



**DUNDEE VOLUNTARY ACTION  
LIMITED**

**(A Company Limited by Guarantee)**

**TRUSTEES' REPORT AND FINANCIAL  
STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2017**

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**Trustees**

Shirley Kitch, Executive committee (appointed 19 December 2016)  
Michael Burns, Executive committee  
Teresa Donaldson, Executive committee (resigned 23 November 2016)  
David McIntosh, Executive committee (resigned 23 November 2016)  
Alison Thornton, Executive committee (resigned 23 November 2016)  
Fahd Ali Asif, Executive committee  
Karen Bunce, Executive committee (resigned 13 April 2016)  
John Dow, Executive committee  
Lorna Edwards, Executive committee  
Brenda Fenton, Executive committee  
Angiola MacDonald, Executive committee  
Deirdre McIntosh, Executive committee (appointed 19 December 2016, resigned 9  
May 2016)  
Zoe Cormack, Executive committee (appointed 6 May 2016)  
David Smith (appointed 27 February 2017)

**Company registered number**

SC093088

**Charity registered number**

SC000487

**Registered office**

10 Constitution Road, Dundee, DD1 1LL

**Company secretary**

Christine Lowden

**Chief executive officer**

Christine Lowden

**Independent auditors**

Findlay & Company, 11 Dudhope Terrace, Dundee, DD3 6TS

**Bankers**

The Royal Bank of Scotland Plc, 3 High Street, Dundee

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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The Trustees present their annual report together with the audited financial statements of for the 1 April 2016 to 31 March 2017.

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### **Objectives and Activities**

#### **a. POLICIES AND OBJECTIVES**

The objects of the company are:

To promote any charitable purposes for the benefit of the inhabitants of Dundee and district, and in particular to promote the advancement of education, the furtherance of health and welfare and the relief of hardship and distress, without distinction as to race, age, gender and sexual orientation, physical or mental disability, political, religious or other opinions.

#### **b. STRATEGIES FOR ACHIEVING OBJECTIVES**

DVA will achieve these objectives through:

- dedicated and experienced staff providing support and development advice, sharing news and information and facilitating networks to improve the capacity and resilience of the third sector
- a strong and diverse membership providing a voice for the third sector

#### **c. ACTIVITIES FOR ACHIEVING OBJECTIVES**

DVA works in partnership with Volunteer Centre Dundee (known as Volunteer Dundee from August 2016) and Dundee Social Enterprise Network (DSEN) to deliver the Scottish Government core functions via the "Voluntary Gateway Dundee", the recognised Third Sector Interface for the Dundee area.

DVA adopted a new staffing restructure to improve effectiveness and efficiency. Furthermore, staff terms and conditions were reviewed and implemented to ensure sustainability and ability to manage at an operational level within the ongoing challenging financial climate.

Achievements and performance are reported to all funders, including the Scottish Government on a regular basis and review of outcomes with key partners to ensure a collaborative approach to meeting priorities within Dundee's Single Outcomes Agreements.

During the year DVA has provided advice and information to new and existing organisations, represented the views and advocated on behalf of third sector organisations within Dundee City. Full details of the number and range of services provided is contained in DVA's Annual Report.

Dundee Voluntary Action facilitates a number of forums and networks to support and strengthen third sector and service users voice, involvement and participation in community planning and the redesign of public services. This year there has been a focus on the strategic plans within health and social care, Tayside Children and Families Plan and the development of commissioning strategies to meet the new Dundee's Local Operational Improvement Plan.

DVA continues to provide supported networking and engagement opportunities through the facilitation of regular forums including to Older Peoples Networks, Every Child and Young Person Matters Network, Mental Health

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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Service Users Involvement and Mental Health Service Providers Network, Health and Wellbeing Network and established this year AwareSense and Third Sector Substance Forum for Managers. We provide Community Companion, a befriending project, Mental Health Drop services and facilitate multi agency services through Lochee Community Hub.

DVA provides advice and support to new and existing voluntary organisations and offers a Good Governance Award scheme.

The Voluntary Sector Centre, Number Ten, continues to be stable in terms of occupancy rates with eight voluntary organisations and two private counselling companies leasing office space. Four meeting rooms were also rented out to a variety of organisations for meetings, training sessions, support group sessions and other events.

**d. VOLUNTEERS**

Excluding its Board of Management, DVA is fortunate to have forty five volunteers on a regular basis, supporting our mental health drop in provision and the Community Companion project.

All volunteers are openly recruited, references taken up and join the PVG scheme where their work involves working with vulnerable adults or children. All volunteers receive induction, training and on going support and supervision.

**Achievements and performance**

**a. KEY FINANCIAL PERFORMANCE INDICATORS**

As a registered charity DVA has a responsibility to ensure:

- that all income and expenditure of the charity is timeously and accurately recorded.
- that payments due are received from debtors, and made to creditors in a timely manner.
- that full cost recovery is achieved on all aspects of our work.
- that sufficient unrestricted reserves are maintained in accordance with the policy of the charity.
- that suppliers of goods and services to the charity are regularly reviewed to ensure that the best value for the charity is achieved.
- that all funding received by DVA is used in accordance with the restrictions placed it on by funders.
- that we meet the annual reporting requirements of OSCR

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**b. REVIEW OF ACTIVITIES**

An annual work plan is submitted to the Scottish Government which details DVA's planned activities and outcomes for the year. This is reviewed by the DVA board, and by the Dundee Third Sector, Interface Management Group on a six monthly basis.

Reports are also made to other funders on a quarterly, six monthly or annual basis.

