(14,063)
Interest from investments		(865)	(856)
Interest paid		15,711	16,044
Rental income		(35,701)	(30,856)
Decrease/ (increase) in debtors		20,451	(33,873)
(Decrease) in creditors		(12,140)	(10,555)
Depreciation charge		20,089	19,000
		<hr/>	<hr/>
<b>Net cash provided/(used) by operating activities</b>		1,435	(55,159)
		<hr/> <hr/>	<hr/> <hr/>

## VOLUNTEER CENTRE EDINBURGH

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

#### 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 2019) - (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. This assessment of going concern includes the expected impact of COVID-19 to the entity in the 12 months following the signing of these financial statements.

##### 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 2020

#### 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 2020**

**2. Donations and legacies**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Donations	5,227	244
Membership fees	990	480
	<u>6,217</u>	<u>724</u>
	<u><u>6,217</u></u>	<u><u>724</u></u>

Income from donations and legacies was £6,217 (2019: £724) of which £6,217 (2019: £724) was unrestricted and £Nil (2019: £Nil) was restricted.

**3. Investment Income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bank interest received	865	856
Rental income	35,701	30,857
	<u>36,566</u>	<u>31,713</u>
	<u><u>36,566</u></u>	<u><u>31,713</u></u>

Income from investments was £36,566 (2019: £31,713) of which £36,566 (2019: £31,713) was unrestricted and £Nil (2019: £Nil) was restricted.

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**4. Charitable activities**

<u>Grants and Service Level Agreements:</u>	<b>2020</b>	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
CEC – Service Level Agreement	74,233	-	74,233	72,920
CEC – Strategy and Insight	-	70,907	70,907	97,087
CEC – Health Inequalities	-	-	-	25,716
Scottish Government – Third Sector Interface	128,572	-	128,572	134,005
Scottish Government – Third Sector Interface	5,294	-	5,294	7,123
CEC - Equality & Rights Network	-	47,000	47,000	49,967
CEC - Employability Challenge Fund	-	72,520	72,520	73,164
Edinburgh Integration				
Joint Board – VINE	-	4,135	4,135	-
CEC – Voice Your Choice	-	-	-	3,710
CEC – Wayfinder Public Social Partnership	-	39,401	39,401	38,531
Edinburgh & Lothians Health Foundation	-	100,000	100,000	99,500
LOOPS EIJB Health and Social Care	-	10,322	10,322	45,650
Festival City Volunteering	-	33,476	33,476	37,287
Alliance Health and Social Care	-	19,854	19,854	10,131
Action Earth Fund	-	1,245	1,245	497
SCVO Cyber Resilience	-	-	-	1,000
One City Trust	-	8,000	8,000	-
Robertson Partnership Homes	-	3,500	3,500	-
Other grants individually less than £1,000	-	1,760	1,760	240
	-----	-----	-----	-----
	208,099	412,120	620,219	696,528
<u>Earned Income</u>				
Training, consultancy & other earned income	22,796	-	22,796	32,329
	-----	-----	-----	-----
	230,895	412,120	643,015	728,857
	=====	=====	=====	=====

Total charitable activities were £643,015 (2019: £728,857) of which £230,895 (2019: £247,377) was unrestricted and £412,120 (2019: £481,480) was restricted.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

5. Expenditure

		Community			
	Core	Personal	devel'nt	2020	2019
	devel'nt	& Social		Total	Total
	£	£	£	£	£
Recruitment fair	6,850	-	-	6,850	7,647
Training provision	532	124	224	880	1,786
Events	977	683	1,423	3,083	4,469
<i>Support costs</i>					
Staff costs (note 9)	219,121	247,795	62,411	529,327	594,156
Training & conferences	340	132	-	472	1,940
Recruitment	18	248	-	266	468
Premises costs	6,008	4,171	2,251	12,430	15,065
Cleaning	7,998	5,100	3,165	16,263	15,811
Repairs & maintenance	5,930	2,690	752	9,372	2,768
Provision, subscriptions & Miscellaneous	1,992	3,892	985	6,869	4,855
Stationery & postage	1,186	1,903	609	3,698	4,833
Publicity & promotion	1,113	2,043	1,686	4,842	5,938
Telephone	4,227	7,709	2,131	14,067	13,515
Office equipment	1,807	1,860	930	4,597	12,233
Bad debt	-	220	-	220	200
Volunteer costs	737	2,866	7,030	10,633	11,045
Travelling expenses	1,097	1,648	580	3,325	4,034
Consultancy & subcontractor fees	-	3,490	-	3,490	3,988
Legal & professional fees	1,098	811	277	2,186	2,366
liV fees	-	-	-	-	2,000
Bank charges	213	244	83	540	466
Finance costs	15,711	-	-	15,711	16,044
Depreciation	20,089	-	-	20,089	19,000
IT Support	9,526	6,476	2,376	18,378	26,760
<i>Governance costs</i>					
Audit fees	1,705	1,950	665	4,320	3,970
	<u>308,275</u>	<u>296,055</u>	<u>87,578</u>	<u>691,908</u>	<u>775,357</u>

