

Charity registration number SC028457 (Scotland)

Company registration number SC203613 (Scotland)

FIFE VOLUNTARY ACTION
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022



FIFE VOLUNTARY ACTION

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FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2022

The trustees present their annual report and financial statements for the year ended 31 March 2022.

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.

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.

Operational Activity Summary

The organisation developed a new Operational Workplan for April 2021 to March 2022.

Post-pandemic we moved to a blended home/office flexible working environment, like many organisations across sectors and continued to roll out technologies and equipment that supported staff to work effectively and safely from home. As a relatively small organisation we can respond swiftly, taking advantage of technical expertise within the team.

We use Microsoft Teams and Zoom to hold meetings, briefing sessions, training sessions and so on and we were still able to provide the majority of our 'normal' services in a more blended way using face-to-face, phone, e-mail and video-conferencing. Most of our events are now 'hybrid' events – allowing people to attend in person or join using video conferencing tools such as Teams or Zoom. Once again, all third sector organisations that sought support were able to receive it during the year. Pro-active activity like training sessions were re-introduced with the tried and tested technology in place. We maintain a weekly e-bulletin and a website updated daily, to provide the latest information, guidance and news to the local sector including local events, relevant consultations, funding opportunities, volunteering support and opportunities and much more.

We re-introduced – on a phased basis - our footcare service. We also restarted our room hire services across sites, allowing much-needed generated income to start to pick up.

The continued support of our main funders has meant that we retained all staff from the previous financial year.

FIFE VOLUNTARY ACTION

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

FOR THE YEAR ENDED 31 MARCH 2022

Operational Activity Summary (Continued)

We continued to engage with our statutory sector partners and have developed stronger and in some cases new relationships with colleagues working towards a Recovery and Renewal Plan for Fife as well as strategic implementation of a new Community Wealth Building (CWB) approach. FVA signed up to the CWB Anchor Charter in February 2022.

Some significant pieces of work, for example new developmental work around employability services under No One Left Behind, the recommissioning of children's services and the same in health and social care (under the name Reimagining the Third Sector) continue to be a major part of community planning activities and we are heavily involved in taking those activities forwards with, and on behalf of, the third sector.

The following table highlights just some of the activity from our workplan during the year and have included the additional activity supported during the year while we continued to achieve all the things we exist, and are funded, to do:

OUTCOME	ACTIVITY	INDICATORS (12 months)	INDICATOR PROGRESS (12 months)
Governance Third sector organisations are successful and resilient - complying with legislation, demonstrating good governance and have skilled and informed staff and volunteers	We engage with appropriate key people in partner agencies and local third sector organisations to promote and develop the role and services of FVA	300 meetings 50 Events 90 e-mail bulletins 200 Tweets 30 FVA news items 2,200 Twitter followers 2,000 mailing list addresses	315 8 105 448 21 2,707 1,725
	We provided support with start-up, organisational review, legislation and compliance, policy development, funding application support.	20,000 enquiries 650 organisations 250 policies developed 30 start-ups 250 vacancies promoted 5 comm engagement consultations 15 employment law cases 15 charities registered with OSCR 15 new social enterprises	23,205 440 101 23 67 2 13 23 11
	We provided crisis intervention support to third sector groups in difficulty with both governance and financial issues.	20 intensive supports 15 organisations in crisis (finance) 15 organisations in crisis (governance)	22 1 18
	We supported organisations to review and improve governance	40 completed health checks 5 structural changes supported 25 governing instruments reviewed	165 11 39
	We promoted, delivered, and evaluated a range of appropriate training opportunities through consultation.	80 training sessions 600 participants 400 evaluations 180 training/learning website items	79 759 259 124

FIFE VOLUNTARY ACTION

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

FOR THE YEAR ENDED 31 MARCH 2022

<p>Employability</p> <p>Fife's third sector is supported to fully participate in community planning and related structures</p>	<p>We led on the employability strategy in Fife – including No One Left Behind, employability partnership work, employer engagement</p> <p>Develop and share learning from growing the voice of experience in mental health and employability planning and delivery contexts via Team Experience</p>	<p>40 meetings 10 events</p> <p>10 meetings 10 volunteers 6 new opportunities</p>	<p>92 1</p> <p>58 8 30</p>
<p>Public Policy</p> <p>The third sector is fully involved in the delivery of high-quality public services</p>	<p>Facilitate opportunities for CPP partners to gain better understanding of the TSI and the sector</p> <p>Promote and support local community planning and associated structures - Health & Social Care, Mental Health</p>	<p>8 meetings</p> <p>25 meetings 10 events</p>	<p>50</p> <p>53 12</p>

