

**REGISTERED COMPANY NUMBER: SC309701 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC037696**

**Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2018  
for  
Voluntary Action South Lanarkshire**

The Kelvin Partnership Ltd  
Statutory Auditor  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

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for the Year Ended 31 March 2018**

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**Report of the Trustees  
for the Year Ended 31 March 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

**VASLan's Mission**

'To shape, strengthen and serve a strong, vibrant, empowered and inclusive volunteering community and voluntary sector in South Lanarkshire'.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

Voluntary Action South Lanarkshire is committed to:

- Maximising volunteering.
- Strengthening communities.
- Facilitating community and voluntary sector engagement.
- Enabling sector performance and growth.
- Supporting and accelerating social enterprise.
- Promoting social and economic partnerships.
- Enabling positive partnerships.
- Promoting social and economic impact.
- Recognising and evaluating volunteer's contribution.

We also support and deliver programmes to the community and voluntary sector that:

- Raise the skills of members, staff and volunteers.
- Modernise organisational governance, systems and processes.
- Raise the standard of financial practice and management.
- Diversify the sector's funding base.
- Better involve members/volunteers/beneficiaries in service delivery.
- Help to develop shared working arrangements that improve efficiencies.
- Introduce and support quality assurance systems.

**Implementing our Strategy**

Following the launch of our 2017-2020 strategic plan a considerable amount of work has been undertaken toward implementing the strategy. We have undertaken a full 'Ways of Working' review of our operating structure and processes starting in the first quarter of 2018. The review has been introduced as a "programme of change", with an objective to improve organisational outcomes, effectiveness and efficiencies across all functions that support and advocate for South Lanarkshire's Third Sector.

Together with the delivery of our 2017-2020 strategy the process of review is designed to ensure VASLan is a cost-effective and influential organisation whilst enhancing the approaches to our strategic and operational objectives - a key Community Planning Partner.

**Report of the Trustees  
for the Year Ended 31 March 2018**

**OBJECTIVES AND ACTIVITIES**

**KEY AREAS OF ACHIEVEMENT AND PERFORMANCE**

**Year in review**

- Our Volunteering Awards attracted 118 nominations across 5 categories, with the 3 shortlisted nominees for each category invited to attend the awards ceremony held during Volunteers' Week June 2017. Saltire Summit Awards were also presented to 3 young volunteers at the ceremony.
- 657 young people registered as Saltire volunteers, an increase of 16% on the previous year and we distributed 402 Approach level certificates and 292 Ascent level certificates.
- We engaged with 529 potential volunteers suggesting a total of 944 potential volunteering opportunities to them.
- We continued to promote and support organisations to gain the 'Volunteer Friendly' Award. With 8 organisations in total achieving this quality standard.
- With an improved online resource kit, information sessions and action planning support to organisations interested in and working towards Volunteer Friendly a further 11 are working towards the award.
- 384 organisations supported with development including advice, in-depth consultancy and one-to-one support which amounted to over 1,000 interactions with organisations by email, telephone and face to face meetings.
- 24 organisations were supported with charity law; 84 organisations supported with funding; 8 organisations supported with financial advice, 31 organisations supported with governance and 52 with volunteering development.
- Over 2017/18 we identified potential funding avenues and worked with organisations to develop funding strategies. Through the support of VASLan, 103 applications were successful to the sum of £3,648,936.
- 59 social enterprise organisations were supported with start up support, funding, project planning, income generation, finance, marketing, charitable status, legal structures and governance with a total of 424 different interactions being supported by VASLan staff.
- Throughout the year VASLan have worked in partnership with 11 external organisations and Third Sector partners to deliver training opportunities, including a Business Innovation Workshop, 'Keeping the Lights On' sustainability session and an 'Introduction to Selling Skills' session.
- Our Online Social Enterprise Forum continued to grow with membership increasing to 39.
- Throughout the year VASLan have participated in a number of events and meetings including TSI Practice Forums, The National Third Sector GIRFEC Project and our Lanarkshire Social Economy Local Authority Group.
- Over 220 organisations attended Third Sector Forum events during the 2017-2018 period, these events took place in all four localities and covered a range of subject matter relevant to South Lanarkshire's Third Sector, including;
  - Recognising Volunteering, Dementia Friendly Communities, E-Care.
  - South Lanarkshire's Autism Strategy, Community Justice, Strengthening Engagement.
  - GDPR briefings, Training and Development Needs and Social Prescribing.
- As part of the Third Sector Forum Structure the Third Sector Chief Officer Group met on 11 occasions, addressing issues such as Social Prescribing, Children's Services planning and Health and Social Care.
- Under the banner of Health and Social Care we continued our work to administer and monitor the Third Sector Integrated Care Fund on behalf of the South Lanarkshire Health and Social Care Partnership, reporting on a range of services and interventions, many of which demonstrated robust levels of detail with a range of outcome dimensions reported against the 9 National Health and Wellbeing Outcomes.

