

CLACKMANNANSHIRE THIRD SECTOR INTERFACE LTD

(A company limited by guarantee)

Annual Report & Financial Statements

For the year ended

31 March 2021



Company No SC396838

ANNUAL REPORT & FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

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 31st March 2021.

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 31st March 2021 has been marked and shaped almost completely by the onset of the Covid-19 pandemic in March 2020 and has resulted in extensive work by CTSI and its staff to support the third sector and its critical role in supporting communities and local residents impacted by the pandemic. This work still continues currently and will shape the planning for 2021/22.

In mid March 2020, CTSI staff moved to home working and by 23rd March 2020 the office had closed completely. CTSI was fortunate to have already an online digital system established and a set of training laptops that could be adapted for immediate use. This ensured that the staff could be linked and connected to members and partners and they established quickly the Community Care Guide that became the central source directory used by all partners locally. In each community, CTSI liaised with local development trusts or community anchor organisations to provide volunteers, funding and support to allow them to service their communities. Where there was limited support or volunteers had to shield, CTSI knitted together alternative solutions using member organisations.

CTSI worked to support the Council emergency care team and provided and managed in addition, a team of new volunteers to provide help for prescriptions, food deliveries, dog walking or simply checking on people who would normally be supported by families and friends. The Trustees took an early decision to release reserves to groups who could provide emergency services and this in turn was repaid by the Council once funding came through via Scottish Government. This proved to be key to ensuring that local people were given the support they needed, especially families immediately. The Trustees can report that the work of CTSI staff has been exceptional and recognised widely by local partners. 89% of members reported that they received good/very good support (with 11% reporting it was not relevant) and that 95% reporting they also received financial support.

Early on, it became clear that digital exclusion was causing significant issues for some families, and so the new Techshare scheme was established. This allowed people to donate old devices, for them to be safely upgraded and checked and released with data, if required and training, to allow for digital access for isolated people and families needing additional devices. This allowed for example children in vulnerable situations to continue to receive support from extended family members. The Techshare scheme has provided 120 devices, including Connecting Scotland devices and continues to work with Education CLD and is now funded through SCVO and the National Lottery for Communities to continue its work through to 2022. CTSI staff also

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helped administer the Save the Children grant fund alongside Homestart Clackmannanshire which helped 81 families and 197 children with capital items.

CTSI staff helped third sector members apply for a range of relevant funds and also administered and released more funding via the Wellbeing Fund, Supporting Communities Lottery Fund and Corra Foundation. Ensuring this continued flow of funding to members and providing advice on all aspects of furlough and government funding, has helped ensure that 85% of members report being very secure or secure going forward at the close of the reporting year.

As the first lockdown came to an end, CTSI helped provide a range of materials for reopening and a small grants scheme for specific members' needs alongside a series of advisory recovery sessions. The Trustees can report that this was welcomed by the members and enabled many to open safely in Summer 2020. In addition, CTSI applied for funding from Scotland's Towns Partnership and produced over 40 banners for local communities to highlight safe opening and welcome back messages. It also helped fund the production of a video promoting the new ebikes and the development of the new online Forth Valley Social Enterprise Directory which will be launched in Summer 2021.

As many members could not hold their normal fundraising events at Christmas, CTSI produced a #Buythegoodstuff raffle with all tickets and prizes provided and this raised over £12,000 for members directly. The success of this provision has led to the involvement by CTSI in delivering a new Clacks Community Lottery scheme due to be launched in Summer 2021.

CTSI staff remained working at home throughout the year, and in December 2020, the Community Asset Transfer (CAT) concluded on its office, the Glebe Hall in Alloa. The Trustees had already taken the decision that the building was too risky in terms of its current condition to proceed, but the CAT was also refused by the Council. The Trustees took the decision that the proposed repair and maintenance lease was likely to be too costly ongoing to the charity to proceed with, and took the decision to leave the building with immediate effect. Clacks CAB, who were CTSI's sub tenants, has subsequently taken over the lease on a full repair and maintenance basis with the council, based on the building report subsequently carried out by the Council. The Trustees report that CTSI will be moving to a new shop-front premises on Alloa High Street which offers an excellent visible position for the organisation at very good value. Staff will continue to work from home until September 2021 when a blended working approach will be adopted.

