

CLACKMANNANSHIRE THIRD SECTOR INTERFACE LTD

(A company limited by guarantee)

Annual Report & Financial Statements

For the year ended

31 March 2018



Company No SC396838

Scottish Charity No SC042543

ANNUAL REPORT & FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2018 .

OBJECTS & ACTIVITIES

Objects

The objects of the charity are to act as strategic enablers in the development of the Third Sector in Clackmannanshire by:

- Acting as the principal conduit for this type of work between the Scottish Government, Local Authority and any other body which seeks to assist in the development of the Third Sector in Clackmannanshire.
- Advancing community development throughout the Clackmannanshire local authority area.
- Promoting civic responsibility, social enterprise, volunteering and the voluntary sector within Clackmannanshire.
- Providing more effectiveness and efficiency to charities and third sector organisations within Clackmannanshire.

ACHIEVEMENTS & PERFORMANCE

BACKGROUND

The financial year ending March 2018 completes a period of intense development and growth by Clackmannanshire Third Sector Interface (CTSI) to meet and achieve the range of strategic outcomes set out by the members through a process completed in March 2017. Through this process a new Vision and Mission Statement for the organisation were created and a set of outcomes were developed which reflected, in particular the local situation. Throughout the period, the Scottish Government continued its own review of the Third Sector Interfaces (TSIs) nationally which concluded with an announcement of its continued funding support in December 2017 for the network. Together with Evaluation Support Scotland, a co-produced national framework between the TSI network and Scottish Government is now being undertaken and is due to be announced in Autumn 2018.

The local review by CTSI in conjunction with its membership identified key areas of development: informing and communicating better to members; growing voluntary action, especially for young people and those with barriers, and building innovative new partnerships. Under these headings, a set of actions were undertaken. In addition, the Board and Business Manager worked intensively towards assessing the charity's own internal governance and operating systems and by doing so achieved EFQM Level 1 in April 2017. The charity is now working towards completing EFQM Level 2 in August 2018. These strategic outcomes have since been reviewed again by the Board and in consultation with its membership recently, and have been updated to meet the changing foci of the membership as well as reflecting now the new Local Outcomes Improvement Plan for Clackmannanshire finalised in October 2017 and the Health and Social Care Strategic Plan for Clackmannanshire and Stirling.

In line with the strategic plan, CTSI is giving particular emphasis to the Year of Young People 2018. It has been working in partnership with Clackmannanshire Council Education CLD and other third sector organisations to promote youth volunteering, with a year-long programme of activities including a centrepiece LEGO exhibition event being held in Alloa in the summer involving over 20 young volunteers.

Within the year, CTSI was also delighted to secure new premises, which it is sharing with Clackmannanshire Citizens Advice Bureau. The newly named, CTSI Connect Centre provides larger office space, more accessible meeting room space for members use and training, a reception area which now provides a drop-in provision for volunteers, and an activity space for groups, as well as bringing welcome economies to the two organisations through shared use of space. Through the end of the year and into 2018/19, CTSI will be withdrawing from its former premises, The Hub and has taken up some additional space in the Liberal Club on Mar Street to provide versatile but essential additional storage, exhibition and community space.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

