

Company registration number: SC203087

Charity registration number: 28557

## Larkhall & District Volunteer Group

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2018

Alexander Marshall  
Chartered Accountant  
84 Hamilton Road  
Motherwell  
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ML1 3BY

# Larkhall & District Volunteer Group

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## **Larkhall & District Volunteer Group**

### **Reference and Administrative Details**

<b>Trustees</b>	Mrs A Alston, Chair Mrs M Gibson Mr A Murray (resigned 13 September 2017) Mr P McLaughlin (appointed 13 September 2017)
<b>Secretary</b>	Mrs M Gibson
<b>Principal Office</b>	55 Victoria Street Larkhall South Lanarkshire ML9 2BL  The charity is incorporated in Scotland.
<b>Company Registration Number</b>	SC203087
<b>Charity Registration Number</b>	28557
<b>Independent Examiner</b>	Alexander Marshall Chartered Accountant 84 Hamilton Road Motherwell Lanarkshire ML1 3BY

## **Larkhall & District Volunteer Group**

### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 March 2018.

#### **Trustees**

Mrs A Alston, Chair

Mrs M Gibson

Mr A Murray (resigned 13 September 2017)

Mr P McLaughlin (appointed 13 September 2017)

The trustees were assisted by the following, who attended board meetings:

Mr S Casserley

Mr J Dallas

Mr R Jarvie

Mr J McAllister

Mr J McCann

Mrs A Rodger

Mr M Vaughan

#### **Objectives and activities**

##### *Objects and aims*

The Charity's objectives and principal activities are to promote the benefit and welfare of the elderly, chronically ill, disabled or people experiencing social isolation or in need of rehabilitation and other inhabitants of Larkhall and Clydesdale areas by seeking the relief of poverty, the alleviation of sickness and the advancement of education.

##### *Objectives, strategies and activities*

The strategies employed to meet these objectives include the following:

Providing transport to enable service users to attend lunch clubs, for school outings and support Social Work activities

Providing befriending via a telephone call line service;

Providing lunch clubs for clients on a group basis;

Providing evening social meetings for dementia sufferers and carers;

Providing assistance in the house via a handy-person service;

Providing a range of different activities to allow members to engage with like-minded people and help to reduce their social isolation.

# Larkhall & District Volunteer Group

## Trustees' Report

### Achievements and performance

The Charity continued with the fourth year of a five year funding package from the Big Lottery. The Peoples Health Trust also funded particular activity groups for 6 months of this year. Awards for All and The Robertson Trust both then funded these activity groups for 1 year from November 2017. The Charity has made in-roads into developing the type of evaluation data we collect from Members. So far we have used questionnaire surveys and individual interviews.

The Call Line continues to provide a valuable connection for members suffering from social isolation. Calls are made daily - Monday to Friday. Over the past year 6 volunteers made a total of 6430 calls. This service has developed into a "befriending service" rather than simply the original emergency contact service, and this is demonstrated in the amount of time the volunteers spend chatting with and helping the members over the phone.

Transport hire has increased as a result of more effective marketing. Over the past year 8 drivers and 4 escorts have covered 20703 miles over 680 journeys. Internally members of the Lunch Clubs, Garden Club and the Walking Group were supported with transport at minimal cost to attend and go on trips and outings. Externally, the bus fleet is being hired regularly by a range of community groups ranging from the Scouts, the local primary and secondary schools, the churches and other small community groups. We also regularly support Youth Learning Services and the after school clubs. These journeys were subsidised by the Strathclyde Bus Operators Grant.

Lunch clubs have remained stable at 7 per week, 3 on-site in Larkhall and 4 external covering Hareleeshill, Strutherhill and Quarter. Over the last 12 months 20 volunteers served 3447 two course lunches, followed by a social activity of members' choice, e.g. Dominoes. Bingo etc.