Despite the continued challenges brought about by the Covid-19 pandemic through the year, CTSI has continued to provide its range of services to members and within a couple of months of the first lockdown, was operating all its normal community breakfasts, forums and training to members in an online manner. The range of bulletins provided has remained a critical way of connecting to members and sharing information. This was enhanced with the launch of a new fresh branding for the organisation, to mark its 10th anniversary at the AGM in November 2021. The Forth Valley Conference was postponed in February 2020, but was held successfully online by the three TSIs in February 2021 and attended by over 200 people. Other events, like the Funders' Fayre and Volunteers' Week were also adapted and presented online successfully.

CTSI's Chief Officer was involved in providing evidence to the Equalities and Human Rights Committee in September 2020 along with two other TSI Chief Officers and also presented to committee on public access to Parliament and Public Office in January 2021.

CTSI has been a lead on communication for the developing TSI Scotland Network and was instrumental in producing the Manifesto for Change that set out the five key areas for change that the TSI Scotland Network is seeking for the new government. This was distributed from October 2020 onwards. This document forms the backdrop of CTSI's own strategic development planning, along with the Scottish Government TSI Outcomes Framework, and the local development work that Clackmannanshire Council is doing in conjunction with Scottish Government around developing a Wellbeing Economy, focused on community wealth-building.

CTSI consulted with its members through Autumn 2019, and launched its five new strategic priorities at the AGM in November 2020 and has since developed a plan of work, titled *Creating a Fairer Future for Clackmannanshire* which outlines the work that will be carried out and the outcomes it aims to achieve.

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FOR THE YEAR ENDED 31 MARCH 2021

Though the year, CTSI has been working hard to improve the management of its membership data and now there is a clearer breakdown and data management system in place. We continue to work on updating our filing and ensuring the safe management of information.

The Trustees recognise the significant work and commitment of the sector over the last year and of its staff and are grateful for the dedication, professionalism, collaboration and compassion they have shown in a very difficult period.

KEY ACHIEVEMENTS FOR 2020/21

- Member numbers are now reduced through a dedicated review of information management. 96% of partners believe that CTSI shares relevant local and national information with its members, partners, and wider networks.
- CTSI created a Community Care Guide used extensively by partners, and supported new funding reaching key critical organisations helping meet local needs.
- CTSI helped support a new Food Insecurity Group during the pandemic and development to form links to strategic planning as a sub-group of the local Tackling Poverty Partnership. This has now helped move forward the Clacks Good Food partnership which has just been accepted to the UK-wide Sustainable Food Places Network and aims to help develop ways to reduce food insecurity locally.
- Communities Development Forum – now extended to cover all local community facilities and attended by up to 20 groups.
- 85% of members believe CTSI has helped their organisation feel more connected with partners over the last year.
- Through CTSI forums and networks, 88% of partners feel more connected to other organisations (with the remaining indicating it was not a relevant question for them)
- CTSI supported around 700 new volunteers to become involved through the pandemic linking them to local organisations. CTSI continues to support a self-service model using Volunteering Clackmannanshire page to help promote roles. Volunteering Clackmannanshire Facebook page has seen almost 100% growth in engagement from Q1 (669) to Q4 (1301), with 2244 engaging in Q2 indicative of increased interest in volunteering across Clackmannanshire.
- CTSI's Team Leader for Volunteering was part of a working group redesigning the Volunteer Friendly Award which was launched in Volunteers' Week 2021.
- Our annual Forth Valley Conference was attended by over 200 people as an online event.
- New Forth Valley Social Enterprise Network online directory is underway and will be launched in September 2021 with around 170 social enterprises being featured.
- #BuytheGoodStuff map was updated and a raffle held to promote local social enterprises and benefit local third sector members.
- Work continued on the Active Travel Hub for Alloa as part of the Caring Places development work for the town and a new community benefit organisation will be established to operate the new facility.
- New Community Health Champion programme was established with funding from the Alliance, with SVE and Forth Valley College.
- CTSI has developed a new Community Benefits Wishlist with Social Value experts, Samtaler, and worked with Clackmannanshire Council procurement manager to introduce its use. CTSI is also working with NHS Forth Valley and its neighbouring TSIs to launch the use of the NHS Community Benefits portal to local grassroot community groups.
- 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
- 91% of partners indicated the new Creating a Fairer Future for Clackmannanshire plan reflected the priorities of the area.
- 100% of partners said they would recommend CTSI as a partner to work with.

