

**CLACKMANNANSHIRE THIRD SECTOR INTERFACE LTD**

**(A company limited by guarantee)**

**Annual Report & Financial Statements**

**For the year ended**

**31 March 2020**



**Company No SC396838**  
**Scottish Charity No SC042543**

# ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statement together with the independent examiner's report for the year ended 31<sup>st</sup> March 2020.

## 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 2020 has been marked by the embedding of the aims of the new national Scottish Government TSI Outcomes Framework and aligning and prioritising them with the local strategic outcome drivers. This has led to some critical work being undertaken and developed which was outlined in the future plans in last year's accounts.

The first five year Social Enterprise Strategy was completed and launched, which was developed in partnership with local social entrepreneurs, Business Gateway, Clackmannanshire Council and NHS Forth Valley. This was launched in August 2019 and shared more widely at the Scottish Parliament in September 2019 as part of a Festival of Social Enterprise along with a new #BuytheGoodStuff map of social enterprises in Clackmannanshire.

The trustees are also pleased to report other planned work has progressed well including the development of an improved understanding of commissioning and community benefits. This culminated in shared work with Clackmannanshire Council using an experienced consultant to develop the first iteration of a Community Benefits Wish List in February 2020 to link businesses with local third sector groups. This important work will lay the foundations for the aspirations for driving a circular economy as part of City Deal and other capital building work being undertaken in the region. This also dovetails with the wider objectives set out last year to attract in more social capital for third sector enterprises and build stronger more resilient and vibrant communities. The appointment in August 2019 of a Communities Development Officer funded by the National Lottery Community Fund for two years is central to this work. They have been working with the five organisations that took over the community access points released by the council in early 2019 to become established as successful anchor organisations, as well as initiate and support other new development trusts and anchor groups in other areas of Clackmannanshire. This has progressed well and all the new charities are in the process of finalising lease arrangements or progressing community asset transfers.

Furthermore, existing and new organisations are taking steps to diversify and develop successful social enterprise activity that will meet local community needs and support their core work. This includes for example, the planned development of food production service by The Gate; trauma-informed service by Resilience Learning Partnership CIC; a consultant and training service by Scottish Autism and the delivery of the watering contract for Alloa First by All Cleaned Up, the social enterprise arm of APEX, among some of the exciting new social economy developments underway.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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Critical to the success of many of our organisations is an improved digital footprint and communications locally and to enable the development of this work, CTSI appointed a Digital Communications Officer in August 2019. This role has instigated training for the sector; improved communications by CTSI including the launch of a new Volunteering Clackmannanshire facebook page; and has helped drive national campaigns online at a local level covering Challenge Poverty Week in October 2019, 16 Days of Action in November 2019 and supporting the Knowing Clackmannanshire work that is underway in conjunction with the Community Justice Partnership launched in January 2020.

In collaboration with the Clackmannanshire Council, Clackmannanshire and Stirling Health and Social Care Partnership and Alloa First, further use of the place-standard tool, supplemented with specific research funded by Paths for All, helped bring forward regeneration plans and business planning for a new Active Travel Hub for Clackmannanshire in the former Shillinghill toilets in Alloa. The CTSI team also helped with a community consultation in Alloa South and East, using the place-standard tool.

At a regional level, the Forth Valley TSIs provided continued support to a growing Forth Valley SEN; planned for the 2020 annual Forth Valley Third Sector Conference which was due to be held in May 2020 and now postponed to Spring 2021; and facilitated a number of consultation events in partnership with Scottish Parliament Outreach team for the Equalities and Human Rights Committee, and OSCR on the review of charity regulations.

CTSI has also led in creating a new marketing and communication framework for the TSI Scotland Network with the launch at The Gathering in February 2020 of its new brand and logo and the TSI Spotlight twitter feature in March 2020. 2020 marks the tenth anniversary of the TSI Scotland Network and CTSI will be a lead coordinator of a planned event to mark this at Scottish Parliament in Spring 2021.

The trustees would like to report that they continue to proceed with a community asset transfer of their current building, the Connect Centre in Alloa. The board has seen some changes but is delighted to have three new members join the board bringing fresh skills and expertise.

In March 2020, the pandemic caused significant change to the work of the organisation. CTSI staff established a Community Care Guide, registered 300 new volunteers directly and helped its members involve a further 400 volunteers as well as support around 40 community-based organisations to meet local needs. This included ensuring vital funding was received into the area and liaising with local council and health and social care representatives in providing and meeting changing needs within communities. At the end of the financial year, this work continued intensively.

