



TINDELL, GRANT & Co
Chartered Accountants

Directors:
Patricia Grant BCom CA
Stephen Grant BCom CA
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Karen Szotek BSc ACCA

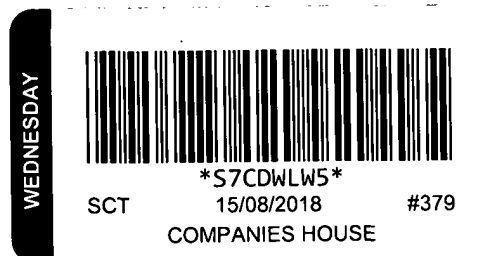
Registered number
SC247416

Charity number
SC034267

FORTH VALLEY SENSORY CENTRE

Report and Financial Statements

31 March 2018



FORTH VALLEY SENSORY CENTRE
Report and accounts
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FORTH VALLEY SENSORY CENTRE
Company Information

Directors

Delia Marie Henry (Chairperson)
Campbell Chalmers
Laura Rose Cluxton
Charlene Condeco
James Foley
Ann Lavery
Joseph Plunkett McElholm
Gordon Joseph McNeil
David McPherson
Alistair Ferguson Neill
Terry Robinson
Christina Donalda Stewart
Theresa Marie Devine (appointed 6 April 2018)

Secretary

Jacqueline Winning

Auditors

Tindell, Grant & Co Limited
6 Munro Road
Springkerse
Stirling
FK7 7UU

Bankers

TSB Bank plc
High Street
Cow Wynd Corner
Falkirk
FK1 1EA

Registered office

Redbrae Road
Camelon
Falkirk
FK1 4DD

Registered number

SC247416

Charity number

SC034267

FORTH VALLEY SENSORY CENTRE

Registered number: SC247416

Directors' Report

The directors present their report and financial statements for the year ended 31 March 2018.

Principal activities

The principal activity of the charity continued to be that of promoting any charitable activity for the benefit of people with sensory impairments by providing a friendly, open place and encouraging social interaction and participation with a view to improving their conditions of life.

Directors

The following persons served as directors during the year:

	<u>Representative organisation</u>
Delia Marie Henry	Royal National Institute of Deaf People Scotland
Campbell Chalmers	Royal National Institute of Blind People Scotland
Terry Robinson	Royal National Institute of Blind People Scotland
Joseph Plunkett McElholm	Falkirk Council
Charlene Condeco	NHS Forth Valley
David McPherson	NHS Forth Valley
Laura Rose Cluxton	Centre User
Ann Lavery	Centre User
Christina Donald Stewart	Centre User
Alistair Ferguson Neill	
James Foley (appointed 8 March 2018)	
Gordon Joseph McNeil (appointed 14 September 2017)	

No director had a direct interest in the company during the year.

Reference and administration details

These details are reported on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Forth Valley Sensory Centre is an independent charitable company limited by guarantee to £1 per member. By definition no equity interests can be held in the company by any of the directors or any dividend paid.

Our governing document consists of the Memorandum and Articles of Association of the company. Our company was established under a Memorandum of Association which established our objects and powers of the company and we are governed under its Articles of Association.

Recruitment and appointment of directors

The company is managed by a Board of Directors which meets quarterly. The Board of Directors represents a formal partnership between the main funding agencies in the statutory and voluntary sector, and representatives of centre users. Up to four centre users may be nominated as directors of the board. Falkirk Council, The Royal National Institute of Blind People (RNIB) and NHS Forth Valley are able to nominate up to two directors. Other organisations which include the Guide Dogs for the Blind Association, Stirling Council and the Royal National Institute for Deaf People are able to nominate one director each. Four co-opted directors can be appointed from time to time for the purpose of representing interests of other appropriate organisations in the Forth Valley area.

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Directors' Report

Induction and training of directors

On appointment, directors undertake a tour of the centre. During their tour they are introduced to centre staff and users. New directors are invited to meet with the board's Chairperson and are briefed on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the board structure, committees and decision making processes and the business plan. Directors are encouraged to attend board away days and centre events such as volunteer celebrations and other appropriate training opportunities such as an overview of governance delivered by the board's Chairperson and information events run by SCVO.

