

**CLACKMANNANSHIRE THIRD SECTOR INTERFACE LTD**

**(A company limited by guarantee)**

**Annual Report & Financial Statements**

**For the year ended**

**31 March 2019**



**Company No SC396838**

**Scottish Charity No SC042543**

# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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# **TRUSTEES' ANNUAL REPORT**

## **FOR THE YEAR ENDED 31 MARCH 2019**

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The trustees, who are the directors of the company for the purposes of company law, are please to present their report and financial statement together with the independent examiner's report for the year ended 31<sup>st</sup> March 2019.

### **OBJECTIVES & 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**

The financial year ending 31<sup>st</sup> March 2019 has been one of continued investment by the charity to promote the third sector and with a particular emphasis on youth volunteering alongside the Year of Young People which ran throughout 2018. The trustees committed for the first time to a dedicated part-time Youth Volunteer Development Assistant, which was a shared role with Stirlingshire Voluntary Enterprise (SVE). This provided support to schools and youth groups to raise the profile and value of volunteering to young people and saw the increase in Saltire Award registrations by 31% and a 48% increase in those achieving the 100 hours' award. For the first time, eight Saltire Ambassadors were recruited and trained to lead in youth contexts promoting the Saltire Awards locally. The trustees also funded the cost of running a LEGO exhibition in summer 2018 which was visited by around 2000 people, with 20 young supported volunteers taking part.

Overall the volunteering figures continued to grow for the area, with the announcement through the Scottish Household Survey in November 2018 that volunteering had increased by 7% to 32% of local people in Clackmannanshire. This was highlighted further through the increase by 93% in volunteer nominations for the Volunteer Award Ceremony in June 2018. The volunteering team also developed some new pilot programs for volunteering including the new Digital Champion program which has recruited and trained 11 volunteers for digital drop-ins and digital training and also a Youth Volunteering program in conjunction with Education CLD which helped four Christmas leavers prepare for volunteering roles. These programs have helped six people move onto employment.

In addition to the existing forums for Children and Families, Volunteer Management, Health and Social Care there are three new groups started through the year including the Third Sector Leaders' Forum, a Development Trust Forum and the new Forth Valley Social Enterprise Network (FVSEN). The monthly themed community breakfasts continued to be popular and well attended. In addition, CTSI held its annual Clacks Connect & Funders' Fayre in September 2018, with a youth theme. The Forth Valley Third Sector Conference was held in Alva Academy in February 2019 and was attended by almost 200 people. 88% of attendees reported they found the conference valuable.

The Forth Valley TSIs have continued to work together in other ways to provide training and consultation events including a consultation on the new proposed charity laws in conjunction with OSCR and Scottish Government, and on cyber resilience for the third sector.

Members were supported with a wide range of training and funding support. The newly-created development trusts/local action groups, who throughout the year have taken over the management of their local assets

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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released by the council, are now being helped with the appointment of a new Communities Development Officer, based within the CTSI team for two years, funded by the National Lottery Community Fund. The social economy including social enterprises and enterprising charities has also continued to flourish, with an increase in the number of social enterprises rising by 65.5% over the year and now representing 4.3% of the business sector in Clackmannanshire with an overall value of £16.5million turnover per annum.

Other work undertaken in the year included the continued provision of the assisted digital support service for DWP with 256 people helped to access online support for Universal Credit. This contract completed in March 2019, with a more integrated service now provided by Clackmannanshire Citizen's Advice Bureau. CTSI also started providing digital training to Fair Start clients and digital skills training and drop-ins in community settings, to a wide range of people with digital needs.

Furthermore, CTSI has been working to undertake valuable research pilots and training on using the place-standard tool starting with vulnerable people on community justice pathways in conjunction with the Community Justice Partnership, as well as in conjunction with Alloa First (BID) in the town centre, and with Education CLD in Alloa South and East. This work has cascaded into the proposed development of projects that can tackle the priorities identified by local people and dovetails with the continued work of the Clacks Dementia Group; the proposed support to the residents of the new Primrose Street housing development; and the regeneration of the Alloa toilets, with a range of third sector partners, into an Active Travel Hub.