## KEY ACHIEVEMENTS FOR 2018/19

- Membership sits at 314 with around 30 new charities and social enterprises being established or underway in the year.
- The popular monthly community breakfasts were attended by over 200 people representing 42 members and 7 partner organisations and are themed throughout the year to cover relevant areas of work.
- Weekly bulletins cover different areas of work – funding, community news, health and social care, and volunteering. 1765 people receive the bulletins every month representing a 12% average increase overall from last year on receipt of bulletins.
- Our annual Clacks Connect and Funders' Fayre event was well attended in September 2019 by funders and local groups - 70 people attended with 18 stall holders taking part.
- New five-year Social Enterprise Strategy produced with partners and launched through the *Festival of Social Enterprise* in September 2019.
- 22 new start social entrepreneurs and social enterprises bringing the number to over 60 members with 54 actively based and trading in Clackmannanshire currently. This represents 4.8% of the registered business community in Clackmannanshire with an aim over the next five years to increase this number to 8%.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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- New #BuytheGoodStuff map produced to promote social enterprises in Clackmannanshire.
- New Volunteering Clackmannanshire facebook page to help promote wide range of volunteer roles
- 422 new volunteer registrations and 116 placed.
- 2 organisations received the Queen's Award for Volunteering.
- Youth volunteer numbers continue to grow overall with 101% increase in Saltire registrations for awards.
- Youth Volunteering program in conjunction with Education CLD successfully helped another five young people gain awards and SQA in Volunteering.
- Over 500 people took part in completing the place-standard tool for Alloa town centre and Alloa South and East and helped shape the priorities for the areas.
- Preparation work and a feasibility study completed for the Active Travel Hub for Alloa as part of the Caring Places development work for the town.
- Digital Champions have helped 110 people in the last year in Alloa, Alva, Sauchie and Tullibody. 6 Volunteer Champions delivered these sessions with 5 assisting the IT & Employability Officer. 72 people have been supported with IT training through the Fair Start contract.
- CTSI has formed five new volunteer stitching groups to start the production of the new Clackmannanshire Tapestries designed to be part of the Great Tapestry of Scotland.
- Regional collaboration by the Forth Valley TSIs lead to a consultation for OSCR and Scottish Parliament Outreach team for the Equalities and Human Rights Committee as well as planning for Third Sector Conference and successful continuation of Forth Valley Social Enterprise Network.
- CTSI supported a high number of new registered volunteers at the outset of the Covid-19 pandemic; created a Community Care Guide used extensively by partners, and supported new funding reaching key critical organisations helping to meet local needs.

## REPRESENTATION BY CTSI

CTSI continues to be involved in wide range of decision-making partnerships with representation and involvement by its staff and members on:

- Children and Families – taken active role with members in development workshops for the new strategic plan during February/March 2020.
- Community Justice Partnership – development of action plan involving third sector and leading on the Knowing Clackmannanshire and Hard Working Hands projects.
- Violence Against Women Partnership – new strategic plan and coordination of the 16 Days of Action campaign in November 2019.
- Clackmannanshire & Stirling Health and Social Care Partnership – TSI Chief Officers and two IJB third sector reps on the board and Integration Officer and two further reps on the Strategic Planning Group. Planning underway for introduction of new Community Link Workers to sit within third sector and be integrated with local GP surgeries.
- Community Planning Partnership – board and Chief Officer involvement in development of new reporting structure underway. Community consultation using place-standard tool for Locality Plan area, Alloa South and East.
- City Deal – SVE and CTSI have been involved in discussions on the development of the reporting structure going forward.
- TSI Scotland Network is helping to coordinate network responses and collate information to influence decision making.
- Other representation on Financial Harm Group, Local Employability Partnership, Older Adults' Forum and Alloa First board.
- CTSI has lead on a new Food and Financial Network group through Covid-19 pandemic and been a key partner working within the local Council, Health and Social Care and local Resilience Partnership action groups.

# TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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## FINANCIAL REVIEW

The accounts show a surplus of £8,623 (Deficit of £10,499: 2019) after a right off of investments to the Liberal Club of £5,167. This was required as the lease ended in March 2018 after a review of use of space within the Connect Centre and release of documents and items held by the CTSI. The trustees are delighted that Give a Dog a Bone, a new charity to the area, has taken up a lease of the building now and is benefitting directly from these investments.