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FOR THE YEAR ENDED 31 MARCH 2021

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:

- CTSI Chief Officer and Team Leader are providing interim chair and coordinating role for the Community Justice Partnership and have been since January 2021. They have helped partners review the CJP Strategic Plan and are undertaking an update of the Action Plan.
- CTSI Team Leader is providing leadership of the third sector children's organisations in developing the new Children and Young People's Service Plan in conjunction with the newly appointed Chief Social Worker.
- CTSI is heavily involved in updating and consulting on the Local Employability Partnership and helping lead on the review of the local Community Learning and Development (CLD) Plan currently.
- CTSI Chief Officer sits as a director on the Alloa First BID and has taken a leadership role in developing Love Local messaging to support local businesses including third sector organisations across Clackmannanshire.
- CTSI Chief Officer is member of the Integrated Joint Board (IJB), Strategic Planning Group and the new Transforming Care Board for Health and Social Care. The Health and Social Care Forum and other 'lived experience' networks supported by active role of CTSI or third sector groups for mental health, carers, autism and dementia are listened to and consulted with.
- CTSI and SVE played a key role in the development and co-production of a consultation on the quality of care provided to people aged 60 years and over and a new Commissioning Consortium.
- CTSI provides updates to the Community Planning Partnership through the Communities Action Plan and raises issues coming to light on community empowerment, resilience etc. raised through the Joint Development Trust Forum.
- 89% of members believe CTSI supports the third sector to influence and contribute towards local and national decision-making, leading to better support for people and communities.
- 87% of partners feel CTSI supports the third sector to influence and contribute to local and national decision-making. (13% neither agree nor disagree).
- 100% of partners believe CTSI are supportive of the third sector and has built strong relationships.
- CTSI Chief Officer is now one of the TSI Scotland Network representatives on the Community Planning Improvement Board.

FINANCIAL REVIEW

The income for the year was £454,148 (2020: £352,779) principally from grants and expenditure was £446,742 (2020: £344,156) which resulted in a surplus of £7,406 (2020: £8,623). The unrestricted reserves have increased to £68,719 (2020: £61,487) and restricted funds have increased to £22,705 (2020: £22,531). However, the overall financial position of the charity has improved and the net current assets of the charity increased to £91,424 (2020: £70,701). 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. With the departure from the Connect Centre in December 2020, the Trustees took the decision to remove all outstanding depreciation of items listed including a small outstanding amount on tenant's improvements associated with that building. With the move to a new office planned for Autumn 2021, it is expected that there will be some associated costs, but these will be set against a rent-free period of five months provided by the landlord, Yorkshire Building Society. The new lease is for three years plus option to extend for a further two years.

The Scottish Government has provided confirmation of their grant for two years from 2021 to 2023. Trustees will seek to build up reserves in a measured manner to remain in a secure position and will invest all surplus in the provision of services and support to the third sector.

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The TechShare element of the Lottery Supporting Communities grant was overspent by £1,361 at the year-end. The charity has been awarded funds to continue this project into 2021/22 and the overspend was therefore allowed to be carried forward into the following financial year.

The charity also overspent on the purchase of electric assisted bicycles for the new Alloa Travel Hub. However it is expected that overspend will be recovered from the new community benefit society, Alloa Hub Ltd, once it is established and begins to generate income.

