

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

Statement of Receipts and Payments, Apr 2020 - Mar 2021 [See Note 1]

See also our report on activities this year at [FVW Annual Report 2020-21](#)

	2020-21	2019-20	2018-19	Notes
RECEIPTS				
Donations	10,762	12,607	4,394	2
Grants (restricted funds, see note 4)	47,578	58,525	42,155	3, 4
Other, incl. fund-raising events	14	670	579	5
TOTAL RECEIPTS:	58,355	71,802	47,128	
PAYMENTS				
1 SERVICE DELIVERY				
Salary & pension	42,158	40,307	28,304	6
Payroll management	613	596	532	
Staff travel	677	1,143	945	7
Volunteer travel	27	126	72	8
Interpretation	768	836	0	
Staff training	0	124	130	9
Volunteer training	6	419	269	9
	44,249	43,551	30,252	
2 SERVICES TO USERS				
Positive Activities Fund / Crisis & Care	213	3,103	1,580	10
Snack & Chat	11	1,466	1,105	11
Materials	69	321	325	12
Language support	250	200	200	13
Gifts (Eid, Xmas)	1,056	447	278	14
Outings	0	295	866	15
COVID-19 support	5,144	0	0	16
	6,743	5,833	4,354	
3 ADMIN & GOVERNANCE				
Insurance	503	504	457	17
Administration and office costs	1,462	381	353	18
Publicity / advertising	0	143	1,986	
Subscriptions	150	150	75	19
Other	4	265	0	20
	2,120	1,443	2,871	
TOTAL PAYMENTS:	53,111	50,827	37,477	21
CORE PROGRAMME - SURPLUS	5,244	20,975	9,651	
DIGITAL INCLUSION PROJECT - SURPLUS	9,745			22

ASSETS

Bank Balances

Opening Balance:	48,475	27,499	17,848
Surplus:	14,989	20,975	9,651
Closing Balance:	63,464	48,475	27,499

Funds are held in two bank accounts: (1) Royal Bank of Scotland and (2) Triodos Bank.

LIABILITIES: £111 (see note 23)

RESERVES POLICY: To maintain a minimum cash balance of 4 months' average expenditure.

These accounts approved by the Trustees and signed on their behalf:

Savi Maharaj, Chair

Date:

Savi Maharaj

30 Nov 2021

NOTES TO THE ACCOUNTS, April 2020 – March 2021

1. These accounts have been prepared using OSCR's Receipts and Payments option.

RECEIPTS

2. **Donations** continue to be an important part of our income:

- donations by individuals, including regular payments
- donations from organisations: Stirling University Staff Charities Fund, Stirling University Union, Tillicoultry Baptist Church, Dunblane Quakers
- donations in kind: Stirling Baptist Church provided free use of rooms for meetings at their Family Life Centre.

3. **Grants** comprise the following amounts received from funding bodies for core activities:

- Inspiring Scotland: £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.
- Big Lottery Community Fund: £27,710, to fund part of staff costs, particularly the Support Worker post in Clackmannanshire, and some overheads. This was the third year of a three year funding award from the Lottery, towards costs up to January 2022.
- St James's Place Foundation: £1,000 towards the cost of Eid gifts and Snack & Chat.

In addition, a number of funders made extra grants available (totalling £9,368) to help respond to the Covid-19 situation (see note 16).

A set of separate grants was received for a new digital inclusion project. Income and expenditure for that project is given separately in note 22.

4. **Restricted funds:** Of total receipts of £58,355, all the grant income for the core programme (£37,210) and for the digital inclusion project (£17,780) is restricted, to be used for the purposes specified in note 3 and in the statement of finances for the digital inclusion project. All other income is non-restricted.

5. **Other receipts** (including fund-raising events): No fund-raising events were held because of Covid-19 restrictions. A small amount of bank interest was received.

