

Charity Registration No. SC028457 (Scotland)

Company Registration No. SC203613 (Scotland)

FIFE VOLUNTARY ACTION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

FIFE VOLUNTARY ACTION

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FIFE VOLUNTARY ACTION

CHAIRPERSON'S STATEMENT

FOR THE YEAR ENDED 31 MARCH 2020

It is strange to be writing about 2019/20 whilst we are in a global health pandemic, with the significant disruption, uncertainty and unprecedented challenges it brings. FVA has had to change significantly during the pandemic but the focus of this Statement is for the financial year ended in March 2020, just as the pandemic started to change many things in our lives and communities.

The year being reported was a strong one in financial terms which has placed us in a slightly better position to weather the pandemic. We made excellent progress during the year in relation to our workplan and funded objectives with significant deviation only occurring in March 2020. We sought to engage directly with our funders and got their full support for the many and significant changes we implemented in March and which took us into the new year 2020/21.

It has been a privilege to be part of FVA's story during the year, working with fellow Board members, our CEO and the wider team of dedicated staff and volunteers. We achieved a lot together during what the Board considers to have been a very successful year. Strengthening Board membership is a key priority for us as we seek to ensure FVA continues to demonstrate strong leadership going forward.

I am particularly proud of the way FVA has continued to respond to need, bring expertise and experience to many different issues and challenges, and work hard to support Fife's vibrant third sector. Our work with public sector partners has been crucial in many ways and we continue to enjoy strong partnership relations and policy influence which has benefited the third sector, public sector and, people and communities of Fife.

This Report presents an overview of our performance during the year. If you would like to find out more about the work we do at FVA please visit our website or contact our staff team – we'd be pleased to share more with you.

Finally, I'd like to thank my fellow Board members, the staff team, our volunteers and our funders making all of our achievements possible. The organisation continues to go from strength to strength, demonstrated by the overwhelmingly positive feedback and praise from all stakeholder groups.



Judith Allison

Chairperson

Dated: 30 March 2021

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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 2019)".

Objectives and activities

The charity's objectives are to advance citizenship and community development throughout Fife by assisting voluntary, charitable, social enterprise and community organisations (third sector) and volunteers to thrive and develop. This includes the provision of services which will strengthen the contribution of the third sector and volunteers to the economic, social and cultural development of communities. In furtherance of these objectives we aim to advance health and prevent poverty by supporting third sector organisations to deliver high quality services and activities to vulnerable groups and to advance education through the provision of appropriate training to third sector organisations and volunteers.

The key themes are:

1. Provide support to voluntary organisations operating in the area (both local and national organisations) who deliver services within Fife;
2. Provide support to and the promotion of volunteering;
3. Promote, support and develop social enterprise; and
4. Provide a connection between the Community Planning partnership and the third sector in Fife.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Achievements and performance

Our CEO led various staff operational workplan development sessions to review activity and with their input we adjusted key performance indicators and targets.

2019/20 Operational Workplan Summary

Our operational workplan sets out our operational ambitions – outcomes, activities and performance measures. We report against this with our main funders. Operational oversight rests with the CEO and Management Team. They report progress and exceptions to the Board at least twice a year.

The vast majority of the 2019/20 workplan is a continuation of what we did in the preceding years. Our role, activity and impact are all tried, tested, evaluated and reviewed.

The workplan is submitted to the Board for approval each year, and then given to our main funders for their approval. We also report on progress to our main funders at least twice a year.

Key themes:		Activity Totals
	Third sector organisations (community groups, voluntary organisations, charities and social enterprises) in Fife are well governed, managed and deliver quality outcomes	27 activities
	Provide support to, and the promotion of, volunteering	34 activities
	Third sector organisations feel better connected and are able to influence and contribute to public policy	23 activities
	Fife Voluntary Action is recognised for excellence	20 activities
TOTALS	4 key themes	104 activities

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

2019/20 Operational Workplan Summary (Continued)

We only give a brief summary of the wide range of activities that we undertook during the year to benefit the people of Fife. Listed below is just some of the more than 500 performance measures that we monitor and report to our funders. Some targets were not achieved, but we don't operate any waiting lists (apart from Footcare appointments) and so under-achievement of a target is representative of reduced demand for that particular service in most cases, resources being directed towards clients requiring greater support and occasionally, environmental factors outwith our control. Numbers vary from year-to-year and we always set challenging targets at the start of each year based on anticipated levels of demand. Staff are not driven by targets but are tasked with providing the best outcome for clients, so for example the target to support the creation of social enterprises is lower because a social enterprise description didn't fit most of the startups we supported during the year.

