



**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**REPORT and FINANCIAL STATEMENTS**

**For the year ended 31 March 2012**

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

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**VOLUNTARY ACTION FUND  
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**LEGAL AND ADMINISTRATIVE INFORMATION**

**Trustees**

<b>Name</b>	<b>Designation</b>	<b>Details</b>
Ronald Daniel	Chair	Appointed 9 December 2009
Dorothy MacLauchlan	Vice Chair	Reappointed 10 September 2009
Michael Cunningham	Treasurer	Reappointed 4 October 2011
Nasra Bibi		Appointed 6 December 2011
		Retired 6 March 2012
Farkhanda Chaudhry		Retired 4 October 2011
Bridgid Corr		Appointed 6 December 2011
Andy Crichton		Appointed 6 December 2011
Gail Edwards		Appointed 6 December 2011
Eric Fiamanya		Appointed 8 February 2012
		Retired 30 May 2012
Shirley Grieve		Appointed 8 February 2012
Douglas Guest		Appointed 7 June 2011
Julie Hogg		Retired 6 December 2011
Caron Hughes		Reappointed 8 September 2010
Pam Judson		Reappointed 8 September 2010
Andrew Marshall-Roberts		Appointed 8 February 2012
John McDonald		Appointed 7 June 2011
Stuart McGregor		Retired 4 October 2011
David Milliken		Retired 4 October 2011
Helen Munro		Retired 4 October 2011
Laurie Naumann		Retired 4 October 2011

**Company Secretary**

Keith Wimbles

**Registered Office**

Suite 3 – Forth House  
Burnside Business Court  
North Road  
Inverkeithing  
KY11 1NZ

**Scottish Charity Number**

SC035037

**Company Number**

SC261186

**Bankers**

The Royal Bank of Scotland  
52-54 East Port  
Dunfermline  
Fife  
KY12 7HB

**Auditors**

Bill Hay Network Ltd t/a Bill Hay & Co  
Certified Chartered Accountants &  
Registered Auditors  
24a Melville Street  
Edinburgh  
EH3 7NS

**Solicitors**

Turcan Connell  
Princes Exchange  
1 Earl Grey Street  
Edinburgh  
EH3 9EE

**VOLUNTARY ACTION FUND  
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**LEGAL AND ADMINISTRATIVE INFORMATION (Cont'd)**

**Staff Team**

Keith Wimbles	Chief Executive
Patrick Mbullu	Programme Manager
Chris Smith	Programme Manager
Steven Paxton	Business Development Manager (Started 8 August 2011)
Jane Greenshields	Office and Systems Manager (Finished 4 November 2011)
Moira McVay	Office and Systems Manager (Started 24 October 2011)
Susan Wilson	Programme Development Officer
Lami Atta-Ahmed	Programme Development Officer (Finished 13 April 2012)
Khalida Hussain	Programme Development Officer (Started 11 June 2012)
Bill Weir	Programme Development Officer (Started 18 June 2012)
Kate Robinson	Programme Development Officer (Started 19 June 2012)
Mark Adams	Programme Development Officer (Started 25 June 2012)
Valerie Carson	Programme Development Officer (Started 9 July 2012)
Diane Wilson	Programme Development Officer (Started 9 July 2012)
Jimmy Butler	Programme Development Officer (Started 13 August 2012)
Susan Connell	Programme Administrator
Irene Glasgow	Programme Administrator
Patricia McKibben	Programme Administrator
Anne Kilgour	Programme Administrator (Started 6 June 2012)
Alison Solley	Programme Administrator (Started 13 August 2012)

**VOLUNTARY ACTION FUND  
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**REPORT OF THE DIRECTORS**

The Directors (who are its Trustees for the purpose of charity law) submit their report together with the financial statements for the year ended 31 March 2012.

**Structure Governance and Management**

**Constitution**

The Voluntary Action Fund is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The company was incorporated on 22 December 2003, and on 1 April 2004 the assets and liabilities of the Unemployed Voluntary Action Fund, a charitable trust ("the previous unincorporated entity"), were transferred to the Company by way of a deed of determination and advance.

**Organisation**

The Fund must have between 6 and 15 Members, who are also Trustees, and those who have served during the year and after the year end, are noted on page 1. Trustees are appointed for three years, one third of the Trustees retiring at each AGM. Additional Trustees may be appointed by the Fund or by the Board of Trustees. The Trustees meet bi-monthly, but may also agree to meet for specific policy, governance or operational discussions. There is an internal audit group, the Finance Staff and Property Committee, which meets quarterly, and two sub-committees of the Board: the Business Development Committee and the Trustee Development Committee. In addition there are sub-groups of Trustees that make decisions on grants for the Volunteering and Community Grants Programmes.