The organisation completed its EFQM Level 2 award in August 2018 and is undertaking a process of continuing to build robust governance systems and procedures to deliver strategic aims in line with the new TSI Outcomes Framework which was published by Scottish Government in December 2018. This provides a real commitment by the Scottish Government of the work of the TSI Scotland network going forward and focuses on existing and new types of work. TSIs will be expected to be the central source of knowledge on the third sector locally; ensuring a strong third sector voice is provided at a strategic level; building capacity of the third sector; and also connecting to provide leadership, vision and coordination to the local third sector to better respond to local priorities. To support the Chief Officer in achieving the aims set out in the Framework, the trustees supported the promotion of two team members to the roles of Team Leader covering Volunteering and Routes to Work and Membership, Enterprise and Community Capacity.

With this security in the future for CTSI in place, the trustees and management team are proceeding to undertake an assessment and options appraisal of a community asset transfer of the Connect Centre building on behalf of the membership to provide long term security for its work in a central town-centre site.

The board continues to strengthen with the addition of a new Treasurer and Youth Trustee, taking the number to eight during the year.

#### **KEY ACHIEVEMENTS FOR 2018/19**

- 100% of members agreed or strongly agreed that the information provided was of value to their organisation. CTSI has supported with 52 organisations accessing 1-2-1 health-checks, governance, volunteering and funding sessions.
- 88% of members agreed or strongly agreed that they found the forums, events and community breakfasts valuable. 45 public events were held over the year.
- New Development Trust Forum established to support the new organisations operating former council-run assets and to provide support to them through national intermediaries.
- 7% increase in volunteering to 32% of local people according to the Scottish Household Survey published in November 2018. 97% volunteers reported they were happy with their volunteer role.

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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- 31% increase in youth volunteering Saltire registrations and 48% increase in young people continuing their volunteering and achieving 100 hours' awards. 2000 people visited the Year of Young People LEGO exhibition which also provided opportunities for 20 supported youth volunteers.
- 22 new social entrepreneurs and social enterprises accessed support. Four groups received accelerator funding to develop inclusive growth plans. The social economy is valued at £16.5 million in Clackmannanshire, currently making up 22% of the whole value of the third sector.
- New Forth Valley Social Enterprise Network launched in August 2018 meets quarterly and provides support to around 300 social enterprises over the region and helps build an effective circular economy.
- The Universal Credit assisted digital support provided help to 256 people and the new volunteer-led Digital Champions program supported 99 people and provided a further eight blocks of IT training.
- CTSI helped undertake equality impact assessments for organisations with proposed third sector cuts and helped secure continued funding for the majority of council-funded organisations.

#### **REPRESENTATION BY CTSI**

CTSI continues to represent widely for the third sector on the community planning partnership, called locally the Alliance as it has undertaken a significant change to provide better alignment to the Local Outcome Improvement Plans (LOIPs). The Chief Officer has acted as deputy and acting chair for the Community Justice Partnership during the year and through a successful self assessment period. CTSI sits on the Forth Valley and the Local Employability Partnership, the Children and Young People's Partnership and the Education Attainment Board. The Chief Officer also sits on the new Clackmannanshire City Deal Commission which will merge with the Stirling Commission in 2020.

The Chief Officer and Integration Engagement Officer represent within the Clackmannanshire and Stirling Health and Social Care Partnership alongside SVE's Chief Officer and through the last year have consulted widely with groups and local people to develop a new three year Strategic Plan. The TSI Chief Officers have been asked to lead on a new Caring, Connected Communities strand of work in the future. 86% of partners feel CTSI has built strong influential relationship in the last year and 95% would recommend CTSI to another organisation.