Additional Activity over the year

<p>Afghan Refugee Crisis Response</p>	<p>FVA stepped in immediately Fife announced the acceptance of displaced refugees from Afghanistan on 24 August 2021 and within days co-ordinated the collection of essential donations for the families being relocated in Fife.</p>	<p>10,000 public donations collected and sorted</p> <p>150 additional volunteers recruited to support the categorising and sorting all the donations</p> <p>30 staff members assisted with the sorting of donations over 28 days, 84 3hr shifts.</p> <p>80+ Refugees supported</p>
<p>Ukrainian Refugee Crisis Response</p>	<p>In February 2022, Fife Voluntary Action, Fife's third sector and Fife's civic society announced they are united in their support for the people of Ukraine and condemnation of the unprovoked war and atrocities being committed in Ukraine. Additionally, Fife Council has developed a webpage and regularly update with information on the crisis in Ukraine as it evolves.</p> <p>To help coordinate the community response here in Fife, we asked anyone who wanted to offer help to read the information provided for guidance on what was currently going on.</p>	<p>FVA created a dedicated website banner with direct access to up-to-date information, including contact details, of the local community organisations and charities where specific donation requirements can be dropped off.</p>

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

Fife Civic Award Programme	This awards programme was organised on behalf of Fife Partnership Board to recognise exceptional service and support from voluntary groups, individuals, businesses, and local services during the COVID pandemic.	<p>FVA CEO, hosted the event attended by the Lord Lieutenant and the Provost for Fife and were delighted to have been able to give just recognition to those who went above and beyond during the first pandemic lockdown.</p> <p>The judges from the Fife Partnership Board really struggled to pick out exceptions from the more than 800 nominations that were received for the 15 different categories.</p> <p>Those who were shortlisted (30) are truly exceptional, but all other nominees received a recognition certificate and played a valuable role in their community to thank each and every one of them.</p>
Community Mental Health & Wellbeing Grant Programme	<p>FVA developed an online Grant Management Programme that allowed online applications to be submitted from Fife's third sector that addressed the fund outcomes.</p> <ul style="list-style-type: none"> • To develop a culture of mental wellbeing and prevention within local communities and improve awareness of how we can stay well. • Reduce social isolation and loneliness • Address mental health inequalities exacerbated by Covid and the needs of "at risk" groups locally. • Provide opportunities to connect, build relationships and revitalise communities • Support recovery and creativity locally by building on what is there already, what was achieved during Covid and by investing in new creative solutions. 	<p>2 zoom information sessions were organised promoting the fund and proposed outcomes</p> <p>An application guidance and criteria pack was produced and available to download from the FVA website.</p> <p>3 Capacity Building Officers support groups to submit their online applications and make exception requests to increase the grant amount.</p> <p>1 Grant Manager was appointed 5 Internal Grant Assessors were appointed 1 External Grant Moderator was appointed 4 Decision Making Panel members from Fife Council, Fife NHS and FVA were appointed.</p> <p>168 applications received 119 projects funded 66% of grants were £10k or under 20% of grants were £10-20K 14% of grants were £20-50k</p>