Key activities during the year have been:

- Community Companions – 40 volunteers befriend socially isolated people.
- Sensory Engagement – A multi-agency sensory impairment forum has been set up, facilitated through DVA. 58 individuals who use the service were supported to complete a consultation on the recommendations of the See Hear Strategy.
- Good Governance Award (formerly Healthy Organisation Award) - the award was endorsed by BIG Lottery with links on OSCR website. 30 organisations were given advice on achieving the Good Governance Award
- Mental Health Engagement - supported the development and delivery of Mental Health Short Breaks public social partnership, and Making Recovery Real, a programme for sustainable change in mental health
- Technology Enabled Care – A Smart Care Event was held with 250 participants
- Small Grants – 41 organisations were funded, with 92% rating the support provided, as excellent.
- Information & Development – 78 organisations were provided with intensive support including capacity building and crisis support.
- 42 organisations were given support to managing organisational change and to respond to difficult situations
- 40 organisations were provided with financial health checks
- 30 organisations were provided with Independent Examination services.
- 10 organisations were given financial advice
- 1 funding surgery was held, with 35 participants
- 4 match up events were held in partnership with TSI colleagues in partnership with TSI colleagues
- 20 new organisations were provided with start-up advice
- 20 organisations received counter-terrorism training
- 14 organisations were supported to become SCIOs

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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- 17 people consulted on Scottish Government Mental Health Review
- Contributed to a Community Learning and Development Inspection in North East and East End areas of Dundee that achieved 3 very good and 1 excellent quality indicators.
- Provided and supported networking and engagement opportunities through the facilitation of regular forums including every Child & Young Person Matters, the Healthcare & Wellbeing Forum, Mental Health Providers Forum.
- In partnership with Dundee Together - 670 older people attended event to celebrate UN International Day of the Older Person receiving information on older people's services.

**c. INVESTMENT POLICY AND PERFORMANCE**

The trustees have the power on behalf of the collective to retain, accept, purchase, sell, leasehold and invest any property, heritable and moveable, real and personal of whatever kind and wherever suited.

During the year DVA's funds were held in accounts at the Royal Bank of Scotland, realising a small return in bank interest owing to the continued low interest rates available.

**Financial review**

**a. GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

**b. PRINCIPAL RISKS AND UNCERTAINTIES**

The board have reviewed all the principal financial risks and financial uncertainties that they face, the main risk and uncertainty being future funding. They manage this risk by maintaining good relationships with funders and by fulfilling all the requirements to report regularly to funders. Funding is agreed in advance and budgets are set in advance and closely monitored throughout the year.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**c. RESERVES POLICY**

The trustees have established a policy to maintain unrestricted funds which are the free reserves of the charity at a level which equates to approximately three months unrestricted expenditure. A general reserve equivalent to £33,189 should therefore be maintained.

During the year there was a deficit on unrestricted reserves of £2,358 resulting in an unrestricted reserve balance of £94,551 at 31 March 2017 (2016 - £96,909)

A designated reserve exists solely to disclose the gain/loss made on the rental of the Number Ten building. This reserve was held at £154,572 at 31 March 2017 (2016 – £188,786) A new designated reserve was established for future improvement and maintenance of Number Ten in the 2017/18 financial year and beyond. This reserve was held at £50,000 at 31st March 2017 (2016 – Nil)

The level of unrestricted reserves (excluding the designated future Improvement reserve) held is £44,551, therefore in excess of the minimum level set by the reserves policy.

The restricted reserves of the charity were held at £699,833 at 31st March 2017 (2016 - £595,796).

**d. PRINCIPAL FUNDING**

The principal funding sources for the charity during the year were the Scottish Government, Dundee City Council and Dundee Partnership for Third Sector Interface Activities. Dundee City Council also funds a range of projects including Older People's Network Support & Development, Mental Health Engagement Team, Reshaping Care for Older People, Community Companion, Good Governance Award, and Community Capacity Building. Funding for the Lochee Hub was provided by the Alcohol and Drug Partnership (ADP) and Lochee Community Group.

In addition, DVA received income from the operation of our Number Ten premises (10 Constitution Road, Dundee), principally rent and service cost recoveries from tenant organisations, and room hire charges. A designated fund exists to disclose the surplus/deficit arising from the operation of Number Ten.

**e. FINANCIAL EFFECT OF SIGNIFICANT EVENTS**

The charity incurred significant unplanned unrestricted expenditure in the course of the year, arising from the need to employ an Acting CEO for a period due to staff absence, the cost of a review of staff terms and conditions, and the need to write off of a number of historic bad debts. These unplanned expenditures resulted in a small deficit on unrestricted funds, but as the expenditures were non-recurring the impact should be limited to the period of the report.

There is a significant deficit on the pension scheme which if applied in the accounts would result in unrestricted reserves being heavily in deficit. The board of Trustees have decided not to apply the deficit and this is fully disclosed throughout the accounts. The audit report contains a qualification as a result.



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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**Structure, governance and management**

**a. CONSTITUTION**

The charity, which is a recognised charity in Scotland, is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association .

The charity, which is a recognised charity in Scotland, is constituted under a Memorandum of Association and is a registered charity number SC000487.

The principal object of the charity is to promote any charitable purposes for the benefit of the inhabitants of Dundee and district, and in particular to promote the advancement of education, the furtherance of health and welfare and the relief of hardship and distress, without distinction as to race, age, gender and sexual orientation, physical or mental disability, political, religious or other opinions.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

Under the requirements of the Memorandum and Articles of Association, trustees serve for one year. At each AGM all of the trustees appointed shall retire from office, but shall be eligible for reappointment. Trustees must be a full member of DVA. Vacancies on the board are advertised to DVA membership and the wider voluntary sector via its newsletter, e-bulletins and website.

**c. POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES**

Existing trustees are familiar with the work of the organisation. New trustees are encouraged to meet with the Convenor of the DVA Board and the Chief Executive to familiarise themselves with the structure of DVA and its work. All new trustees take part in an induction session and are provided with an induction pack. In addition, trustees are encouraged to meet staff and projects as part of their familiarisation process.

The current board has good representation from the voluntary sector, both local and national, and a broad mix of skills and experience. DVA is always on the lookout for new trustees who can bring a range of skills to the board while developing their own experience.

**d. PAY POLICY FOR SENIOR STAFF**

DVA adopted the Scottish Joint Council salary scales which is now obsolete. DVA currently benchmark against similar posts locally and nationally and will be undertaking a salary review in autumn 2017. There is no separate pay policy for senior staff.