CTSI Chief Officer is also now a director of Alloa First, the BID, representing the third sector which was elected by the local businesses of Alloa in October 2018 for a further five years.

#### **FINANCIAL REVIEW**

The accounts show a deficit of £10,499, principally due to expenditure in respect of the Community Justice Partnership funds being incurred in this financial year whilst the income of £8,000 was accounted for in 2017/18. The costs of the relocation including meeting existing lease arrangements and upgrade to the Connect Centre in 2017/18; investment in new staff; and the Year of Young People events during 2018 including the LEGO Brick City event, the deficit should have fallen over both financial years. The trustees are now satisfied that the investment period planned and undertaken by the Chief Officer has been completed, with reduced costs being achieved significantly over all areas of the business operation during the period. These savings can now better support the skilled team, including the continuation of the Enterprise Development Officer, the Youth Development Assistant and a new dedicated Digital Communications Assistant needed to deliver the strategic plan and Scottish Government's outcomes in the future.

As outlined in last year's accounts there remained a higher cost for rentals in this financial year as CTSI moved its operation in a timely manner from The Hub, and used a short-term lease at the Liberal Club in Alloa

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2019**

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until January 2019 to store exhibition and other charities items. There has been some adjustment to establish the true running costs at the Connect Centre over the last year and it is hoped that this will inform better, future budgeting for the charity. Some additional reserves have been allocated to purchase IT equipment to deliver the new three-year Fair Start contract.

Income for the year was £327,274 (2018: £316,363), principally from grants. Expenditure was £337,773 (2018: £322,741) which meant that there was a deficit of £10,499 (2018: Deficit £6,378). At March 2019 the charity held reserves of £63,067 within the General Fund (2018: £70,552).

#### **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. Although the unrestricted funds have reduced this year to £63,067, this remains at a level required for a minimum of three months reserves. This is not a straight line lift from the accounts as other factors need to be taken into account like short-life project work, grants being held only, and the redundancy policy. With this in mind, reserves of approximately £66,000 are currently required. With the investment and operational review period now completed, the charity will work to build up its reserves in a measured manner to both meet its obligations and reserves policy going forward, alongside ensuring its funding income is used fully to help to develop and support the third sector in Clackmannanshire.

#### **FUTURE PLANS**

In light of the new Scottish Government TSI Outcomes Framework, launched in December 2018, the trustees and staff management team will work with member organisations and partners to agree on a new strategic plan starting in April 2020. This work will also reflect the key priorities of the new *Volunteering for All* national strategy and local drivers around challenging poverty and inclusive growth.

Alongside this work, Forth Valley SEN members and partners have been developing the first five-year Social Enterprise and Social Economy Strategy for Clackmannanshire which is launched in August 2019. A Festival of Social Enterprise and the publication of the map and leaflet of local social enterprises will help build greater awareness of the social economy with the general public. Other plans include:

- Develop a communication strategy that embraces a more focused and effective digital footprint to convey key information to members.
- CTSI will continue to work collaboratively and innovatively with its neighbouring TSIs to provide a conference, consultations and training together across Forth Valley.
- Work with local partners and third sector groups to develop public-social partnerships that meet the needs of local residents in the future.
- Support improved understanding of commissioning and procurement for all sizes of organisations.
- Play a key role in regeneration and help to attract in social capital to Clackmannanshire to meet the aspirations of residents, members, partners and communities.