**Appointment and Training of Trustees**

VAF has a code of practice for trustee recruitment which provides guidelines for the advertising and selection of new Trustees and which ensures transparency and commitment to the Voluntary Action Fund's equal opportunities and other related policies.

The Trustees bring valuable knowledge, skills and experience to the organisation, summarised in a skills audit which is updated annually. Trustees agree to abide by a Code of Practice and also complete a Conflict of Interest form which is also updated annually, that details all other public and professional involvements which may impact on the role of VAF Trustee.

There are currently twelve Trustees and the following changes were made to the Board during the financial year:

Douglas Guest and John McDonald were appointed to the Board in June 2011. At the AGM on 4 October Laurie Naumann, Helen Munro, Dave Milliken, Stuart McGregor and Farkhanda Chaudhry retired from the Board. Michael Cunningham was reappointed at the AGM. Andy Crichton, Bridgid Corr, Gail Edwards, Shirley Grieve and Andrew Marshall-Roberts joined the Board during the year. Eric Fiamanya and Nasra Bibi also joined the Board but unfortunately had to retire, as did Julie Hogg.

A Trustee Development Day was held on 6 July 2011 which included a workshop on the Equality Act 2010. The session was attended by Trustees and staff. After the workshop Trustees took the opportunity to review the effectiveness of the governance structure.

**Decision Making**

In addition to the Board, there are three active strategic sub-committees. The Finance, Staff and Property Committee, has the main responsibility of providing scrutiny, support and guidance on financial, staffing and property matters. The Trustee Development Committee is responsible for the strategic overview of the development of the Board to ensure diversity and a broad range of skills and experience of Trustees to enable the organisation to grow. The Business Development Committee takes a strategic overview of business development, and diversification and generation of income of the organisation aligned to the VAF Strategic Plan.

The Voluntary Action Fund aims to ensure consistency, fairness and transparency in its grant making processes. Because the funding for the Volunteering Scotland Grants Scheme (VSGS) and Community Chest was for one year only, the Grants Sub-committees reached payment decisions via electronic communication, which were subsequently endorsed by the Board.

**VOLUNTARY ACTION FUND  
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**REPORT OF THE DIRECTORS (Cont'd)**

The Voluntary Action Fund Financial Regulations, Scheme of Delegation and Financial Procedures which outline the strategic and operational financial processes of the Voluntary Action Fund, were updated by the Finance Staff and Property Committee and approved by the Board in August 2011.

**Risk Management**

The Trustees have examined the major governance, strategic, operational, financial and reputational risks and confirm that systems have been reviewed and necessary steps taken to mitigate these risks. The Risk Assessment was reviewed, updated and recommended by the Finance Staff and Property Committee and approved by the Board in August 2011. In addition, staff are aware of the key risks and understand their responsibilities in managing risk.

Early in the year, the major risk continued to be in the area of sustaining the funding base for the organisation especially since Scottish Government funding was for a single year in 2011.

VAF continued to consolidate existing learning, plan for future sustainability and build a strong reputation as an investment funder and sector support agency. The organisation was successful in securing additional short term funding from January to March 2012 for specific work and continues to pursue alternative funding through tenders for contracts to ensure that the organisation diversifies its income streams. VAF will continue to seek opportunities by undertaking business development activities in line with the new Strategic Plan 2010-13.

To support the Trustees in meeting their legal obligations as employers, VAF renewed registration with Law at Work in February 2011. Law at Work provides legal advice in relation to employment matters, as and when needed. Employment policies were reviewed in March 2011 and are being continually updated to comply with changes in legislation and to execute good practice.

**Objectives and Activities**

The principal objective of Voluntary Action Fund is the advancement of education, the protection of health and relief of poverty, sickness and distress, by the making of grants and the provision of financial support for projects and activities. The wider objects of the Voluntary Action Fund are:

- a) to assist project initiatives in the fields of health and social and community development, which promote equality, good practice, and the welfare of those in the community from under-represented groups;
- b) to encourage volunteering and voluntary activities;
- c) to target people from under-represented groups including, for example, unemployed people, young people, people with disabilities and people from ethnic minority communities to be involved as volunteers;
- d) to encourage life-long learning through active community involvement;
- e) to meet needs identified by local people to improve networks and support structures and to enhance community building;
- f) to initiate and promote projects for the advancement of education and relief of poverty of such people;
- g) to create training and employment opportunities through community enterprise;
- h) to support organisations that provide work-related training for such people; and
- i) to do all other things as are charitable in law for the attainment of these objects.

**Vision**

Our vision is for a fair society in which strong, resilient communities can flourish, and people can achieve their potential through active participation, volunteering and working together to tackle inequality and discrimination.