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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**e. ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The charity is a charitable company, registered in Scotland and is limited by guarantee, having no share capital. The charity was incorporated on 30 April 1985. It is governed by a Memorandum and Articles of Association. The Memorandum and Articles of Association were amended at the Annual General Meeting on 7 September 2007.

The board of management, who are the trustees for the purposes of charity law, are elected at the AGM. The board of management shall consist of a minimum of five and a maximum of fifteen, and a maximum of two co-opted members.

The board of management have the power at any time to appoint any member to fill a casual vacancy, but the total number of members shall not at any time exceed the permitted maximum. Any trustee so appointed shall hold office until the next AGM and shall then be eligible for re-election.

The trustees are responsible for the overall strategy of the charity, with the day-to-day running delegated to the Chief Executive Officer and Senior Management Team. In the period covered by this report, the following Senior Management Team members were responsible for the day-to-day operation of the charity.

**SENIOR MANAGEMENT TEAM**

**Christine Lowden**

*Chief Executive Officer*

**Dee McIntosh**

*Acting Chief Executive Officer (May-Oct 2016)*

**Christina Cooper**

*Healthcare & Wellbeing Team Manager*

**Jamie Marshall**

*Community Planning & Organisational Development Team Manager (Jun-Sep 2016)*

**Evelyn Cairns**

*Acting Community Planning & Organisational Development Team Manager (Mar-Apr 2017)*

**Andrew Williamson**

*Finance Officer (Jun 2016 onwards)*

On the date that this report was approved (17th July 2017) the following Senior Management Team was responsible for the day-to-day operation of the charity:

**Christine Lowden**

*Chief Executive Officer*

**Christina Cooper**

*Healthcare & Wellbeing Team Manager*

**Angie Hastie**

*Community Planning & Organisational Development Team Manager*

**Andrew Williamson**

*Finance Officer*

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**f. RELATED PARTY RELATIONSHIPS**

DVA had no relationships with related parties in the period of this report.

In furtherance of its charitable objectives DVA cooperates closely with its partners in the Dundee Third Sector Interface - Volunteer Dundee, and Dundee Social Enterprise Network (DSEN)

**g. RISK MANAGEMENT**

The board has assessed the major risks to which the charity is exposed and adopted a DVA Risk Register in August 2008. The Risk Register has been reviewed for approval of the Board in July 2017 and will be monitored quarterly.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**Plans for future periods**

**a. FUTURE DEVELOPMENTS**

Funding has been secured by DVA through collaborative and trusted working relationships with Community Planning & Health and Social Care partners by contributing to meet outcome with Dundee's Single Outcome Agreement.

- Expansion of Community Companions Project which aims to tackle social isolation. This will build on our existing project and be achieved through an additional post. The post holder will support volunteers and match up individuals, to meet the growing demand for the service.
- Expansion of Mental Health engagement work, targeting one locality in Dundee, where there is a high prevalence mental health diagnoses. This builds on our city wide approach and will help inform the redesign of mental health services and test a locality based model by employing an additional part time member of staff.
- Engagement & participation of local people, community representatives and third sector to improve health & social care by supporting involvement and engagement with the aim of improving outcomes for people. We will employ a fulltime person to the post.
- Prevention of Under Nutrition in Older People Living in the Community. DVA will employ a part time member of staff whose responsibility will be promoting and building capacity of individuals and families to self-manage their own nutritional well-being and embedding understanding of health and social care partners the risks of under nutrition ensuring practitioners are able to recognise the signs and provide appropriate 'food first' nutrition advice.
- Respite Care Test of Change Project will employ a full time member of staff to review and expand on the types of respite care that are available for people who are aged 65 and over and who are resident in Dundee
- Service re-design within existing resources - Engaging with people with sensory impairment to improve access to mainstream services within one locality. This builds on our existing city wide role of engaging and consulting people who are blind or visually impaired or who are deaf or have a hearing impairment, in the redesign and commissioning of sensory services in the city. This is a realignment of duties for an existing post holder.
- Substance Misuse & Children and Family Information & Resources - Strengthening engagement of local people accessing Lochee Hub with the aim of communities and individuals taking on greater responsibility and ownership for their own and their families wellbeing by building social capital. DVA currently manages and resources the HUB but we have yet to secure funding to develop this resource.
- Improving outcome for Children & Families - Strengthen collaboration with Third Sector colleagues in Tayside for Children, Young People and families on the implementation of the new Tayside Plan for Children, Young People and Families through new and existing resources. DVA will employ a Senior Strategy and Performance Officer who will sit with in the multi-agency Strategy and Performance Team

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Dundee Voluntary Action Ltd for the purposes 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. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

**DISCLOSURE OF INFORMATION TO AUDITORS**

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees on 6 September 2017 and signed on their behalf by:

  
.....  
Lorna Edwards, Executive committee

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF DUNDEE VOLUNTARY ACTION LIMITED**

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We have audited the financial statements of Dundee Voluntary Action Limited for the year ended 31 March 2017 set out on pages 14 to 37. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

The Trustees have elected for the financial statements to be audited in accordance with the Charities and Trustee Investment (Scotland) Act 2005 rather than also with the Companies Act 2006. Accordingly we have been appointed as auditors under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report to you in accordance with regulations made under that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES AND MEMBERS OF DUNDEE VOLUNTARY ACTION LIMITED**

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**QUALIFIED OPINION ON FINANCIAL STATEMENTS**

As disclosed in note 20 to the accounts, the deficit arising on the organisation's defined benefit pension scheme has not been provided for, which in our opinion, is not in accordance with the requirements of FRS 102. The deficit is £541,000 (2016 - £403,000). Should this deficit be applied, this would have resulted in general funds being reduced to a deficit of £446,449 (2016 - £306,091). Furthermore if the pension strain in relation to the employee who withdrew from the scheme following redundancy as outlined in note 20 was applied, the deficit on general funds would be increased to £451,147.

Except for the effects of the matters described in the above paragraph, in our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

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

- the information given in the Trustees' Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic Report.