Pay policy for all staff including senior staff

All staff salaries are reviewed annually in March with any change coming into effect on 1 April. A brief paper is prepared annually for the board outlining the economic and labour market background and making recommendations. The paper takes account of affordability, inflation and comparative pay increases in other organisations including public and third sector. All staff are advised of review recommendations in writing by 31 March each year.

Related party relationships

Details of related party relationships can be found in the notes to the accounts.

Risk management

The Manager and the Board of Directors have discussed and identified several risks to which the company is currently exposed. The key risks are considered to be:

- A reduction in funding for the centre's core activities;
- Restricted opportunities to attract grant funding;
- Centre staff employed by two different employers - FVSC and Falkirk Council.

The directors are aware of these risks and continue to consider appropriate mitigation strategies. There are currently systems in place to minimise internal controls risks via the operation of procedures for all transactions and similarly procedures are in place to manage the health and safety of staff, volunteers, clients and visitors.

OBJECTIVES AND ACTIVITIES

Our vision

Forth Valley Sensory Centre is a place where people with a visual or hearing loss, their friends, families, carers and the wider community can access quality services and advice from partner organisations. The centre is inclusive, accessible and aims to promote involvement of the wider community and build positive relationships across Forth Valley.

FORTH VALLEY SENSORY CENTRE

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Directors' Report

Our aim

Our aim is to ensure that we provide a consistent, quality service for everyone who contacts or attends the centre. The sensory centre provides the following services:

- An access point for blind, partially sighted, deaf and hard of hearing and deaf blind people by bringing together many of the services that are provided by a variety of different agencies;
- Inter-agency work in an effective, joined up way providing opportunities for staff to work flexibly and creatively across organisational boundaries;
- Identifies and eliminates service gaps and minimises duplication between services at the critical points in the individual's journey through sight or hearing loss;
- Reducing the risk of isolation, depression or anxiety for people with a sensory impairment;
- Brings centre users and service providers together in a setting where they can exchange ideas and suggestions about doing things differently;
- Encourages geographically or socially marginalised centre users both within the centre and through outreach services;
- Promotes inclusion by providing an inclusive facility for the use of communities across Forth Valley.

In support of the above we have:

- Four centre user board members;
- A centre user fundraising group;
- A bi-monthly partnership management forum;
- An extensive activity programme for people from both hearing and visual impaired groups;
- Outreach groups in Bo'ness and Stirling;
- Computer and Braille classes delivered in partnership with Forth Valley College;
- Weekly Slimming World groups;
- Monthly social drop-in evening groups for adults and school leavers.

ACHIEVEMENTS AND PERFORMANCE

Introduction

During the course of the last financial year FVSC focussed on delivering 3 key priorities to ensure that we continued to meet our objectives.

- Fundraising
- Partnership
- Awareness Raising

Our fund-raising activities are collaborative events, supported by Centre Users, Staff, Volunteers and Partners, testament to the inclusive ethos of FVSC. It's not possible to list all our achievements, however here are some examples which provide a flavour of what has been achieved:

FORTH VALLEY SENSORY CENTRE

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Directors' Report

In May our Centre User Fundraising Group delivered the hugely successful "Dine in the Dark" at the Park Hotel in Falkirk. Not only did this innovative event raise funds, it also helped promote awareness of the challenges faced by people with sensory loss to the wider community.

Our Pop-up charity shop in Grangemouth last July was supported by a team of Volunteer Centre Users, FVSC Staff and Partner Organisation Staff and raised in excess of £2500 towards Centre activities.

Centre Refurbishment took place in August, co-ordinated by our sponsors, MITIE and Lloyds TSB, supported by Go Green and Arthur McKay. This resulted in a transformation of our café and waiting area. The project was funded entirely by our generous sponsors, and resulted in a saving of £20,000 worth of Centre funds.

Centre User Malvina Dwyer hosted an open garden event at her spectacular, award winning, Avonbridge garden in August last year, raising £776 which has supported Centre lip-reading classes throughout the year.

We received a donation of £457 from local yoga teacher Sandie Murphy who held a birthday party and asked guests to make a donation for the Sensory Centre instead of a birthday gift.

Stirling Outreach group member Roberta Smith hosted a Bingo evening in November raising a total of £710.

Tesco and TK Maxx Falkirk each donated £1000 to the Centre.