**Mentoring Project**

A Big Lottery and Robertson Trust funded programme focussing on Mental Health and Wellbeing for young people aged 16 to 29 living in South Lanarkshire area and suffering from a range of issues including anxiety, depression, offending behaviour, substance misuse, alcohol misuse and isolation. Using volunteer mentors on a 1 to 1 basis to coach and encourage the young person to overcome the barriers that are holding them back from achieving their goals and ambitions and help them move on to a more healthy and satisfying life.

81 young people have been matched to a trained volunteer mentor or staff member, to provide one to one support to address barriers and issues, as a result of our approach 71% of those attending have achieved a positive outcome or destination, including Volunteering, Formal Training or Further Education and in securing employment.

**Report of the Trustees  
for the Year Ended 31 March 2018**

**OBJECTIVES AND ACTIVITIES  
KEY AREAS OF ACHIEVEMENT AND PERFORMANCE**

**Areas of Improvement**

- Further development of our EPI (Engage Promote Involve) CRM system to enable improved levels of data analysis and reporting on services available in South Lanarkshire
- Introduction of a new Locator website which now takes real-time data directly from EPI
- A revamped and refreshed VASLan Website which includes a resource kit and funder search facilities

**STRATEGIC REPORT**

**Financial review**

*Principal funding sources*

Scottish Executive	TSI Services	-	£269,600
Integrated Health and Social Care	TSI Services	-	£60,000
Integrated Children's Service Project	TSI Services	-	£31,360
The Big Lottery - Mentoring Project	Project Delivery	-	£111,117
The Robertson Trust - Mentoring Project	Project Delivery	-	£15,000
SPT CamGlen NHS Patient Car Project	Project Delivery	-	£2,500
Room Hire/Training/Membership	Business Support	-	£40,841
IT Infrastructure	Business Support	-	£5,000

*Review of year*

The charity provided an operating deficit of £186,350, against a previous year surplus (2017-£90 surplus) for the year to 31 March 2018, based on an income of £535,418 against an expenditure of £721,867.

This is primarily as a result in a reduction in grant income from a principal funding source, the Board of Trustees agreed to support the continuation of the previous level of delivery during the 2017-2018 financial year whilst seeking to address the shortfall in funding.

As of 31 March 2018 we had £73,089 (2017-£102,423) in restricted funds and £894,698 (2017- £1,051,713) in unrestricted.

In terms of unrestricted funds held as assigned against business sustainability/risk mitigation these are allocated as follows;

Lease/Insurance obligations:	£225,555
Redundancies	£65,890
Dilapidations	£50,000
IT infrastructure/software	£20,000

In maintaining the viability of the charity, we have allocated funds to the following areas.

6 months operating costs (current budget)	£356,248
Operational Shortfall 18/19 (First 6 months)	£46,000
Business Centre Improvements	£38,000.

Overall this results in residual unallocated funds in the region of £93,005.

The total income for VASLan was £535,418 (2017-£727,061) of which £492,077 (2017- £643,177) came in the form of grant income. The Scottish Executive provided 55% (2017- 67%) of the total income for the year.

*Reserves policy*

The trustees continue to closely monitor the Charity's finances, with the agreed policy objectives of securing the future of the Charity's work and projects by establishing a working reserve to provide at least six months full operational costs, and maximising funds available to promote, support and develop the voluntary sector in South Lanarkshire.