Key Activity Area	Key Performance Indicators	Results for the reporting period
<p>The third sector is successful and resilient – complying with legislation, demonstrating good governance and have skilled, informed staff and volunteers.</p> <p>We will engage with appropriate key people in partner agencies and local third sector organisations to promote and develop the role and services of FVA.</p>	<p>300 meetings</p> <p>50 events</p> <p>2 consultations</p> <p>4 surveys</p> <p>90 e-mail bulletins</p> <p>200 tweets</p> <p>1,000 website/bulletin articles</p> <p>30 FVA news items</p> <p>2,200 Twitter followers</p> <p>2,000 mailing list addresses</p>	<p>549 meetings</p> <p>60 events</p> <p>11 consultations</p> <p>3 surveys</p> <p>102 e-mail bulletins</p> <p>746 tweets</p> <p>1,294 website/bulletin articles</p> <p>46 FVA news items</p> <p>2,459 Twitter followers</p> <p>1,648 mailing list addresses</p>
<p>Governance –</p> <p>We provided support with start-up, organisational review, legislation and compliance, policy development, funding application support;</p>	<p>20,000 enquiries</p> <p>650 organisations</p> <p>250 policies developed</p>	<p>53,934 enquiries</p> <p>475 organisations</p> <p>83 policies developed</p>
<p>We provided crisis intervention support to third sector groups in difficulty with both governance and financial issues.</p>	<p>30 start-ups</p> <p>250 vacancies promoted</p> <p>5 comm engagement consultations</p> <p>15 employment law cases</p> <p>15 charities registered with OSCR</p> <p>20 intensive support</p> <p>15 new social enterprises</p>	<p>23 start-ups</p> <p>164 vacancies promoted</p> <p>8 comm engagement consultations</p> <p>7 employment law cases</p> <p>19 charities registered with OSCR</p> <p>23 intensive support</p> <p>2 new social enterprises</p>

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

2019/20 Operational Workplan Summary (Continued)

<p>Volunteering –</p> <p>registration and recruitment, opportunities promoted, placements offered, route to employability.</p> <p>We provided an introduction to volunteering presentation (Venture into Volunteering) for potential volunteers and offer presentations to staff teams within organisations/businesses and support local Job Clubs, IT drop-ins and welfare reform hubs</p>	<p>700 participants</p> <p>100 presentations</p> <p>20 informal drop-in sessions</p> <p>30 clients with higher support needs</p> <p>800 new volunteers</p> <p>1,200 matches</p> <p>1,000 placements</p> <p>5 group registration sessions</p> <p>1,000 certificates issued to young volunteers</p> <p>50 volunteer befrienders supported</p>	<p>259 participants</p> <p>41 presentations</p> <p>87 informal drop-in sessions</p> <p>75 clients supported</p> <p>399 new volunteers</p> <p>1,574 matches</p> <p>241 placements</p> <p>0 group registration sessions</p> <p>1,197 certificates issued</p> <p>51 volunteer befrienders supported</p>
<p>We promoted volunteering as a route to employment as part of Fife's third sector employment consortium – the main focus will be on areas of greatest deprivation and those facing multiple barriers to employment</p>	<p>10 presentations</p> <p>40 informal drop-in sessions</p> <p>100 volunteers</p> <p>80 placements</p> <p>30 job outcomes</p> <p>40 referrals</p>	<p>8 presentations</p> <p>75 informal drop-in sessions</p> <p>92 volunteers</p> <p>38 placements</p> <p>7 job outcomes</p> <p>25 referrals</p>
<p>Public Policy –</p> <p>Enabling and supporting the third sector voice to be stronger and their contribution recognised and valued by the Community Planning Partners.</p> <p>We attended and actively participated at all relevant Fife CPP meetings, facilitated and supported third sector events, forums and networks and provided opportunities to contribute to consultations and policy developments.</p>	<p>500 meetings</p> <p>1 event</p> <p>30 forums</p> <p>15 consultations</p> <p>20 Plan 4 Fife/ Fairness Matters meetings</p>	<p>371 meetings</p> <p>15 events</p> <p>40 forums</p> <p>8 consultations</p> <p>25 Plan 4 Fife/ Fairness Matters meetings</p>
<p>Employability –</p> <p>We led on and co-ordinated the Delivering Differently review of mental health and employability services in Fife.</p>	<p>20 meetings</p> <p>3 training sessions</p> <p>2 reports produced</p>	<p>65 meetings</p> <p>11 training sessions</p> <p>3 reports produced</p>
<p>Footcare Fife service</p>	<p>3 training sessions for volunteers</p> <p>3,000 clients</p> <p>5,000 appointments</p> <p>12 venues</p>	<p>12 sessions delivered</p> <p>3,731 clients</p> <p>4,388 appointments</p> <p>10 venues operating</p>

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Financial review

Overall financial performance was slightly better than anticipated, with a surplus of £12,391 for the year. This increases our unrestricted reserves position slightly, but it stills fall short of the amount we should be holding in reserve (the next section contains more information on reserves).

Generated income performed very strongly with an increase of 14% over the previous year, largely due to the move to the Saltire Centre in Glenrothes. The organisation took a calculated risk to move to bigger premises, incurring costs to do so but this has paid off almost immediately. Office occupancy is 100% in Glenrothes but has reduced slightly in Kirkcaldy and reduced significantly in Leven. The strong performance of Glenrothes has more than offset these tenant losses and the space in Kirkcaldy and Leven gives us opportunities to secure additional tenants and income over time. Our generated income accounted for 24% of our total income.

Income which is generated is able to be used flexibly, to support funded activity and/or to allow us to undertake activity for which we do not currently receive funding.

