

**Forth Valley Welcome
Scottish Charity No. SC046404 (SCIO)**

Statement of Receipts and Payments, Apr 2018 - Mar 2019

<u>Receipts</u>	<u>2018-19</u>	<u>2017-18</u>	<u>Notes</u>
	£	£	
Donations	4,394	7,502	2
Grants (partly restricted funds, see note 5)	42,155	16,831	3
Events	579	1,502	4
TOTAL RECEIPTS	47,128	25,835	5
<u>Payments</u>			
Materials	325	1,544	6
Positive Activities / Crisis & Care	1,580	448	7
Language support	200	0	8
Snack & Chat	1,105	726	9
Gifts	278	447	10
Outings	866	1038	11
Salary & related costs	28,304	17,642	12
Payroll administration	532	492	13
Staff travel	945	508	14
Volunteer travel	72	252	15
Training	399	157	16
Insurance	457	444	17
Office costs	353	363	18
Publicity & Advertising	1,986	0	19
Subscriptions	75	0	20
TOTAL PAYMENTS	37,477	24,061	21
Surplus:	9,651	1,774	
<u>Balances</u>			
Opening Balance	17,848	16,074	
Surplus	9,651	1,774	
Closing Balance	27,499	17,848	

Note: All funds are held in a single account at Royal Bank of Scotland

Liabilities:

End year tax & NI payments and pension fund contributions:	£698	22
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These accounts approved by the Trustees and signed on their behalf:

S M

Savi Maharaj, Chair

7/12/2019

Date:

Notes to the Accounts

1. These accounts have been prepared using OSCR's Receipts and Payments option.
2. Donations: All donations make a welcome input to the activities of the charity and are much appreciated. Our aim is to use these to fund the services provided to refugee families; and to fund salaries and other organisational costs from grants (see note 3). Donations were received from groups and individuals, both directly and via the BT My Donate web page. All donations are much appreciated.

Group donations totalling £2,113 were received from Stirling University Staff Charities Fund, Dunblane Scouts, Clackmannanshire Learners International, Alva Chums, St Johns Church Alloa, and Alva church. Other receipts were from individual donations (£340), monthly standing orders (£780), and through BT My Donate (£1,161).

In addition to these monetary donations, Ludgate Church in Alloa provided hall space for Snack & Chat events and occasional meetings in return for a donation rather than a fixed rent, and Stirling Baptist Church provided free use of the meeting rooms at their Family Life Centre in Stirling.

3. Grants: Impact Funding Partners¹ (IFP) provided £9,500 through the Scottish Government's *Promoting Equality and Cohesion Fund*, to part fund the salary and other costs of our Volunteer and Projects Coordinator (VPC) post in 2018-19. This was the second year of a three year funding agreement with IFP.

Robertson Trust provided £7,000 for complementary funding of the same post, the same as they provided last year. This advance payment for the current year, April 2018 to March 2019, was the second payment from a three year funding award by the Trust. This second payment, coming at the turn of the financial year, was included in last year's accounts and so is not included in this year's figures. The final payment of the 3 year grant, due in mid April 2019, and will be shown in next year's accounts.

SCVO provided a grant of £2,500 through the Scottish Government's *Community Capacity and Resilience Fund*. This was the second instalment of a £5,000 grant to enable us to run a 6 month trial of a Support Worker post in Clackmannanshire to recruit and manage volunteers there. The trial period, from mid February to mid August 2018, confirmed the value of that post to the successful delivery of our services and the Board decided to seek funding for continuation of the post.

Corra Foundation provided a grant of £4,520 in August 2018 to part fund the continuation of the Support Worker post for a year.

An application to the Big Lottery Fund in Scotland resulted in a 3 year grant being awarded to fund (1) around 90% of the cost of the Support Worker post and (2) some additional costs related to developing a system of individual integration plans for each family. The first year's award amount of £25,635 was received in January 2019.

4. Events: The sum of £579 was the amount raised from a concert by professional guitarist Ayman Jarjour, which was organised by our Events team. (Ayman is also a patron of Forth Valley Welcome.)
5. Of these total receipts, £20,733 (44%) are restricted funds, comprising the remaining pro rata portions (for 2019-20) of the funds provided by Corra Foundation and the Big Lottery as advance payments to cover the month by month employment cost of staff. Both of these payments were received part way through FVW's financial year. (By contrast, the funding of the VPC post is covered by the grant from Impact Funding

¹ Impact Funding Partners was formerly known as Voluntary Action Fund.

Partners, which is paid on a quarterly basis, with the next payment due in April 2019, the first month of FVW's financial year; and the Robertson Trust grant, which is paid in a lump sum for the year, next payment also due in April 2019).

6. Materials provided to families are mainly:
 - clothing, toys, and extra items for their houses / flats over and above the basic set provided by the Councils (these items are mostly donated by supporters)
 - English Arabic picture dictionaries
 - bicycles, donated or purchased second hand
 - a laptop for each family, donated or purchased second hand, which are seen as an essential modern aid to integration into the local community and economy
 - driving test CD's for use on the laptops.