The income for the year was £352,779 (£327,274: 2019) principally from grants and expenditure was £344,156 (£337,773: 2019). The unrestricted reserves have reduced very slightly to £61,487 (£63,067: 2019) and restricted reserves have increased to £22,531 (£12,328: 2019). However, the overall financial position of the charity has improved with less liabilities of £12,638 (£28,555: 2019) and the net current assets of the charity increased to £70,701 (£54,440: 2019). The board is happy that the current position is safely within the requirements of the charity's reserves policy and significant savings have been achieved throughout the operations which have been redirected to services and staff costs that support the sector and its members. The board plan a period of consolidation now with the launch of a new strategic plan and to build up reserves in a measured manner to remain in a secure position.

### Investment policy

The Trustees are aware of their responsibilities for safeguarding the charity's assets. They regularly consider the political, economic, legal and environmental factors 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 and have undertaken a risk review and risk register this year. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. However the significant increase in the cost of repairs in the last year to the Connect Centre building of £8,095 (£2,393: 2019) mainly on the boiler and roof repairs is one that has to be considered and monitored closely. The current arrangement is for 'repair and maintenance' of the building which is owned by Clackmannanshire Council – however, if a community asset transfer is not concluded, a continued lease of a building with potentially significant ongoing costs to the tenants may not be a safe option for the charity and alternative venues may need to be considered. It holds employer, public and professional indemnity insurance policies.

Alloa Community Enterprises (ACE) continues to be a debtor of the charity (£9,765) towards the costs of the Chief Officer's management time during its recovery period and the planned payment scheme to start in April 2020 has now had to be delayed due to the pandemic and the closure of the shop. It is hoped that the repayment scheme will be started once the shop is reopened fully and operating at full capacity.

### 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 very slightly this year to £61,487 (£63,067: 2019) the overall position is improved, with reduced liabilities of £12,638 (£28,555: 2019) and the level of unrestricted reserves remains within the reserves required. The charity continues to improve its overall financial position and will build its reserves in a measured manner to meet its obligations and match its 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

Across Scotland, the current Covid-19 pandemic has changed the landscape of our sector and communities. It has dominated the work of the TSI Scotland Network including CTSI and as a network, we will continue to be

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## FOR THE YEAR ENDED 31 MARCH 2020

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critical in delivering the measures needed to help ensure poverty and human rights needs are met by the most vulnerable in our society. CTSI helped the county's third sector organisations bring in significant funding to provide essential services and retain employment in the sector. Presently a recovery package of measures by CTSI for the members has also been implemented. It is hoped that as we reflect in the future on the impacts, the third sector will not only be seen to have met the critical needs of people locally in a caring, responsive and professional manner, they will also have ensured the retention of the majority of those employed in the sector. At present, it is unclear how to plan fully for the future and the Covid-19 response program is still largely in place until we are given further clarity from the Scottish Government and the particular economic needs that the area may require to focus on post-pandemic.

Earlier in 2020 before the pandemic, the management team carried out an in-depth strategic review with members to plan and position our work for the next three years, reflecting on the changing needs of our sector, with the backdrop of City Deal and its drive for inclusive growth, community empowerment and community wealth-building, increased volunteering, and focus on wellbeing. To this end, a new strategic plan is to be launched in November 2020.

The charity has taken the opportunity to refresh its logo at this time and by doing so hopes to reflect the increased partnership, collaboration and thriving aspirations of the sector.

### 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

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FOR THE YEAR ENDED 31 MARCH 2020

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## REFERENCE AND ADMINISTRATIVE DETAILS

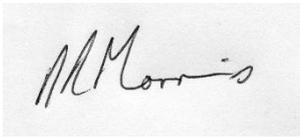
<b>Charity Name</b>	Clackmannanshire Third Sector Interface Ltd	
<b>Charity No</b>	SC042543	
<b>Company No</b>	SC396838	
<b>Registered Office</b>	CTSI Connect Centre, Burgh Mews, Alloa, Fk10 1HS	
<b>Website Address</b>	<a href="http://ctsi.org.uk">http://ctsi.org.uk</a>	
<b>Current Trustees</b>	Margaret Starkie Nicholas Ronald Morris Graham Stephen Reece Karen Wilson Valerie Rose Nicola Frances Green Jessica Barrass-sykes Martin Fotheringham	Appointed 26 March 2019   Appointed 1 <sup>st</sup> June 2020   Appointed 27 <sup>th</sup> August 2020
<b>Other Trustees who served during the period</b>	Mandi Turner Paul Lawrence Mooney Jonathan Stephen Miller	Resigned 26 <sup>th</sup> August 2019 Retired 30 <sup>th</sup> April 2020 Resigned 30 <sup>th</sup> April 2020
<b>Bankers</b>	Unity Trust Bank plc, 9 Brindley Place, Birmingham, B1 2HB	
<b>Independent Examiner</b>	Anne Knox, FCIE Community Accountancy Scotland C. I. C. Cameron House Forthside Road, Stirling, FK8	