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 and undertake an annual risk review. They do not consider that there are any substantial risks beyond the liabilities disclosed in the financial statements. The risk associated with remaining at the Connect Centre led to the decision to not take up a lease with Clackmannanshire Council and a new office has been found which is smaller and more cost efficient for the charity but benefits from being in a highly visual position.

It holds Employer, Public and Professional Indemnity Insurance policies.

Alloa Community Enterprises (ACE) continues to be a debtor of the charity but has started a planned repayment process from April 2021.

Reserves policy

The unrestricted reserves have increased to £68,719 (2020: £61,487) and restricted funds have increased to £22,705 (2020: £22,531). The overall financial position of the charity has improved and the net current assets of the charity increased to £91,424 (2020: £70,701). The Trustees have considered the current and future commitments in assessing the level of reserves needed to meet their liabilities. 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 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 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.

New Strategy Document Launched

In 2020, CTSI 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 the development work underway by Clackmannanshire Council on recovery; community wealth building; the Wellbeing Economy and transformational work associated with the City Deal. CTSI launched its new *Creating a Fairer Future for Clackmannanshire* strategic plan in November 2020 which has its focus on inclusive growth, community empowerment and building capacity, increased volunteering, and creating a caring connected community. The charity has set out its outcomes and outputs for the year in an easy-read version for the year ahead.

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FOR THE YEAR ENDED 31 MARCH 2021

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

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Clackmannanshire Third Sector Interface Ltd
Charity No	SC042543
Company No	SC396838
Registered Office	27 High Street Alloa, FK10 1JF
Website Address	http://ctsi.org.uk

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FOR THE YEAR ENDED 31 MARCH 2021

Current Trustees

Margaret Starkie
Nicholas Ronald Morris
Graham Stephen Reece
Karen Wilson
Valerie Rose

Other Trustees who served during the period

Nicola Frances Green Resigned 16 August 2021
Jessica Barrass-sykes Resigned 29 November 2020

Bankers

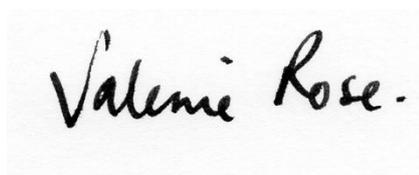
Unity Trust Bank plc,
9 Brindley Place,
Birmingham,
B1 2HB

Independent Examiner

Anne Knox, FCIE
Community Accountancy Scotland C. I. C.
Cameron House
Forthside Road,
Stirling, FK8 1QZ

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 October 2021 and signed on their behalf by:



Valerie Rose
Chair

INDEPENDENT EXAMINER'S REPORT

FOR THE YEAR ENDED 31 MARCH 2021

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 2021 which are set out on pages 10 to 24.

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.

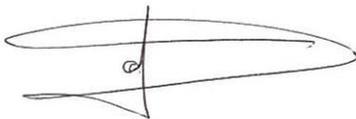
Basis of independent examiner's statement

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

Date: 26th October 2021

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
Income and endowments from:					
Donations	4	214,912	224,937	439,849	333,156
Charitable Activities	5	3,370	-	3,370	5,980
Other trading Activities	6	770	-	770	660
Investments	7	10,159	-	10,159	12,983
		229,211	224,937	454,148	352,779
Expenditure on:					
Raising Funds		-	-	-	-
Charitable Activities	8	220,477	226,265	446,742	344,156
Governance	9	-	-	-	-
		220,477	226,265	446,742	344,156
Net income/(expenditure)		8,734	(1,328)	7,406	8,623
Transfers between funds		(1,502)	1,502	-	-
Net movement of Funds		7,232	174	7,406	8,623
Reconciliation of funds					
Total funds as at 01 April 2020		61,487	22,531	84,018	75,395
Total funds as at 31 March 2021		68,719	22,705	91,424	84,018

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 SoFA Per Fund shown in Note 18.