# TRUSTEES' ANNUAL REPORT

## FOR THE YEAR ENDED 31 MARCH 2019

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- Support digital upskilling and community access to digital supports as a means of tackling poverty.
- Continue to 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 1<sup>st</sup> April 2011 as a company limited by guarantee (SC396838) and given charitable status on 29<sup>th</sup> August 2011 with charity number SC042543. It is governed by its Memorandum and Articles of Association which have been revised and updated on 31<sup>st</sup> 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 2019

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Charity Name** Clackmannanshire Third Sector Interface Ltd

**Charity No** SC042543

**Company No** SC396838

**Registered & Principal Office** CTSI Connect Centre  
Burgh Mews  
Alloa  
FK10 1HS

**Website Address** [www.ctsi.org.uk](http://www.ctsi.org.uk)

**REFERENCE AND ADMINISTRATIVE DETAILS (CONT'D)**

**Current Trustees** Paul Lawrence Mooney  
Nicholas Ronald Morris  
Graham Stephen Reece  
Valerie Rose  
Nicola Frances Green  
Johnathan Stephen Miller  
Jessica Barass-Sykes Appointed 24 October 2018  
Margaret Starkie Appointed 26 August 2019

**Other Trustees who served during the period**

Mandi Turner Resigned 26 August 2019

**Bankers**

Unity Trust Bank plc  
9 Brindley Place  
Birmingham  
B1 2HB

**Independent Examiner**

Anne Knox  
Community Accountancy Scotland  
The Barracks  
Cameron House  
Forthside Way  
Stirling  
FK8 1QZ

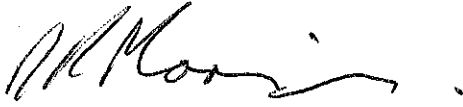


**TRUSTEES' ANNUAL REPORT**  
FOR THE YEAR ENDED 31 MARCH 2019

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**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 2<sup>nd</sup> October 2019 and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'N. Morris', with a small dot at the end.

**Nicholas Morris**  
Chair

# INDEPENDENT EXAMINER'S REPORT

## FOR THE YEAR ENDED 31 MARCH 2019

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### 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 30 March 2019 which are set out on pages 11 to 25.

#### 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  
The Barracks  
Cameron House  
Forthside Way  
Stirling  
FK8 1QZ

2<sup>nd</sup> October 2019

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME & EXPENDITURE ACCOUNT)**  
 FOR THE YEAR ENDED 31 MARCH 2019

	Note	Unrestricted Funds	Restricted Funds	Total 2019	Total Restated 2018
		£	£	£	£
<b>Income and endowments from:</b>					
Donations	4	201,015	88,470	<b>289,485</b>	297,541
Charitable Activities	5	20,019	-	<b>20,019</b>	5,562
Other trading Activities	6	4,215	-	<b>4,215</b>	10,354
Investments	7	13,555	-	<b>13,555</b>	2,906
		238,804	88,470	<b>327,274</b>	316,363
<b>Expenditure on:</b>					
Raising Funds	8	60	-	<b>60</b>	9,225
Charitable Activities	9	246,229	91,484	<b>337,713</b>	313,516
		246,289	91,484	<b>337,773</b>	322,741
<b>Net income/(expenditure)</b>		(7,485)	(3,014)	<b>(10,499)</b>	(6,378)
<b>Reconciliation of funds</b>					
Total funds as at 01 April 2018		70,552	15,342	<b>85,894</b>	92,272
<b>Total funds as at 31 March 2019</b>		63,067	12,328	<b>75,395</b>	85,894

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 14 to 245 form an integral part of these accounts.

## BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2019

	Note	Total 2019	Total Restated 2018
<b>Fixed Assets:</b>		£	£
Tangible Assets	12	20,955	10,919
		<b>20,955</b>	<b>10,919</b>
<b>Current Assets:</b>			
Debtors	13	42,515	17,179
Cash at bank and in hand	14	40,480	77,868
		<b>82,995</b>	<b>95,047</b>
<b>Liabilities:</b>			
Creditors (due within one year)	15	28,555	20,072
<b>Net current assets</b>		<b>54,440</b>	<b>74,975</b>
<b>Net Assets</b>		<b>75,395</b>	<b>85,894</b>
<b>Funds of the charity:</b>			
Restricted funds		12,328	15,342
Unrestricted funds		63,067	70,552
		<b>75,395</b>	<b>85,894</b>

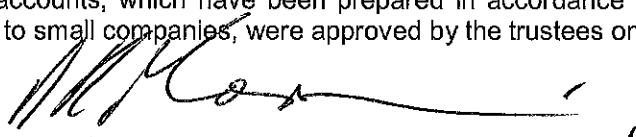
The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

- 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 10.