**VOLUNTARY ACTION FUND  
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**REPORT OF THE DIRECTORS (Cont'd)**

**Mission**

The Voluntary Action Fund's mission is to promote equality and social justice to enable communities to thrive. We achieve this through investing grants and providing customised support to build the capacity of voluntary and community organisations. VAF also works collaboratively with government, other funding bodies and development agencies to promote best practice in grant making, and with the sector to promote voluntary and community action as a force for social change.

**Values**

The values that underpin VAF's work are:

VAF believes in:

- the ability of individuals and communities to create positive social change through volunteering and collective action
- equality of opportunity, diversity, the elimination of discrimination and the protection of human rights
- promoting learning and continuous improvement through action and evaluation
- working co-operatively with others and developing positive relationships to achieve mutual objectives
- listening to our stakeholders and adopting a flexible and responsive approach to achieve success
- fairness, transparency, and rigour in our policies, processes and decision making
- sustainable policies and practices in all aspects of our work

The Voluntary Action Fund has defined four Strategic Aims for 2010-13.

Strategic Aim 1

To provide grant funding and development support to organisations that make a difference to communities through promoting volunteering, participation, social justice, equality and human rights.

Strategic Aim 2

To work in partnership with funding bodies, the public and private sectors, and voluntary sector development agencies to strengthen voluntary and community organisations through promoting best practice in grant making, project management and organisational development.

Strategic Aim 3

To support voluntary and community organisations in utilising their knowledge and experience to influence policy to affect social change.

Strategic Aim 4

To develop its own staff, structures, systems and processes to ensure continuous improvement and development of the activities and influence of the organisation.

**Achievements and Performance**

The Voluntary Action Fund managed four funding programmes during 2011-12:

- Volunteering Scotland Grant Scheme
- Community Chest Programme
- European Year of Volunteering
- Equality Grants Programme

VAF uses funding from the Scottish Government Third Sector Division to provide grant programmes and packages of support that collectively develop new volunteering opportunities across Scotland and which build the capacity of local organisations to deliver community services and solutions.

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**REPORT OF THE DIRECTORS (Cont'd)**

During the period 1 April 2011 to 31 March 2012 VAF has operated three grant programmes with Third Sector Division funding:

- The **Volunteering Scotland Grant Scheme** provided grants to expand the involvement of volunteers, especially those from harder to reach groups;
- The **Community Chest** provides small grants of £1,000 or less to small community groups that have less than £25,000 income;
- **The European Year of Volunteering Grant Programme** provides grants of up to £1,000 to promote and celebrate the role of volunteers

The VSGS is a straightforward and highly effective programme. It provides grants to Third Sector organisations to employ a Volunteer Coordinator to recruit, train and deploy volunteers who are not in employment and/or who are from disadvantaged groups. Typically, this includes young people who are not engaged in work or training; ex-offenders; people who are long term unemployed through disability or substance misuse. Through having a dedicated volunteering resource, organisations are able to deliver more services, while volunteers benefit from intensive on-the-job support and training.

During 2011-12 VAF funded 30 organisations through the VSGS. 15 were extensions to projects funded through the previous VSGS grant programme and 15 were funded through the new "Cluster" model.

In order to maximise the value and impact of the VSGS grant, VAF piloted an innovative approach by funding local clusters of organisations working together.

Each cluster of three or four organisations was led by a lead partner who employed a Volunteer Coordinator. This post within the lead organisation focused on recruiting, training, supporting and deploying volunteers across the cluster, and on building an infrastructure within each partner organisation to support a strong and effective volunteering culture.

The Volunteer Co-ordinators in the 15 clusters worked with a total of 70 organisations.

For the twelve month period from 1 April 2011 made VSGS grant payments totalling £787,133.

The funding was used to:

- Employ 37 volunteer managers or co-ordinators working a total of 891 hours per week (42,708 hours for the 12 months) to recruit, deploy and support volunteers and build the capacity of funded organisations and cluster partners to engage volunteers who benefit from the experience of volunteering;
- Pay volunteer expenses;
- Pay the cost of providing 381 training courses to 2,524 volunteers, staff working with or managing volunteers or management committees or Boards of the funded organisations;
- Cover a proportion of project costs

The funded projects involved **4,094** volunteers of whom **2,096 (51%)** were new volunteers recruited during the period of this report. On average the volunteers contributed a total **8,615** hours of their time per week across Scotland.

Of the **4,094** volunteers involved **2,580 (63%)** were volunteers from the VSGS target or hard-to-reach groups who have benefited from the support provided by the VSGS grant.

Of the **2,096** volunteers recruited during the year **1,489 (71%)** were from the target groups.

In addition to administering the grant payments and monitoring project performance and expenditure, VAF undertook monitoring visits to all projects and provided telephone advice and guidance in relation to project implementation, staffing, evaluation, financial management and funding throughout the year.