FIFE VOLUNTARY ACTION

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

FOR THE YEAR ENDED 31 MARCH 2022

Befriending Project	During the pandemic, FVA established a telephone only befriending project to those housebound Fife residents. This service has continued post-COVID and has further developed into an in-person as well as telephone contact service	<p>38 volunteers registered</p> <p>Specific befriending training sessions delivered</p> <p>38 matched with clients</p>
NHS Prescription Delivery Service	FVA continued to support NHS Fife post-COVID to co-ordinated the prescription delivery service for those still shielding/isolated without a local family network/immobile	FVA made sure that prescription scripts were collected from NHS Clinics and delivered to Pharmacists across Fife 2 full days per week for an additional 6 months until March 2022
CBAL Recovery Funding	Scottish Government provided FVA funding to work alongside CLD Partners in the Council to help address the negative impacts on adult learners associated with extended periods of isolation, lack of participation in normal activities and learning loss during the pandemic – the work was targeted at adults with low or no qualifications and those experiencing significant barriers to learning, life and work	<p>Equal levels of funding were allocated to each of the 7 Fife ward areas where a program of learning activity was delivered that included:</p> <ul style="list-style-type: none"> *Improving digital skills *Women's Wellbeing *Catering Employability * Art is good for you * First Aid outdoor qualification *First Aid paediatric qualification * Food Hygiene Certificate * Motorbike maintenance * Single Parent engagement activities
Shared Care Scotland Winter Hardship Funding	We were awarded additional funding of £177,132 in January 2022 to support all unpaid carers including young carers and those looking after disabled children and young people with a tight timescale to spend	<p>FVA developed a hardship fund referral form and guidance to ensure that a range of carers benefitted from this fund and worked in partnership with Fife Carers Centre, Fife Young Carers and Crossroads.</p> <p>Between January and the end of March 66 applications were received totalling £50k – Scottish Government gave permission for FVA to extend the original deadline resulting a further 115 applications and an underspend of £701</p>

Going forward, we continue to respond to community need, particularly around cost-of-living and the challenges facing communities and our third and public sector partners. We will also monitor generated income against expenditure to ensure we remain viable and can continue to provide much-needed services and support to the third sector, volunteers and our public sector partners. Partnership working in Fife is stronger than ever and all trustees, staff and volunteers at FVA are proud to have played such a significant and strong role in Fife's response to the pandemic and the subsequent cost-of-living crisis. We are fully committed to providing as much support as we can to strategic developments, such as Community Wealth Building, Reimagining the Third Sector and strategic commissioning to ensure the best possible outcomes for the people of Fife.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

We have developed an updated Operational Workplan for 2022/23 which sees us resume full service delivery and levels of targets from pre-pandemic times. It sets out our operational ambitions – outcomes, activities and performance measures. We will 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 2022/23 workplan is a continuation of what we did in 2021/22. 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 generally report on progress to our main funders twice a year.

Financial review

Overall financial performance was slightly better than anticipated, with a surplus of £53,960 for the year, of which a surplus of £13,365 is restricted. This increases our unrestricted reserves position by £40,595 to £322,071, which is in line with the amount we should be holding in reserve (the next section contains more information on reserves).

The financial year has been slightly less challenging than the previous year, where forced closures reduced generated income significantly. The return to pre-pandemic income generation levels has not yet been realised and is taking a little bit longer to achieve. We worked hard to mitigate the financial impacts and secured a lot of trust and support from our funders. Our total income decreased from £1,442,796 to £1,436,224 and expenditure increased from £1,384,344 to £1,388,895.

Our sources of income, areas of expenditure and our financial performance has not varied dramatically in several years – our core business is well-established and funded and our generated income remains fairly robust notwithstanding the slow recovery from the forced closures due to the pandemic.

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.

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 now stands at £322,071 and we are committed to 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.

FIFE VOLUNTARY ACTION

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

FOR THE YEAR ENDED 31 MARCH 2022

Principal funding sources

Our principal funding sources for the financial year 2021/22 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.

Plans for future periods

As an established and mature Third Sector Interface, there are many expectations from Scottish Government, the local authority and other funders, as well as the third sector and volunteers on what FVA should be able to deliver. This core set of requirements changes little from year-to-year, with perhaps some specific projects coming and going with funding cycles. Our core activity is unchanged and will continue to be delivered in a hybrid way going into 2022/23.

We continue to split our time between strategic partnership working and operational activity. Our strategic work will build on the strong partnership links with Fife's public sector bodies, focussing our collective efforts on recovering from the pandemic and alleviating the impacts of the cost-of-living crisis through the Fife Recovery and Renewal Plan (a refocussing of the Plan 4 Fife) and our collective commitment to Community Wealth Building. We aim to build on recent work on improving strategic commissioning approaches – ensuring co-production where possible. Involving people with lived experience in the design and delivery of services shall also be a focus going forward, particularly as more partners embrace the benefits of doing so in a meaningful, resourced and supported way.

It is difficult to see beyond the current cost-of-living crisis, as public sector budgets reduce, and more households present in financial crisis. Providing short-term support is critical but so too is putting in place longer term supports such as well-paid jobs, reducing cost of childcare, energy and travel and so on. We will work with partners to support the crisis work and longer-term prevention activity. We will always do what we can to help the people of Fife in partnership with other third sector organisations and our public sector partners.