*Lesley Campbell*

Lesley E Campbell (Senior Statutory Auditor)

for and behalf of

**Findlay & Company**

11 Dudhope Terrace

Dundee

DD3 6TS

6 September 2017

Findlay & Company are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

**DUNDEE VOLUNTARY ACTION LIMITED**  
(A Company Limited by Guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	<i>As restated</i> Total funds 2016 £
<b>INCOME FROM:</b>					
Donations and legacies	2	605	1,054,562	1,055,167	835,064
Investments	3	291	-	291	-
Other income	4	119,080	49,583	168,663	161,392
<b>TOTAL INCOME</b>		<u>119,976</u>	<u>1,104,145</u>	<u>1,224,121</u>	<u>996,456</u>
<b>EXPENDITURE ON:</b>					
Charitable activities	5,8	132,755	989,687	1,122,442	1,006,543
<b>TOTAL EXPENDITURE</b>	9	<u>132,755</u>	<u>989,687</u>	<u>1,122,442</u>	<u>1,006,543</u>
<b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>					
Transfers between Funds	16	(12,779)	114,458	101,679	(10,087)
		<u>10,421</u>	<u>(10,421)</u>	<u>-</u>	<u>-</u>
<b>NET INCOME / (EXPENDITURE) BEFORE OTHER RECOGNISED GAINS AND LOSSES</b>					
		(2,358)	104,037	101,679	(10,087)
<b>NET MOVEMENT IN FUNDS</b>					
		(2,358)	104,037	101,679	(10,087)
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		96,909	595,796	692,705	702,792
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>94,551</u>	<u>699,833</u>	<u>794,384</u>	<u>692,705</u>

The notes on pages 17 to 37 form part of these financial statements.



**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**  
**REGISTERED NUMBER: SC093088**

**BALANCE SHEET**  
**AS AT 31 MARCH 2017**

	Note	£	2017 £	£	2016 £
<b>FIXED ASSETS</b>					
Tangible assets	13		429,545		432,272
<b>CURRENT ASSETS</b>					
Debtors	14	34,499		44,739	
Cash at bank and in hand		367,638		269,332	
		<u>402,137</u>		<u>314,071</u>	
<b>CREDITORS: amounts falling due within one year</b>	15	<u>(37,298)</u>		<u>(53,638)</u>	
<b>NET CURRENT ASSETS</b>			<u>364,839</u>		<u>260,433</u>
<b>NET ASSETS</b>			<u><u>794,384</u></u>		<u><u>692,705</u></u>
<b>CHARITY FUNDS</b>					
Restricted funds	16		699,833		595,796
Unrestricted funds	16		94,551		96,909
<b>TOTAL FUNDS</b>			<u><u>794,384</u></u>		<u><u>692,705</u></u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act. However, an audit is required in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005.

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

The financial statements were approved by the Trustees on 6 September 2017 and signed on their behalf, by:



.....  
**Lorna Edwards, Executive committee**

The notes on pages 17 to 37 form part of these financial statements.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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	Note	2017 £	2016 £
<b>Cash flows from operating activities</b>			
Net cash provided by operating activities	18	<u>115,636</u>	<u>45,223</u>
<b>Cash flows from investing activities:</b>			
Purchase of property, plant and equipment		<u>(17,330)</u>	<u>-</u>
<b>Net cash used in investing activities</b>		<u>(17,330)</u>	<u>-</u>
<b>Change in cash and cash equivalents in the year</b>	19	<b>98,306</b>	<b>45,223</b>
Cash and cash equivalents brought forward		<u>269,332</u>	<u>224,109</u>
<b>Cash and cash equivalents carried forward</b>	19	<u><u>367,638</u></u>	<u><u>269,332</u></u>

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

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

Dundee Voluntary Action Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

**1.2 Reconciliation with previous Generally Accepted Accounting Practice**

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

No restatements were required.

**1.3 Company status**

The charity is a company limited by guarantee. The Trustees are named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.4 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.5 Income**

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

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refer to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

The charity receives grants. Income from grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.6 Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Governance costs include those costs associated with meeting constitutional and statutory requirements of the charity and include audit fees and costs linked to the strategic management of the charity.

**1.7 Going concern**

The board of Trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They are continually assessing the current financial position of the organisation and making changes to their strategy in order to generate additional funds when required.

**1.8 Tangible fixed assets and depreciation**

All assets costing more than £600 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	Straight line over 50 years
Fixtures and fittings	-	25% reducing balance
Office equipment	-	20% straight line
Computer equipment	-	33.33% straight line

**1.9 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

**1.10 Operating leases**

Rentals under operating leases are charged to the Statement of Financial Activities Incorporating Income and Expenditure Account on a straight line basis over the lease term.

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**1. ACCOUNTING POLICIES (continued)**

**1.11 Debtors**

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

**1.12 Cash at Bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**1.13 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the charity anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

**1.14 Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**1.15 Pensions**

The charity operates a defined benefits pension scheme and the pension charge is based on a full actuarial valuation dated 31 March 2017.

The charity operates a defined benefits pension scheme. The scheme is a multi-employer scheme where it is not possible, in the normal course of events, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. Therefore, as required by FRS17 'Retirement benefits', the charity accounts for this scheme as if it was a defined contribution scheme. The amount charged to the Statement of Financial Activities Incorporating Income and Expenditure Account represents contributions payable to the scheme in respect of the accounting period.

**DUNDEE VOLUNTARY ACTION LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**2. INCOME FROM DONATIONS AND LEGACIES**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Donations	605	-	605	1,321
Grants	-	1,054,562	1,054,562	833,743
<b>Total donations and legacies</b>	<b>605</b>	<b>1,054,562</b>	<b>1,055,167</b>	<b>835,064</b>

In 2016, of the total income from donations and legacies, £40,699 was to unrestricted funds and £794,365 was to restricted funds.

The charity continues to be grateful to the generosity of its volunteers who contribute hugely to the effective operation of the charity on a day to day basis. The monetary value of the hours donated by volunteers has not been recognised in these accounts.

**3. INVESTMENT INCOME**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Bank interest	291	-	291	-

In 2016, of the total investment income, £ NIL was to unrestricted funds and £ NIL was to restricted funds.