Funders EB Scotland awarded us a grant of £21,000 to help us transform the Sensory Garden.

Centre users knitted, baked and donated raffle prizes throughout the year to help us achieve our fund raising target.

We would be unable to deliver the wide range of groups, classes and events we offer without the money we receive through community fundraising efforts. FVSC Staff and Board members are extremely grateful to everyone who donated time, effort and money to support our Centre.

Of course we could simply not operate at the level we do without the tireless support we receive from our 50-strong team of Centre Volunteers. In April last year we held an event at the Centre to pay tribute to all our volunteers. This event was hosted by our Board members and we were delighted to have all 3 Provosts from across Forth Valley in attendance.

We would be unable to deliver the wide range of groups, classes and events we offer without the money we receive through community fundraising efforts.

FVSC Staff and Board members are extremely grateful to everyone who donated time, effort and money to support our Centre.

FORTH VALLEY SENSORY CENTRE

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Directors' Report

Partnerships

We would also like to acknowledge how important Partnership working is to ensuring our continued success. We have worked closely with a range of different partner organisations throughout the last year including all of our resident Centre Partners, RNIB, Action on Hearing Loss, Falkirk Council, Stirling Council, NHS FV and Scottish War Blinded and we hope to continue to develop these on an ongoing basis. Some examples of partnership include:

- Providing work experience and supporting independent living for pupils from Falkirk Council Schools: St Mungos High, Falkirk High and Windsor Park School.
- Working with Neatebox, a digital company who produce smart phone apps to help make customer service experience more user friendly for people with disabilities.
- Hosting a visit from a group of International Doctors and Health Professionals in April. The group were on a study tour organised by the recently established International Foundation for Integrated Care (IFIC). Visitors were given a tour of the Centre by volunteer John Ormsby. There was an opportunity for all Centre Partners to meet with the group and share their experience of working at FVSC. Centre User Ambassador and BSL user, Ian Carmichael gave a presentation to the group about his experience of being involved in the Centre as a former trustee and a long-standing Centre supporter. The group were appreciative of the insight they were given and saw the Centre as a blueprint for developing similar models in other parts of the UK and abroad. FVSC was officially thanked for our contribution at the IFIC launch at the University of West Scotland on 19th May.
- A Centre User consultation with First Bus took place in May. Jim Brennan, Depot Manager from Larbert Bus Depot provided an update on bus services and heard from Centre Users about their concerns and suggestions regarding providing safer and more efficient transport for Sensory Impaired people. 14 Centre Users attended and a number of others who were unable to attend passed on their comments which were discussed on the day. FVSC were consequently invited to provide Sensory Awareness training event for bus drivers. Centre User volunteers supported this event and it resulted in a marked improvement in awareness and customer service for bus users.
- A team of Centre staff and volunteers provided conversational BSL training for staff at Tesco and Next Home store in Falkirk.
- Between September and March the Centre provided work experience placements for 2 students from Heriot Watt University who are studying for a BSL degree.
- We linked up with Solicitors for Older People Scotland (SOPS), an umbrella organisation who are asking their member Solicitors to offer a discount to Centre Users who may need to use their services for things such as Will writing or power of attorney agreements. Centre staff provided sensory awareness training for SOPS staff and their associated solicitor practices.
- The Centre supported the Howgate Shopping Centre during Falkirk Storytelling Week by providing a BSL interpreter for one of the children's story-telling sessions.

Other organisations who have supported us through partnership in a variety of ways include: Historic Environment Scotland (HES) Engine Shed, Forth Environment Link, ASDA Falkirk, Morrisons Falkirk, Lightways, Tunnocks, Edinburgh Printmakers, Tesco Fareshare and Falkirk Foodbank. FVSC would like to thank all of our Partners for their continued support.

FORTH VALLEY SENSORY CENTRE

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Directors' Report

Awareness Raising

Our Awareness Raising activity over the last year has been exceptional. Our Social Media profile has increased and our website is a real asset for sharing news, views and ideas.