The Thursday Night Social Club has had 316 attendances with the assistance of 2 volunteers. This group meets weekly from 6pm to 8pm, enjoying a chat, a cup of tea and an activity of their choice, for example bingo.

The Handyperson Service continues even though it received even fewer enquiries this year. There were 52 enquiries of which 48 tasks were completed by 3 volunteers. These comprised of small non-emergency tasks, e.g. changing light bulbs, small repairs, hanging curtains etc. This service is free of charge, however £125 of donations were received from some of the users of the Handyperson Service.

The IT Classes which introduce the benefits of IT to people who have never had formal tuition in the past were run by 1 volunteer and had 117 attendances.

Because of a request from some IT group members, A Genealogy Class was formed. Held weekly on a Monday afternoon, 183 attendances have been recorded by members researching their Family history while enjoying good company. This group have really come together and even organised their own Christmas social event.

The Garden Club meets weekly, run by 1 volunteer with indoor and outdoor activities to suit the seasons and had 286 attendances. The club has an allotment at the Community growers in Larkhall and have visited gardens and nurseries to keep our outdoor area bright and interesting. The main activity of the group is to propagate seasonal plants which are sold at internal and external events such as the Spring and Christmas Fayres, open days and gala days. As a result the group makes a financial contribution towards the Charity's overheads.

The Exercise Groups are run by 2 volunteers and had 361 attendances, meeting twice weekly for some light exercise, relaxation and good company.

## **Larkhall & District Volunteer Group**

### **Trustees' Report**

The Walking Group is run by 3 volunteers and had 558 attendances. The group arranged local and more distant walks to suit the different level of members. No matter the weather, the members all enjoy the walks and the company. The group held a very successful sponsored walk in Millport and raised £1,500 towards the Charity's overheads.

Monthly tea dances were introduced this year and 114 people enjoyed the afternoon tea, live music and fun social interaction.

Football Classics was a new group successfully introduced in March 2018.

The aim is to show a film of classic football matches with traditional "football grub" and planned outings to football grounds.

To achieve its objectives the Charity relies on volunteers and during the year had 56 volunteers who contributed 7,388 hours to the Charity and its activities. Without these volunteers the Charity could not be able to provide the range of services and wishes to thank all of its volunteers for the significant contribution they have made to the local community.

#### **Financial review**

The total income for the year is again lower than the previous year but this was expected as the property project has been completed and capital grants in respect of it have been received in full. The focus is on the generation of income from charitable and other trading activities and the Charity is pleased to report that income from these sources has increased by over 100% from the previous year. The Board are pleased to note that the plan to increase income from four different sources has been successful, as noted below:

- Income from individual donations have increased by almost 700% to bring in £4,347
- Local fundraising has contributed £4,306, an increase of 320%, compared to the previous year.
- Income from Transport activities remains a key focus for the Charity resulting in a 78% increase amounting to £27,913 in total
- Income from room hires increased by 184% to generate a total of £9,756.

The Charity has also been recognised by HMRC for Gift Aid purposes, which will generate an additional income stream from now on.

The Charity will continue to seek to increase revenue from all sources and to identify new sources particularly as grant support from The Big Lottery is due to finish next year.

A formal budget has been drawn up to monitor Charity funds which has enabled the Board to review income and expenditure on a quarterly basis.

The Charity operated with a surplus for the year and the trustees are pleased with the progress made but are fully aware that there is more to be done to ensure the continued operation of the Charity and benefit to the community.