**4. OTHER INCOMING RESOURCES**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	As restated Total funds 2016 £
Rental income	86,694	36,000	122,694	103,667
Service cost recoveries	17,930	13,157	31,087	42,539
Subscriptions	1,532	-	1,532	2,077
Provision of services	12,420	426	12,846	13,109
Support cost recharges	504	-	504	-
<b>Total other incoming resources</b>	<b>119,080</b>	<b>49,583</b>	<b>168,663</b>	<b>161,392</b>

In 2016, of the total other incoming resources, 161,392 was to unrestricted funds and NIL was to restricted funds.

**DUNDEE VOLUNTARY ACTION LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2017**

**5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	<i>As restated</i> Total funds 2016 £
Voluntary Service Provision	(7,257)	985,181	977,924	919,145
Number Ten	137,018	-	137,018	79,272
	<u>129,761</u>	<u>985,181</u>	<u>1,114,942</u>	<u>998,417</u>

In 2016, of the total expenditure, £122,134 was expenditure from unrestricted funds and £876,283 was expenditure from restricted funds.

**6. DIRECT COSTS**

	Basis of Allocation	Voluntary Service Provision £	Number Ten £	Total 2017 £	<i>As restated</i> Total 2016 £
Travel and training	Direct	10,617	-	10,617	7,578
Rent, rates and room hire	Area	41,157	4,618	45,775	14,224
Repairs and minor equipment	Direct	6,128	9,857	15,985	16,474
Insurance and security	Direct	5,057	1,087	6,144	5,863
Telephone and computer costs	Usage	7,693	15,307	23,000	25,234
Publications and subscriptions	Direct	4,298	74	4,372	1,839
Postage, stationery and advertising	Usage	16,028	6,595	22,623	16,733
Volunteer expenses	Direct	1,342	-	1,342	611
Professional fees	Direct	4,737	-	4,737	2,434
Payroll and bookkeeping costs	Direct	6,979	-	6,979	1,842
Recruitment costs	Direct	6,748	-	6,748	2,254
Grants payable	Direct	306,061	-	306,061	392,066
Disallowed VAT	Direct	7,915	7,432	15,347	4,302
Bank charges	Direct	253	38	291	358
Refreshments & entertainment	Direct	3,570	24	3,594	3,207
Miscellaneous expenses	Direct	5,145	77	5,222	2,385
Bad debts	Direct	1,362	-	1,362	5,147
Cleaning	Area	1,363	14,622	15,985	14,146
Heat & Light	Area	-	10,052	10,052	13,625
Wages and salaries	Staff hours	392,690	28,202	420,892	302,598
National insurance	Staff hours	30,980	858	31,838	19,711
Pension cost	Staff hours	59,621	2,031	61,652	57,902
Depreciation	Direct	-	20,057	20,057	16,427
At 31 March 2017		<u>919,744</u>	<u>120,931</u>	<u>1,040,675</u>	<u>926,960</u>



**DUNDEE VOLUNTARY ACTION LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**6. DIRECT COSTS (continued)**

In 2016, the charity incurred the following Direct costs:

£860,028 in respect of Voluntary Service Provision

£66,932 in respect of Number Ten

**7. SUPPORT COSTS**

	Basis of Allocation	Voluntary Service Provision £	Number Ten £	Total 2017 £	Total 2016 £
Payroll and bookkeeping costs	% of income	5,774	1,596	7,370	22,683
Recruitment costs	% of income	3,854	1,066	4,920	-
Wages and salaries	% of income	40,253	11,130	51,383	48,774
National insurance	% of income	1,533	424	1,957	-
Pension cost	% of income	6,766	1,871	8,637	-
At 31 March 2017		<u>58,180</u>	<u>16,087</u>	<u>74,267</u>	<u>71,457</u>

In 2016, the charity incurred the following Support costs:

£59,118 in respect of Voluntary Service Provision

£12,339 in respect of Number Ten

**8. GOVERNANCE COSTS**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Auditor's remuneration	<u>2,994</u>	<u>4,506</u>	<u>7,500</u>	<u>8,126</u>

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2017 £	Depreciation 2017 £	Other costs 2017 £	Total 2017 £	<i>As restated</i> Total 2016 £
Voluntary Service Provision	531,843	-	446,081	977,924	919,146
Number Ten	44,516	20,057	72,445	137,018	128,747
<b>Charitable activities</b>	<b>576,359</b>	<b>20,057</b>	<b>518,526</b>	<b>1,114,942</b>	<b>1,047,893</b>
<b>Expenditure on governance</b>	<b>-</b>	<b>-</b>	<b>7,500</b>	<b>7,500</b>	<b>8,126</b>
	<b>576,359</b>	<b>20,057</b>	<b>526,026</b>	<b>1,122,442</b>	<b>1,056,019</b>

**10. NET INCOMING RESOURCES/(RESOURCES EXPENDED)**

This is stated after charging:

	2017 £	2016 £
Depreciation of tangible fixed assets:		
- owned by the charity	20,057	16,427
Auditors' remuneration - audit	7,500	8,126
	<b>27,557</b>	<b>24,553</b>

During the year, no Trustees received any remuneration (2016 - £NIL).  
During the year, no Trustees received any benefits in kind (2016 - £NIL).

**11. AUDITORS' REMUNERATION**

The Auditor's remuneration amounts to an Audit fee of £7,500 (2016 - £8,126), and non audit services of £14,350 (2016 - £23,568).

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**DUNDEE VOLUNTARY ACTION LIMITED**  
**(A Company Limited by Guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**12. STAFF COSTS**

Staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	472,275	351,373
Social security costs	33,795	19,711
Other pension costs	70,289	57,902
	<u>576,359</u>	<u>428,986</u>

The average number of persons employed by the charity during the year was as follows:

2017	2016
No.	No.
22	17

No employee received remuneration amounting to more than £60,000 in either year.

The trustees neither received nor waived any remuneration during the year (2016: £Nil).

The total amount of employee benefits received by key management personnel is £176,665 (2016 - £130,086). The Trust considers its key management personnel comprise Christine Lowden, Jamie Marshall, Evelyn Cairns, Christina Cooper and Andrew Williamson

No trustees (2016 – nil) are accruing pension arrangements.