KEY ACHIEVEMENTS FOR 2017/18

- 81% of members feel better connected as a result of our work – with 34 forums and 10 community breakfasts held to enable networking and sharing good practice.
- 92% of people attending training provided by CTSI found it useful – 18 training sessions provided with 140 attendees.
- 23 organisations have had 1-2-1 governance support with 10 organisations being supported to incorporate.
- First Forth Valley Community Conference was held in conjunction with Stirling Voluntary Enterprise and CVS Falkirk. Over 220 people attended. CTSI held its first Clacks Connect event in September including a Funders' Fayre and with the theme of older people.
- 43% increase in volunteer registrations over last year and in particular 49.5% increase in Saltire Award registrations for young people under 25 years.
- Volunteer Managers' Forum now has 29 organisations attending with 100% reporting they find the forum valuable.
- 93% increase in Volunteer Award Ceremony nominations.
- New Clackmannanshire Dementia Group enabled by CTSI with 16 organisations working together and a new Clacks Training and Environment Consortium bringing 8 partners together.
- New Local Community Fund awarded £7,995 to 32 projects and local groups – donations came from the Great Tapestry of Scotland, CTSI Super Sandy Toy Shop held and the CTSI Christmas Concert.
- 40 community-based Great Tapestry events held during summer 2017 and legacy activities continue with the design of a Clackmannanshire Tapestry and 'Call to Yarns' community arts project underway in summer 2018.
- CTSI provided Universal Credit Assisted Digital Support in conjunction with Department of Work and Pensions and Clackmannanshire Council alongside the Universal Credit roll out in Clackmannanshire, assisting 191 people over a six month period.
- 17 new social enterprise start-ups received support and help towards receiving £53,000 of seedcorn funding. A new Forth Valley Social Enterprise Network is being established to support social enterprises further across the region and the first social enterprise candidate from Clackmannanshire gained a place on the School of Social Entrepreneurs.
- 100% of partners feel CTSI understands the third sector.

REPRESENTATION BY CTSI

CTSI continues to enable the third sector to play a key role and has representation on a number of new and existing strategic partnerships. In particular, the Business Manager worked closely with Alliance partners to develop the new Local Outcomes Improvement Plan (LOIP) for Clackmannanshire, submitted in October 2017. The LOIP has four key Strategic Outcomes and three Locality Priorities that are reflecting issues distinct to Clackmannanshire but which are aspirational and achievable, that all partners collectively can work towards.

CTSI has already started some work with the Community Justice Strategic Partnership to enable more community engagement and third sector development to assist the community justice agenda as well as undertaking research using the place-standard tool into understanding 'place' for vulnerable groups. The Business Manager is chairing the new Tackling Inequalities Group working within the Community Wellbeing and Safety Partnership; and also helped, alongside representatives from the third sector in developing the new Children's Services Plan for Clackmannanshire. CTSI has also enabled continued third sector representation on the Health and Social Care Partnership Integration Joint Board and Strategic Planning Group. Following recent evaluation, 96% of partners feel CTSI supports the third sector to influence and contribute to public policy.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

FINANCIAL REVIEW

CTSI continued to manage its performance well and aims to hold reserves at a level that will protect a secure position for its future. Despite moving to new premises, costs were controlled tightly and with only a slight loss in the financial year, due mainly to an increase in depreciation costs caused by capitalising of office alterations and equipment needed for the new offices in Alloa. There remains a higher cost for rentals in this financial year and continuing into 2018/19 as CTSI moves its operation in a timely manner from The Hub, where some space is still required for its current provision and membership usage, to its new premises. A new lease on the Liberal Club on Mar Street is providing additional storage, exhibition and event space next to the new offices for CTSI.

The Board agreed to use some of the reserves for the investment in the new premises and associated IT equipment, the continuation of the Enterprise Development Officer role, new website development, as well as some of the costs associated with the Great Tapestry of Scotland. Income for the year was £316,363 (2017: £229,756), principally from grants. Expenditure was £320,685 (2017: £230,454) which meant that there was a slight deficit of £4,322 (2017: Deficit £698). At March 2018 the charity held reserves of £72,608 within the General Fund (2017: £92,272).

Investment policy

The Trustees are aware of their responsibilities for safeguarding the charity's assets. They regularly consider the political, economic, legal and environmental factor that can affect funds and savings.

The trustees have a duty to seek out suitable sources of income generation. The trustees also consider that it is prudent to accumulate funds for reserves to meet their legal requirements for employees and creditors. They also realise that this has to be balanced by ensuring that there are enough funds readily available to carry out the charity's aims. The trustees have the power to invest funds in the best interest of the charity.

Risk Management

The trustees regularly review the risks to which the charity is exposed. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The charity has employees and leases its office premises. It holds Employer, Public and Professional Indemnity Insurance policies.