The Notes on pages 13 to 24 form an integral part of these accounts.

STATEMENT OF FINANCIAL POSITION (BALANCE SHEET)

FOR THE YEAR ENDED 31 MARCH 2021

	Note	Total 2021	Total 2020
Fixed Assets:		£	£
Tangible Assets	11	-	13,317
		-	13,317
Current Assets:			
Debtors	12	38,089	29,215
Cash at bank and in hand	13	87,447	54,124
		125,536	83,339
Liabilities:			
Creditors (due within one year)	14	34,112	12,638
Net current assets		91,424	70,701
Net Assets		91,424	84,018
Funds of the charity:			
Restricted funds		22,705	22,531
Unrestricted funds		68,719	61,487
		91,424	84,018

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2021 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.

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 October 2021 and signed on their behalf by:



Valerie Rose

Chair

The Notes on pages 13 to 24 form an integral part of these accounts.

STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Cash flows from operating activities:				
Net income/(expenditure) per SoFA	8,734	(1,328)	7,406	8,623
Depreciation charges	3,485	-	3,485	4,121
Fixed Asset Write-Off	10,076	-	10,076	5,167
Investment income	(10,159)	-	(10,159)	(12,983)
(Increase)/Decrease in debtors	(8,874)	-	(8,874)	13,300
Increase/(Decrease) in creditors	21,474	-	21,474	(15,917)
	24,736	(1,328)	23,408	2,311
Cash flows from investing activities:				
Investment income	10,159	-	10,159	12,983
Sale of fixed assets	-	-	-	-
Purchase of property, plant & equipment	(244)	-	(244)	(1,650)
	9,915	-	9,915	11,333
Net increase/(decrease) in cash:	34,651	(1,328)	33,323	13,644
Total cash as at 01 April 2020	28,834	25,290	54,124	40,480
Total cash as at 31 March 2021	63,485	23,962	87,447	54,124

The Notes on pages 13 to 24 form an integral part of these accounts.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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. There were no changes to the preparation of the accounts for this or the previous year.
- 1.3. For the purposes of FRS102, the Charity is a public benefit entity and accounting policies are applied accordingly. However, the trustees do not consider that these accounts depend on any material estimates or judgements except where specifically noted. The Charity has only basic financial instruments.
- 1.4. The Charity's core costs are funded by a grant from the Scottish Government. The trustees have reviewed the financial position of the Charity and are satisfied that it has sufficient resources to continue for at least 12 months beyond the date of approval of these accounts. The accounts are thus prepared on a going concern basis
- 1.5. The accounts have been prepared in sterling, which is the functional currency of the charity. Monetary amounts are rounded to the nearest £1.

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 16.

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) Grants - Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.
- (c) Where income has related expenditure (e.g. conferences and training courses), the income and related expenditure are reported gross in the SoFA.
- (d) Bank interest is recognised when credited to the account.
- (e) Gift Aid is recognised in the same accounting period as the donation to which it relates.
- (f) 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.
- (g) The value of voluntary help is not included in the accounts.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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.
- (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
- (c) As at the balance sheet date the charity had no tangible assets.

2.5. Debtors

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

2.6. 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.

2.7. 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.

2.8. 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 or the previous year.
- (b) No expenses were paid to the trustees during the year or the previous year.
- (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 2021