**Report of the Trustees  
for the Year Ended 31 March 2018**

**STRATEGIC REPORT**

**Our plans for 2018/19**

We intend to build on our work in three main areas, working towards achieving the following objectives:

- Be a financially sustainable, resilient and well governed organisation that is capable of resourcing our strategic and partnership delivery priorities.
- Embed quality in the design, delivery and review of our services, infrastructure and facilities.
- Raise the profile of VASLan to support and advocate South Lanarkshire's Third Sector

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Voluntary Action South Lanarkshire Limited (VASLan) is a charitable company, limited by guarantee, as defined by the Companies Act 2006 incorporated on 5th October 2006 and is a recognised charity. The company was established under a Memorandum of Association which recognised the objects and powers of the charitable company and is governed under its Articles of Association. In 2011 the charitable company proposed and adopted revised Articles of Association facilitating the establishment of a South Lanarkshire Interface. In November 2016 revised articles were proposed and adopted following a Special General Meeting.

The directors of the charitable company are its trustees for the purpose of charity law and throughout this report are referred to as trustees. The maximum number of trustees is twelve. The organisation is governed by Trustee Directors with the day to day business of the organisation managed by senior staff who report to the Trustee Directors of VASLan on a regular basis. The Board of Trustee Directors usually meets on a bi-monthly basis with meetings scheduled throughout the course of the year, on all aspects of the work of the Company. The Board of Trustee Directors is supported in the administration of Governance through a Staffing Sub-Committee and a Finance Sub-Committee with both committees meeting on a monthly frequency.

**Recruitment and appointment of new trustees**

The Trustee Directors are appointed from the nominations of the members or depending on the skills required. Trustee Directors can also Co-opt or fill vacancies occurring between AGM's. All such appointees are required to resign at the next AGM and seek re-appointment if appropriate. Each trustee is appointed to service for three years and is eligible for re-appointment for a further three years. A trustee who has served for six years is not eligible for re-appointment and must stand down for one year. In addition to the Board of Trustee Directors there are 2 advisors (non-voting) who also attend regularly.

**Report of the Trustees  
for the Year Ended 31 March 2018**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Voluntary Action South Lanarkshire (VASLan) is the Third Sector Interface (TSI) for South Lanarkshire and is fully recognised by the Community Planning Partnership. As a Single Interface VASLan carries responsibilities in supporting and promoting volunteering, in providing support to community and voluntary organisations/groups in the development of wider capacity across South Lanarkshire, in supporting and promoting the development of social enterprise and the local social economy and in providing the connectivity for local organisations and the Communities with the Community Planning Partnership in South Lanarkshire.

To ensure full transparency within our governance the single entity reports as a Company Limited by Guarantee (SC309701) and as a registered Charity (SC037696) and fully meets the desires and ambitions set for this body by the Third Sector in South Lanarkshire, Scottish Government, the Local Authority, and Community Planning Partners. For clarity and accuracy the Trustees also benefit from oversight of the legal and financial undertakings of the company through a continued association with Law at Work and the Kelvin Partnership. In matters of day to day financial performance and reporting VASLan continues to receive support from Greg Hannah Accountants.

**Management Process**

There are two strands to the management process:

- The Board of Trustee Directors oversee all aspects of Governance and the Board comprises no more than twelve Directors. The Board of Trustee Directors meet on a bi-monthly basis on all aspects of the work of the Company, Strategic Development, Monitoring of Performance, Project Development, & the Promotion of Volunteering; Organisational progress is monitored in conjunction with a Staffing Sub-Committee and a Finance Sub-Committee utilising management reports, management information schedules, financial instruments and a range of accounting procedures.
- Operational responsibilities are carried out by the Chief Executive Officer. The CEO is responsible for the efficient management and all associated VASLan services and facilities relating to the support and development of Volunteering and the Voluntary Sector within South Lanarkshire. Operational activity is sustained by the development teams in Hamilton. The premises are utilised for the delivery of Volunteering services and the support and training of community groups and organisations supplemented by numerous external venues to facilitate local delivery and input.