- Our cook, David Black and the Centre, featured on the BBC, STV, and The Scottish Sun due to David's involvement in setting up and delivering Personal Safety classes at the Centre
- We hosted 2 community pop-up restaurants in conjunction with Forth Environment Link, opening the Centre to the wider community to promote our services and build positive relationships
- We are extremely fortunate to have Centre Users who are prepared to assist us by talking to schools, clubs and guilds, as, talking from personal experience really helps to bring the message alive.
- David Black, presented a weekly interview slot on RNIB Connect Radio sharing a favourite recipe and cooking hints and tips

Summary

FVSC demonstrated commitment to achieving our main aims through a variety of outputs including providing social activities and events, facilitation of groups and collaboration with stakeholders. The Centre has continued to act as a hub for people with sensory loss, their friends, families and the wider community, helping to prevent loneliness and isolation through promoting friendship, peer support, confidence and independent living. We want to continue to build on our achievements and strive to provide a quality service for people with sensory loss which is both inclusive and accessible.

Update on our objectives for 2017/18

- The Centre will continue to develop as a Community Hub providing information and raising awareness of Sensory Impairment within the wider community – **We hosted several community events including pop-up restaurants, winter fayre and focus groups with Police Scotland and First Bus**
- We will seek ways of developing and delivering outreach services across Forth Valley to encompass Stirling and Clackmannanshire – **We have built on our links with Stirlingshire Volunteer Enterprise and Clackmannanshire Third Sector Interface, participating in third sector events across Forth Valley. We have established new links with Corporate organisations such as Thistle Centre and we are working closely with The Engine Shed in Stirling to provide an outreach hub for our services. Our Bo'ness and Stirling groups for people with vision impairment continue to grow.**
- There will be a focus on enablement through the provision of support services such as the Carers wellbeing and through encouraging groups and individuals to make use of training facilities within the Centre- Carers group has evolved into a peer support network and Centre training facilities such as the training kitchen are being used by school groups and other groups to promote independent living
- We will develop links with technology providers to ensure we are at the forefront of providing information for Centre Users and their families- **Working alongside Neatebox, introduction of the Welcome Application. Hosted the Technology Roadshow event in conjunction with NHS FV Audiology and FV Deaf Children Society**

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Directors' Report

FINANCIAL REVIEW

Income received for the financial year totalled £333,121.

Expenditure incurred in the financial year totalled £377,409.

The financial performance for the year resulted in net deficit of £44,288.

The total of the accumulated funds at 31 March 2018 was £1,568,840 (2017 £1,613,128) including unrestricted funds of £84,828 (2017 £55,188), designated funds of £155,351 (2017 £152,756) and restricted funds of £1,328,661 (2017 £1,405,184).

Reserves policy

It is the policy of the company that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months of expenditure. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the company's current activities while consideration is given to ways in which additional funds may be raised.

At present, unrestricted funds amount to £240,179 which equates to 7.6 months of expenditure and therefore meets this target level.

Investment policy

To date, the board has not adopted a formal investment policy and does not consider it relevant for the level of operational income currently received.

PLANS FOR FUTURE PERIODS

Objectives for 2018 -2019

We will improve inclusion and integration to enable local people with sensory loss to live independently for as long as they want to through our continued efforts to raise awareness of Sensory Loss

We will develop partnerships at local, national and international level in order to develop the Centre as a model of excellence around Sensory Impairment

We will develop links with Universities and Technology providers within the field of Sensory Impairment

We will diversify our income streams and maximise our resources

We will invest in staff and trustee development

FORTH VALLEY SENSORY CENTRE

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Directors' Report

Directors' responsibilities

The directors are responsible for preparing the report and financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (Financial Reporting Standard 102 and applicable law). Under company law the directors 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 company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each person who was a director at the time this report was approved confirms that:

- so far as he is aware, there is no relevant audit information of which the company's auditor is unaware; and
- he has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditor is aware of that information.