In terms of grant income, this was down slightly on the previous year (£900,344 against £919,577 in 2018/19). This is largely down to a reduction in employability funding including our Delivering Differently project. This activity is still a critical element of service delivery which continues to perform strongly and secure funding income. Most other grant sources remain broadly similar when compared with the previous year. Our core grant income from Fife Council and Scottish Government have been largely unchanged for several years and other grant sources show inevitable variability in terms of amounts, duration and often ending after a period of time. This is normal for third sector activity and is a challenge that most organisations in our sector face. We remain lucky in that our pursuit of funding, the management of funding and reporting for funding results in only a small additional overhead in terms of management time.

Overall income was up slightly from £1.360m in 2018/19 to £1.382m and expenditure up from £1.340m to £1.370m.

Once again, achieving a surplus in the year did not come at the expense of achievement of outcomes. We continue to achieve our main objectives and fulfil funder commitments whilst also seeking value for money and balancing budgets throughout the year.

A breakdown of income and expenditure as well as accompanying notes on the financial activities during the year, compared with the previous year, follow in this report.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2020**

Reserves /Investment Policy

Funding received for specific pieces of work, or particular areas of work, is contained within restricted funds in order to ensure that it is spent on the purpose for which it was paid.

The organisation seeks to hold reserves for two main purposes:

1. to create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing; and
2. create a contingency to cushion the impact of unexpected events or emergencies, including but not limited to winding the organisation up.

The company's Reserves Policy states that the organisation should retain reserves equivalent to 3 months of operating costs, calculated on the basis that this would offset costs that would be incurred if it was necessary to wind the organisation up. These costs, and therefore the organisation's target, amounts to approximately £300,000 to be held in general (unrestricted) funds.

We continue to steadily improve our unrestricted reserves position since the significant deficit incurred in 2016/17. Our unrestricted reserves stood at £241,691 at the end of the previous financial year, and this year's surplus improves this figure to £245,326 as we continue our efforts to meet our policy position. Our close scrutiny of the financial performance of the organisation, improving income generation, finding savings where possible and managing expenditure carefully will continue into next year.

Principal funding sources

Our principal funding sources for the financial year 2019/20 were largely unchanged on previous years: Fife Council, Scottish Government, NHS Fife supplying 'core' funding and project funding from a range of funders, the majority of whom are Fife Community Planning Partnership partners, particularly in relation to employability and, health and social care. FVA is a non-voting member of the Board of the Fife's Health and Social Care Partnership (HSCP) and some of our grant funding is awarded by the HSCP although it is received (and monitored) via Fife Council.

The organisation has an established risk management procedure and risk matrix document which is maintained by the CEO and reviewed by Directors at least four times each year. It covers health and safety, premises, IT systems, reputation, governance and compliance as well as financial risks to the charity.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Plans for future periods

Much of our focus has been on the global health pandemic, managing the organisation in the face this unprecedented challenge and continuing to find the best and safest ways to support our stakeholders. This will shape our activity and approaches for some time to come. We will be reviewing our working practices, delivery models and building on our use of technology. Throughout all of this we need to continue to keep our staff engaged, supported, safe and healthy.

These challenges are being faced by other organisations and partners, and we will continue to work with our stakeholders to ensure we are providing the kind of support they need.

Public finances will be affected significantly, and this could have a significant impact on our sector – and not just to our funding, but the funding supporting many of the public services that the people of Fife have come to rely on. We will work closely with our partners in the public sector to find ways of making public services more effective and efficient, ensuring continued investment in the third sector.

As mentioned earlier in this Report, we will aim to increase the number of Board members during the coming period to ensure stability and a mix of range, skills and backgrounds to shape and oversee our work.

Structure, governance and management

Fife Voluntary Action is a Scottish company, limited by guarantee, incorporated on 4 February 2000 and is a registered Scottish 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.

Fife Voluntary Action is the third sector interface (TSI) for the Fife Council area.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2020**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Directors/Committee of Management

Mrs Judith Allison (Chair)
Mr Carl Hodson (Treasurer)
Mr John Jones (appointed April 2019)
Mrs Frances McAulay (Vice Chair)
Ms Caryn Nicolson (appointed August 2019)
Mr Andrew McDaniel (resigned April 2019)
Mr Allan Thomson

Chief Executive Officer

Mr Kenny Murphy

Registered Office and Principal Address

Caledonia House
Pentland Park
Saltire Centre
Glenrothes
Fife
KY6 2AL

Bankers

The Royal Bank of Scotland plc
23-25 Rosslyn Street
Kirkcaldy
KY1 3HA

Independent Auditor

Thomson Cooper
Accountants
3 Castle Court
Dunfermline
Fife
KY11 8PB

Organisational structure

The Directors are responsible for the overall governance of the charity and receive reports from a Finance Sub Committee chaired by the Treasurer, a Human Resources Sub Committee chaired by a director and from the Chief Executive officer (CEO) and other members of the Management Team.

Daily operational responsibility is delegated to the Chief Executive Officer, who is supported by a management team consisting of the Head of Community Development, the Head of Volunteering Development and the Head of Health & Care.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

Trustee Induction and training

The Board of Directors regularly reviews skills and potential gaps as part of the remit of the Human Resources Sub-Committee. This Sub-Committee then determines when a recruitment exercise is necessary and instructs the CEO accordingly.

When recruiting for new Board members we advertise openly, provide key information on the role and the organisation and offer people opportunities to speak to the CEO or a Board member informally. Interested candidates are required to complete and application form and are interviewed by the CEO and at least one existing Board member, typically an office bearer. A recommendation is then made to the Board.