## **Larkhall & District Volunteer Group**

### **Trustees' Report**

#### *Policy on reserves*

The board continues to examine the charity's requirements for reserves in light of the main risks to the organisation. The board believes that the unrestricted funds held by the charity that are not committed or invested in tangible fixed assets should be broadly the equivalent of 3 months of unrestricted annual expenditure. Budgeted unrestricted expenditure is around £70,000 and therefore the target is a minimum of £17,500. The board believes that this level of reserves is necessary to meet the working capital requirements of the charity and that, in the event of a significant drop in existing funding or use of the transport service, this level would enable it to continue current activities for a period of time to allow additional sources of funding to be identified. The board also recognises that in the event that the Charity is not able to continue in operation it has commitments to employees and requires reserves to be able to meet those commitments. The present level of current unrestricted general funds available to the charity is £141,491 and revenue funding is in place from the Big Lottery for one more year to cover costs while they look at ways to generate more income. The board considers the level of reserves currently available to be adequate in light of the above considerations.

#### **Plans for future periods**

##### *Activities planned to achieve aims*

The main and most important aim is to obtain funding to replace The Big Lottery grant for the running costs of the Group. It is already clear that more than one funder will need to be approached. In light of this the Charity are working with Inspiring Scotland to make clear the impact our work has on the lives of our beneficiaries.

Recruitment of volunteers, especially drivers, continues to be a priority.

The Transport Service is at present the main source of income out with Lottery funding. The Charity is planning to increase this as much as possible and applications for funding new buses are currently underway. To date funding has been obtained from The Robertson Trust and the Co-operative Local Community Fund. The Charity is also looking at setting up a Community Car scheme to transport patients to medical appointments. The aim is that this service will be self-funding.

Income from renting the rooms at Registry House has increased however, the Charity aims to advertise the availability of its rooms more to maximise revenue from this source.

The Charity also aims to improve its presence on the internet and on social media, by re-designing the website and using social media to advertise events and engage with the community and local businesses.

#### **Structure, governance and management**

##### *Nature of governing document*

The organisation is a charitable company limited by guarantee, incorporated on 18 January 2000, and is a registered charity. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

##### *Recruitment and appointment of trustees*

The board regularly reviews its make up to ensure that it has the skills and experience necessary for the oversight of the charity and its activities. Where a need is identified, a role description is prepared and that role is advertised and made known to the charity's network of contacts. Where a suitable candidate is identified they are approached to gauge their interest and asked to complete an expression of interest form and a meeting is arranged with board members. Candidates details are discussed at board meetings and invitations to join are extended to suitable candidates and their names put forward for approval at the next AGM.

## **Larkhall & District Volunteer Group**

### **Trustees' Report**

#### *Induction and training of trustees*

All new trustees receive an induction to the Charity led by the Chair and involves shadowing existing trustees and all trustees receive ongoing CPD.

#### *Organisational structure*

The Project Co-ordinator, Denis O'Keefe, resigned in September 2017.

Sandra McCrory was recruited in January 2018 with new post title of Funding & Marketing Coordinator and is responsible for day to day management of operations, supported by Ann Nisbet, Volunteer Coordinator and Jacqueline Gallacher, Transport Coordinator. Jacqueline was appointed in May 2017 to replace Janice Inglis, who resigned as Transport Coordinator in April 2017.

The Funding & Marketing Coordinator has spent some time highlighting the group's presence by raising our profile on Social Media and networking with other groups in the area and establishing new contacts and partnerships. Service planning, team meetings and individual staff performance reviews have been introduced to improve the performance management of the Charity.

The Charity has also spent time ensuring we are compliant with the provisions within the General Data Protection Regulations and has reviewed and revised its related policies and procedures.

The Charity has reviewed and revised its policies and procedures in relation to Health and Safety and this work will continue over the coming year.

The trustees (who are also the directors of Larkhall & District Volunteer Group for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.


The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



**Larkhall & District Volunteer Group**

**Trustees' Report**

The annual report was approved by the trustees of the charity on 8 August 2018 and signed on its behalf by:



Mrs M Gibson  
Company Secretary and Trustee

## Larkhall & District Volunteer Group

### Independent Examiner's Report to the trustees of Larkhall & District Volunteer Group

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 9 to 22 .

#### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also 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 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the 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 Accounts 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 the course of my examination, no matter has come 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 Accounts Regulations

- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have 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.