We gave up our premises in Cupar at the end of March 2022 after 25 years occupancy due to increasing financial losses for that building and a downturn in demand for office space and room hires in the area. We continue to have a strong presence in the North East of Fife and have ensured there has been no diminution of all of the other services FVA provides and remain fully committed to providing support to organisations and people in every part of Fife, regardless of where our staff happen to operate from. The exit from our lease was negotiated to ensure no financial outlay on dilapidations.

We shall explore options to operate a third sector hub in the city of Dunfermline. The previous hub co-ordinators have withdrawn and the premises were given up. We'll investigate ways of bringing partners together in a suitable venue that will allow any new hub to deliver more services in a more accessible location. We shall discuss financial support from the local authority to help enable this much-needed facility.

As an employer, we are committed to supporting our staff who are also affected by the financial crisis, and will do what we reasonably can to help them at home, reducing some of the worry and allowing them to focus on providing the best support we can to our clients.

FIFE VOLUNTARY ACTION

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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.

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

Mr John Jones (Chair)
Ms Caryn Nicolson (Vice Chair)
Mr Allan Thomson (Treasurer)
Mrs Judith Allison
Ms Janice Laird (appointed 30 April 2021)
Mr Tommy Sweeney
Mr Paul Mooney (appointed 26 July 2022)
Dr John McGuire (appointed 27 September 2022)

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 2022

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 an 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 2022

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 yet another challenging year. Our focus – and that of many others – had been moving beyond the pandemic but global events including war, security of energy, climate change, financial market performance and the resulting inflation have resulted in a cost-of-living crisis that has the potential to overshadow the pandemic. FVA remains committed to doing the very best for the people and communities and Fife, and without the support of our funders, strategic partners in the public sector and the many third sector organisations who work alongside us, our efforts would be futile. We do make a difference, and we see it regularly in the work we do. FVA has a strong reputation for enabling good work at all levels in Fife, which has been developed over many years and which we are proud of.

Once again, we'd like to thank the tens of thousands of volunteers across sectors and all active third sector organisations in Fife that continue to work tirelessly to support our communities in their time of need and work hard for the people of Fife.

Those who particularly contribute directly to FVA's successes are the staff team, our placements and volunteers – all of whom played an important role in the many achievements set out in this Report. Directors would like to thank them for their efforts during what was another challenging and unprecedented year. We look forward to working with these talented, hard-working and caring people going forward.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

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



Mr J Jones

Trustee

Dated: 14 December 2022

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 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 2022 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

Extent to which the audit was capable of detecting irregularities, including fraud

We considered the opportunities and incentives that may exist within the organisation for fraud and identified the greatest potential for fraud in the following areas: existence and timing of recognition of income, posting of unusual journals along with complex transactions and manipulating the Charity's key performance indicators to meet targets. We discussed these risks with management, designed audit procedures to test the timing and existence of revenue, tested a sample of journals to confirm they were appropriate and reviewed areas of judgement for indicators of management bias to address these risks.

We identified areas of laws and regulations that could reasonably be expected to have a material effect on the financial statements from our sector experience through discussion with the officers and other management (as required by the auditing standards).

We reviewed the laws and regulations in areas that directly affect the financial statements including financial and taxation legislation and considered the extent of compliance with those laws and regulations as part of our procedures on the related financial statement items.

With the exception of any known or possible non-compliance with relevant and significant laws and regulations, and as required by the auditing standards, our work in respect of these was limited to enquiry of the officers and management of the charity.

We communicated identified laws and regulations throughout our team and remained alert to any indications of non-compliance throughout the audit.