This report was approved by the board on 26/7/18



Delia Marie Henry
Director

FORTH VALLEY SENSORY CENTRE
Independent auditors' report
to the members of FORTH VALLEY SENSORY CENTRE

Opinion

We have audited the financial statements of FORTH VALLEY SENSORY CENTRE for the year ended 31 March 2018 which comprise the Income Statement, the Statement of Comprehensive Income, the Statement of Financial Position, the Statement of Changes in Equity, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2018 and of its loss for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the report and financial statements, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

FORTH VALLEY SENSORY CENTRE
Independent auditors' report
to the members of FORTH VALLEY SENSORY CENTRE

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Marita Scott

9/8/18

Marita Scott
(Senior Statutory Auditor)
for and on behalf of
Tindell, Grant & Co Limited
Accountants and Statutory Auditors

6 Munro Road
Springkerse
Stirling
FK7 7UU

FORTH VALLEY SENSORY CENTRE

**Statement of Financial Activities incorporating Income and Expenditure Account
for the year ended 31 March 2018**

	Notes	General Fund £	Designated Funds £	Restricted Funds £	2018 Total £	2017 Total £
Income						
Donations		17,056	-	-	17,056	16,111
<i>Income from charitable activities</i>						
Grants	2	220,625	2,595	3,000	226,220	256,002
Sensory room hire		4,826	-	-	4,826	4,665
Other room hire and equipment hire		19,673	-	-	19,673	12,650
Fundraising		13,521	-	-	13,521	16,064
Other income		23,509	-	-	23,509	10,311
		<u>282,154</u>	<u>2,595</u>	<u>3,000</u>	<u>287,749</u>	<u>299,692</u>
<i>Income from other trading activities</i>						
Café and catering income	3	28,316	-	-	28,316	33,941
Total income		<u>327,526</u>	<u>2,595</u>	<u>3,000</u>	<u>333,121</u>	<u>349,744</u>
Expenditure						
<i>Expenditure on raising funds</i>						
Staff costs	8	15,563	-	-	15,563	28,032
Depreciation		544	-	-	544	2,023
Café and catering costs		11,433	-	-	11,433	10,802
Café equipment rental		907	-	-	907	1,102
	3	<u>28,447</u>	<u>-</u>	<u>-</u>	<u>28,447</u>	<u>41,959</u>
<i>Expenditure on charitable activities</i>						
Staff costs	8	127,389	-	30,959	158,348	141,035
Staff secondment - Falkirk Council		38,055	-	-	38,055	49,231
Training		1,570	-	95	1,665	2,259
Other staff expenses		1,753	-	-	1,753	-
Water rates		4,117	-	-	4,117	5,674
Light and heat		18,694	-	-	18,694	20,183
Property insurance		4,800	-	-	4,800	4,870
Property repairs and maintenance		8,489	-	-	8,489	44,510
Garden maintenance		-	-	17,811	17,811	-
Other premises costs		4,664	-	-	4,664	4,127
Telephone and internet		10,449	-	-	10,449	5,616
Postage, stationery and photocopier		7,060	-	-	7,060	8,328
Vehicle expenses		-	-	3,182	3,182	3,426
Computer expenses and software		836	-	-	836	1,643
Depreciation		8,699	-	27,693	36,392	38,440
Computer classes		5,234	-	-	5,234	5,727
IT support		1,824	-	-	1,824	3,345
Sign Language Interpretation		(316)	-	-	(316)	7,522
Service user groups		7,676	-	1,994	9,670	4,641
Volunteer expenses		3,886	-	-	3,886	2,629
Sundry expenses		6,089	-	-	6,089	11,753
Auditors' remuneration - audit fee		3,231	-	-	3,231	5,492
Auditors' remuneration - other services		1,680	-	-	1,680	1,385
Other legal and professional		1,349	-	-	1,349	591
		<u>267,228</u>	<u>-</u>	<u>81,734</u>	<u>348,962</u>	<u>372,427</u>
Total expenditure	4	<u>295,675</u>	<u>-</u>	<u>81,734</u>	<u>377,409</u>	<u>414,386</u>
Net expenditure		31,851	2,595	(78,734)	(44,288)	(64,642)
Transfers between funds		(2,211)	-	2,211	-	-
Net movement in funds		29,640	2,595	(76,523)	(44,288)	(64,642)
Reconciliation of funds:						
Total funds brought forward		55,188	152,756	1,405,184	1,613,128	1,677,770
Total funds carried forward	12	<u>84,828</u>	<u>155,351</u>	<u>1,328,661</u>	<u>1,568,840</u>	<u>1,613,128</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.
The results from the year derive from continuing activities.
The notes on pages 15 to 20 of the accounts form part of the accounts.