SERVICE DELIVERY COSTS

6. **Salary and pension:** Full year employment costs of the Volunteer and Projects Coordinator (4 days per week) and the Support Worker post in Clackmannanshire (4 days per week), i.e. salary plus a pension contribution of 5% of gross salary. Payroll management is provided by SCVO's Payroll Service.

7. **Staff travel:** Primarily car mileage 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, and attend training.

8. **Volunteer travel:** Volunteers can claim car mileage and other travel costs for visiting their assigned families, assisting with transport for clinic visits, etc. Many volunteers meet all or part of this cost from their own pockets, 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.)

9. **Staff and volunteer training:** No costs incurred this year because Covid-19 restrictions made physical attendance at training impossible. Some online training sessions took place.

SERVICES TO USERS

10. **Positive Activities Fund / Crisis & Care:** The Positive Activities Fund provides assistance for integration, e.g. contributions to club subscriptions and the cost of driving lessons; and other activities that help get families involved in community activities. The Crisis and Care fund meets individual personal needs, e.g. emergency visits to relatives, help in cases where there may be a delay in accessing benefits.

11. **Snack and Chat:** Covid-19 restrictions made it impossible to hold any Snack & Chat events this year.

12. Materials: Items provided to families, especially when they first arrive - mainly clothing, toys, and extra items for their house, bicycles. Covid restrictions caused a pause in arrival of new families for all of this year so materials expenditure was minimal.

13. Language Support: We provided a donation of £250 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.

14. Gifts: Gifts for children were purchased and delivered at Christmas and Eid.

15. Outings: This budget line allows for contributions to outings for families or family members to help them get out into the community and to places of interest with volunteers, especially during the long summer vacation. No outings were possible in this year because of Covid restrictions.

16. Covid-19 support: when the impact of the pandemic became clear some of our funders provided extra grants, mostly unrestricted, to help alleviate the effect on service users, and more generally to enable Forth Valley Welcome to adapt its operations and services to this change in circumstances. Grants totalling £9,368 were received from Robertson Trust, Bank of Scotland Foundation, Corra Foundation, Scottish Refugee Council, and Stirling Council. The funds for alleviation of help for service users were used to provide three large food deliveries to families, provide craft sets for children, and meet costs of accompanied transport to clinics. A Zoom account was set up for online meetings and training sessions.

ADMINISTRATION AND GOVERNANCE

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 costs: stationery, postage, computer supplies, photocopying. Staff work from home but we have access to meeting space at Stirling Baptist Church's Family Life Centre.

19. Subscriptions: The annual costs of membership of the Scottish Refugee Council and the Scottish Befriending network.

20. Other payments: This budget line covers the cost incurred in running an annual public meeting, plus other minor costs. Covid-19 restrictions made a public meeting impossible this year.

21. Total Payments: All payments relate to the provision of services to the refugee families. No remuneration was paid to trustees.

22. Digital Inclusion Project: This project commenced in Sep 2020 to ensure every household had a reasonable standard of laptop and to provide assistance in using the laptops effectively. The aim was to improve digital literacy and usage, allowing easier internet access and access to online training sessions on different topics relevant to service users' integration into Scottish life.

Total project income:	£17,780
Total expenditure:	<u>£8,035</u>
Surplus:	<u>£9,745</u>

Grants were received from Scottish Refugee Council (£2,500), Postcode Neighbourhood Lottery (£7,920), Foundation Scotland (£4,880), Servas (£480), and a donation from an individual of £2,000. Expenditure was primarily on the purchase and set-up of laptops and interpreter time to assist users with set-up.

23. Liabilities: All invoiced costs had been paid by the end of the financial year, with the exception of one amount of £110.78.

FVW/Treasurer/November 2021

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 2020 to 31 Mar 2021 which are set out in pages 1 to 3.

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:

Tam Goddard CA

(External examiner)

Date: *16 December 2021*

Address: *Duncargen
St Margaret's Drive
Dunblane
FK15 0DP*