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FOR THE YEAR ENDED 31 MARCH 2020

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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 27<sup>th</sup> August 2020 and signed on their behalf by:

A handwritten signature in black ink, appearing to read "N Morris", is centered within a light gray rectangular box.

**Nicholas Morris**  
Chair

# INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2020

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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 2020 which are set out on pages 10 to 17.

### 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.

Cameron House

Forthside Way

Stirling

FK8 1QZ

27<sup>th</sup> August 2020

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME & EXPENDITURE ACCOUNT)**

FOR THE YEAR ENDED 31 MARCH 2020

	Note	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
		£	£	£	£
<b>Income and endowments from:</b>					
Donations	4	205,932	127,224	<b>333,156</b>	289,485
Charitable Activities	5	5,980	-	<b>5,980</b>	20,019
Other trading Activities	6	660	-	<b>660</b>	4,215
Investments	7	12,983	-	<b>12,983</b>	13,555
		225,555	127,224	<b>352,779</b>	327,274
<b>Expenditure on:</b>					
Raising Funds		-	-	-	60
Charitable Activities	8	227,135	117,021	<b>344,156</b>	337,713
Governance	9	-	-	-	-
		227,135	117,021	<b>344,156</b>	337,773
<b>Net income/(expenditure)</b>		(1,580)	10,203	<b>8,623</b>	(10,499)
<b>Reconciliation of funds</b>					
Total funds as at 01 April 2019		63,067	12,328	<b>75,395</b>	85,894
<b>Total funds as at 31 March 2020</b>		61,487	22,531	<b>84,018</b>	75,395

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 is shown in Note 19.

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

# BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2020

	Note	Total 2020 £	Total 2019 £
<b>Fixed Assets:</b>			
Tangible Assets	11	13,317	20,955
		<b>13,317</b>	20,955
<b>Current Assets:</b>			
Debtors	12	29,215	42,515
Cash at bank and in hand	13	54,124	40,480
		<b>83,339</b>	82,995
<b>Liabilities:</b>			
Creditors (due within one year)	14	12,638	28,555
<b>Net current assets</b>		<b>70,701</b>	54,440
<b>Net Assets</b>		<b>84,018</b>	75,395
Funds of the charity:			
Restricted funds		22,531	12,328
Unrestricted funds		61,487	63,067
		<b>84,018</b>	75,395

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2020 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 3.

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 7 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 27<sup>th</sup> August 2020 and signed on their behalf by:



**Nicholas Morris**

Chair

## STATEMENT OF CASHFLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
<b>Cash flows from operating activities:</b>				
Net income/(expenditure) per SoFA	(1,580)	10,203	<b>8,623</b>	(10,499)
Depreciation charges	4,121	-	<b>4,121</b>	4,357
Fixed Asset Write-Off	5,167	-	<b>5,167</b>	-
Investment income	(12,983)	-	<b>(12,983)</b>	(13,555)
(Increase)/Decrease in debtors	13,300	-	<b>13,300</b>	(25,336)
Increase/(Decrease) in creditors	(15,917)	-	<b>(15,917)</b>	8,483
	<b>(7,892)</b>	<b>10,203</b>	<b>2,311</b>	<b>(36,550)</b>
<b>Cash flows from investing activities:</b>				
Investment income	12,983	-	<b>12,983</b>	13,555
Sale of fixed assets	-	-	-	180
Purchase of property, plant & equipment	(1,650)	-	<b>(1,650)</b>	(14,573)
	<b>11,333</b>	<b>-</b>	<b>11,333</b>	<b>(838)</b>
<b>Net increase/(decrease) in cash:</b>	<b>3,441</b>	<b>10,203</b>	<b>13,644</b>	<b>(37,388)</b>
Total cash as at 01 April 2019	25,393	15,087	<b>40,480</b>	77,868
<b>Total cash as at 31 March 2020</b>	<b>28,834</b>	<b>25,290</b>	<b>54,124</b>	<b>40,480</b>