4. Income from Donations

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Scottish Government	198,400	-	198,400	198,400
Clacks Council – Fair Start	6,512	-	6,512	7,532
Covid Business	10,000	-	10,000	-
Covid Response	-	45,157	45,157	-
NHS Health & Social Care	-	38,781	38,781	37,681
National Lottery Community Fund	-	25,000	25,000	25,000
Lottery – Supporting Communities	-	32,190	32,190	-
Cyber Resilience	-	-	-	1,000
Alliance	-	1,260	1,260	3,675
SCVO - CJS	-	7,692	7,692	17,640
Clacks Council – Community Justice	-	-	-	17,250
Clacks Council – Hardship	-	20,028	20,028	-
Clacks Council – Youth Guarantee	-	11,940	11,940	-
Scottish Heritage Lottery	-	-	-	9,300
Digital Charter	-	-	-	2,340
Scotland's Towns	-	12,115	12,115	-
Keep Scotland Beautiful	-	17,844	17,844	-
Active Travel	-	-	-	10,014
Festival Funding	-	-	-	824
TSI Scotland	-	-	-	2,500
Kingdom Housing	-	500	500	-
Agnes Hunter	-	3,930	3,930	-
Forth Valley Social Enterprise Directory	-	4,500	4,500	-
Sustainable Food Places	-	2,000	2,000	-
CORRA Foundation	-	2,000	2,000	-
	214,912	224,937	439,849	333,156

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

5. Income from Charitable Activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Room Hire	-	-	-	698
Office Support	-	-	-	1,946
Independent Examiner Fees	1,650	-	1,650	1,900
Other	1,720	-	1,720	1,436
	3,370	-	3,370	5,980

6. Income from Other Trading Activities

	Unrestricted Funds	Unrestricted Funds	Total 2021	Total 2020
	£	£	£	£
Sponsorship – Volunteers Week	-	-	-	660
Forth Valley Conference	770	-	770	-
Great Tapestry of Scotland - sponsorship	-	-	-	-
	770	-	770	660

7. Income from Investment

	Unrestricted Fund	Unrestricted Funds	Total 2021	Total 2020
	£	£	£	£
Bank Interest	9	-	9	30
Rent Income	10,150	-	10,150	12,953
	10,159	-	10,159	12,983

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

8. Expenditure on Charitable Activities

	Note	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
		£	£	£	£
Staff Costs	10	149,905	96,515	246,420	232,948
Staff Expenses		329	692	1,021	3,872
Staff Training & Development		315	(20)	295	1,096
Payroll Costs		659	-	659	1,587
COVID Response Expenses		-	33,445	33,445	-
Social Enterprise Festival		-	-	-	1,257
Volunteer Expenses		534	40	574	282
Event Expenses		947	-	947	4,752
Grants – CORRA Foundation		-	2,000	2,000	-
Clacks Council Hardship		-	20,028	20,028	-
Youth Guarantee Scheme Grant		-	3,658	3,658	-
TechShare Grant		-	3,451	3,451	-
Supporting Communities Grant		-	21,190	21,190	-
Grants – Community Justice		-	5,148	5,148	13,680
Rent, Rates and Utilities		20,827	2,290	23,117	25,705
Development Trust Costs		-	-	-	511
Marketing & Advertising		1,556	180	1,736	2,326
Repairs & Maintenance		2,832	-	2,832	8,095
Social Enterprise Support		3,279	-	3,279	8,487
Consultancy Fees		-	-	-	230
Active Travel Hub Costs		-	19,827	19,827	2,972
Legal & Professional Fees		6,588	-	6,588	4,104
Training Costs		290	-	290	400
Office and Administration		17,781	1,664	19,445	19,284
Great Tapestry Expenditure		-	300	300	1,621
Scotland's Towns		-	13,184	13,184	-
Social Enterprise Directory		-	1,110	1,110	-
PHD Student Support		311	-	311	-
TSI Scotland Costs		-	1,563	1,563	896
Depreciation and Write-offs		13,561	-	13,561	9,288
Governance	9	763	-	763	763
		220,477	226,265	446,742	344,156

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

9. Governance Costs

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
AGM		-		-
Independent Examiners Fees	750	-	750	750
Trustees Meetings		-		-
Filing Fees	13	-	13	13
	763	-	763	763

10. Staff Costs and Key Management

	Total 2021	Total 2020
	£	£
Salaries and wages	228,341	219,210
Employer's national insurance	11,963	7,877
Employer' pension contributions	6,116	5,861
	246,420	232,948

No employee received remuneration in excess of £60,000

	2021	2020
Average number of employees		
Charitable Activities	12	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 £41,818 for the year ended 31st March 2021 (2020: £41,200).