Reserves policy

The trustees have considered the current and future commitments in assessing the level of reserves needed to meet their liabilities. Despite the increase in income over the last year, the liabilities remain the same due to the contractual nature of some of the work. CTSI has unrestricted funds of £72,608 at 31st March 2018 which sufficiently covers the obligations and so meets the trustees' reserves policy. This will be reviewed within the coming year.

FUTURE PLANS

Following the recent review of the Strategic Plan, and following a consultation period with members, it was agreed to change the main themes of the plan to cover new outcomes and activities under the headings: participation, empowerment and co-production. The vision and mission statement remain unaltered and continue to reflect the key values that CTSI upholds to enable, facilitate and support voluntary action, social enterprise and third sector capacity building in the future.

The following objectives have been agreed:

- CTSI helps build members' capacity through access to knowledge and training, encouraging wider and more diverse representation within communities.
- Third sector provision becomes embedded in community health landscape. CTSI's members are outcomes-focused, informed about commissioning and confident in using evidenced-based evaluation.
- CTSI advocates for the third sector. The third sector and community planning partners will work closely together to develop and achieve shared strategic outcomes.
- CTSI will develop an effective communication and engagement strategy that informs, influences, connects and shares best practice with residents, members and partners across the Forth Valley.

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2018

- CTSI works with members to develop a local volunteering strategy to encourage robust and flourishing volunteering for all.
- CTSI continues to support youth volunteering, youth volunteering standards and establishes innovative and enterprising pathways to work.
- CTSI will lead in tackling inequalities of targeted groups through supporting community development and collaborative partnerships.
- Develop a social enterprise strategy with partners that meets the needs of strategic outcomes of the Health and Social Care Partnership and Local Outcomes Improvement Plan.
- Play a key role in regeneration and help to attract social capital to Clackmannanshire to meet the aspirations of residents, members, partners and communities.
- Strengthen the third sector by facilitating strategic and business planning, governance reviews, promote the use of the sharing of resources, and the development of a skilled workforce.
- Promote and celebrate the work of a thriving third sector at a local, regional and national level.

STRUCTURE GOVERNANCE AND MANAGEMENT

Governing document

Clackmannanshire Third Sector Interface (CTSI) was established on 1st April 2011 as a company limited by guarantee (SC396838) and given charitable status on 29th August 2011 with charity number SC042543. It is governed by its Memorandum and Articles of Association which have been revised and updated on 31st March 2017. Each member of the company is required to contribute an amount not exceeding £1 should the company be wound up while he/she is a member, or within one year after he/she ceases to be a member.

Appointment of trustees

The Board consists of:

- A minimum of three trustees and a maximum of twelve trustees, of whom a maximum of three may be co-opted.
- Fifty per cent of the trustees shall be appointed representatives of member organisations, elected by and from the membership at the Annual General Meeting.
- Co-opted directors are appointed by the elected trustees.

Organisational structure

The structure of the company consists of –

The MEMBERS, who have the right to attend General Meetings and have important powers under the Articles of Association. In particular the members elect people to serve as Directors, and they must take any decisions about changes to the charity's Articles.

The DIRECTORS, who are also charity trustees, who meet regularly during the period between Annual General Meetings and generally control and supervise the activities of the charity including monitoring the financial position of the charity.

Induction and training of trustees

Trustees are provided with an induction session and accompanying policies which includes information on:

- The organisation and its aims and objectives
- The responsibilities of being a trustee
- OSCR's trustee guidelines

TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Clackmannanshire Third Sector Interface Ltd	
Charity No	SC042543	
Company No	SC396838	
Registered Office	CTSI Connect Centre, Burgh Mews, Alloa, FK10 1HS	
Website Address	http://ctsi.org.uk/	
Current Trustees	Paul Lawrence Mooney	Appointed 10th June 2017
	Nicholas Ronald Morris	Appointed 10th June 2017
	Graham Stephen Reece	Appointed 10th June 2017
	Mandi Turner	
	Valerie Rose	Appointed on 1st March 2018
	Nicola Frances Green	Appointed on 26th May 2018
	Jonathan Stephen Miller	Appointed on 26th May 2018
Other Trustees who served during the period	Malcolm Thomas McArdle	Resigned on 3rd August 2017
	Iain Stewart Ballantine	Resigned on 28th September 2017
	Evelyn Mary Mackie Paterson	Resigned on 30th November 2017
Bankers	Unity Trust Bank plc 9 Brindley Place, Birmingham, B1 2HB	
Independent Examiner	Anne Knox, FCIE Community Accountancy Scotland C.I.C. Jubilee House, Forthside Road, Stirling, FK8 1QZ	

TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 MARCH 2018

APPROVAL

This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees on 26th September 2018 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'N. Morris', is written over the text of the approval statement.

Nicholas Morris
Chair

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2018

Independent examiner's report to the trustees of Clackmannanshire Third Sector Interface Ltd

I report on the accounts of the charity for the year ended 31 March 2018 , which are set out on pages 10 to 23.

Respective responsibilities of trustees and examiner

The charity's trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The trustees consider that the audit requirement of Regulation (10) (1)(a) - (c) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts under section (44) (1)(c) of the 2005 Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter came to my attention: -

1. which gives me reasonable cause to believe that in any material respect, the requirements
 - to keep accounting records in accordance with section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Anne Knox, FCIE

Community Accountancy Scotland C.I.C.

Jubilee House

Forthside Way

Stirling

FK8 1QZ

26th September 2018

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
		£	£	£	£
Income and endowments from:					
Donations	4	206,376	91,165	297,541	226,400
Charitable activities	5	5,562	-	5,562	3,325
Other trading activities	6	10,354	-	10,354	-
Investments	7	2,906	-	2,906	31
		225,198	91,165	316,363	229,756
Expenditure on:					
Raising funds	8	8,678	547	9,225	-
Charitable activities	9	238,943	72,517	311,460	225,931
Governance		-	-	-	4,523
		247,621	73,064	320,685	230,454
Net income/(expenditure)		(22,423)	18,101	(4,322)	(698)
Transfers between funds		2,759	(2,759)	-	-
Net movement in funds		(19,664)	15,342	(4,322)	(698)
Reconciliation of funds					
Total funds as at 01 April 2017		92,272	-	92,272	92,970
Total funds as at 31 March 2018		72,608	15,342	87,950	92,272

All activities are regarded as continuing.

The above statement includes all gains and losses recognised during the year and complies with the requirements for an income and expenditure account under the Companies Act 2006.

Comparative Statement of Financial Activities are shown in Note 20.

The Notes on pages 13 to 23 form an integral part of these accounts.

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2018

	Note	Total 2018	Total 2017
Fixed assets:		£	£
Tangible assets	12	10,919	6,385
		10,919	6,385
Current assets:			
Debtors	13	17,179	15,641
Cash at bank and in hand	14	77,868	78,003
		95,047	93,644
Liabilities:			
Creditors (due within one year)	15	18,016	7,757
Net current assets		77,031	85,887
Net Assets		87,950	92,272
Funds of the charity:			
Restricted funds		15,342	-
Unrestricted funds		72,608	92,272
		87,950	92,272

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2018

- the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and
- members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 44 of the Charities and Trustee Investment (Scotland) Act 2005, the accounts have been examined by an independent examiner whose report appears on page 9.

The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The Notes on 13 to 23 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 26th September 2018 and signed on their behalf by:

Nicholas Morris
Chair



STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2018

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Cash flows from operating activities:				
Net income/(expenditure) per SoFA	(22,423)	18,101	(4,322)	(698)
Depreciation charges	3,018	-	3,018	3,897
Investment income	(2,906)	-	(2,906)	(31)
(Gains)/Losses on investments	-	-	-	-
(Gains)/Losses on sale of fixed assets	-	-	-	-
(Increase)/decrease in stocks	-	-	-	-
(Increase)/decrease in debtors	(1,538)	-	(1,538)	7,956
Increase/(decrease) in creditors	10,259	-	10,259	(12,026)
	(13,590)	18,101	4,511	(902)
Cash flows from investing activities:				
Investment income	2,906	-	2,906	31
Purchase of property, plant & equipment	(7,552)	-	(7,552)	(1,560)
	(4,646)	-	(4,646)	(1,529)
Net increase/(decrease) in cash:	(18,236)	18,101	(135)	(2,431)
Total cash as at 01 April 2017	78,003	-	78,003	80,434
Total cash as at 31 March 2018	59,767	18,101	77,868	78,003