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

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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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. The charity has prepared its accounts in sterling which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £1.
- 1.3. In preparing the accounts, the trustees were not required to make any judgements that would have a material effect on the numbers reported.
- 1.4. There have been no changes to the basis of preparation or to the previous year's accounts
- 1.5. The charity meets the definition of a public benefit entity as defined by FRS 102.
- 1.6. 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 2020

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- (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. Trustee remuneration and benefits

- (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 2020

### 4. Income from Donations

	Unrestricted Funds	Restricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Scottish Government	198,400	-	<b>198,400</b>	198,400
Clacks Council – Fair Start	7,532	-	<b>7,532</b>	1,883
NHS Health & Social Care	-	37,681	<b>37,681</b>	40,219
Development Trust	-	25,000	<b>25,000</b>	-
Cyber Resilience	-	1,000	<b>1,000</b>	-
Alliance	-	3,675	<b>3,675</b>	-
SCVO - CJS	-	17,640	<b>17,640</b>	22,890
Clacks Council – Community Justice	-	17,250	<b>17,250</b>	600
Clacks Council – Universal Credit	-	-	-	11,998
Scottish Heritage Lottery	-	9,300	<b>9,300</b>	-
Digital Charter	-	2,340	<b>2,340</b>	6,093
Place Standard	-	-	-	3,920
Cyclists Club	-	-	-	750
Active Travel	-	10,014	<b>10,014</b>	-
Festival Funding	-	824	<b>824</b>	-
TSI Scotland	-	2,500	<b>2,500</b>	-
SERI	-	-	-	2,000
Donations	-	-	-	732
	<b>205,932</b>	<b>127,224</b>	<b>333,156</b>	<b>289,485</b>

### 5. Income from Charitable Activities

	Unrestricted Funds	Unrestricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Room Hire	698	-	<b>698</b>	4,234
Office Support	1,946	-	<b>1,946</b>	2,061
Management Fees	-	-	-	3,070
Independent Examiner Fees	1,900	-	<b>1,900</b>	1,000
Grant Management Fees	-	-	-	500
Staff Recharges	1,436	-	<b>1,436</b>	9,154
	<b>5,980</b>	<b>-</b>	<b>5,980</b>	<b>20,019</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 6. Income from Other Trading Activities

	Unrestricted Funds	Unrestricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Sponsorship	-	-	-	1,155
Sponsorship – Volunteers’ Week	660	-	<b>800</b>	700
Forth Valley Conference	-	-	-	2,200
Great Tapestry of Scotland - sponsorship	-	-	-	160
<b>Total current year</b>	<b>660</b>	<b>-</b>	<b>660</b>	<b>4,215</b>

### 7. Income from Investment

	Unrestricted Fund	Unrestricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
Bank Interest	30	-	<b>30</b>	17
Rent Income	12,953	-	<b>12,953</b>	13,538
	<b>12,983</b>	<b>-</b>	<b>12,983</b>	<b>13,555</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 8. Expenditure on Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2020	Total 2019
	£	£	£	£
Staff Costs (See Note 10)	148,517	84,431	<b>232,948</b>	224,352
Staff Expenses	2,764	1,108	<b>3,872</b>	2,779
Staff Training & Development	1,096	-	<b>1,096</b>	2,152
Payroll Costs	1,587	-	<b>1,587</b>	1,225
Social Enterprise Festival	-	1,257	<b>1,257</b>	-
Volunteer Expenses	282	-	<b>282</b>	120
Event Expenses	2,640	2,112	<b>4,752</b>	17,557
Grants – Community Justice	-	13,680	<b>13,680</b>	5,464
Rent and Rates	12,971	1,161	<b>14,132</b>	27,536
Heat, Light & Water	10,299	1,274	<b>11,573</b>	12,911
Development Trust Costs	-	511	<b>511</b>	-
Insurance	3,118	50	<b>3,168</b>	2,289
Marketing & Advertising	1,817	509	<b>2,326</b>	2,364
Repairs & Maintenance	5,605	2,490	<b>8,095</b>	2,393
Leasing	3,600	-	<b>3,600</b>	3,900
Social Enterprise Support	8,487	-	<b>8,487</b>	8,438
Consultancy Fees	-	230	<b>230</b>	293
Telephone & Broadband	2,269	371	<b>2,640</b>	2,279
CTSI Website	189	-	<b>189</b>	567
Printing, Postage & Stationery	2,529	839	<b>3,368</b>	5,053
IT Software Support	4,716	400	<b>5,116</b>	5,012
Subscriptions	810	81	<b>891</b>	544
Active Travel Hub Costs	-	2,972	<b>2,972</b>	-
Legal & Professional Fees	3,104	1,000	<b>4,104</b>	1,097
Training Costs	400	-	<b>400</b>	793
Administration	284	28	<b>312</b>	1,434
TSI Scotland Costs	-	896	<b>896</b>	-
Depreciation	4,121	-	<b>4,121</b>	4,357
Fixed Asset write-off	5,167	-	<b>5,167</b>	-
Governance (See Note 9)	763	-	<b>763</b>	1,267
Great Tapestry Expenditure	-	1,621	<b>1,621</b>	1,000
<b>Total Current Year</b>	<b>227,135</b>	<b>117,021</b>	<b>344,156</b>	<b>337,713</b>