David Marshall  
Chartered Accountant

Alexander Marshall  
84 Hamilton Road  
Motherwell  
Lanarkshire  
ML1 3BY

9 August 2018

## Larkhall & District Volunteer Group

### Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds General £	Restricted funds £	Total 2018 £	
<b>Income and Endowments from:</b>					
Donations and legacies	3	32,768	147,313	180,081	
Charitable activities	4	40,782	18,988	59,770	
Other trading activities	5	15,596	-	15,596	
Investment income	6	16	-	16	
Other income	7	250	-	250	
<b>Total Income</b>		<u>89,412</u>	<u>166,301</u>	<u>255,713</u>	
<b>Expenditure on:</b>					
Raising funds		-	(9,107)	(9,107)	
Charitable activities	8	(24,919)	(166,551)	(191,470)	
Other expenditure		-	(10,958)	(10,958)	
<b>Total Expenditure</b>		<u>(24,919)</u>	<u>(186,616)</u>	<u>(211,535)</u>	
Net income/(expenditure)		<u>64,493</u>	<u>(20,315)</u>	<u>44,178</u>	
Net movement in funds		64,493	(20,315)	44,178	
<b>Reconciliation of funds</b>					
Total funds brought forward		76,998	1,022,493	1,099,491	
Total funds carried forward	18	<u>141,491</u>	<u>1,002,178</u>	<u>1,143,669</u>	
<b>Unrestricted funds</b>					
	Note	Designated £	General £	Restricted funds £	Total 2017 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	-	41,481	206,449	247,930
Charitable activities	4	-	25,375	-	25,375
Other trading activities	5	-	4,455	-	4,455
Investment income	6	-	17	-	17
Other income	7	-	(148)	-	(148)
<b>Total Income</b>		<u>-</u>	<u>71,180</u>	<u>206,449</u>	<u>277,629</u>
<b>Expenditure on:</b>					
Raising funds		(2,572)	-	-	(2,572)
Charitable activities	8	(500)	(6,772)	(168,800)	(176,072)
<b>Total Expenditure</b>		<u>(3,072)</u>	<u>(6,772)</u>	<u>(168,800)</u>	<u>(178,644)</u>
Net (expenditure)/income		<u>(3,072)</u>	<u>64,408</u>	<u>37,649</u>	<u>98,985</u>
Net movement in funds		(3,072)	64,408	37,649	98,985

## Larkhall & District Volunteer Group

### Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

		Unrestricted funds		Restricted funds	Total
	Note	Designated £	General £	£	2017 £
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>3,072</u>	<u>12,591</u>	<u>984,844</u>	<u>1,000,507</u>
Total funds carried forward	18	<u>-</u>	<u>76,999</u>	<u>1,022,493</u>	<u>1,099,492</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2017 is shown in note 18.

## Larkhall & District Volunteer Group

(Registration number: SC203087)  
Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	14	945,269	975,004
<b>Current assets</b>			
Debtors	15	11,907	21,718
Cash at bank and in hand		<u>192,264</u>	<u>125,289</u>
		204,171	147,007
<b>Creditors: Amounts falling due within one year</b>	16	<u>(5,771)</u>	<u>(22,519)</u>
<b>Net current assets</b>		<u>198,400</u>	<u>124,488</u>
<b>Net assets</b>		<u>1,143,669</u>	<u>1,099,492</u>
<b>Funds of the charity:</b>			
<b>Restricted funds</b>		1,002,178	1,022,493
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>141,491</u>	<u>76,999</u>
<b>Total funds</b>	18	<u>1,143,669</u>	<u>1,099,492</u>

The financial statements on pages 9 to 22 were approved by the trustees, and authorised for issue on 8 August 2018 and signed on their behalf by:



Mrs A Alston  
Trustee

## **Larkhall & District Volunteer Group**

### **Notes to the Financial Statements for the Year Ended 31 March 2018**

#### **1 Charity status**

The charity is a charity limited by guarantee and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The company is a private limited company incorporated in the United Kingdom and registered in Scotland with the registration number SC203087.