The Notes on 13 to 23 form an integral part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1. Basis of preparation

- 1.1. These accounts (financial statements) have been prepared under the historic cost convention, with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:
- (a) The Charities and Trustee Investment (Scotland) Act 2005
 - (b) The Charities Accounts (Scotland) Regulations 2006 (as amended)
 - (c) The Companies Act 2006
 - (d) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS102
 - (e) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS102) (effective January 2015)
- 1.2. Changes to the basis of preparation
None
- 1.3. Changes to previous accounts
None
- 1.4. The charity meets the definition of a public benefit entity as defined by FRS 102.
- 1.5. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

2. Accounting policies

- 2.1. Fund accounting
- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
 - (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
 - (c) The purposes of the funds are shown in Note 17.
- 2.2. Income
- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
 - (b) Where income has related expenditure (e.g. conferences and training courses), the income and related expenditure are reported gross in the SoFA.
 - (c) Bank interest is recognised when credited to the account.
 - (d) Gift Aid is recognised in the same accounting period as the donation to which it relates.
 - (e) Income which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.
 - (f) The value of voluntary help is not included in the accounts.
- 2.3. Expenditure and liabilities
- (a) Expenditure is recognised on the accruals basis.
 - (b) The charity is not registered for VAT; thus all costs are shown inclusive of VAT charged.
 - (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

2.4. Tangible assets

- (a) Tangible assets are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.
- (b) Depreciation is calculated to write off the cost of tangible fixed assets over their useful economic lives. The rates used are as follows:
 - (i) Tenant's Improvements 10% Straight line
 - (ii) IT Equipment 10% Straight line
 - (iii) Office equipment 10% Straight line

2.5. 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.

2.6. Debtors

- (a) Debtors are recognised at the settlement amount due.
- (b) Prepayments are valued at the amount prepaid.

2.7. Cash

- (a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.8. Creditors

- (a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.
- (b) Accrued charges are normally valued at their settlement amount.

2.9. Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3. Transactions with trustees and related parties

- (a) No remuneration was paid to the trustees during the year (2017: £Nil).
- (b) No expenses were paid to the trustees during the year (2017: £159) (2017: Two trustees).
- (c) The charity's insurance policy includes trustee indemnity insurance cover for all of its trustees.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

4. Income from Donations

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Scottish Government	198,400	-	198,400	198,400
NHS Health & Social Care	-	27,531	27,531	27,500
SCVO - CJS	-	13,334	13,334	-
SCVO	-	-	-	500
Clacks Council - Community Justice	-	30,500	30,500	-
Clacks Council	200	10,000	10,200	-
Scottish Heritage	-	9,800	9,800	-
Peoples Health Trust	3,750	-	3,750	-
Donations	1,926	-	1,926	-
Donations - Great Tapestry	2,100	-	2,100	-
Total current year	206,376	91,165	297,541	226,400
Total previous year	198,900	27,500	226,400	

5. Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Room Hire	596	-	596	2,710
Office Support	4,966	-	4,966	615
Total current year	5,562	-	5,562	3,325
Total previous year	3,325	-	3,325	

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

6. Income from Other Trading Activities

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Charity Concert - raffle	400	-	400	-
Sponsorship	990	-	990	-
Great Tapestry of Scotland - Sponsorship	720	-	720	-
Shop Income - GT of S	5,960	-	5,960	-
Charity Concert	2,284	-	2,284	-
Total current year	10,354	-	10,354	-
Total previous year	-	-	-	-

7. Income from Investment

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Bank Interest	36	-	36	31
Rent Income	2,870	-	2,870	-
Total current year	2,906	-	2,906	31
Total previous year	31	-	31	-