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 Pages 14 to 25 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 2<sup>nd</sup> October 2019 and signed on their behalf by:



**Nicholas Morris**  
Chair

**STATEMENT OF CASHFLOWS**  
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted	Restricted	Total	Re-Stated
	Funds	Funds	2019	Total
	£	£	£	£
<b>Cash flows from operating activities:</b>				
Net income/(expenditure) per SoFA	(7,485)	(3,014)	<b>(10,499)</b>	(6,378)
Depreciation charges	4,357	-	<b>4,357</b>	3,018
Investment income	(13,555)	-	<b>(13,555)</b>	(2,906)
(Increase)/decrease in debtors	(25,336)	-	<b>(25,336)</b>	(1,538)
Increase/(decrease) in creditors	8,483	-	<b>8,483</b>	12,315
	<b>(33,536)</b>	<b>(3,014)</b>	<b>(36,550)</b>	<b>4,511</b>
<b>Cash flows from investing activities:</b>				
Investment income	13,555	-	<b>13,555</b>	2,906
Sale of property, plant & equipment	180	-	<b>180</b>	-
Purchase of property, plant & equipment	(14,573)	-	<b>(14,573)</b>	(7,552)
	<b>(838)</b>	<b>-</b>	<b>(838)</b>	<b>(4,646)</b>
<b>Net increase/(decrease) in cash:</b>	<b>(34,374)</b>	<b>(3,014)</b>	<b>(37,388)</b>	<b>(135)</b>
Total cash as at 01 April 2018	59,767	18,101	<b>77,868</b>	78,003
<b>Total cash as at 31 March 2019</b>	<b>25,393</b>	<b>15,087</b>	<b>40,480</b>	<b>77,868</b>

The Notes on 14 to 25 form an integral part of these accounts.

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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## 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 account  
During the preparation of this year's financial statements it was discovered that £2,056 of salary costs had been omitted from the prior year's expenditure figure. The results for the previous year have therefore been restated to take account of this omission. This resulted in the deficit for that year increasing from £4,322 to £6,378 and the funds of the charity reducing from £87,950 to £85,894.
- 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 18.
- 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.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (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 30% 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 (2019: £Nil).
- (b) No expenses were paid to the trustees during the year (2019: £Nil).
- (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 2019

### 4. Income from Donations

	Unrestricted Funds	Restricted Funds	Total 2019	Total Restated 2018
	£	£	£	£
Scottish Government	198,400	-	<b>198,400</b>	198,400
NHS Health & Social Care	-	40,219	<b>40,219</b>	27,531
SCVO - CJS	-	22,890	<b>22,890</b>	13,334
SERI	-	2,000	<b>2,000</b>	-
Digital Charter	-	6,093	<b>6,093</b>	-
Fair Start	1,883	-	<b>1,883</b>	-
Cyclists Club	-	750	<b>750</b>	-
Place Standard	-	3,920	<b>3,920</b>	-
Clacks Council – Community Justice	-	600	<b>600</b>	30,500
Clacks Council – Universal Credit	-	11,998	<b>11,998</b>	10,200
Scottish Heritage	-	-	-	9,800
Peoples Health Trust	-	-	-	3,750
Donations	732	-	<b>732</b>	1,926
Donations – Great Tapestry	-	-	-	2,100
	201,015	88,470	<b>289,485</b>	297,541