One charity trustee had travel expenses reimbursed during the year amounting to £219 (2016 - £nil).

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**13. TANGIBLE FIXED ASSETS**

	Freehold property £	Fixtures, fittings & equipment £	Office equipment £	Total £
<b>Cost</b>				
At 1 April 2016	596,468	6,024	159,869	762,361
Additions	-	-	17,330	17,330
At 31 March 2017	<u>596,468</u>	<u>6,024</u>	<u>177,199</u>	<u>779,691</u>
<b>Depreciation</b>				
At 1 April 2016	168,498	3,615	157,976	330,089
Charge for the year	10,421	1,205	8,431	20,057
At 31 March 2017	<u>178,919</u>	<u>4,820</u>	<u>166,407</u>	<u>350,146</u>
<b>Net book value</b>				
At 31 March 2017	<u>417,549</u>	<u>1,204</u>	<u>10,792</u>	<u>429,545</u>
At 31 March 2016	<u>427,970</u>	<u>2,409</u>	<u>1,893</u>	<u>432,272</u>

**14. DEBTORS**

	2017 £	2016 £
Trade debtors	29,730	42,180
Other debtors	2,090	2,559
Prepayments and accrued income	2,679	-
	<u>34,499</u>	<u>44,739</u>

**15. CREDITORS: Amounts falling due within one year**

	2017 £	2016 £
Trade creditors	2,546	25,572
Other taxation and social security	208	7,354
Other creditors	1,511	11,902
Accruals and deferred income	33,033	8,810
	<u>37,298</u>	<u>53,638</u>

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**15. CREDITORS: Amounts falling due within one year (continued)**

Income has been deferred as all the conditions of the grant funding have not yet been met.

**Deferred income**

Deferred income at 1 April 2016

Resources deferred during the year

£

-  
14,300

**16. STATEMENT OF FUNDS**

**STATEMENT OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
<b>Designated funds</b>					
Designated property reserve	188,776	113,097	(107,722)	(39,579)	154,572
Future Property Improvement and Repair Fund	-	-	-	50,000	50,000
	<u>188,776</u>	<u>113,097</u>	<u>(107,722)</u>	<u>10,421</u>	<u>204,572</u>
<b>General funds</b>					
General Fund	(91,867)	6,879	(25,033)	-	(110,021)
<b>Total Unrestricted funds</b>	<u>96,909</u>	<u>119,976</u>	<u>(132,755)</u>	<u>10,421</u>	<u>94,551</u>

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**16. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Property grant	371,793	-	-	(10,421)	361,372
DCC - Celebrate Age Network	4,584	46,716	(50,401)	-	899
DCC - Mental Health Engagement	16,480	78,948	(77,713)	-	17,715
NHS Funding Matters	746	-	68	-	814
DCC - Reshaping Care Team	29,126	77,128	(98,468)	-	7,786
DCC - Littlewing	16,298	-	-	-	16,298
BLF Quality Matters Implementation	978	-	(176)	-	802
CHP - Capital funding	2,288	-	-	-	2,288
Equality & Diversity Partnership	5,690	-	(1,506)	-	4,184
Community safety	-	500	-	-	500
DCC - Reshaping Care Capacity Building Fund	20,809	72,927	(93,627)	20,009	20,118
Home Mortification	1,125	-	-	-	1,125
Scottish Government Third Sector Interface	-	192,000	(192,000)	-	-
Sen Off S&P	-	1,066	(1,066)	-	-
DCC - Community Capacity Building Fund	43,099	38,334	(41,951)	(34,503)	4,979
DCC - Home from Hospital Reshaping Care - Learning & Development	3,383	-	(13)	-	3,370
DCC - Community Companion Gateway Improvements	9,776	-	(3,943)	-	5,833
DCC - Communications Post	16,931	100,000	(51,811)	-	65,120
DCC Partnership Funding	-	70,936	(61,516)	-	9,420
People's Health Trust	2,500	-	(2,500)	-	-
ICF Learning & Workforce	13,145	45,834	(58,731)	-	248
Engagement Sensory Impairment	10,790	39,166	(40,961)	-	8,995
ICF Small Grants	6,246	81,401	(111,148)	34,503	11,002
Making recovery	-	9,108	(2,576)	-	6,532
Lochee Hub	-	200,181	(57,896)	-	142,285
Community Companion Cafes	-	6,900	(2,005)	-	4,895
	<u>595,796</u>	<u>1,104,145</u>	<u>(989,687)</u>	<u>(10,421)</u>	<u>699,833</u>
Total of funds	<u>692,705</u>	<u>1,224,121</u>	<u>(1,122,442)</u>	<u>-</u>	<u>794,384</u>

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**16. STATEMENT OF FUNDS (continued)**

**STATEMENT OF FUNDS - PRIOR YEAR**

	<i>Balance at 1 April 2015 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Gains/ (Losses) £</i>	<i>Balance at 31 March 2016 £</i>
<b>Designated funds</b>						
Designated property reserve (as restated)	111,348	146,139	(79,271)	10,560	-	188,776
	<u>111,348</u>	<u>146,139</u>	<u>(79,271)</u>	<u>10,560</u>	<u>-</u>	<u>188,776</u>
<b>General funds</b>						
General Fund	(85,493)	42,674	(47,789)	(1,259)	-	(91,867)
	<u>(85,493)</u>	<u>42,674</u>	<u>(47,789)</u>	<u>(1,259)</u>	<u>-</u>	<u>(91,867)</u>
<b>Total Unrestricted funds</b>	<u>25,855</u>	<u>188,813</u>	<u>(127,060)</u>	<u>9,301</u>	<u>-</u>	<u>96,909</u>

**DUNDEE VOLUNTARY ACTION LIMITED**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**16. STATEMENT OF FUNDS (continued)**