The organisation uses a comprehensive induction checklist for new Board members and ongoing training and support for Directors is discussed and overseen by the HR Sub-Committee. Regular, 'on-the-job' training by way of information updates and good practice guidance through things like policy review and development feature throughout the year which is of benefit to Directors

Statement of trustees' responsibilities

The trustees, who are also the directors of Fife Voluntary Action for the purpose of company law, are responsible for preparing the Trustees' Report 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Auditor

In accordance with the company's articles, a resolution proposing that Thomson Cooper be reappointed as auditor of the company will be put at a General Meeting.

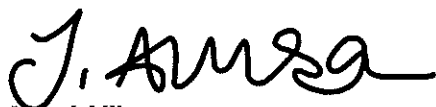
Recognition and thanks

The Directors would like to express their thanks to those who have worked with us during the year. We'd particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for the people of Fife.

We'd also like to thank our funders and strategic partners for their continued support.

The Directors are particularly appreciative of the hard work and commitment of the skilled staff, placements and volunteers who have made all our achievements possible.

The trustees' report was approved by the Board of Trustees.



Mrs J Allison

Trustee

Dated: 30 March 2021

FIFE VOLUNTARY ACTION

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF FIFE VOLUNTARY ACTION

Opinion

We have audited the financial statements of Fife Voluntary Action (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (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 2020 and of its incoming resources and application of resources, 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 (as amended).

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 Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity 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 charity'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 auditor's report 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 we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

FIFE VOLUNTARY ACTION

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF FIFE VOLUNTARY ACTION

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose 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 charity'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.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 an auditor's report 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.

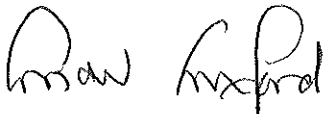
A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

FIFE VOLUNTARY ACTION

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF FIFE VOLUNTARY ACTION

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Andrew Croxford (Senior Statutory Auditor)
for and on behalf of Thomson Cooper
Statutory Auditor
Dunfermline
31 March 2021

Thomson Cooper is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

FIFE VOLUNTARY ACTION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Income from:							
Donations and legacies	2	688,638	360,013	1,048,651	661,962	407,197	1,069,159
Other trading activities	3	333,193	-	333,193	291,278	-	291,278
Investments	4	289	-	289	86	-	86
Total income		1,022,120	360,013	1,382,133	953,326	407,197	1,360,523
Expenditure on:							
Charitable activities	5	1,018,654	351,257	1,369,911	930,011	409,775	1,339,786
Net income for the year/ Net incoming resources		3,466	8,756	12,222	23,315	(2,578)	20,737
Other recognised gains and losses							
Actuarial gain/(loss) on defined benefit pension schemes		169	-	169	(1,048)	-	(1,048)
Net movement in funds		3,635	8,756	12,391	22,267	(2,578)	19,689
Fund balances at 1 April 2019		241,691	6,254	247,945	219,424	8,832	228,256
Fund balances at 31 March 2020		245,326	15,010	260,336	241,691	6,254	247,945

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

FIFE VOLUNTARY ACTION

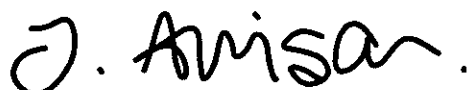
BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	11		59,455		66,931
Current assets					
Debtors	12	262,297		264,594	
Cash at bank and in hand		105,790		201,467	
		<u>368,087</u>		<u>466,061</u>	
Creditors: amounts falling due within one year	13	(152,778)		(267,545)	
Net current assets			215,309		198,516
Total assets less current liabilities			274,764		265,447
Provisions for liabilities	14		(14,428)		(17,502)
Net assets			<u>260,336</u>		<u>247,945</u>
Income funds					
Restricted funds	18		15,010		6,254
<u>Unrestricted funds</u>					
Designated funds	20	-		271	
General unrestricted funds		<u>245,326</u>		<u>241,420</u>	
			245,326		241,691
			<u>260,336</u>		<u>247,945</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 March 2021



Mrs J Allison
Trustee

Company Registration No. SC203613

FIFE VOLUNTARY ACTION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	24		(82,427)		76,602
Investing activities					
Purchase of tangible fixed assets		(13,539)		(53,962)	
Interest received		289		86	
Net cash used in investing activities			(13,250)		(53,876)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(95,677)		22,726
Cash and cash equivalents at beginning of year			201,467		178,741
Cash and cash equivalents at end of year			105,790		201,467

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Fife Voluntary Action is a private company limited by guarantee incorporated in Scotland. The registered office is .

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

The trustees are satisfied that Fife Voluntary Action has adequate unrestricted resources, to continue its objectives for the foreseeable future, and therefore believe it is appropriate to adopt the going concern basis in preparing these financial statements.