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

Total expenditure was £691,908 (2019: £775,357) of which £283,201 (2019: £274,272) was unrestricted and £408,707 (2019: £501,085) was restricted.

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**6. Net (Expenditure) for the Year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net (expenditure) is stated after charging:		
Depreciation	20,089	19,000
Auditors' remuneration – audit fee	4,320	3,970
	24,409	22,970

**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.

	<b>Community</b>			<b>2020</b>	<b>2019</b>
	<b>Core</b>	<b>Personal</b>	<b>devel'nt</b>		
	<b>£</b>	<b>£</b>	<b>&amp; Social</b>	<b>£</b>	<b>£</b>
Costs	(308,275)	(296,055)	(87,578)	(691,908)	(775,357)
Donations	1,102	-	5,115	6,217	724
Grants and SLA	196,973	316,813	106,433	620,219	696,528
Earned income	17,836	831	4,129	22,796	32,329
Investment income	36,566	-	-	36,566	31,713
	(55,798)	21,589	28,099	(6,110)	(14,063)

**8. Directors' Emoluments**

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

**9. Employees**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Wages and salaries	426,773	483,812
Redundancy costs	4,725	-
Social security costs	32,310	36,623
Other pension costs	65,519	73,721
	529,327	594,156

The policy for redundancy follows statutory redundancy provisions.

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**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>2020 No.</b>	<b>2019 No.</b>
Administrative and support staff	4	5
Service provider staff	16	19
	<hr/>	<hr/>
	20	24
	<hr/> <hr/>	<hr/> <hr/>

On a full time equivalent basis the average number of employees was 15.2 (2019: 17.6). 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 £125,596 (2019: £117,183). 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 2019	16,967	358,480	112,088	487,535
Additions	5,400	-	-	5,400
Disposals	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	22,367	358,480	112,088	492,935
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Depreciation</b>				
At 1 April 2019	8,430	14,340	43,481	66,251
Charge for year	5,295	3,585	11,209	20,089
Released on disposal	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2020	13,725	17,925	54,690	86,340
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net Book Value</b>				
At 31 March 2020	8,642	340,555	57,398	406,595
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 March 2019	8,537	344,140	68,607	421,284
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**11. Investment Property**

	<b>Investment Property £</b>
<b>Market value</b>	
At 1 April 2019	133,520
Additions	-
	133,520
At 31 March 2020	133,520
	133,520
<b>Net book value</b>	
At 31 March 2020	133,520
	133,520
At 31 March 2019	133,520
	133,520

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

	<b>2020 £</b>	<b>2019 £</b>
Cost	133,520	133,520
	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>2020 £</b>	<b>2019 £</b>
Grants receivable	17,313	33,227
Other debtors	11,019	15,310
Prepayments	88	334
	28,420	48,871
	28,420	48,871

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other loans	16,035	14,557
Trade creditors	67	-
Other taxes and social security costs	9,047	10,840
Pension contributions	4,590	6,492
Other creditors	1,120	2,134
Accruals	8,979	14,774
Deferred income	4,274	5,977
	<hr/>	<hr/>
	44,112	54,774
	<hr/> <hr/>	<hr/> <hr/>

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Other loans	307,232	323,268
	<hr/>	<hr/>
	307,232	323,268
	<hr/> <hr/>	<hr/> <hr/>

**Deferred income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 31 March 2019	5,977	20,407
Released to Statement of Financial Activities	(5,977)	(20,407)
Amounts received and deferred during the year	4,274	5,977
	<hr/>	<hr/>
	4,274	5,977
	<hr/> <hr/>	<hr/> <hr/>

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

**14. Loans and secured debts**

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

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Amounts repayable		
In one year or less	16,035	14,557
In more than one year but not more than two years	16,554	15,263
In more than two years but not more than five years	54,094	50,383
More than 5 years	236,584	257,622
	<hr/>	<hr/>
	323,267	337,825
	<hr/> <hr/>	<hr/> <hr/>