### 5. Income from Charitable Activities

	Unrestricted Funds	Unrestricted Funds	Total 2109	Total Restated 2018
	£	£	£	£
Room Hire	4,234	-	<b>4,234</b>	596
Office Support	2,061	-	<b>2,061</b>	4,966
Management Fees	3,070	-	<b>3,070</b>	-
Independent Examiner Fees	1,000	-	<b>1,000</b>	-
Grant Management Fees	500	-	<b>500</b>	-
Staff Recharges	9,154	-	<b>9,154</b>	-
	20,019	-	<b>20,019</b>	5,562



## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

### 6. Income from Other Trading Activities

	Unrestricted Funds	Restricted Funds	Total 2019	Total 2018
	£	£	£	£
Charity Concert - raffle	-	-	-	400
Sponsorship	1,155	-	1,155	990
Sponsorship – Volunteers Week	700	-	700	-
Forth Valley Conference	2,200	-	2,200	-
Great Tapestry of Scotland - sponsorship	160	-	160	720
Shop Income – GT of S	-	-	-	5,960
Charity Concert	-	-	-	2,284
<b>Total current year</b>	<b>4,215</b>	<b>-</b>	<b>4,215</b>	<b>10,354</b>

### 7. Income from Investment

	Unrestricted Fund	Restricted Funds	Total 2109	Total 2018
	£	£	£	£
Bank Interest	17	-	17	36
Rent Income	13,538	-	13,538	2,870
	13,555	-	13,555	2,906

### 8. Expenditure on Raising Funds

	Unrestricted Fund	Restricted Funds	Total 2019	Total Restated 2018
	£	£	£	£
Staff Costs	-	-	-	147
Great Tapestry Memorabilia	-	-	-	4,295
Great Tapestry Expenditure	-	-	-	4,725
Sundries	60	-	60	58
<b>Total current year</b>	<b>60</b>	<b>-</b>	<b>60</b>	<b>9,225</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

### 9. Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2019	Total Restated 2018
	£	£	£	£
Staff Costs (See Note 12)	145,019	79,333	<b>224,352</b>	176,094
Staff Expenses	1,916	863	<b>2,779</b>	3,665
Staff Training & Development	2,052	100	<b>2,152</b>	355
Payroll Costs	949	276	<b>1,225</b>	672
Donations	-	-	-	-
Volunteer Expenses	120	-	<b>120</b>	217
Event Expenses	16,074	1,483	<b>17,557</b>	4,047
Grants – Community Justice	-	5,464	<b>5,464</b>	18,506
Grants – Community Fund	-	-	-	7,995
Rent and Rates	26,636	900	<b>27,536</b>	23,580
Heat, Light & Water	12,012	899	<b>12,911</b>	11,222
Equipment < £1,000	-	-	-	50
Insurance	2,829	-	<b>2,289</b>	3,489
Marketing & Advertising	2,204	160	<b>2,364</b>	6,476
Repairs & Maintenance	2,393	-	<b>2,393</b>	4,251
Leasing	3,900	-	<b>3,900</b>	3,256
Social Enterprise Support	8,438	-	<b>8,438</b>	11,282
Consultancy Fees	293	-	<b>293</b>	10,143
Telephone & Broadband	2,115	164	<b>2,279</b>	3,347
CTSI Website	567	-	<b>567</b>	2,619
Printing, Postage & Stationery	4,865	188	<b>5,053</b>	5,137
IT Software Support	4,637	375	<b>5,012</b>	5,953
Subscriptions	544	-	<b>544</b>	314
Bookkeeping Fees	-	-	-	1,512
Legal & Professional Fees	817	279	<b>1,097</b>	3,324
Training Costs	793	-	<b>793</b>	558
Administration	1,432	-	<b>1,434</b>	1,132
Depreciation	4,357	-	<b>4,357</b>	3,018
Governance (See Note 10)	1,267	-	<b>1,267</b>	1,302
Great Tapestry Expenditure	-	1,000	<b>1,000</b>	-
Total Current Year	246,229	91,484	<b>337,713</b>	313,516