At the date of the approval of the financial statements, the trustees are aware of the potential impact on the charity of Covid-19. The trustees are actively taking all steps to mitigate any impact the virus may have on the charity. The trustees have considered a period of 12 months from the date of approval of the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

Resources expended are recognised when a legal or constructive obligation arises. Where possible, expenditure has been charged direct to charitable expenditure or governance costs. Where this is not possible the expenditure has been allocated on the basis of time spent by staff on each activity:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries;
- Costs of generating funds comprise the costs associated with attracting voluntary income; and
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	4 years
Fixtures and fittings	4 years
Computers	4 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial Instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

The company has been granted exemption from tax under sections 466 to 493 of the Corporation Tax Act 2010.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

The cost of providing benefits under defined benefit plans is determined separately for each plan using the projected unit credit method, and is based on actuarial advice.

The change in the net defined benefit liability arising from employee service during the year is recognised as an employee cost. The cost of plan introductions, benefit changes, settlements and curtailments are recognised as incurred.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

The net interest element is determined by multiplying the net defined benefit liability by the discount rate, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. The net interest is recognised in income/(expenditure) for the year.

Remeasurement changes comprise actuarial gains and losses, the effect of the asset ceiling and the return on the net defined benefit liability excluding amounts included in net interest. These are recognised immediately in other recognised gains and losses in the period in which they occur and are not reclassified to income/(expenditure) in subsequent periods.

The net defined benefit pension asset or liability in the balance sheet comprises the total for each plan of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information, and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is limited to the amount that may be recovered either through reduced contributions or agreed refunds from the scheme.

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2019 £	2019 £	2019 £
Donations and gifts	96,757	51,550	148,307	70,082	79,500	149,582
Grants receivable	591,881	308,463	900,344	591,880	327,697	919,577
	<u>688,638</u>	<u>360,013</u>	<u>1,048,651</u>	<u>661,962</u>	<u>407,197</u>	<u>1,069,159</u>
Donations and gifts						
NHS Fife	21,946	-	21,946	21,946	-	21,946
Short Breaks fund	3,793	-	3,793	3,793	-	3,793
Community Jobs Scotland	10,896	-	10,896	17,083	-	17,083
Childrens Services	29,400	-	29,400	-	-	-
Department of Work & Pensions	8,000	-	8,000	-	-	-
General donations	5,250	-	5,250	-	-	-
Footcare Funding	-	19,500	19,500	-	19,500	19,500
Holiday Hunger	-	22,050	22,050	-	-	-
Reshaping Care - Carer Support	-	10,000	10,000	-	-	-
Other Funding	22,467	-	22,467	27,260	60,000	87,260
Other	(4,995)	-	(4,995)	-	-	-
	<u>96,757</u>	<u>51,550</u>	<u>148,307</u>	<u>70,082</u>	<u>79,500</u>	<u>149,582</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

2 Donations and legacies

(Continued)

Grants receivable for core activities

Scottish Government	300,800	-	300,800	300,800	-	300,800
Fife Council Revenue Grant	291,081	-	291,081	291,080	-	291,080
Employability	-	85,000	85,000	-	85,248	85,248
More Choices More Chances	-	28,682	28,682	-	29,000	29,000
Reshaping Care for Older People	-	34,125	34,125	-	34,125	34,125
Opportunities Fife	-	68,751	68,751	-	52,785	52,785
Kingdom Companions Credit Union	-	29,250	29,250	-	29,250	29,250
Development	-	30,000	30,000	-	33,333	33,333
Delivering Differently	-	24,335	24,335	-	50,456	50,456
Third Sector Strategy Group	-	8,320	8,320	-	13,500	13,500
	<u>591,881</u>	<u>308,463</u>	<u>900,344</u>	<u>591,880</u>	<u>327,697</u>	<u>919,577</u>

3 Other trading activities

	Total 2020 £	Total 2019 £
Tenant income, room hire, footcare income etc	<u>333,193</u>	<u>291,278</u>

4 Investments

	Total 2020 £	Total 2019 £
Interest receivable	<u>289</u>	<u>86</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5 Charitable activities

	Total 2020 £	Total 2019 £
Staff costs	925,959	894,285
Depreciation and impairment	21,015	17,226
Travel costs	19,424	20,865
Training costs	3,916	6,311
Maintenance	22,463	16,857
Developmental costs	70,210	74,605
	<u>1,062,987</u>	<u>1,030,149</u>
Share of support costs (see note 6)	287,996	285,004
Share of governance costs (see note 6)	18,928	24,633
	<u>1,369,911</u>	<u>1,339,786</u>
Analysis by fund		
Unrestricted funds	1,018,654	930,011
Restricted funds	351,257	409,775
	<u>1,369,911</u>	<u>1,339,786</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

6 Support costs

Year Ended 31 March 2020

	Support costs £	Governance costs £	2020 £	2019 £	Basis of allocation
Staff costs	25,600	3,130	28,730	28,601	Direct
Property costs	120,395	-	120,395	108,413	Direct
Stationery and printing	17,330	-	17,330	22,545	Direct
Bank charges	1,592	-	1,592	1,466	Direct
Equipment costs	15,746	-	15,746	15,246	Direct
Insurance	9,027	-	9,027	9,009	Direct
Advertising	-	-	-	2,913	Direct
Sundry	24,020	-	24,020	23,660	Direct
Telephone	23,893	-	23,893	23,618	Direct
ICT Support	50,393	-	50,393	52,534	Direct
Audit fees	-	4,200	4,200	4,100	Governance
Accounts fees	-	1,471	1,471	2,997	Governance
Professional fees	-	9,785	9,785	13,929	Governance
Management committee expenses	-	342	342	606	Governance
	<u>287,996</u>	<u>18,928</u>	<u>306,924</u>	<u>309,637</u>	