FIFE VOLUNTARY ACTION

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

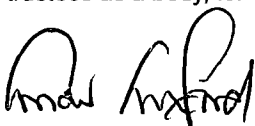
Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

These inherent limitations are particularly significant in the case of misstatement resulting from fraud as this may involve sophisticated schemes designed to avoid detection, including deliberate failure to record transactions, collusion or the provision of intentional misrepresentations.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

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 Auditors
Dunfermline

19 December 2022

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 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	2	658,336	471,456	1,129,792	714,437	432,626	1,147,063
Other trading activities	3	306,305	-	306,305	295,486	-	295,486
Investments	4	127	-	127	247	-	247
Total income		964,768	471,456	1,436,224	1,010,170	432,626	1,442,796
Expenditure on:							
Charitable activities	5	923,304	465,591	1,388,895	961,117	423,227	1,384,344
Net incoming resources before transfers		41,464	5,865	47,329	49,053	9,399	58,452
Gross transfers between funds		(7,500)	7,500	-	(12,162)	12,162	-
Net income for the year/ Net incoming resources		33,964	13,365	47,329	36,891	21,561	58,452
Other recognised gains and losses							
Actuarial gain/(loss) on defined benefit pension schemes		6,631	-	6,631	(741)	-	(741)
Net movement in funds		40,595	13,365	53,960	36,150	21,561	57,711
Fund balances at 1 April 2021		281,476	36,571	318,047	245,326	15,010	260,336
Fund balances at 31 March 2022		322,071	49,936	372,007	281,476	36,571	318,047

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

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 2022

	Notes	2022		2021	
		£	£	£	£
Fixed assets					
Tangible assets	11		69,575		61,575
Current assets					
Debtors	12	328,444		351,907	
Cash at bank and in hand		703,684		136,294	
		<u>1,032,128</u>		<u>488,201</u>	
Creditors: amounts falling due within one year	13	<u>(727,240)</u>		<u>(219,552)</u>	
Net current assets			<u>304,888</u>		<u>268,649</u>
Total assets less current liabilities			<u>374,463</u>		<u>330,224</u>
Provisions for liabilities	14		<u>(2,456)</u>		<u>(12,177)</u>
Net assets			<u><u>372,007</u></u>		<u><u>318,047</u></u>
Income funds					
Restricted funds	17		49,936		36,571
Unrestricted funds	18		322,071		281,476
			<u><u>372,007</u></u>		<u><u>318,047</u></u>

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 14 December 2022


Mr J Jones
Trustee

Company Registration No. SC203613

FIFE VOLUNTARY ACTION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from operations	23		592,357		45,088
Investing activities					
Purchase of tangible fixed assets		(25,094)		(14,831)	
Investment income received		127		247	
Net cash used in investing activities			(24,967)		(14,584)
Net cash used in financing activities			-		-
Net increase in cash and cash equivalents			567,390		30,504
Cash and cash equivalents at beginning of year			136,294		105,790
Cash and cash equivalents at end of year			<u>703,684</u>		<u>136,294</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Fife Voluntary Action is a private company limited by guarantee incorporated in Scotland. The registered office is Saltire Centre, Caledonia House, Pentland Park, Glenrothes, KY6 2AQ.

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 continued 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 2022

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
Motor vehicles	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 the statement of financial activities.

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 2022

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 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.

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 2022

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
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	56,455	94,484	150,939	48,777	31,167	79,944
Grants receivable	601,881	376,972	978,853	665,660	401,459	1,067,119
	<u>658,336</u>	<u>471,456</u>	<u>1,129,792</u>	<u>714,437</u>	<u>432,626</u>	<u>1,147,063</u>
Donations and gifts						
NHS Fife	21,946	-	21,946	21,946	-	21,946
Short Breaks fund	7,900	-	7,900	8,322	-	8,322
Community Jobs Scotland	4,712	-	4,712	10,452	-	10,452
Refugee Fund	-	34,014	34,014	-	-	-
Covid Fund	-	30,010	30,010	-	-	-
General donations	14,897	-	14,897	8,057	-	8,057
Footcare Funding	-	20,303	20,303	-	19,500	19,500
Reshaping Care - Carer Support	-	10,157	10,157	-	10,000	10,000
Other Funding	7,000	-	7,000	-	1,667	1,667
	<u>56,455</u>	<u>94,484</u>	<u>150,939</u>	<u>48,777</u>	<u>31,167</u>	<u>79,944</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

2 Donations and legacies (Continued)

Grants receivable for core activities

Scottish Government	300,800	-	300,800	374,571	-	374,571
Fife Council Revenue Grant	291,081	-	291,081	291,089	-	291,089
Employability	-	215,280	215,280	-	176,833	176,833
Big Lottery	10,000	-	10,000	-	100,000	100,000
Reshaping Care for Older People	-	31,899	31,899	-	34,125	34,125
Opportunities Fife	-	26,509	26,509	-	28,700	28,700
Kingdom Companions	-	29,250	29,250	-	29,250	29,250
Credit Union Development	-	7,482	7,482	-	19,928	19,928
Mental Health & Wellbeing	-	62,615	62,615	-	5,000	5,000
Third Sector Strategy Group	-	3,937	3,937	-	7,623	7,623
	<u>601,881</u>	<u>376,972</u>	<u>978,853</u>	<u>665,660</u>	<u>401,459</u>	<u>1,067,119</u>