**Induction and training of new trustees**

New members of the Board are provided with an initial information pack containing: previous minutes of Board Meetings and literature associated with the business of the company. The Trustee Directors receive appropriate training by attendance at Company development days and Governance training and also through Voluntary Action Scotland.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

SC309701 (Scotland)

**Registered Charity number**

SC037696

**Registered office**

155 Montrose Crescent  
HAMILTON  
ML3 6LQ

**Trustees**

Rev I D Barcroft  
Dr T J S Brain  
J K Cassidy  
W Tynan  
Ms N Barr  
N G P McShannon  
Mrs M Duffy  
Mrs J McKeown

- deceased 14.6.18  
- appointed 2.2.18

**Report of the Trustees  
for the Year Ended 31 March 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Company Secretary**  
G Bennie

**Senior Statutory Auditor**  
Craig M Fotheringham Bsc CA

**Auditors**

The Kelvin Partnership Ltd  
Statutory Auditor  
Chartered Accountants  
The Cooper Building  
505 Great Western Road  
Glasgow  
G12 8HN

**COMMENCEMENT OF ACTIVITIES**

The charitable company passed a special resolution on 4th February 2011 changing its name from Local Communities Development Trust Ltd to Voluntary Action South Lanarkshire.

The formal merger of staff was effected from 1 April 2011 and completed 30 June 2011 with the staff members of CVS Hamilton & East Kilbride, Create - Cambuslang and Rutherglen Ltd & Volunteer Centre South Lanarkshire Ltd coming together under the Company - Voluntary Action South Lanarkshire.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Voluntary Action South Lanarkshire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, The Kelvin Partnership Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.



**Report of the Trustees  
for the Year Ended 31 March 2018**

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 8 November 2018 and signed on the board's behalf by:

A handwritten signature in black ink, appearing to read 'G Bennie', written in a cursive style.

G Bennie - Secretary

## **Report of the Independent Auditors to the Trustees and Members of Voluntary Action South Lanarkshire**

### **Opinion**

We have audited the financial statements of Voluntary Action South Lanarkshire (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## **Report of the Independent Auditors to the Trustees and Members of Voluntary Action South Lanarkshire**

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Craig M Fotheringham Bsc CA (Senior Statutory Auditor)

for and on behalf of The Kelvin Partnership Ltd

Statutory Auditor

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Chartered Accountants

The Cooper Building

505 Great Western Road

Glasgow

G12 8HN

8 November 2018

**Statement of Financial Activities  
for the Year Ended 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	100	-	100	-
<b>Charitable activities</b>	3				
Incoming resources from charitable activities		310,441	224,977	535,418	727,061
<b>Total</b>		310,541	224,977	535,518	727,061
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Charitable activities		448,482	273,385	721,867	726,971
<b>NET INCOME/(EXPENDITURE)</b>		(137,941)	(48,408)	(186,349)	90
<b>Transfers between funds</b>	13	(19,074)	19,074	-	-
<b>Net movement in funds</b>		(157,015)	(29,334)	(186,349)	90
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		1,051,713	102,423	1,154,136	1,154,046
<b>TOTAL FUNDS CARRIED FORWARD</b>		894,698	73,089	967,787	1,154,136


The notes form part of these financial statements

Voluntary Action South Lanarkshire

**Balance Sheet**  
**At 31 March 2018**

	Notes	Unrestricted funds £	Restricted funds £	31.3.18 Total funds £	31.3.17 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	10	6,065	-	6,065	6,975
<b>CURRENT ASSETS</b>					
Debtors	11	1,992	-	1,992	62,370
Cash at bank and in hand		918,367	73,089	991,456	1,109,029
		<u>920,359</u>	<u>73,089</u>	<u>993,448</u>	<u>1,171,399</u>
<b>CREDITORS</b>					
Amounts falling due within one year	12	(31,726)	-	(31,726)	(24,238)
<b>NET CURRENT ASSETS</b>		<u>888,633</u>	<u>73,089</u>	<u>961,722</u>	<u>1,147,161</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>894,698</u>	<u>73,089</u>	<u>967,787</u>	<u>1,154,136</u>
<b>NET ASSETS</b>		<u><u>894,698</u></u>	<u><u>73,089</u></u>	<u><u>967,787</u></u>	<u><u>1,154,136</u></u>
<b>FUNDS</b>	13				
Unrestricted funds				894,698	1,051,713
Restricted funds				<u>73,089</u>	<u>102,423</u>
<b>TOTAL FUNDS</b>				<u><u>967,787</u></u>	<u><u>1,154,136</u></u>

The financial statements were approved by the Board of Trustees on 8 November 2018 and were signed on its behalf by:



N G P McShannon -Trustee



Ms N Barr -Trustee

The notes form part of these financial statements

**Cash Flow Statement  
for the Year Ended 31 March 2018**

	Notes	31.3.18 £	31.3.17 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	(115,176)	(65,644)
<b>Net cash provided by (used in) operating activities</b>		<u>(115,176)</u>	<u>(65,644)</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(2,397)	(193)
<b>Net cash provided by (used in) investing activities</b>		<u>(2,397)</u>	<u>(193)</u>
<b>Change in cash and cash equivalents in the reporting period</b>		<u>(117,573)</u>	<u>(65,837)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>1,109,029</u>	<u>1,174,866</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>991,456</u></u>	<u><u>1,109,029</u></u>

Notes to the Cash Flow Statement  
for the Year Ended 31 March 2018

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.18	31.3.17
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(186,349)	90
Adjustments for:		
Depreciation charges	3,307	4,310
Decrease/(increase) in debtors	60,378	(57,722)
Increase/(decrease) in creditors	7,488	(12,322)
	<u>          </u>	<u>          </u>
Net cash provided by (used in) operating activities	<u>(115,176)</u>	<u>(65,644)</u>

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

**1. ACCOUNTING POLICIES****Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

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

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Allocation and apportionment of costs****Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	- 33% on reducing balance
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**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. DONATIONS AND LEGACIES**

	31.3.18	31.3.17
	£	£
Donations	100	-
	<u>          </u>	<u>          </u>



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

**3. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	31.3.18 £	31.3.17 £
Grants	Incoming resources from charitable activities	492,077	643,177
Other income	Incoming resources from charitable activities	7,433	21,391
Project income	Incoming resources from charitable activities	14,554	25,561
Standard earned income	Incoming resources from charitable activities	21,354	36,932
		<u>535,418</u>	<u>727,061</u>

Grants received, included in the above, are as follows:

	31.3.18 £	31.3.17 £
South Lanarkshire Council	-	165,583
Scottish Executive	269,600	269,600
SLC-Infobase	-	15,000
The Big Lottery Mentoring Project	111,117	91,366
The Roberston Trust Mentoring Project	15,000	-
Integrated Childrens' Services Project	31,360	23,520
Making it Work Project	-	11,478
IT Infrastructure	5,000	6,630
Integrated Health and Social Care	60,000	60,000
	<u>492,077</u>	<u>643,177</u>

**4. CHARITABLE ACTIVITIES COSTS**

	Direct costs £	Support costs (See note 5) £	Totals £
Charitable activities	<u>716,767</u>	<u>5,100</u>	<u>721,867</u>

**5. SUPPORT COSTS**

	Governance costs £
Charitable activities	<u>5,100</u>

**6. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.18 £	31.3.17 £
Auditors' remuneration	5,100	4,800
Depreciation - owned assets	<u>3,307</u>	<u>4,310</u>

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

**7. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**8. STAFF COSTS**

	31.3.18	31.3.17
	£	£
Salary Costs & Pension	464,448	454,048
Mentoring Project Salaries	95,121	98,827
	<u>559,569</u>	<u>552,875</u>

The average monthly number of employees during the year was as follows:

31.3.18	31.3.17
21	24
<u>21</u>	<u>24</u>

No employees received emoluments in excess of £60,000.

**9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
<b>Charitable activities</b>			
Incoming resources from charitable activities	493,506	233,555	727,061
<b>Total</b>	493,506	233,555	727,061
 <b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable activities	432,532	294,439	726,971
<b>Total</b>	432,532	294,439	726,971
 <b>NET INCOME/(EXPENDITURE)</b>	60,974	(60,884)	90
 <b>Transfers between funds</b>	418,927	(418,927)	-
 <b>Net movement in funds</b>	479,901	(479,811)	90

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

9. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued			
	Unrestricted funds £	Restricted funds £	Total funds £
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	571,812	582,234	1,154,046
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>1,051,713</u>	<u>102,423</u>	<u>1,154,136</u>
 <b>10. TANGIBLE FIXED ASSETS</b>			
			Fixtures and fittings £
<b>COST</b>			
At 1 April 2017			71,209
Additions			2,397
At 31 March 2018			<u>73,606</u>
<b>DEPRECIATION</b>			
At 1 April 2017			64,234
Charge for year			3,307
At 31 March 2018			<u>67,541</u>
<b>NET BOOK VALUE</b>			
At 31 March 2018			<u>6,065</u>
At 31 March 2017			<u>6,975</u>
 <b>11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
		31.3.18 £	31.3.17 £
Trade debtors		<u>1,992</u>	<u>62,370</u>
 <b>12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
		31.3.18 £	31.3.17 £
Trade creditors		4,574	1,535
Social security and other taxes		11,352	11,403
Accrued expenses		10,800	11,300
Deferred income		5,000	-
		<u>31,726</u>	<u>24,238</u>