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

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

	<b>Unrestricted</b>	<b>Designated</b>	<b>Restricted</b>	<b>Total</b>
<b>Fund balances at 31 March 2020 as represented by:</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible fixed assets	-	406,595	-	406,595
Investment property	-	133,520	-	133,520
Current assets	193,293	14,009	10,078	217,380
Current liabilities	(28,077)	(16,035)	-	(44,112)
Long term liabilities	-	(307,232)	-	(307,232)
	<hr/>	<hr/>	<hr/>	<hr/>
	165,216	230,857	10,078	406,151
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Fund balances at 31 March 2019 as represented by:</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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)
	<hr/>	<hr/>	<hr/>	<hr/>
	170,617	234,979	6,665	412,261
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

16. Movement in funds	At 1 April 2019 £	Income £	Expenditure £	Transfers	At 31 March 2020 £
<b>Restricted funds</b>					
WAVE	2,972	-	(274)	-	2,698
CEC – Strategy and Insight	-	70,907	(70,907)	-	-
Edinburgh & Lothian Health	-	100,000	(100,000)	-	-
CEC – Equality & Rights Network	-	47,000	(45,000)	-	2,000
CEC Employability Challenge Fund	-	72,520	(70,640)	-	1,880
Wayfinder	3,500	39,401	(42,901)	-	-
Action Earth Fund	-	1,245	(1,245)	-	-
LOOPS Edinburgh Integration Joint Board	193	10,322	(10,515)	-	-
Festival City Volunteers	-	33,476	(33,476)	-	-
Alliance Health and Social Care	-	19,854	(19,854)	-	-
Edinburgh & Lothian Trust Fund	-	775	(775)	-	-
One City Trust	-	8,000	(8,000)	-	-
Access to Work	-	985	(985)	-	-
CEC – Volunteering in North Edinburgh	-	4,135	(4,135)	-	-
Robertson Partnership Homes	-	3,500	-	-	3,500
	6,665	412,120	(408,707)	-	10,078
<b>Unrestricted funds</b>					
General funds	170,617	273,678	(237,400)	(41,679)	165,216
Designated funds					
Fixed assets	216,979	-	(35,801)	35,669	216,847
Various small funds	18,000	-	(10,000)	6,010	14,010
	405,596	273,678	(283,201)	-	396,073
<b>Total funds</b>	412,261	685,798	(691,908)	-	406,151

**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 2020

#### 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.

**Various small funds** includes amounts designated for **Organisational Restructure** - For redundancy payments and associated costs of restructure; **Final event costs** - This is the remaining fee for delivery of an event; **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 **Fundraising consultant** - To cover the costs of a fundraising consultant.

##### 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.

###### **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.

###### **CEC - Firrhill & St Stephen's Court**

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.

###### **LOOPS Edinburgh Integration Joint Board**

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

###### **Festival City Volunteers**

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

**VOLUNTEER CENTRE EDINBURGH**

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 31 March 2020**

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

***Alliance Health and Social Care***

Funding received from the self-management fund for a buddying programme, supporting individuals with long term health conditions to secure and sustain positive, life-changing volunteering.

***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.

***One City Trust***

Transition funding received for Volunteering in North Edinburgh.

***Access to Work***

Funding received to help cover the costs of practical support in the workplace.

***CEC Volunteering in North Edinburgh***

Transition funding received for Volunteering in North Edinburgh.

***Robertson Partnership Homes***

Funding received for Volunteering development and community activities in North Edinburgh and localities.

VOLUNTEER CENTRE EDINBURGH

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

16. Movement in funds (cont.)

	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)	-	-
	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
	400,054	279,814	(274,272)	-	405,596
<b>Total funds</b>	426,324	761,294	(775,357)	-	412,261

17. Operating lease commitments

At 31 March 2020 the charity had total commitments for premises under non-cancellable operating leases, payable as follows:-

	Office Equipment 2020 £	Office Equipment 2019 £
Expiring:		
Within one year	911	1,214
Within one to five years	-	911

**VOLUNTEER CENTRE EDINBURGH**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 March 2020**

**18. Related party transactions**

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

In 2018 a 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 2020 £323,267 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**

	<b>At 1 April 2019 £</b>	<b>Cash flow £</b>	<b>At 31 March 2020 £</b>
Cash in hand and at bank	186,628	2,332	188,960
	_____	_____	_____
<b>Net funds</b>	<b>186,628</b>	<b>2,332</b>	<b>188,960</b>
	=====	=====	=====