3 Other trading activities

	Total 2022 £	Total 2021 £
Tenant income, room hire, footcare income etc	<u>306,305</u>	<u>295,486</u>

4 Investments

	Total 2022 £	Total 2021 £
Interest receivable	<u>127</u>	<u>247</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

5 Charitable activities

	Total 2022 £	Total 2021 £
Staff costs	969,741	946,858
Depreciation and impairment	17,094	12,710
Travel costs	10,175	7,115
Training costs	5,271	3,876
Maintenance	43,184	10,097
Developmental costs	76,467	120,310
Staff recruitment	2,376	-
	<u>1,124,308</u>	<u>1,100,966</u>
Share of support costs (see note 6)	253,508	272,467
Share of governance costs (see note 6)	11,079	10,911
	<u>1,388,895</u>	<u>1,384,344</u>
Analysis by fund		
Unrestricted funds	923,304	961,117
Restricted funds	465,591	423,227
	<u>1,388,895</u>	<u>1,384,344</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

6 Support costs

Year Ended 31 March 2022

	Support costs	Governance costs	2022	Basis of allocation
	£	£	£	
Staff costs	25,600	-	25,600	Direct
Property costs	85,127	-	85,127	Direct
Stationery and printing	6,391	-	6,391	Direct
Bank charges	1,458	-	1,458	Direct
Equipment costs	21,889	-	21,889	Direct
Insurance	9,958	-	9,958	Direct
Sundry	17,698	-	17,698	Direct
Telephone	30,149	-	30,149	Direct
ICT Support	55,238	-	55,238	Direct
Audit fees	-	5,000	5,000	Governance
Accounts fees	-	1,070	1,070	Governance
Professional fees	-	5,009	5,009	Governance
	<u>253,508</u>	<u>11,079</u>	<u>264,587</u>	

Year Ended 31 March 2021

	Support costs	Governance costs	2021	Basis of allocation
	£	£	£	
Staff costs	25,600	713	26,313	Direct
Property costs	108,553	-	108,553	Direct
Stationery and printing	4,144	-	4,144	Direct
Bank charges	1,415	-	1,415	Direct
Equipment costs	11,544	-	11,544	Direct
Insurance	9,310	-	9,310	Direct
Sundry	12,432	-	12,432	Direct
Telephone	24,433	-	24,433	Direct
ICT Support	75,036	-	75,036	Direct
Audit fees	-	5,298	5,298	Governance
Accounts fees	-	4,400	4,400	Governance
Professional fees	-	500	500	Governance
	<u>272,467</u>	<u>10,911</u>	<u>283,378</u>	

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

7 Net movement in funds	2022	2021
	£	£
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	5,000	5,298
Depreciation of owned tangible fixed assets	17,094	12,710
	<u> </u>	<u> </u>

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:

	2022	2021
	Number	Number
Charitable Staff	36	39
	<u> </u>	<u> </u>

Employment costs

	2022	2021
	£	£
Wages and salaries	866,827	850,232
Social security costs	73,592	68,369
Other pension costs	54,922	54,570
	<u> </u>	<u> </u>
	995,341	973,171
	<u> </u>	<u> </u>

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 £82,735 (2021 - £66,489).

No directors (2021 - none) received reimbursement for travel expenses totalling £nil (2021 - £nil). Directors do not receive any other remuneration.

The company operates a defined contribution scheme. There were £6,259 of outstanding pension contributions at 31 March 2022 (2021 - £5,054).