FORTH VALLEY SENSORY CENTRE
Statement of Financial Position
as at 31 March 2018

SC247416

	Notes	2018 £	2017 £
Fixed assets			
Tangible assets	9	1,365,541	1,398,911
Current assets			
Debtors	10	20,723	65,728
Cash at bank and in hand		<u>209,760</u>	<u>188,026</u>
		230,483	253,754
Creditors: amounts falling due within one year			
	11	(27,184)	(39,537)
Net current assets		<u>203,299</u>	<u>214,217</u>
Net assets		<u>1,568,840</u>	<u>1,613,128</u>
Funds			
Restricted funds	12	1,328,661	1,405,184
Designated funds	12	155,351	152,756
General fund	12	<u>84,828</u>	<u>55,188</u>
		1,568,840	1,613,128
Total funds		<u>1,568,840</u>	<u>1,613,128</u>

Approved by the trustees on 26/7/18
 Signed and authorised for issue on their behalf by:

DELIA M. HENRY

Name Delia M Henry
 Status: Director

FORTH VALLEY SENSORY CENTRE
Statement of Cash Flows
for the year ended 31 March 2018

	Notes	2018 £	2017 £
Operating activities			
Net expenditure for the financial year		(44,288)	(64,642)
Adjustments for:			
Depreciation		36,936	40,463
Decrease in debtors		45,005	3,799
Decrease in creditors		(12,353)	(4,728)
		<u>25,300</u>	<u>(25,108)</u>
Cash generated by/(used in) operating activities		<u>25,300</u>	<u>(25,108)</u>
Investing activities			
Payments to acquire tangible fixed assets		(3,566)	(20,870)
Proceeds from sale of tangible fixed assets		-	1,364
		<u>(3,566)</u>	<u>(19,506)</u>
Net cash generated/(used)			
Cash generated by/(used in) operating activities		25,300	(25,108)
Cash used in investing activities		(3,566)	(19,506)
		<u>21,734</u>	<u>(44,614)</u>
Cash and cash equivalents at 1 April		<u>188,026</u>	<u>232,640</u>
Cash and cash equivalents at 31 March		<u>209,760</u>	<u>188,026</u>
Cash and cash equivalents comprise:			
Cash at bank		<u>209,760</u>	<u>188,026</u>

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

1 Summary of significant accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and 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 (FRS102) (effective 1 January 2015) - Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Going concern

The board are of the opinion that the company can continue to meet its obligations as they fall due for the foreseeable future and have therefore prepared the financial statements on the going concern basis.

Income

All incoming resources are included in the Statement of Financial Activities (SOFA) in the year in which they are receivable. Grants, including grants for the purchase of fixed assets, are recognised in full in the SOFA in the year in which they are receivable.

Expenditure

All expenditure is accounted for on an accruals basis and is recognised in the period in which it is incurred.

Fund accounting

Funds held by the charity are either in an unrestricted general fund, which can be used in accordance with the charitable objectives, or in a restricted fund. Designated funds are unrestricted funds of the charity which the directors have decided at their discretion to set aside to use for a specific purpose. Restrictions arise when specified by the donor.

Tangible fixed assets

Tangible fixed assets are measured at cost or valuation less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than land and buildings, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Long term leasehold property	over term of lease straight line
Equipment	10 years straight line
Computer equipment	5 years straight line
Motor vehicles	6 years straight line
Fixtures and fittings	20 years straight line

Cash and cash equivalents

Cash and cash equivalents include cash at bank and in hand. In the cash-flow statement, cash and cash equivalents are shown net of bank overdrafts, which are included as current borrowings in liabilities on the balance sheet.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Taxation

The company is a registered charity and therefore no tax provision is required.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

2 Grant income	General	Designated	Restricted	2018	2017
	£	£	£	£	£
Big Lottery Fund	-	-	-	-	8,796
Community Garden	-	-	-	-	4,861
Falkirk Council	48,827	-	-	48,827	61,404
Lloyds TSB	-	-	-	-	3,000
NHS Forth Valley	82,717	-	-	82,717	82,717
Stirling Council	32,804	-	-	32,804	32,804
Tesco - Garden	-	-	3,000	3,000	9,000
The Royal National Institute of Blind People	32,665	-	-	32,665	32,665
The Royal National Institute of Deaf People	18,060	-	-	18,060	18,060
Other grants	5,552	2,595	-	8,147	2,695
	<u>220,625</u>	<u>2,595</u>	<u>3,000</u>	<u>226,220</u>	<u>256,002</u>