Grants Paid to Organisations

A number of the grants paid to organisations during the year include an element of staff costs. The hours charged to these grants are included in the staff costs figures and are not included in the expenditure figures for the individual grants shown under restricted funds in note 8.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

11. Tangible Assets

	Tenant's Improvements	IT Equipment	Office Equipment	Total 2021
Cost	£	£	£	£
As at 01 April 2020	8,021	16,907	15,830	40,758
Additions	-	244	-	244
Disposals	(8,021)	(17,151)	(15,830)	(41,002)
As at 31 March 2021	-	-	-	-
Depreciation				
As at 01 April 2020	2,096	13,232	12,113	27,441
Disposals	(2,896)	(14,334)	(13,696)	(30,926)
Charge for year	800	1,102	1,583	3,485
As at 31 March 2021	-	-	-	-
Net Book Value				
As at 01 April 2020	5,925	3,675	3,717	13,317
As at 31 March 2021	-	-	-	-

The charity vacated its offices at the end of December 2020. The net book value of the tenant's improvements was therefore written-off at the year-end. A decision was also made to write-off the remaining book value of the office equipment, due to its age.

Due to the Covid pandemic, staff worked from home during the financial year. Much of the existing IT equipment proved inadequate for this task and a number of laptops and pc's failed or operated very slowly. A decision was therefore taken to write-off the net book value of the IT equipment at the year-end as it had become technically obsolete.

12. Debtors

	Total 2021	Total 2020
	£	£
Trade Debtors	34,718	27,651
Prepayments	3,371	1,564
	38,089	29,215

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

13. Cash at Bank and in Hand

	Total	Total
	2021	2020
	£	£
Bank – current	80,922	52,231
Bank – credit union	1,239	219
Cash	76	304
Salary Account	4,390	1,370
Soldo Debit Card	820	-
	87,447	54,124

14. Creditors (falling due within one year)

	Total	Total
	2021	2020
	£	£
HMRC	3,767	3,715
Pension	1,718	2,899
Trade Creditors	26,836	3,844
Karen Strang Book Fund	1,041	-
IE Fee	750	750
Accruals	-	1,430
	34,112	12,638

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

15. Movements in Funds

	As at 31/03/20	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/21
	£	£	£	£	£
Unrestricted funds					
General fund	61,487	229,211	(220,477)	(1,502)	68,719
	61,487	229,211	(220,477)	(1,502)	68,719
Restricted funds					
NHS Health and Social Care	-	38,781	(38,781)	-	-
National Lottery Community Fund	6,996	25,000	(17,249)	-	14,747
Scotland's Towns Partnership	-	12,115	(13,184)	1,069	-
Alliance	1,860	1,260	(3,120)	-	-
SCVO - CJS	2,877	7,692	(10,569)	-	-
Community Justice	5,725	-	(5,725)	-	-
Heritage Lottery	3,902	-	(3,902)	-	-
Clacks Council Hardship	-	20,028	(20,028)	-	-
COVID Response	-	45,157	(45,157)	-	-
CORRA Foundation	-	2,000	(2,000)	-	-
Keep Scotland Beautiful	-	17,844	(19,827)	-	(1,983)
Festival Funding	(433)	-	-	433	-
Agnes Hunter	-	3,930	(2,328)	-	1,602
Sustainable Food Places	-	2,000	-	-	2,000
Clacks Council – Youth Guarantee	-	11,940	(6,168)	-	5,772
FV Social Enterprise Directory	-	4,500	(3,072)	-	1,428
Kingdom Housing	-	500	-	-	500
Lottery – Supporting Communities (TechShare)	-	32,190	(33,551)	-	(1,361)
TSI Scotland	1,604	-	(1,604)	-	-
	22,531	224,937	(226,265)	1,502	22,705
Funds of the charity	84,018	454,148	(446,742)	-	91,424