Year Ended 31 March 2019

	Support costs £	Governance costs £	2019 £	Basis of allocation
Staff costs	25,600	3,001	28,601	Direct
Property costs	108,413	-	108,413	Direct
Stationery and printing	22,545	-	22,545	Direct
Bank charges	1,466	-	1,466	Direct
Equipment costs	15,246	-	15,246	Direct
Insurance	9,009	-	9,009	Direct
Advertising	2,913	-	2,913	Direct
Sundry	23,660	-	23,660	Direct
Telephone	23,618	-	23,618	Direct
ICT Support	52,534	-	52,534	Direct
Audit fees	-	4,100	4,100	Governance
Accounts fees	-	2,997	2,997	Governance
Professional fees	-	13,929	13,929	Governance
Management committee expenses	-	606	606	Governance
	<u>285,004</u>	<u>24,633</u>	<u>309,637</u>	

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

7	Net movement in funds	2020 £	2019 £
	Net movement in funds is stated after charging/(crediting)		
	Fees payable to the company's auditor for the audit of the company's financial statements	4,200	4,100
	Depreciation of owned tangible fixed assets	21,015	17,226

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Charitable Staff	39	37

Employment costs

	2020 £	2019 £
Wages and salaries	833,990	806,320
Social security costs	67,739	67,712
Other pension costs	52,960	48,854
	954,689	922,886

The key management personnel of the charity comprise the directors and the Chief Executive Officer. The total employee benefits of the key management personnel of the charity were £61,016 (2019 - £59,715).

No directors (2019 - two) received reimbursement for travel expenses totalling £nil (2019 - £341). Directors do not receive any other remuneration.

The company operates a defined contribution scheme. There were £4,373 of outstanding pension contributions at 31 March 2020 (2019 - £4,623).

10 Taxation

The company has been granted exemption from tax under sections 466 to 493 of the Corporation Tax Act 2010.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

11 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2019	53,991	35,940	112,962	202,893
Additions	10,017	-	3,522	13,539
At 31 March 2020	64,008	35,940	116,484	216,432
Depreciation and Impairment				
At 1 April 2019	21,511	23,754	90,697	135,962
Depreciation charged in the year	9,145	3,504	8,366	21,015
At 31 March 2020	30,656	27,258	99,063	156,977
Carrying amount				
At 31 March 2020	33,352	8,682	17,421	59,455
At 31 March 2019	32,480	12,186	22,265	66,931

12 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	43,133	58,297
Other debtors	2,997	2,078
Prepayments and accrued income	216,167	204,219
	262,297	264,594

13 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Other taxation and social security		35,548	37,197
Deferred income	15	15,676	120,182
Trade creditors		25,919	42,169
Other creditors		52,179	37,998
Accruals		23,456	29,999
		152,778	267,545

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

14 Provisions for liabilities	Notes	2020	2019
		£	£
Pension Provision	17	14,428	17,502
		<u>14,428</u>	<u>17,502</u>
		<u><u>14,428</u></u>	<u><u>17,502</u></u>
15 Deferred income		2020	2019
		£	£
Balance as at 1 April 2019		120,182	51,834
Income received and deferred in the year		1,317	115,182
Released in the year		<u>105,823</u>	<u>46,834</u>
Balance as at 31 March 2020		<u><u>15,676</u></u>	<u><u>120,182</u></u>

Deferred income relates to grants received which have been specified for spend in future accounting periods as per the conditions imposed by the funder.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

16 Funds held as agent

	2020 £	2019 £
Creative Breaks	26,706	21,981
Fife Health & Wellbeing Alliance	-	5,000
Accessibility Grant	-	2,216
Poverty Action Fund	2,253	1,328
Guardbridge Community Council	-	12,632
Small Sparks project	20,250	250
Syrian Refugee settlement fund	2,970	(5,409)
	52,179	37,998

Fife Voluntary Action administers small grant schemes with funds from several funders, including Fife Council, given for the purpose of distributing appropriately. We administer these grants schemes according to set criteria and with appropriate monitoring and scrutiny in place. Accordingly, the income and expenditure relating to these funds are excluded from the Charity's Statement of Financial Activities.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

17 Retirement benefit schemes

Defined benefit schemes

The company participates in the scheme TPT Retirement Solutions - The Growth Plan, a multi-employer scheme which provides benefits to some 950 non-associated participating employers. The scheme is a defined benefit scheme in the UK. It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme. Therefore it accounts for the scheme as a defined contribution scheme.