8. Expenditure on Raising Funds

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
Staff Costs	147	-	147	-
Great Tapestry Memorabilia	4,295	-	4,295	-
Great Tapestry Expenditure	4,178	547	4,725	-
Sundries	58	-	58	-
Total current year	8,678	547	9,225	-
Total previous year	-	-	-	-

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

9. Expenditure on Charitable Activities

	Unrestricted	Restricted	Total	Total
	Funds	Funds	2018	2017
	£	£	£	£
Staff Costs (See Note 11)	134,229	39,809	174,038	135,799
Staff Expenses	3,301	364	3,665	2,786
Staff Training & Development	355	-	355	2,089
Payroll Costs	672	-	672	-
Donations	-	-	-	44
Recruitment	-	-	-	6,774
Volunteer Expenses	217	-	217	60
Event Expenses	3,613	434	4,047	4,847
Grants - Community Justice	-	18,506	18,506	-
Community Fund Grants	7,995	-	7,995	-
Rent and Rates	22,356	1,224	23,580	15,551
Heat Light & Water	10,929	293	11,222	5,039
Equipment < £1,000	50	-	50	900
Insurance	2,139	1,350	3,489	765
Marketing & Advertising	6,476	-	6,476	8,793
Repairs & Maintenance	4,180	71	4,251	1,753
Leasing	3,256	-	3,256	1,610
Social Enterprise Support	11,282	-	11,282	-
Consultancy Fees	450	9,693	10,143	-
Telephone & Broadband	3,234	113	3,347	2,219
CTSI Website	2,619	-	2,619	2,984
Printing Postage & Stationery	4,867	270	5,137	6,673
IT Software & Support	5,563	390	5,953	4,806
Subscriptions	314	-	314	60
BookKeeping Fees	1,512	-	1,512	6,066
Legal & Professional Fees	3,324	-	3,324	9,711
Training Costs	558	-	558	769
Admin	1,132	-	1,132	1,736
Trustees Expenses	-	-	-	200
Depreciation	3,018	-	3,018	3,897
Governance (See Note 10)	1,302	-	1,302	4,523
Total current year	238,943	72,517	311,460	230,454

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

10. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2018	Total 2017
	£	£	£	£
AGM	53	-	53	119
Independent Examination Fees	1,060	-	1,060	1,260
Trustees Meetings	176	-	176	-
Professional Fees	-	-	-	3,144
Filing Fees	13	-	13	-
	1,302	-	1,302	4,523

11. Staff costs and Key Management

	2018	2017
	£	£
Salaries and wages	163,364	135,799
Employer's national insurance	9,205	-
Employer's pension contributions	1,470	-
	174,039	135,799

No employee received remuneration in excess of £60,000

Average number of employees	2018	2017
Charitable Activities	10.0	6.0

Pension contributions

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The employer's pension costs represent contributions payable by the charity to the fund.

Key Management

In the opinion of the trustees there is one member of key management – the Business Manager. The total employee benefits of this post were £38,001 for the year ended 31st March 2018 (2017: £33,937 – nine months).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

12. Tangible Assets

	Tenant's Improvements	IT Equipment Equipment	Office Equipment	Total 2018
Cost	£	£	£	£
As at 01 April 2017	-	9,570	13,066	22,636
Additions	6,060	1,492	-	7,552
Disposals	-	-	-	-
As at 31 March 2018	6,060	11,062	13,066	30,188
Depreciation				
As at 01 April 2017	-	8,410	7,841	16,251
Charge for year	606	1,106	1,306	3,018
As at 31 March 2018	606	9,516	9,147	19,269
Net Book Value				
As at 01 April 2017	-	1,160	5,225	6,385
As at 31 March 2018	5,454	1,546	3,919	10,919

13. Debtors

	Total 2018	Total 2017
	£	£
Trade Debtors	8,462	-
NHS Forth Valley	-	9,053
Clackmannanshire Council	8,500	1,375
Prepayments	-	5,195
Office Support	217	18
	17,179	15,641