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 2022

11 Tangible fixed assets

	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£
Cost					
At 1 April 2021	64,008	39,720	127,534	-	231,262
Additions	-	-	7,094	18,000	25,094
Disposals	-	(2,154)	-	-	(2,154)
At 31 March 2022	64,008	37,566	134,628	18,000	254,202
Depreciation and impairment					
At 1 April 2021	37,747	28,919	103,021	-	169,687
Depreciation charged in the year	9,416	2,363	4,940	375	17,094
Eliminated in respect of disposals	-	(2,154)	-	-	(2,154)
At 31 March 2022	47,163	29,128	107,961	375	184,627
Carrying amount					
At 31 March 2022	16,845	8,438	26,667	17,625	69,575
At 31 March 2021	26,261	10,801	24,513	-	61,575

12 Debtors

	2022	2021
	£	£
Amounts falling due within one year:		
Trade debtors	30,735	62,713
Other debtors	2,997	2,997
Prepayments and accrued income	294,712	286,197
	328,444	351,907

13 Creditors: amounts falling due within one year

	Notes	2022	2021
		£	£
Other taxation and social security		21,638	20,471
Deferred income	15	207,048	36,379
Trade creditors		15,823	(5,274)
Other creditors		469,819	133,224
Accruals		12,912	34,752
		727,240	219,552

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

14 Provisions for liabilities		2022	2021
	Notes	£	£
Pension Provision	16	2,456	12,177
		<u>2,456</u>	<u>12,177</u>
		<u><u>2,456</u></u>	<u><u>12,177</u></u>
15 Deferred income		2022	2021
		£	£
Balance as at 1 April 2021		36,379	15,676
Income received and deferred in the year		724,059	30,000
Released in the year		553,390	9,297
		<u>207,048</u>	<u>36,379</u>
Balance as at 31 March 2022		<u><u>207,048</u></u>	<u><u>36,379</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 2022

16 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 638 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 2020. This valuation showed assets of £800.3m, liabilities of £831.9m and a deficit of £31.6m. 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 2022 to 31 January 2025:	£3,312,000 per annum	(payable monthly)
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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 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 30 September 2025:	£11,243,000 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 2022

16 Retirement benefit schemes

(Continued)

Present Values of provision

	31 March 2022 £	31 March 2021 £	31 March 2020 £
Present Value of provision	2,456	12,177	14,428

RECONCILIATION OF OPENING AND CLOSING PROVISIONS

	Period Ending 31 March 2022 (£s)	Period Ending 31 March 2021 (£s)
Provision at start of period	12,177	14,428
Unwinding of the discount factor (interest expense)	70	325
Deficit contribution paid	(3,081)	(2,992)
Remeasurements - impact of any change in assumptions (57)		416
Remeasurements - amendments to the contribution schedule (6,644)		-
Provision at end of period	2,456	12,177

	31 March 2022 % per annum	31 March 2021 % per annum	31 March 2020 % per annum
Rate of discount	2.35	0.66	2.53

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 2022

16 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 2022 (£s)	31 March 2021 (£s)	31 March 2020 (£s)
Year 1	898	3,081	2,992
Year 2	898	3,174	3,081
Year 3	748	3,269	3,174
Year 4	-	2,806	3,269
Year 5	-	-	2,806
Year 6	-	-	-
Year 7	-	-	-
Year 8	-	-	-
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 2022

17 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 2022

	Movement in funds				Balance at 31 March 2022 £
	Balance at 1 April 2021 £	Incoming resources £	Resources expended £	Transfers £	
Short Break Project	677	-	(677)	-	-
More Choices, More Chances	-	26,510	(26,510)	-	-
Reshaping Care for Older people	-	42,057	(47,264)	5,207	-
Opportunities Fife	14,160	130,279	(134,703)	-	9,736
Kingdom Companions	-	29,250	(29,250)	-	-
Footcare	-	20,303	(20,303)	-	-
Carol Gardiner Legacy	3,470	-	-	-	3,470
Volunteer Employability Discretionary Fund (Poverty)	1,909	-	(1,909)	-	-
Third Sector Strategy Group	-	3,937	(6,230)	2,293	-
Delivering Differently	5,829	-	(5,829)	-	-
Peer Support	4,606	-	(4,606)	-	-
Credit Union	5,920	7,481	(13,401)	-	-
Communities Mental Health & Wellbeing Fund	-	62,615	(62,615)	-	-
Refugee Fund	-	34,014	(18,363)	-	15,651
COVID Fund	-	30,010	(8,931)	-	21,079
	<u>36,571</u>	<u>471,456</u>	<u>(465,591)</u>	<u>7,500</u>	<u>49,936</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 Restricted funds

(Continued)