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme is classified as a 'last-man standing arrangement'. Therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

A full actuarial valuation for the scheme was carried out at 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2019 to 31 January 2025:	£11,243,000 per annum	(payable monthly and increasing by 3% each on 1st April)
---------------------------------------	-----------------------	--

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2014. This valuation showed assets of £793.4m, liabilities of £969.9m and a deficit of £176.5m. To eliminate this funding shortfall, the Trustee has asked the participating employers to pay additional contributions to the scheme as follows:

Deficit contributions

From 1 April 2016 to 30 September 2025:	£12,945,440 per annum	(payable monthly and increasing by 3% each on 1st April)
From 1 April 2016 to 30 September 2028:	£54,560 per annum	(payable monthly and increasing by 3% each on 1st April)

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

17 Retirement benefit schemes

(Continued)

Present Values of provision

	31 March 2020 £	31 March 2019 £	31 March 2018 £
Present Value of provision	14,428	17,502	18,457

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2020 (£s)	Period Ending 31 March 2019 (£s)
Provision at start of period	17,502	18,547
Unwinding of the discount factor (interest expense)	222	297
Deficit contribution paid	(2,905)	(2,390)
Remeasurements - impact of any change in assumptions	(391)	160
Remeasurements - amendments to the contribution schedule	-	888
Provision at end of period	14,428	17,502

	31 March 2020 % per annum	31 March 2019 % per annum	31 March 2018 % per annum
Rate of discount	2.53	1.39	1.71

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

17 Retirement benefit schemes

(Continued)

The following schedule details the deficit contributions agreed between the company and the scheme at each year end period:

DEFICIT CONTRIBUTIONS SCHEDULE

Year ending	31 March 2020 (£s)	31 March 2019 (£s)	31 March 2018 (£s)
Year 1	2,992	2,905	2,390
Year 2	3,081	2,992	2,462
Year 3	3,174	3,081	2,536
Year 4	3,269	3,174	2,612
Year 5	2,806	3,269	2,690
Year 6	-	2,806	2,771
Year 7	-	-	2,854
Year 8	-	-	1,470
Year 9	-	-	-

It is these contributions that have been used to derive the company's balance sheet liability

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

Year Ended 31 March 2020

	Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 31 March 2020
	£	£	£	£
Short Break Project	677	-	-	677
More Choices, More Chances	-	28,682	(28,682)	-
Reshaping Care for Older people	-	44,125	(44,125)	-
Opportunities Fife	-	59,148	(53,925)	5,223
Kingdom Companions	-	29,250	(29,250)	-
Footcare	-	19,500	(19,500)	-
Carol Gardiner Legacy	3,470	-	-	3,470
Volunteer Employability	-	85,000	(85,000)	-
Broadband Project	198	-	(198)	-
Discretionary Fund (Poverty)	1,909	-	-	1,909
Third Sector Strategy Group	-	8,320	(8,320)	-
Delivering Differently	-	24,335	(23,467)	868
Peer Support	-	9,603	(6,740)	2,863
Credit Union	-	30,000	(30,000)	-
Holiday Hunger	-	22,050	(22,050)	-
	<u>6,254</u>	<u>360,013</u>	<u>(351,257)</u>	<u>15,010</u>

Year Ended 31 March 2019

	Movement in funds			
	Balance at 1 April 2018	Incoming resources	Resources expended	Balance at 31 March 2019
	£	£	£	£
Short Break Project	677	-	-	677
More Choices, More Chances	-	29,000	(29,000)	-
Reshaping Care for Older people	-	34,125	(34,125)	-
Opportunities Fife	-	52,785	(52,785)	-
Kingdom Companions	-	29,250	(29,250)	-
Footcare	-	19,500	(19,500)	-
Carol Gardiner Legacy	3,470	-	-	3,470
Volunteer Employability	-	85,248	(85,248)	-
Broadband Project	2,776	-	(2,578)	198
Discretionary Fund (Poverty)	1,909	-	-	1,909
Third Sector Strategy Group	-	13,500	(13,500)	-
Delivering Differently	-	50,456	(50,456)	-
Peer Support	-	30,000	(30,000)	-
Credit Union	-	33,333	(33,333)	-
Holiday Hunger	-	30,000	(30,000)	-
	<u>8,832</u>	<u>407,197</u>	<u>(409,775)</u>	<u>6,254</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

18 Restricted funds

(Continued)

Short Break Project

This is Scottish Government funding received through Shared Care Scotland to provide grants of up to £300 to local carers of adults (there are other funding streams for carers who care for those aged 19 and under). A small proportion of the funding is retained to cover overheads with the majority going to carers.

More Choices, More Chances

This is project funding which employs a staff member to support young people (16+) with support needs into volunteering as a positive destination. It is part funded from ESF (40%) and former Fairer Scotland Funding (FSF) for the remaining 60%.

Health & Social Care Integration

This funding is, in effect, an extension of Reshaping Care for Older People grant monies, received through the Health and Social Care Partnership. The original grant was for supporting the sector to develop more innovative ways of working around care for older people which has transitioned, at national and local policy level, to integration of health and social care services.

Opportunities Fife

Opportunities Fife is the employability partnership in Fife, sitting within the Community Planning Partnership structure. The partnership, through Fife Council funds FVA to employ an Employability Manager and a Development Officer to develop the capacity of the third sector to contribute to employability outcomes. These staff members also contribute strategically at the partnership, co-ordinate Fife's Employability Forum, facilitate a range of training and networking events and support the third sector employability consortium in Fife.