14. Cash at Bank and in Hand

	Total 2018	Total 2017
	£	£
Bank	72,819	77,704
Cash	278	299
Salary Account	4,771	-
	77,868	78,003

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

15. Creditors (falling due within one year)

	Total 2018	Total 2017
	£	£
HMRC	3,105	3,346
Pension	648	-
Trade Creditors	9,967	-
IE Fee	1,060	1,260
Accruals	3,236	3,151
	18,016	7,757

16. Movements in Funds

	As at 31/03/2017	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2018
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	92,272	210,844	(229,550)	2,759	76,325
<u>Designated funds</u>					
Community Fund	-	14,354	(18,071)	-	(3,717)
	-	14,354	(18,071)	-	(3,717)
<u>Restricted funds</u>					
NHS Health and Social Care	-	27,531	(24,772)	(2,759)	-
SCVO - CJS	-	13,334	(11,246)	-	2,088
Community Justice	-	30,500	(18,577)	-	11,923
Heritage Lottery	-	9,800	(8,776)	-	1,024
Clacks Council - UCS	-	10,000	(9,693)	-	307
	-	91,165	(73,064)	(2,759)	15,342
<u>Funds of the charity</u>	92,272	316,363	(320,685)	-	87,950

17. Purpose of Funds

General fund	Unrestricted funds that can be expended at the discretion of the trustees in furtherance of the objects of the charity.
NHS Health and Social Care	Funding received from NHS Forth Valley towards the costs of the Integrated Care Engagement Officer post.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

SCVO – CJS	Funding received from SCVO for Community Jobs Scotland scheme.
Community Justice	Community Justice Strategic Partnership Transition fund is funding toward third sector organisations, support, research and participation by CTSI.
Heritage Lottery	Funding received towards the costs of the “Great Tapestry of Scotland” exhibition.
Clacks Council – UCS	Funding received from Clackmannanshire Council towards the costs of Employability Support Officer to provide outreach support to individuals transitioning to Universal Credit.

18. Transfer of Funds

£2,759 was transferred from the NHS Health and Social Care fund to the General fund to cover the costs of management support and supervision.

19. Comparative Movement of Funds

	As at 31/03/2016	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2017
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	17,356	202,256	(206,212)	78,872	92,272
<u>Restricted funds</u>					
NHS Change Fund	730	27,500	(24,242)	(3,988)	-
Scottish Government	74,884	-	-	(74,884)	-
	75,614	27,500	(24,242)	(78,872)	-
<u>Funds of the charity</u>	92,970	229,756	(230,454)	-	92,272

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

20. Comparative Statement of Financial Activities

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Income and endowments from:				
Donations	198,900	27,500	226,400	227,571
Charitable activities	3,325	-	3,325	4,766
Investments	31	-	31	93
	202,256	27,500	229,756	232,430
Expenditure on:				
Charitable activities	201,689	24,242	225,931	173,540
Governance	4,523	-	4,523	16,686
	206,212	24,242	230,454	190,226
Net income/(expenditure)	(3,956)	3,258	(698)	42,204
Transfers between funds	78,872	(78,872)	-	-
Net movement in funds	74,916	(75,614)	(698)	42,204
Reconciliation of funds				
Total funds as at 1 April 2016	17,356	75,614	92,970	50,766
Total funds as at 31st March 2017	92,272	-	92,272	92,970

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

21. Comparative Balance Sheet

	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
	£	£	£	£
Fixed assets:				
Tangible assets	6,385	-	6,385	8,722
	6,385	-	6,385	8,722
Current assets:				
Debtors	15,641	-	15,641	23,597
Cash at bank and in hand	78,003	-	78,003	80,434
	93,644	-	93,644	104,031
Liabilities:				
Creditors (due within one year)	7,757	-	7,757	19,783
Net current assets	85,887	-	85,887	84,248
Net Assets	92,272	-	92,272	92,970
Funds of the charity:				
Restricted funds	-	-	-	75,614
Unrestricted funds	92,272	-	92,272	17,356
	92,272	-	92,272	92,970