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

16. 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.
National Lottery Community Fund	Funding for the Communities Development Officer by the National Lottery Community Fund.
Scotland's Towns Partnership	Funding for Covid recovery activities in non-business improvement areas.
Alliance	To develop a Community Health Champion programme in conjunction with SVE and with Forth Valley College delivering the Public Health certificate.
SCVO – CJS	Funding received from SCVO for Community Jobs Scotland scheme.
Community Justice	Community Justice Strategic Partnership Transition Fund is funding towards third sector organisations, support, research and participation by CTSI and other third sector organisations.
Heritage Lottery	Funding received towards the costs of producing new Clackmannanshire Tapestries - stitching, groups and historical talks.
Clacks Council Hardship	Funding received to support families and communities suffering from hardship as a result of the COVID pandemic.
COVID Response	Funding from the Scottish Government to assist the third sector in responding to the COVID pandemic.
CORRA Foundation	Funding to support the community groups Covid-19 response.
Keep Scotland Beautiful	Funding for the purchase of electric assisted bicycles and charging docks for installation at Alloa's Active Travel Hub development.
Agnes Hunter Foundation	Funding towards the Volunteer Development Assistant to provide Youth Volunteering programme with Education CLD.
Sustainable Food Places	Funding towards the development work of Clacks Good Food.
Clacks Council Youth Guarantee	Funding to support employability outcomes for young people.
FV Social Enterprise Directory	Funding from Scotland's Towns Partnership to allow the production of an online directory of social enterprises in the Forth Valley area.
Kingdom Housing	Funding from Kingdom Housing towards the costs of CTSI's annual Volunteer Awards Ceremony.
Lottery – Supporting Communities	Provided for digital device support and training to improve digital training. (TechShare)
TSI Scotland	Funding to allow the creation of marketing and exhibition materials for the new TSI Scotland Network.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

17. Transfers of Funds

Expenditure relating to the Scotland's Towns grant exceeded funding by £1,069. This overspend was transferred to the general fund at the year-end.

An overspend on Festival Funding, brought forward at 1 April 2020, was transferred to the general fund to write-off the balance at the year-end.

Expenditure on the TechSare element of the Lottery – Supporting Communities grant exceeded funding by £1,361 in the year. However, the charity has been awarded Lottery funding to continue the project into 2021/22. The overspend in the year was therefore allowed to be carried forward.

18. Comparative SoFA Per Fund

	<u>Unrestricted Funds</u>		<u>Restricted Funds</u>	
	2021	2020	2021	2020
	£	£	£	£
Income from:				
Donations	214,912	205,932	224,937	127,224
Charitable Activities	3,370	5,980	-	-
Other Trading Activities	770	660	-	-
Investments	10,159	12,983	-	-
	229,211	225,555	224,937	127,224
Expenditure on:				
Raising funds	-	-	-	-
Charitable Activities	220,477	227,135	226,265	117,021
	220,477	227,135	226,265	117,021
Net income/(expenditure)	8,734	(1,580)	(1,328)	10,203
Transfers Between Funds	(1,502)	-	1,502	-
Reconciliation of funds				
Total Funds B/Fwd	61,487	63,067	22,531	12,328
Total Funds C/Fwd	68,719	61,487	22,705	22,531

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

19. Comparative Movement of 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)	-	61,487
<u>Restricted funds</u>					
NHS Health and Social Care	-	37,681	(37,681)	-	-
Development Trust	-	25,000	(18,004)	-	6,996
Cyber Resilience	-	1,000	(1,000)	-	-
Alliance	-	3,675	(1,815)	-	1,860
SCVO - CJS	1,700	17,640	(16,463)	-	2,877
Community Justice	5,144	17,250	(16,669)	-	5,725
Heritage Lottery	-	9,300	(5,398)	-	3,902
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)	-	(433)
TSI Scotland	-	2,500	(896)	-	1,604
	12,328	127,224	(117,021)	-	22,531
<u>Funds of the charity</u>	75,395	352,779	(344,156)	-	84,018