3 Trading and other activities	General	Designated	Restricted	2018	2017
	£	£	£	£	£
Charity trading income	28,316	-	-	28,316	33,941
Staff costs	(15,563)	-	-	(15,563)	(28,032)
Depreciation	(544)	-	-	(544)	(2,023)
Purchases and trading expenses	(12,340)	-	-	(12,340)	(11,904)
Net expenditure from trading activities	<u>(131)</u>	<u>-</u>	<u>-</u>	<u>(131)</u>	<u>(8,018)</u>

4 Analysis of total expenditure	General	Designated	Restricted	2018	2017
	£	£	£	£	£
Staff costs	142,952	-	30,959	173,911	169,067
Staff secondment	38,055	-	-	38,055	49,231
Training	1,570	-	95	1,665	2,259
Other staff expenses	1,753	-	-	1,753	-
Premises costs	40,764	-	17,811	58,575	79,364
Administration costs	51,981	-	32,869	84,850	95,093
Auditors' remuneration - audit	3,231	-	-	3,231	5,492
Auditors' remuneration - other	1,680	-	-	1,680	1,385
Other legal and professional	1,349	-	-	1,349	591
Purchases and trading expenses	12,340	-	-	12,340	11,904
	<u>295,675</u>	<u>-</u>	<u>81,734</u>	<u>377,409</u>	<u>414,386</u>

Basis of allocation

All restricted project costs have been allocated directly.

General and designated costs have been allocated on a direct basis or on a basis consistent with the use of the resources.

5 Net expenditure	2018	2017
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	36,936	40,463
Auditors' remuneration for audit services	3,231	5,492
Auditors' remuneration for other services	<u>1,680</u>	<u>1,385</u>

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

6 Directors' remuneration

Directors are not remunerated.

7 Staff emoluments

No employee received emoluments of more than £60,000.

8 Staff costs	2018	2017
	£	£
Wages and salaries	159,338	147,799
Social security costs	8,633	10,426
Other pension costs	5,940	10,842
	<u>173,911</u>	<u>169,067</u>

Average number of employees during the year

Average number of staff employed during the reporting period.

	Number	Number
Service provider	7	7
Administration	4	4
	<u>11</u>	<u>11</u>

9 Tangible fixed assets

	Long term leasehold property At cost £	Plant and equipment At cost £	Motor vehicles At cost £	Fixtures and fittings At cost £	Total £
Cost or valuation					
At 1 April 2017	1,661,598	130,494	40,951	54,044	1,887,087
Additions	-	3,078	-	488	3,566
At 31 March 2018	<u>1,661,598</u>	<u>133,572</u>	<u>40,951</u>	<u>54,532</u>	<u>1,890,653</u>
Depreciation					
At 1 April 2017	317,849	107,172	40,951	22,204	488,176
Charge for the year	27,693	6,462	-	2,781	36,936
At 31 March 2018	<u>345,542</u>	<u>113,634</u>	<u>40,951</u>	<u>24,985</u>	<u>525,112</u>
Carrying amount					
At 31 March 2018	<u>1,316,056</u>	<u>19,938</u>	<u>-</u>	<u>29,547</u>	<u>1,365,541</u>
At 31 March 2017	<u>1,343,749</u>	<u>23,322</u>	<u>-</u>	<u>31,840</u>	<u>1,398,911</u>

The property is situated on land that is leased from Falkirk Council. The lease is for a period of 60 years ending on 23 August 2064. The annual rent is £1.