Kingdom Companions

We received funding from the Health and Social Care Partnership, along with a number of other local third sector organisations, to provide a befriending service. Our project is specifically short-term, goal-specific befriending through trained and supported volunteers who are matched with older people who will benefit from support and companionship to help them achieve a particular goal, for example getting back to activities they did before a hospital stay or attending a local social group.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

18 Restricted funds

(Continued)

Footcare

This is hugely successful project which receives funding from the Health and Social Care Partnership to provide a toenail cutting and basic footcare service through specially trained and supported volunteers. The grant contributes to the costs of the co-ordinator post and costs of the materials and expenses. The grant income is supplemented by generated income through charging a modest amount for each session. We work closely with our NHS colleagues in podiatry to ensure clients are referred for specialist advice or treatment as required. This project is becoming increasingly sustainable and we would hope to reduce reliance on the grant over the next couple of years.

Volunteer Employability

This project is funded through Fife Employment and Training Consortium, of which we are key members and helped establish. They receive funding from Opportunities Fife and distribute it to third sector providers who work together to deliver a range of employability supports across Fife. Our project involves supporting people into volunteering as a way of developing employability skills, experience, confidence and a reference. This has been a successful project, with increases in grant income to reflect demand and in recognition of the achievement of the agreed objectives.

Broadband project

Fife Council has awarded funding to an organisation called COINEF who in turn have contracted us to employ project staff to develop an innovative community solution to poor broadband access in rural NE Fife. This project ended March/April 2018.

Carol Gardiner Legacy

These funds were transferred from Volunteer Centre Fife on merging (in 2012) and have been received to enable Fife Voluntary Action to provide grants of up to £200 to volunteers living in West Fife who face financial barriers to their volunteering (such as travel costs).

Discretionary fund

These are partnership funds (with Fife Council) held by FVA for agreed spend on clients who require urgent, additional financial support due to the impacts of welfare reform. Typically, this will involve the supply of furniture or goods for a new tenancy or appropriate clothes for job interviews.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

18 Restricted funds

(Continued)

Third Sector Strategy Group

We occasionally receive one-off grants from Fife Council (Fairer Fife funding) on behalf of the work we support with the Third Sector Strategy Group (TSSG). Recent grants have been awarded for delivering leadership development opportunities, training and learning events in response to the Fairer Fife Commission's report on tackling poverty and the increasing role for the third sector.

Delivering Differently

This is Scottish Government funding for an innovative approach to determining how best to reshape employability service delivery to better suit those with mental health problems. We are delivering this in partnership with Fife Council. See Me agreed to fund a continuation of this work in 2019/20.

Credit Union

We received one-off funding from Fife Council to provide dedicated, specific capacity building support to the credit unions operating in Fife as part of the partnership response to tackling poverty. The funding was provided until March 2020.

Peer Support

This funding allowed us to recruit, train and support local people with relevant experience to provide peer support to others facing mental health challenges which are preventing them from securing or retaining employment.

Holiday Hunger

This was funds received from the Glenrothes Area to co-ordinate food and activity provision to families during school holidays through community groups and facilities in a non-stigmatised, non-means tested basis.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

19 Unrestricted funds

These are endowment funds which are material to the charity's activities made up as follows:

Year Ended 31 March 2020

	Balance at 1 April 2019	Incoming resources	Movement in funds			Balance at 31 March 2020
	£	£	Resources expended	Transfers	Revaluations, gains and losses	£
General Funds	241,420	1,022,120	(1,018,654)	271	169	245,326

Year Ended 31 March 2019

	Balance at 1 April 2018	Incoming resources	Movement in funds			Balance at 31 March 2019
	£	£	Resources expended	Transfers	Revaluations, gains and losses	£
General Funds	217,598	953,326	(930,011)	1,555	(1,048)	241,420

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2018	Transfers	Balance at 1 April 2019	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Designated Funds	1,826	(1,555)	271	(271)	-
	1,826	(1,555)	271	(271)	-

One-off funding given by Fife Council Community Learning and Development to enable the purchase of laptop computers for use between FVA and Fife Council to support outreach computer learning sessions for jobseekers and others facing the challenges of digital exclusion. The funding was spent during 2014 and has been transferred to a designated fund to be released in line with the depreciation of the assets.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

21 Analysis of net assets between funds

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:						
Tangible assets	59,455	-	59,455	66,660	271	66,931
Current assets/ (liabilities)	215,309	-	215,309	100,822	97,694	198,516
Long term liabilities	-	-	-	91,711	(91,711)	-
Provisions and pensions	(14,428)	-	(14,428)	(17,502)	-	(17,502)
	<u>260,336</u>	<u>-</u>	<u>260,336</u>	<u>241,691</u>	<u>6,254</u>	<u>247,945</u>

22 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	46,250	40,500
Between two and five years	198,000	194,250
In over five years	932,808	986,308
	<u>1,177,058</u>	<u>1,221,058</u>

23 Related party transactions

There were no disclosable related party transactions during the year (2019 - none).

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

24	Cash generated from operations	2020	2019
		£	£
	Surplus for the year	12,222	20,737
	Adjustments for:		
	Investment income recognised in statement of financial activities	(289)	(86)
	Depreciation and impairment of tangible fixed assets	21,015	17,226
	Difference between pension charge and cash contributions	(2,905)	297
	Movements in working capital:		
	Decrease/(increase) in debtors	2,297	(38,069)
	(Decrease)/increase in creditors	(10,261)	8,149
	(Decrease)/increase in deferred income	(104,506)	68,348
	Cash (absorbed by)/generated from operations	(82,427)	76,602
25	Analysis of changes in net funds		
	The charity had no debt during the year.		