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 9. Governance Costs

	Unrestricted Funds	Restricted Funds	<b>Total 2020</b>	Total 2019
	£	£	£	£
AGM		-		222
Independent Examiners Fees	750	-	<b>750</b>	960
Trustees Meetings		-		72
Filing Fees	13	-	<b>13</b>	13
	<b>763</b>	-	<b>763</b>	1,267

### 10. Staff costs and Key Management

	<b>Total 2020</b>	Total 2019
	£	£
Salaries and wages	<b>219,210</b>	209,437
Employer's national insurance	<b>7,877</b>	11,376
Employer's pension contributions	<b>5,861</b>	3,539
	<b>232,948</b>	244,352
No employee received remuneration in excess of £60,000		
Average number of employees	<b>2020</b>	2019
Charitable Activities	<b>12</b>	12

#### 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 £41,200 for the year ended 31<sup>st</sup> March 2020 (2019: £38,633).

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 11. Tangible Assets

	Tenant's Improvements	IT Equipment	Office Equipment	Total 2020
Cost	£	£	£	£
As at 01 April 2019	12,804	16,907	14,870	<b>44,581</b>
Additions	690	-	960	<b>1,650</b>
Disposals	(5,473)	-	-	<b>(5,473)</b>
As at 31 March 2020	<b>8,021</b>	<b>16,907</b>	<b>15,830</b>	<b>40,758</b>
<b>Depreciation</b>				
As at 01 April 2019	1,602	11,422	10,602	<b>23,626</b>
Disposals	(306)	-	-	<b>(306)</b>
Charge for year	800	1,810	1,511	<b>4,121</b>
As at 31 March 2020	<b>2,096</b>	<b>13,232</b>	<b>12,113</b>	<b>27,441</b>
<b>Net Book Value</b>				
As at 01 April 2019	11,202	5,485	4,268	<b>20,955</b>
As at 31 March 2020	<b>5,925</b>	<b>3,675</b>	<b>3,717</b>	<b>13,317</b>

### 12. Debtors

	Total 2020	Total 2019
	£	£
Trade Debtors	<b>27,651</b>	40,920
Prepayments	<b>1,564</b>	1,595
	<b>29,215</b>	42,515

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## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 13. Cash at Bank and in Hand

	<b>Total 2020</b>	Total 2019
	£	£
Bank – current	<b>52,231</b>	37,007
Bank – credit union	<b>219</b>	407
Cash	<b>304</b>	252
Salary Account	<b>1,370</b>	2,814
	<b>54,124</b>	40,480

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

	<b>Total 2020</b>	Total 2019
	£	£
HMRC	<b>3,715</b>	3,891
Pension	<b>2,899</b>	2,953
Trade Creditors	<b>3,844</b>	383
IE Fee	<b>750</b>	960
Deferred income	-	17,250
Accruals	<b>1,430</b>	3,118
	<b>12,638</b>	28,555

### 15. Deferred Income

	As at 31/03/19 Restated	Funds Received	Released To Income	As at 31/03/20
	£	£	£	£
Community Justice Grant	17,250	-	17,250	-

The funds were received in March 2019 but related to work that was to be carried out in the current financial year. The Trustees therefore decided to defer recognition of the income until 2019-20 so that it would be matched with the relevant expenditure incurred this year.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 16. Movements in Funds