10 Debtors	2018	2017
	£	£
Trade debtors	<u>20,723</u>	<u>65,728</u>

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

11 Creditors: amounts falling due within one year	2018	2017
	£	£
Trade creditors	13,228	14,787
Other taxes and social security costs	2,696	2,935
Accruals	11,260	21,815
	<u>27,184</u>	<u>39,537</u>

12 Movement in funds

	2017	Transfer between funds	Income	Expenditure	2018
	£	£	£	£	£
Restricted funds					
Big Lottery Fund	3,346	-	-	(2,304)	1,042
Centre Reconstruction	1,286,138	-	-	(27,693)	1,258,445
Coalfield Regeneration Trust	1,611	1,571	-	(3,182)	-
Joint Sensory	98,224	-	-	(30,959)	67,265
Lloyds TSB	1,514	-	-	-	1,514
NHS - food grant	395	-	-	-	395
NHS - workplace grant	95	-	-	(95)	-
Tesco - Garden	9,000	640	3,000	(12,640)	-
Community Garden	4,861	-	-	(4,861)	-
	<u>1,405,184</u>	<u>2,211</u>	<u>3,000</u>	<u>(81,734)</u>	<u>1,328,661</u>
Designated funds					
Contingency for future costs	152,756	-	-	-	152,756
Stirling knit and natter	-	-	2,595	-	2,595
	<u>152,756</u>	<u>-</u>	<u>2,595</u>	<u>-</u>	<u>155,351</u>
General fund	55,188	(2,211)	327,526	(295,675)	84,828
Total funds	<u>1,613,128</u>	<u>-</u>	<u>333,121</u>	<u>(377,409)</u>	<u>1,568,840</u>

The restricted funds span more than one financial year.

Designated funds are funds set aside by trustees to be used against specific projects and as a future contingency.

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

13 Related party transactions

The following amounts were received from/(paid) to corporate members during the year:

Representative organisation (director)	Grants received	Other income in year	Expenditure in year
	£	£	£
The Royal National Institute of Deaf People (Delia Marie Henry)	18,060	327	-
The Royal National Institute of Blind People (Campbell Chalmers and Terry Robinson)	32,665	164	-
Falkirk Council (Joseph Plunkett McElholm)	48,827	1,927	(48,766)
NHS Forth Valley (Charlene Condeco and David McPherson)	82,717	7,436	(3,250)
Stirling Council	32,804	-	(147)
	<u>215,073</u>	<u>9,854</u>	<u>(52,163)</u>

The following amounts were outstanding at the year end:

Representative organisation (director)	Debtor 2018	Creditor 2018
	£	£
The Royal National Institute of Deaf People (Delia Marie Henry)	87	-
The Royal National Institute of Blind People (Campbell Chalmers and Terry Robinson)	92	-
Falkirk Council (Joseph Plunkett McElholm)	13,978	(9,514)
NHS Forth Valley (Charlene Condeco and David McPherson)	2,057	-
Stirling Council	-	-
	<u>16,214</u>	<u>(9,514)</u>

14 Presentation currency

The financial statements are presented in Sterling.

15 Legal form of entity and country of incorporation

Forth Valley Sensory Centre is a charitable company limited by guarantee and incorporated in Scotland.

16 Principal place of business

The address of the company's principal place of business and registered office is:

Redbrae Road
 Camelon
 Falkirk
 FK1 4DD

FORTH VALLEY SENSORY CENTRE
Notes to the Accounts
for the year ended 31 March 2018

17 Comparatives for the Statement of Financial Activities

	General Fund	Designated Funds	Restricted Funds	2017 Total
Income				
Donations	16,111	-	-	16,111
<i>Income from charitable activities</i>				
Grants	227,650	-	28,352	256,002
Sensory room hire	4,665	-	-	4,665
Other room hire and equipment hire	12,650	-	-	12,650
Fundraising	16,064	-	-	16,064
Other income	10,311	-	-	10,311
<i>Income from other trading activities</i>				
Café and catering income	33,941	-	-	33,941
Total income	<u>321,392</u>	<u>-</u>	<u>28,352</u>	<u>349,744</u>
Expenditure				
Expenditure on raising funds	41,959	-	-	41,959
Expenditure on charitable activities	329,249	-	43,178	372,427
Total expenditure	<u>371,208</u>	<u>-</u>	<u>43,178</u>	<u>414,386</u>
Net income/(expenditure)	(49,816)	-	(14,826)	(64,642)
Transfers	33,275	-	(33,275)	-
Net movement in funds	<u>(16,541)</u>	<u>-</u>	<u>(48,101)</u>	<u>(64,642)</u>
Reconciliation of funds:				
Total funds brought forward	71,729	152,756	1,453,285	1,677,770
Total funds carried forward	<u>55,188</u>	<u>152,756</u>	<u>1,405,184</u>	<u>1,613,128</u>