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 MARCH 2019

**10. Governance Costs**

	Unrestricted Funds	Restricted Funds	Total 2019	Total Restated 2018
	£	£	£	£
AGM	222	-	222	53
Independent Examiners Fees	960	-	960	1,060
Trustees Meetings	72	-	72	176
Filing Fees	13	-	13	13
	1,267	-	1,267	1,302

**11. Staff costs and Key Management**

	Total 2019	Total Restated 2018
	£	£
Salaries and wages	209,437	165,419
Employer's national insurance	11,376	9,205
Employer' pension contributions	3,539	1,470
	224,352	176,094
No employee received remuneration in excess of £60,000		
Average number of employees	2019	2018
Charitable Activities	12	10

**Pension contributions**

The charity operates a defined contribution salary sacrifice 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 Chief Officer & Business Manager. The total employee benefits of this post were £38,633 for the year ended 31<sup>st</sup> March 2019 (2018: £38,001).

**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 MARCH 2019

**12. Tangible Assets**

	Tenant's Improvements	IT Equipment	Office Equipment	Total 2019
<b>Cost</b>	£	£	£	£
As at 01 April 2018	6,060	11,062	13,066	<b>30,188</b>
Additions	6,744	5,845	1,984	<b>14,573</b>
Disposals	-	-	(180)	<b>(180)</b>
As at 31 March 2019	12,804	16,907	14,870	<b>44,581</b>
<b>Depreciation</b>				
As at 01 April 2018	606	9,516	9,147	<b>19,269</b>
Disposals				
Charge for year	996	1,906	1,455	<b>4,357</b>
As at 31 March 2019	1,602	11,422	10,602	<b>23,626</b>
<b>Net Book Value</b>				
As at 01 April 2018	5,454	1,546	3,919	<b>10,919</b>
As at 31 March 2019	11,202	5,485	4,268	<b>20,955</b>

**13. Debtors**

	Total 2019	Total Restated 2018
	£	£
Trade Debtors	<b>40,920</b>	8,462
Clackmannanshire Council	-	8,500
Prepayments	<b>1,595</b>	-
Office Support	-	217
	<b>42,515</b>	17,179

**14. Cash at Bank and in Hand**

	£	£
Bank – current	<b>37,007</b>	72,819
Bank – credit union	<b>407</b>	-
Cash	<b>252</b>	278
Salary Account	<b>2,814</b>	4,771
	<b>40,480</b>	77,868

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

### 15. Creditors (falling due within one year)

	Total 2019	Total Restated 2018
	£	£
HMRC	3,891	3,105
Pension	2,953	648
Trade Creditors	383	12,023
IE Fee	960	1,060
Deferred income	17,250	-
Accruals	3,118	3,236
	<b>28,555</b>	<b>20,072</b>

### 16. Deferred Income

	As at 31/03/18 Restated	Funds Received	Released To Income	As at 31/03/19
	£	£	£	£
Community Justice Grant	-	17,250	-	<b>17,250</b>

These funds were received in March 2019 but relate to work that will be carried out in the financial year ending 31 March 2020. The Trustees therefore decided to defer recognition of the income so that it would be matched with the relevant expenditure.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