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

**13. MOVEMENT IN FUNDS**

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
<b>Unrestricted funds</b>				
General fund	1,051,713	(137,941)	(19,074)	894,698
<b>Restricted funds</b>				
SPT CamGlen NHS Patient Car Project	2,871	(583)	-	2,288
Reshaping Care for Older People	19,196	(19,196)	-	-
The Big Lottery - Mentoring Project	-	(545)	3,321	2,776
Integrated Childrens' Services Project	-	(6,960)	6,960	-
IT Infrastructure	20,356	(29,094)	8,738	-
Integrated Health and Social Care	60,000	7,970	-	67,970
Mentoring Project Top Up	-	-	55	55
	<u>102,423</u>	<u>(48,408)</u>	<u>19,074</u>	<u>73,089</u>
<b>TOTAL FUNDS</b>	<u>1,154,136</u>	<u>(186,349)</u>	<u>-</u>	<u>967,787</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	40,941	(178,882)	(137,941)
Scottish Executive	269,600	(269,600)	-
	<u>310,541</u>	<u>(448,482)</u>	<u>(137,941)</u>
<b>Restricted funds</b>			
SPT CamGlen NHS Patient Car Project	2,500	(3,083)	(583)
The Big Lottery - Mentoring Project	111,117	(111,662)	(545)
The Roberston Trust - Mentoring Project	15,000	(15,000)	-
Integrated Childrens' Services Project	31,360	(38,320)	(6,960)
IT Infrastructure	5,000	(34,094)	(29,094)
Integrated Health and Social Care	60,000	(52,030)	7,970
Reshaping Care for Older People	-	(19,196)	(19,196)
	<u>224,977</u>	<u>(273,385)</u>	<u>(48,408)</u>
<b>TOTAL FUNDS</b>	<u>535,518</u>	<u>(721,867)</u>	<u>(186,349)</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

## 13. MOVEMENT IN FUNDS - continued

## Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
<b>Unrestricted Funds</b>				
General fund	571,812	60,974	418,927	1,051,713
<b>Restricted Funds</b>				
SPT CamGlen NHS Patient Car Project	3,447	(576)	-	2,871
SLC-Infobase	2,937	(2,937)	-	-
SLW4U	418,927	-	(418,927)	-
SCVO-Community Jobs Fund	249	(249)	-	-
Reshaping Care for Older People	68,606	(49,410)	-	19,196
The Big Lottery - Mentoring Project	22,688	(22,688)	-	-
Employability Officers Fund	2,434	(2,434)	-	-
Integrated Childrens' Services Project	7,401	(7,401)	-	-
Making it Work Project	6,780	(6,780)	-	-
Early Years Collaborative Family Support Fund	8,765	(8,765)	-	-
IT Infrastructure	40,000	(19,644)	-	20,356
Integrated Health and Social Care	-	60,000	-	60,000
	<u>582,234</u>	<u>(60,884)</u>	<u>(418,927)</u>	<u>102,423</u>
<b>TOTAL FUNDS</b>	<u>1,154,046</u>	<u>90</u>	<u>-</u>	<u>1,154,136</u>

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

**13. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	58,323	2,651	60,974
Scottish Executive	269,600	(269,600)	-
South Lanarkshire Council	165,583	(165,583)	-
	<u>493,506</u>	<u>(432,532)</u>	<u>60,974</u>
<b>Restricted funds</b>			
SPT CamGlen NHS Patient Car Project	2,500	(3,076)	(576)
SLC-Infobase	15,000	(17,937)	(2,937)
SLW4U	23,061	(23,061)	-
SCVO-Community Jobs Fund	-	(249)	(249)
Reshaping Care for Older People	-	(49,410)	(49,410)
The Big Lottery - Mentoring Project	91,366	(114,054)	(22,688)
Integrated Childrens' Services Project	23,520	(30,921)	(7,401)
Making it Work Project	11,478	(18,258)	(6,780)
IT Infrastructure	6,630	(26,274)	(19,644)
Integrated Health and Social Care	60,000	-	60,000
Employability Officers Fund	-	(2,434)	(2,434)
Early Years Collaborative Family Support Fund	-	(8,765)	(8,765)
	<u>233,555</u>	<u>(294,439)</u>	<u>(60,884)</u>
<b>TOTAL FUNDS</b>	<u><u>727,061</u></u>	<u><u>(726,971)</u></u>	<u><u>90</u></u>