Year Ended 31 March
2021

	Movement in funds				Balance at 31 March 2021 £
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	
Short Break Project	677	-	-	-	677
More Choices, More Chances	-	28,700	(28,700)	-	-
Reshaping Care for Older people	-	44,125	(50,412)	6,287	-
Opportunities Fife	5,223	74,298	(65,361)	-	14,160
Kingdom Companions	-	29,250	(29,250)	-	-
Footcare	-	19,500	(19,500)	-	-
Carol Gardiner Legacy	3,470	-	-	-	3,470
Volunteer Employability	-	84,996	(90,871)	5,875	-
Discretionary Fund (Poverty)	1,909	-	-	-	1,909
Third Sector Strategy Group	-	7,623	(7,623)	-	-
Delivering Differently	868	5,000	(39)	-	5,829
Peer Support	2,863	19,206	(17,463)	-	4,606
Credit Union	-	19,928	(14,008)	-	5,920
Big Lottery Grant	-	100,000	(100,000)	-	-
	<u>15,010</u>	<u>432,626</u>	<u>(423,227)</u>	<u>12,162</u>	<u>36,571</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

17 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 2022

17 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.

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 2022

17 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.

Mental Health & Wellbeing

Development and management fee for setting up and administering a fund in Fife on behalf of Scottish Government. Funding panel had representation from Fife Health and Social Partnership, Fife Council and Fife Partnership.

Refugee Fund

We raised funds through donations, mostly using the Crowdfunder platform, to ensure that refugees fleeing other countries and settling in Fife had the clothing, toiletries and other essentials that were not able to be provided through public sector supports. We kicked this off during the Afghanistan refugee crisis and continue it for Afghans settling in Fife, but we extended it to support Ukrainian refugees towards the end of the financial year 2021/22.

Covid Fund

We raised funds through donations, mostly using the Crowdfunder platform, to enable us to provide adhoc support, shopping and equipment to people and communities impacted by Covid.

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

18 Unrestricted funds

Year Ended 31 March 2022

	Balance at		Movement in funds			Balance at 31 March 2022
	1 April 2021	Incoming resources	Resources expended	Transfers	Revaluations, gains and losses	
	£	£	£	£	£	£
General Funds	281,476	964,768	(923,304)	(7,500)	6,631	322,071

Year Ended 31 March 2021

	Balance at		Movement in funds			Balance at 31 March 2021
	1 April 2020	Incoming resources	Resources expended	Transfers	Revaluations, gains and losses	
	£	£	£	£	£	£
General Funds	245,326	1,010,170	(961,117)	(12,162)	(741)	281,476

19 Funds held as agent

	2022 £	2021 £
Mental Health & Wellbeing fund	206,669	-
Creative Breaks	234,231	78,286
Poverty Action Fund	5,614	126
Small Sparks Project	20,250	20,250
Syrian Refugee settlement fund	2,970	2,970
	<u>469,734</u>	<u>101,632</u>

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 grant 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.

20 Analysis of net assets between funds

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Fund balances at 31 March are represented by:						
Tangible assets	69,575	-	69,575	61,575	-	61,575
Current assets/(liabilities)	254,952	49,936	304,888	232,078	36,571	268,649
Provisions and pensions	(2,456)	-	(2,456)	(12,177)	-	(12,177)
	<u>322,071</u>	<u>49,936</u>	<u>372,007</u>	<u>281,476</u>	<u>36,571</u>	<u>318,047</u>

FIFE VOLUNTARY ACTION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

21 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:

	2022 £	2021 £
Within one year	49,500	44,000
Between two and five years	198,000	198,000
In over five years	833,808	888,808
	<u>1,081,308</u>	<u>1,130,808</u>

22 Related party transactions

There were no disclosable related party transactions during the year (2021 - none).

23 Cash generated from operations

	2022 £	2021 £
Surplus for the year	47,329	58,452
Adjustments for:		
Investment income recognised in statement of financial activities	(127)	(247)
Depreciation and impairment of tangible fixed assets	17,094	12,710
Difference between pension charge and cash contributions	(3,090)	(2,992)
Movements in working capital:		
Decrease/(increase) in debtors	23,463	(89,610)
Increase in creditors	337,019	46,072
Increase in deferred income	170,669	20,703
Cash generated from operations	<u>592,357</u>	<u>45,088</u>

24 Analysis of changes in net funds

The charity had no debt during the year.