The address of it's registered office is:

55 Victoria Street

Larkhall

Lanarkshire

ML9 2BL

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

##### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

##### **Basis of preparation**

Larkhall & District Volunteer Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

These financial statements have been presented in Sterling, which is the Company's functional currency. All financial information is presented in Sterling and has been rounded to the nearest pound.

##### **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

##### **Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

##### **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## **Larkhall & District Volunteer Group**

### **Notes to the Financial Statements for the Year Ended 31 March 2018**

#### ***Donations and legacies***

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### ***Grants receivable***

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### ***Investment income***

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### ***Expenditure***

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Raising funds***

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### ***Support costs***

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### ***Governance costs***

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

#### ***Government grants***

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Land and buildings	2% straight line basis
Motor vehicles	25% straight line basis
Furniture and equipment	25% reducing balance basis

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.



## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### Fund structure

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Financial instruments

##### Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

#### 3 Income from donations and legacies

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Donations and legacies:				
Donations from individuals	4,347	-	4,347	547
Grants, including capital grants:				
Government grants	28,421	147,313	175,734	247,383
	<u>32,768</u>	<u>147,313</u>	<u>180,081</u>	<u>247,930</u>

## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 4 Income from charitable activities

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	General £	£	£	£
Transport	27,913	-	27,913	15,637
Befriending	12,869	18,988	31,857	9,738
	<u>40,782</u>	<u>18,988</u>	<u>59,770</u>	<u>25,375</u>

#### 5 Income from other trading activities

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Local fundraising and street collection income	4,306	4,306	1,025
Property rental income	9,756	9,756	3,430
Other income from other trading activities	1,534	1,534	-
	<u>15,596</u>	<u>15,596</u>	<u>4,455</u>

#### 6 Investment income

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Interest receivable and similar income; Interest receivable on bank deposits	<u>16</u>	<u>16</u>	<u>17</u>

#### 7 Other income

	Unrestricted funds	Total 2018	Total 2017
	General £	£	£
Fees and supplies	<u>250</u>	<u>250</u>	<u>(148)</u>

**Larkhall & District Volunteer Group**

**Notes to the Financial Statements for the Year Ended 31 March 2018**

**8 Expenditure on charitable activities**

	Activity undertaken directly £	Activity support costs £	Total 2018 £
Transport	65,089	29,241	94,330
Befriending	71,188	25,952	97,140
	136,277	55,193	191,470

In addition to the expenditure analysed above, there are also governance costs of £3,914 (2017 - £7,560) which relate directly to charitable activities. See note 9 for further details.

**Larkhall & District Volunteer Group**

**Notes to the Financial Statements for the Year Ended 31 March 2018**

**9 Analysis of governance and support costs**

**Support costs allocated to raising funds**

	Basis of allocation utilisation	Information technology £	Staff costs £	Administration costs £	Premises costs including depreciation £	Total 2018 £
Costs of generating donations and legacies		169	7,745	407	786	9,107

**Support costs allocated to charitable activities**

	Governance costs £	Finance costs £	Information technology £	Staff costs £	Administration costs £	Premises costs including depreciation £	Other support costs £	Total 2018 £
Transport	1,957	421	1,689	2,957	3,652	7,863	12,658	31,197
Befriending	1,957	337	1,352	2,393	2,922	6,291	12,658	27,910
	3,914	758	3,041	5,350	6,574	14,154	25,316	59,107

**Support costs allocated to other expenditure**

	Basis of allocation utilisation	Governance costs £	Information technology £	Staff costs £	Administration costs £	Premises costs including depreciation £	Total 2018 £
Other expenditure		3,636	169	5,959	407	786	10,957

## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 10 Net incoming/outgoing resources

Net incoming resources for the year include:

	2018 £	2017 £
Loss on disposal of fixed assets held for the charity's own use	112	(280)
Depreciation of fixed assets	31,554	33,322

#### 11 Staff costs

The aggregate payroll costs were as follows:

	2018 £	2017 £
<b>Staff costs during the year were:</b>		
Wages and salaries	93,155	73,093
Social security costs	3,896	1,900
Pension costs	367	154
Other staff costs	1,427	1,536
	<u>98,845</u>	<u>76,683</u>

No employee received emoluments of more than £60,000 during the year.

#### 12 Independent examiner's remuneration

	2018 £	2017 £
<b>Other fees to examiners</b>		
The examining of accounts of any associate of the charity	1,560	1,514
All other services	2,076	1,750
	<u>3,636</u>	<u>3,264</u>

## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 13 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 14 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2017	966,043	47,184	62,807	1,076,034
Additions	-	1,933	-	1,933
Disposals	-	(3,839)	(4,000)	(7,839)
At 31 March 2018	<u>966,043</u>	<u>45,278</u>	<u>58,807</u>	<u>1,070,128</u>
<b>Depreciation</b>				
At 1 April 2017	38,160	24,338	38,533	101,031
Charge for the year	19,321	6,166	6,068	31,555
Eliminated on disposals	-	(3,727)	(4,000)	(7,727)
At 31 March 2018	<u>57,481</u>	<u>26,777</u>	<u>40,601</u>	<u>124,859</u>
<b>Net book value</b>				
At 31 March 2018	<u>908,562</u>	<u>18,501</u>	<u>18,206</u>	<u>945,269</u>
At 31 March 2017	<u>927,883</u>	<u>22,846</u>	<u>24,274</u>	<u>975,003</u>

#### 15 Debtors

	2018 £	2017 £
Trade debtors	2,318	2,343
Prepayments	7,457	6,182
Accrued income	2,080	13,141
Other debtors	52	52
	<u>11,907</u>	<u>21,718</u>

#### 16 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	1,016	6,189
Other taxation and social security	1,078	(209)
Other creditors	77	2,638
Accruals	3,600	13,901
	<u>5,771</u>	<u>22,519</u>

## Larkhall & District Volunteer Group

### Notes to the Financial Statements for the Year Ended 31 March 2018

#### 17 Pension and other schemes

##### Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £367 (2017 - £154).

#### 18 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Balance at 31 March 2018 £
<b>Unrestricted funds</b>				
General	(76,998)	(89,412)	24,919	(141,491)
<b>Restricted funds</b>	<u>(1,022,493)</u>	<u>(166,301)</u>	<u>186,616</u>	<u>(1,002,178)</u>
<b>Total funds</b>	<u>(1,099,491)</u>	<u>(255,713)</u>	<u>211,535</u>	<u>(1,143,669)</u>
	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Balance at 31 March 2017 £
<b>Unrestricted funds</b>				
General	(12,591)	(71,180)	6,772	(76,999)
Designated	<u>(3,072)</u>	<u>-</u>	<u>3,072</u>	<u>-</u>
<b>Total unrestricted funds</b>	(15,663)	(71,180)	9,844	(76,999)
<b>Restricted funds</b>	<u>(984,844)</u>	<u>(206,449)</u>	<u>168,800</u>	<u>(1,022,493)</u>
<b>Total funds</b>	<u>(1,000,507)</u>	<u>(277,629)</u>	<u>178,644</u>	<u>(1,099,492)</u>

#### 19 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	General £	£	£
Tangible fixed assets	9,459	935,810	945,269
Current assets	135,803	66,368	202,171
Current liabilities	<u>(3,771)</u>	<u>-</u>	<u>(3,771)</u>
<b>Total net assets</b>	<u>141,491</u>	<u>1,002,178</u>	<u>1,143,669</u>