### 17. Movements in Funds

	As at 31/03/18 Restated	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/19
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	74,269	238,494	(246,289)	(3,407)	<b>63,067</b>
<b>Designated funds</b>					
Community Fund	(3,717)	310	-	3,407	-
	<b>(3,717)</b>	<b>310</b>	<b>-</b>	<b>3,407</b>	<b>-</b>
<b>Restricted funds</b>					
NHS Health and Social Care	-	40,219	(40,219)	-	-
SCVO - CJS	2,088	22,890	(23,278)	-	<b>1,700</b>
Community Justice	11,923	600	(7,379)	-	<b>5,144</b>
Heritage Lottery	1,024	-	(1,024)	-	-
SCVO – Digital Charter	-	6,093	(2,617)	-	<b>3,476</b>
Scottish Gov't – Place Standard	-	3,920	(2,262)	-	<b>1,658</b>
Cyclist Club	-	750	(400)	-	<b>350</b>
Clacks Council - SERI	-	2,000	(2,000)	-	-
Clacks Council - UCS	307	11,998	(12,305)	-	-
	<b>15,342</b>	<b>88,470</b>	<b>(91,484)</b>	<b>-</b>	<b>12,328</b>
<b>Funds of the charity</b>	<b>85,894</b>	<b>327,274</b>	<b>(337,773)</b>	<b>-</b>	<b>75,395</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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### 18. 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 Clackmannanshire Health and Social Care Partnerships towards the costs of the Integration Engagement Officer post.
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 and other third sector organisations.
Heritage Lottery	Funding received towards the costs of the "Great Tapestry of Scotland" exhibition.
SCVO – Digital Charter	Funding towards developing a sustainable volunteer digital champion and community training program.
Scottish Gov't – Place Std	Grant to carry out research and training using the place-standard tool.
Cyclist Club	Grant to promote active travel using bicycles.
Clacks Council – Fair Start	Contracted work for Fair Start Forth Valley.
Clacks Council – SERI	Grant towards appointment of young person.
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 Transfer of Funds

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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### 19. Transfer of Funds

£3,407 was transferred from the General Fund to the Community Fund to write off the deficit on the Community Fund.

### 20. Comparative SoFA Per Fund

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>	
	2019	2018	2019	2018
	£	£	£	£
<b>Income from:</b>				
Donations	<b>201,015</b>	206,376	<b>88,470</b>	91,165
Charitable Activities	<b>20,019</b>	5,562	-	-
Other trading activities	<b>4,215</b>	10,354	-	-
Investments	<b>13,555</b>	2,906	-	-
	<b>238,804</b>	225,198	<b>88,470</b>	91,165
<b>Expenditure on:</b>				
Raising funds	<b>60</b>	8,678	<b>0</b>	547
Charitable activities	<b>246,229</b>	240,999	<b>91,484</b>	72,517
	<b>246,289</b>	249,677	<b>91,484</b>	73,064
<b>Net income/ (expenditure)</b>	<b>(7,485)</b>	(24,479)	<b>(3,014)</b>	18,101
Transfers	-	2,759	-	(2,759)
<b>Net movement</b>	<b>(7,485)</b>	(21,720)	<b>(3,014)</b>	15,342
<b>Reconciliation of funds</b>				
Total Funds B/Fwd	<b>70,552</b>	92,272	<b>15,342</b>	-
Total Funds C/Fwd	<b>63,067</b>	70,552	<b>12,328</b>	15,342



**NOTES TO THE FINANCIAL STATEMENTS**  
FOR THE YEAR ENDED 31 MARCH 2019

**21. Comparative Movement of Funds**

	As at 31/03/17	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/18 Restated
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	92,272	210,844	(231,606)	2,759	<b>74,269</b>
<b>Designated funds</b>					
Community Fund	-	14,354	(18,071)	-	<b>(3,717)</b>
	-	14,354	(18,071)	-	<b>(3,717)</b>
<b>Restricted funds</b>					
NHS Health and Social Care	-	27,531	(24,772)	(2,759)	-
SCVO - CJS	-	13,334	(11,246)	-	<b>2,088</b>
Community Justice	-	30,500	(18,557)	-	<b>11,923</b>
Heritage Lottery	-	9,800	(8,776)	-	<b>1,024</b>
Clacks Council - UCS	-	10,000	(9,693)	-	<b>307</b>
	-	91,165	(73,064)	(2,759)	<b>15,342</b>
<b>Funds of the charity</b>	<b>92,272</b>	<b>316,363</b>	<b>(322,741)</b>	<b>-</b>	<b>85,894</b>