**Restricted funds**

Property grant	382,353	-	-	(10,560)	-	371,793
DCC - Celebrate Age Network	5,000	45,136	(45,552)	-	-	4,584
DCC - Mental Health Engagement	17,094	78,760	(79,374)	-	-	16,480
NHS Funding Matters	848	-	(102)	-	-	746
DCC - Reshaping Care Team	31,126	79,430	(94,672)	13,242	-	29,126
DCC - Littlewing	16,298	-	-	-	-	16,298
BLF Quality Matters Implementation	1,010	-	(32)	-	-	978
CHP - Capital funding Equality & Diversity Partnership	6,426	-	(4,138)	-	-	2,288
DCC - Reshaping Care Capacity Building Fund	5,690	-	-	-	-	5,690
Home Mortification	36,332	50,137	(65,660)	-	-	20,809
Scottish Government Third Sector Interface	125	1,000	-	-	-	1,125
Dundee Rotary Club Training	-	192,000	(192,000)	-	-	-
DCC - Community Capacity Building Fund	300	-	(300)	-	-	-
DCC - Home from Hospital	97,338	-	(54,239)	-	-	43,099
Reshaping Care - Learning & Development	23,333	44,333	(45,000)	(2,657)	-	20,009
DCC - Community Companion	690	18,000	(15,307)	-	-	3,383
Gateway Improvements	27,974	26,955	(41,240)	(13,689)	-	-
DCC - Communications Post	10,000	-	(224)	-	-	9,776
DCC Partnership Funding	15,000	30,500	(28,569)	-	-	16,931
People's Health Trust	-	32,558	(33,817)	1,259	-	-
ICF Learning & Workforce Engagement Sensory Impairment	-	2,500	-	-	-	2,500
ICF Small Grants	-	45,000	(31,855)	-	-	13,145
Dial-op Information Line	-	30,500	(19,710)	-	-	10,790
	-	112,500	(106,254)	-	-	6,246
	-	18,334	(21,438)	3,104	-	-
	<u>676,937</u>	<u>807,643</u>	<u>(879,483)</u>	<u>(9,301)</u>	<u>-</u>	<u>595,796</u>
<b>Total of funds</b>	<u>702,792</u>	<u>996,456</u>	<u>(1,006,543)</u>	<u>-</u>	<u>-</u>	<u>692,705</u>



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**SUMMARY OF FUNDS - CURRENT YEAR**

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
Designated funds	188,776	113,097	(107,722)	10,421	204,572
General funds	(91,867)	6,879	(25,033)	-	(110,021)
	<u>96,909</u>	<u>119,976</u>	<u>(132,755)</u>	<u>10,421</u>	<u>94,551</u>
Restricted funds	595,796	1,104,145	(989,687)	(10,421)	699,833
	<u>692,705</u>	<u>1,224,121</u>	<u>(1,122,442)</u>	<u>-</u>	<u>794,384</u>

**SUMMARY OF FUNDS - PRIOR YEAR**

	Balance at 1 April 2015 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2016 £
Designated funds	111,348	146,139	(79,271)	10,560	188,776
General funds	(85,493)	42,674	(47,789)	(1,259)	(91,867)
	<u>25,855</u>	<u>188,813</u>	<u>(127,060)</u>	<u>9,301</u>	<u>96,909</u>
Restricted funds	676,937	807,643	(879,483)	(9,301)	595,796
	<u>702,792</u>	<u>996,456</u>	<u>(1,006,543)</u>	<u>-</u>	<u>692,705</u>

The designated funds relate to the income and expenditure associated with the rental of No.10.

The general funds relate to the day-to-day activities and general operating costs of the charity.

The restricted funds are held for different purposes and are outlined below giving a brief description of each project:

**Celebrate Age Network** - The aim of this project is to develop and support networks of older people to ensure they are actively involved in the planning, development and monitoring of services across different sectors.

**DCC Mental Health Engagement** - The aim of the service is to support people who have experienced mental health difficulties to become actively involved and engaged in the planning, development and evaluation of such services provided by statutory, independent and voluntary sectors.

**DCC Reshaping Care Team** - The aim of this service is to support the coordination and monitoring of a capacity building programme and grant distribution to enable organisations to develop and support projects which aim to keep older people safe and well in their own homes. This grant is shared between DVA and Volunteer Centre Dundee.

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**16. STATEMENT OF FUNDS (continued)**

**DCC Littlewing** - The aim of the service is to support people who have experienced mental health difficulties and mental health service providers to become actively involved and engaged in the planning, development and evaluation of such services provided by statutory, independent and voluntary sectors.

**Reshaping Care Building Funds** - The aim of this initiative to provide medium sized awards to organisations to develop and support projects which aim to keep older people safe and well in their own homes.

**CHP Capital Funding** - This grant was set up to provide office equipment, including desks and computers. Depreciation will be offset against this each year.

**Equality & Diversity Partnership** - This funding provides support to the Equality Forum and its members to advance equal opportunities and the mainstreaming of equality particularly around the protected characteristics.

**Scottish Government Third Sector Interface** - This grant aims to deliver in 5 main areas, people have opportunities to volunteer and are supported to do so, organisations are able to recruit, manage and support volunteers, social enterprise is effectively supported to develop and grow, third Sector organisations are well managed and deliver quality services and building third sector relationship with community planning. This grant is shared between DVA, Dundee Social Enterprise Network and Volunteer Centre Dundee.

**Community Capacity Building Fund** - The aim of this initiative to provide small grants programme for community groups and organisations to develop and support projects which aim to keep older people safe and well in their own homes.

**Home from Hospital** - This is service DVA commissions to RVS to provide short term support to people coming out of hospital.

**Community Companion** - Community companion is a flexible service for older people who may feel isolated or lonely. It aims to complement existing support and provide companionship on the evenings and weekends.

**Communications post** - The aim of this initiative is to consult with health and social care service users and carers to improve access to information about health, care and universal services.

**Dundee Partnership Funding** - To provide relevant, up to date information to the Voluntary Sector locally, facilitate networking between organisations and promote opportunities for them to be involved in the Community Planning process.

**Making Recovery Real** - Coordination of activities around collecting and sharing stories of lived experience and mental health recovery and working with organisations and services to create and fill peer support roles.

**Lochee Hub** - The aim of this initiative is to provide community facilities in central Lochee.

**Community Companion Cafes** - Provide an opportunity for those living in care homes and sheltered complexes within Dundee to socialize within groups. Each group is unique in that the participants of the cafe direct how the cafe is run and what activities they do within the time. The cafes are also open to those living within the surrounding area of the residential home to provide a sense of inclusive community.