Most of these items are provided when a family first arrives. For example, in the case of Stirling Council we are able to access the accommodation shortly before the family is due, which means that the housing items and toys are already there when the family arrives, so the accommodation immediately looks welcoming.

7. The Positive Activities Fund (£1,330 dispensed this year) provides assistance for integration, e.g. contributions to club subscriptions; contributions to the cost of driving lessons (recognising that a driving license can help in obtaining jobs); and other activities that help get families out and about in the community. The Crisis and Care fund meets individual personal needs, e.g. extra clothing, emergency visits to relatives, cash help in cases where there may be a delay in accessing benefits (£250 dispensed this year.)
8. Language support: We provided a donation of £200 to the Stirling School of English as a contribution to the costs of their summer classes and outings, which they kindly made available to members of our families who wished to attend.
9. Snack & Chat: snacks and drinks and entertainment at a centre where refugee families and volunteers and members of the community can meet, share information, attend talks, and have light food and refreshments. Activities are provided for children including Enjoy-a-Ball and face painting. Six such events took place this year. A seventh pre Christmas event was to have taken place in December with presents for the children - sadly this had to be cancelled because of bad weather, but the gifts were delivered to families' homes by staff and volunteers instead. The Eid event in June 2018 was attended by a large number of families.
10. Gifts: gifts for children at the Christmas Snack and Chat, and gifts for families at the Eid event.
11. Outings: This comprised contributions to outings for families or family members to help them get out into the community and to places of interest with volunteers. This year £342 was provided to support outings in the summer vacation, £178 to fund an outing for older teenagers, and £346 to provide bus and taxi transport to and from the pantomime at the Macrobert (who provided a number of free tickets for families).
12. Salary and related costs: The full year employment cost of the Volunteer and Projects Coordinator; the last 4.5 months of the 6 month trial of the Support Worker post in Clackmannanshire which ended in mid August 2018; and the first 5.5 months of the new long term Support Worker post which started in mid October 2018. Until February 2019, these posts were for 3 days per week. From 1 March 2019, both staff posts are for 4 days per week. This has been made possible by the lottery funding.
13. Payroll administration is provided by SCVO.
14. Staff travel costs: Car mileage and related costs for the use of their own cars by the two staff members, to visit volunteers and refugee families throughout Stirling and Clackmannanshire, attend meetings, etc.

15. Volunteer travel: Volunteers can claim car mileage and other travel costs for visiting their assigned families, assisting with transport for clinic visits, etc. In practice many volunteers meet all or part of this cost from their own pockets, but they do this as a matter of personal choice. (The travel expense policy aims to ensure that no suitable volunteer should feel any obligation to personally fund legitimate expenses incurred in their agreed volunteering role.)
16. Training: This comprises external training for staff (£130), external training for volunteers (£56), and the room rental and other costs of running volunteer training and networking events (£213).
17. Insurance: Cover for Forth Valley Welcome's charitable activities and voluntary work is provided by Keegan & Pennykidd (Insurance Brokers), Encompass Charity Scheme.
18. Administration & Office Expenses: stationery, postage, computer supplies, photocopying, etc. Staff work from home but have access to office and meeting space at Stirling Baptist Church's Family Life Centre in Stirling.
19. Publicity and Advertising: These costs were exceptionally high this year because it was decided that leaflets and business cards should be designed and printed, with the new logo, once the new name of the charity had been implemented. It was cost effective to buy larger quantities and so a multi year supply was ordered. These items are regarded as an investment to promote the name and activities of the charity and encourage new volunteers, donors, and others who may be able to provide support to refugees, e.g. in terms of employment or volunteering opportunities. In addition, two pop-up stands were designed and produced with the charity's logo for use at the AGM and any external events where the charity was involved. These one time investment costs were:
 - Design and production of (1) general information leaflet and (2) volunteering leaflet £1,180
 - Design and production of pop-up stands £666
 - Design and production of FVW generic business cards £50.
20. Subscriptions: Forth Valley Welcome signed up in July 2018 to membership of the Scottish Refugee Council in view of the comparability of objectives and mutual cooperation on specific activities.
21. All payments relate to services provided to the refugee families. No remuneration was paid to trustees. Trustees were reimbursed against documented evidence of expenditure on items purchased specifically for the use of service users.
22. All invoiced costs had been paid by the end of the financial year, but tax, national insurance, and pension payments are paid to HMRC and pension providers in the month following the salary payment. Liabilities were: Tax & NI £540.05, Pension Contributions £158.24, TOTAL £698.29.

FVW/Treasurer/May 2019

Independent Examiner's Report on the Accounts

Report to the trustees/members of Forth Valley Welcome (Registered charity number SC046404)

I report on the accounts of the charity for the period 01 Apr 2018 to 31 Mar 2019 which are set out in pages 1 to 4.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiners' statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



(External examiner)

Date: 7th December 2019

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