**Scottish Government - Grant Funding** - for the provision and support of core TSI services across South Lanarkshire:

**Income Generated** - Funding raised through internal social enterprise activities:

**SPT CamGlen Patient Volunteer Car Project** - The CamGlen NHS Patient Volunteer Car Project provides a door-to-door service for elderly/infirm patients within the Rutherglen and Cambuslang areas, requiring transport to NHS facilities within the Glasgow and Lanarkshire area. Users, who must be referred to the scheme by the NHS, are generally those for whom public transport is inaccessible and they do not fit the criteria for the NHS Patient Transport Service.

**Mentoring Project** - This project that helps young people aged between 16 and 29 in South Lanarkshire to overcome the barriers and challenges they face and assists them to move on with their lives and improve their health and wellbeing.

Launched in April 2017 and funded through the Big Lottery and the Robertson Trust it pairs young people with volunteer mentors who meet with them regularly, build trust, offer support and guidance, and do their best to help with any issues that may be preventing them from fulfilling their ambitions. The success of the project relies on the input of committed, enthusiastic and resilient mentors. Mentors are fully-trained and offered continual support from the project staff.

**Integrated Children's Services - Partnership Funding** - supporting the development and awareness of the voluntary sector through wider networking and related activities:

**Integrated Health and Social Care** - For administration of Organisations who applied for funding (funding application money did not come through VASLan - was just administered/monitored by us).

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2018

**14. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2018.

**15. UNRESTRICTED FUNDS**

In the year the Board have reviewed the general reserves position of the charity which exists to cater for fluctuations in the income of VASLAN from year to year. The Board have decided upon the following desired provision:

	31.3.18	31.3.17
	£	£
6 months running costs (Previous year 12 months)	356,248	730,000
Pay in lieu of notice	-	69,643
Redundancy provision	65,890	68,520
Lease obligations @ 5 years	225,555	225,555
Provision for reinstatement/dilapidations	50,000	55,000
Pension provision	-	10,600
Property acquisition fund	-	55,000
Provision of Business Centre Improvements	38,000	-
Provision for replacement windows	-	62,000
Provision for replacement heating	-	15,000
Provision for replacement of compliant lighting	-	8,740
Provision for upgrading IT/Software	20,000	20,000
Operational Shortfall 18/19 (First 6 months)	46,000	-
Unallocated funds (Previous year - shortfall)	93,005	(268,345)
	<hr/>	<hr/>
General fund balance	894,698	1,051,713
	<hr/>	<hr/>

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2018**

	31.3.18 £	31.3.17 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	100	-
<b>Charitable activities</b>		
Grants	492,077	643,177
Other income	7,433	21,391
Project income	14,554	25,561
Standard earned income	21,354	36,932
	<hr/>	<hr/>
	535,418	727,061
<b>Total incoming resources</b>	<hr/>	<hr/>
	535,518	727,061
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Salary costs & pensions	464,448	464,375
Rent, rates & insurance	48,321	48,457
Light and heat	12,933	12,558
Telephone, IT, stationery, printing & postage	20,332	25,246
Sundries	503	3,921
Business activities & meeting room expenses	2,092	1,934
SPT CamGlen NHS volunteer travel	3,083	3,074
Staff travelling expenses	3,489	6,362
Professional fees	3,122	5,550
Property cleaning and maintenance	16,561	16,970
Staff training, conference costs & Vaslan training costs	3,982	5,877
Equipment hire and rental	1,781	5,836
Bank charges	62	94
Volunteers expenses	-	203
Mentoring Project including salaries	126,659	112,504
TSI Events and Third Sector Forum Meetings	6,092	4,900
Fixtures and fittings	3,307	4,310
	<hr/>	<hr/>
	716,767	722,171
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	5,100	4,800
	<hr/>	<hr/>
<b>Total resources expended</b>	721,867	726,971
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	(186,349)	90
	<hr/>	<hr/>