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**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds 2017 £	Restricted funds 2017 £	Total funds 2017 £	Total funds 2016 £
Tangible fixed assets	66,784	362,761	429,545	432,272
Current assets	45,981	356,156	402,137	314,071
Creditors due within one year	(18,214)	(19,084)	(37,298)	(53,638)
	<u>94,551</u>	<u>699,833</u>	<u>794,384</u>	<u>692,705</u>

**18. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2017 £	2016 £
Net income/(expenditure) for the year (as per Statement of financial activities)	101,679	(10,087)
<b>Adjustment for:</b>		
Depreciation charges	20,057	16,427
Decrease/(increase) in debtors	10,240	(1,689)
(Decrease)/increase in creditors	(16,340)	40,572
<b>Net cash provided by operating activities</b>	<u>115,636</u>	<u>45,223</u>

**19. ANALYSIS OF CASH AND CASH EQUIVALENTS**

	2017 £	2016 £
Cash in hand	367,638	269,332
<b>Total</b>	<u>367,638</u>	<u>269,332</u>

**20. PENSION COMMITMENTS**

The charity operates a pension scheme providing benefits based on final pensionable pay. The assets of the scheme are held separately from those of the charity, being invested with Tayside Superannuation Fund.

Pension contributions are determined by a qualified actuary and a full actuarial valuation was carried out at 31 March 2017. At 31 March 2017, the market value of assets was valued at £2,280,000 and the present value of scheme liabilities was valued at £2,821,000 giving an overall pension deficit valued at £541,000. The deficit has not been provided for in these financial statements and as a result a qualification has been documented in the audit report. The pension contributions made in the year are disclosed within note 10.

In addition, a further deficit of £4,698 which has arisen in respect of an employee withdrawing from the scheme in a previous year, due to redundancy, has not been provided for in these financial statements.

The charity operates a Defined Benefit Pension Scheme.

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**20. PENSION COMMITMENTS (continued)**

Principal actuarial assumptions at the Balance Sheet date (expressed as weighted averages) :

	2017	2016
Discount rate at 31 March	2.70 %	3.50 %
Future salary increases	3.60 %	4.10 %
Pension increases	2.60 %	2.30 %
Retail price inflation	3.50 %	3.20 %

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2017 is estimated to be 23%. The actual return on Fund assets over the year may be different.

The assets in the scheme and the expected rates of return were:

	Fair value at 31 March 2017 £	Fair value at 31 March 2016 £
Equities	1,641,000	1,255,000
Gilts	151,000	96,000
Property	225,000	224,000
Other bonds	225,000	237,000
Cash	38,000	20,000
<b>Total market value of assets</b>	<b><u>2,280,000</u></b>	<b><u>1,832,000</u></b>

The actual return on scheme assets was £423,000 (2016 - £-18,000).

Movements in the present value of the defined benefit obligation were as follows:

	2017 £	2016 £
Opening defined benefit obligation	2,235,000	2,238,000
Interest cost	77,000	71,000
Contributions by scheme participants	23,000	19,000
Current service cost	107,000	91,000
Change in financial assumptions	445,000	(115,000)
Estimated	-	-
Estimated benefits paid net of transfers in	(66,000)	(69,000)
<b>Closing defined benefit obligation</b>	<b><u>2,821,000</u></b>	<b><u>2,235,000</u></b>

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**20. PENSION COMMITMENTS (continued)**

Changes in the fair value of scheme assets were as follows:

	2017 £	2016 £
Opening fair value of scheme assets	1,832,000	1,849,000
Expected return on assets	358,000	(77,000)
Interest income	65,000	59,000
Contributions by scheme participants	23,000	19,000
Administration expenses	(1,000)	-
Contributions by employer including unfunded	69,000	51,000
Estimated benefits paid plus unfunded net of transfers in	(66,000)	(69,000)
	<u>2,280,000</u>	<u>1,832,000</u>

The cumulative amount of actuarial gains and losses recognised in the Statement of Total Recognised Gains and Losses was *£NIL (2016 - £NIL)*.

The charity expects to contribute £64,000 to its Defined Benefit Pension Scheme in 2018.

The major categories of scheme assets as a percentage of total scheme assets are as follows:

	2017	2016
Equities	72.00 %	69.00 %
Gilts	7.00 %	5.00 %
Other bonds	10.00 %	13.00 %
Property	10.00 %	12.00 %
Cash	2.00 %	1.00 %

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**20. PENSION COMMITMENTS (continued)**

Amounts for the current and previous period are as follows:

Defined benefit pension schemes

	2017 £	2016 £
Defined benefit obligation	(2,821,000)	(2,235,000)
Scheme assets	2,280,000	1,832,000
Deficit	<u>(541,000)</u>	<u>(403,000)</u>

**21. OPERATING LEASE COMMITMENTS**

At 31 March 2017 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2017 £	2016 £
<b>Amounts payable:</b>		
Within 1 year	36,000	-
Between 1 and 5 years	108,000	-
Total	<u>144,000</u>	<u>-</u>

**22. RELATED PARTY TRANSACTIONS**

There are no related party transactions that require disclosure.

**23. FIRST TIME ADOPTION OF FRS 102**

It is the first year that the charity has presented its financial statements under SORP 2015 and FRS 102. The following disclosures are required in the year of transition. The last financial statements prepared under previous UK GAAP were for the year ended 31 March 2016 and the date of transition to FRS 102 and SORP 2015 was therefore 1 April 2015. As a consequence of adopting FRS 102 and SORP 2015, a number of accounting policies have changed to comply with those standards.

The policies applied under the charity's previous accounting framework are not materially different to FRS 102 and have not impacted on funds or net income/expenditure.

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**NOTES TO THE FINANCIAL STATEMENTS**  
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**24. PRIOR YEAR ADJUSTMENT**

The designated fund in the prior year has been restated to reflect a change in the way the charity processes internal recharges. The restatement has been carried out in order for consistency and comparability.