	As at 31/03/19	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/20
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	63,067	225,555	227,135	-	<b>61,487</b>
	<b>63,067</b>	<b>225,555</b>	<b>227,135</b>	<b>-</b>	<b>61,487</b>
<u>Restricted funds</u>					
NHS Health and Social Care	-	37,681	37,681	-	-
Development Trust	-	25,000	18,004	-	<b>6,996</b>
Cyber Resilience	-	1,000	1,000	-	-
Alliance	-	3,675	1,815	-	<b>1,860</b>
SCVO - CJS	1,700	17,640	16,463	-	<b>2,877</b>
Community Justice	5,144	17,250	16,669	-	<b>5,725</b>
Heritage Lottery	-	9,300	5,398	-	<b>3,902</b>
SCVO – Digital Charter	3,476	2,340	5,816	-	-
Scottish Gov't – Place Standard	1,658	-	1,658	-	-
Cyclist Club	350	-	-	(350)	-
Active Travel	-	10,014	10,364	350	-
Festival Funding	-	824	1,257	-	<b>(433)</b>
TSI Scotland	-	2,500	896	-	<b>1,604</b>
	<b>12,328</b>	<b>127,224</b>	<b>117,021</b>	<b>-</b>	<b>22,531</b>
<u>Funds of the charity</u>	<b>75,395</b>	<b>352,779</b>	<b>344,156</b>	<b>-</b>	<b>84,018</b>

The overspend on Festival Funding arises due to the timing of the expenditure and funding streams. The costs of the Festival have been incurred in 2019-20. However the grant is receivable in two instalments, with the second payment due in 2020-21.

### 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 Clackmannanshire Health and Social Care Partnership towards the costs of the Integration Engagement Officer post and supporting the work of the Partnership by the TSI.
Development Trust	Funding for the Communities Development Officer for two years by National Lottery Community Fund.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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Cyber Resilience	To provide a security overview of CTSI system and certificate.
Alliance	To develop a Community Health Champion program in conjunction with SVE and with Forth Valley College delivering a Public Health certificate.
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 producing the new Clackmannanshire Tapestries, volunteer stitching groups and historical talks.
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.
Active Travel – Paths for All	To carry out a feasibility study with older people and produce plans for an Active Travel Hub for Alloa and Clackmannanshire.
Festival Funding	To provide an action learning set peer training program for social enterprises in Forth Valley as part of the Festival of Social Enterprise.
TSI Scotland	To create marketing and exhibition materials for the new TSI Scotland Network.

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

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### 18. Transfer of Funds

£350 was transferred from the Cyclist Club Fund to the Active Travel to help meet the costs of the Active Travel Hub project.

### 19. Comparative SoFA Per Fund

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>	
	2020	2019	2020	2019
	£	£	£	£
<b>Income from:</b>				
Donations	<b>205,932</b>	201,015	<b>127,224</b>	88,470
Charitable Activities	<b>5,980</b>	20,019	-	-
Other Trading Activities	<b>660</b>	4,215	-	-
Investments	<b>12,983</b>	13,555	-	-
	<b>225,555</b>	238,804	<b>127,224</b>	88,470
<b>Expenditure on:</b>				
Raising funds	-	60	-	-
Charitable Activities	<b>227,135</b>	246,229	<b>117,021</b>	91,484
	<b>227,135</b>	246,289	<b>117,021</b>	91,484
<b>Net income/(expenditure)</b>	<b>(1,580)</b>	(7,485)	<b>10,203</b>	(3,014)
<b>Reconciliation of funds</b>				
<b>Total Funds B/Fwd</b>	<b>63,067</b>	70,552	<b>12,328</b>	15,342
<b>Total Funds C/Fwd</b>	<b>61,487</b>	63,067	<b>22,531</b>	12,328

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

### 20. Comparative Movement of Funds

	As at 31/03/18	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/19
	£	£	£	£	£
<u>Unrestricted funds</u>					
General fund	74,269	239,494	(246,289)	(3,407)	<b>63,067</b>
<u>Designated funds</u>					
Community Fund	(3,717)	310	-	3,407	-
	(3,717)	310	-	3,407	-
<u>Restricted funds</u>					
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)	-	-
	15,342	88,470	(91,484)	-	<b>12,328</b>
<u>Funds of the charity</u>	85,894	327,274	(337,773)	-	<b>75,395</b>