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**REPORT OF THE DIRECTORS (Cont'd)**

The **Community Chest** is a unique funding programme that ties grant making to development support. The programme targets small organisations with very modest income (less than £25,000 per year) which are often remote from mainstream sources of support. The programme provided grant funding of up to £1,000 to help these groups deliver their activities and free training delivered locally to help the staff and volunteers develop their skills to run and manage their organisation. Taken together the package of a small grant and free training is a powerful tool to help sustain and develop these very small organisations that provide vital services to some of Scotland's most vulnerable communities.

For 2011-12 the £200,000 available for the Community Chest was split between £100,000 for the Community Chest grant programme and £100,000 for the European Year of Volunteering (EYV) Small Grant programme.

The two overall aims for the EYV grant were to:

- Support the participation of volunteers, especially those from disadvantaged groups
- Celebrate the contribution of volunteers

These aims were achieved by funding projects that will achieve one or more of the following outcomes:

- Increasing the number of people engaged in volunteering
- Increasing the diversity of volunteers
- Volunteers feeling valued and supported

Similar to the Community Chest, the EYV was not prescriptive about what activities will be considered for funding. It is for organisations themselves to identify the activities that are most appropriate for their own circumstances that show a clear linkage and contribution to these three outcomes.

Eligibility for an EYV grant was similar to the Community Chest with the exception that the income threshold to be eligible for an EYV grant rose to £250,000 with priority given to those with an income under £100,000. This opened the EYV grant to locally based voluntary organisations that provide services through the involvement of volunteers that would be excluded if the threshold remained at £25,000. The priority given to groups with an income under £100,000 ensured the EYV grant was still targeted at smaller local groups and organisations. The maximum grant available was £1,000.

Applicants for an EYV grant were invited to the free training provided by the Community Chest grant programme.

Overall, 130 grants were made to Community Chest groups and 129 to European Year of Volunteering projects.

Eleven workshops, "Managing Money", "Making Successful Applications" and "Measuring Success", were delivered over the year which benefitted 121 attendees. As well as managing the application payments and reporting processes, pre-application support was provided by the Community Chest team.

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**REPORT OF THE DIRECTORS (Cont'd)**

The **Equality Grants Programme** was managed by VAF and funded through the Scottish Government Equality Unit. VAF was responsible for grant management and providing dedicated investment support including, monitoring and evaluation support for projects funded through 4 streams: Race, Religion and Refugee Integration, Disability, Lesbian, Gay, Bisexual and Transgender (LGBT), and Gender.

The programme funded a total of 65 projects in 2011-12:

Race Religion and Refugee Integration	36 projects	£2,242,829
Gender	7 projects	£829,291
LGBT	10 projects	£720,000
Disability	12 projects	£873,731

The Equalities Programme works to support organisations which combat inequality, foster integration, and promote dialogue and understanding between communities. In taking this forward, the aspiration is to work with organisations on capturing the change they are making (outcomes), and to work collectively with networks of funded projects.

Seven workshops were held over the 12 months on a range of topics: “Meet the Funders”, “Improving Collaboration Between the Voluntary and the Private Sectors”, “Articulating Outcomes”, “Making Your Application Stand Out”, “Bid Writing”, “Social Enterprise” and “Communicating the Difference” which were delivered to 84 attendees.

The VAF Equality Grants Team was interested in strengthening the collective voice of funded organisations to better inform and/or influence future equality work, particularly to provide evidence on what is happening on the ground and to demonstrate how the work has evolved over time. This was especially important given current financial constraints and increased competition for limited funding opportunities. Therefore, six “Evidence Gathering Workshops” were held with over 30 funded organisations participating. In each event organisations shared achievements, identified gaps in service delivery, and ascertained potential future priorities for equality work

In addition to managing the payments and reporting processes and monitoring expenditure against budgets, the Equality Grants team also provided advice and guidance to funded projects as requires throughout the year. In response to specific challenges facing several organisations, the Chief Executive and the team provided tailored development support to address issues around governance, operational management and financial sustainability. A report from the series of workshops was then submitted to the Scottish Government.

**The VAF Approach**

VAF’s development support to the organisations that we fund has been well documented, and has been the subject of an independent evaluation over the years. The philosophy behind the approach is that through supporting the learning and institutional development of each funded organisation VAF maximises the impact of any financial investment and generates better outcomes for the public pound. The approach is now widely used by other funding bodies, which recognise its effectiveness.

The VAF model has five elements:

- Pre-grant support to improve the grant-readiness of organisations that intend to make an application.
- Post-grant support to funded organisations, including support with planning, monitoring and evaluation, and grant management.
- Learning and networking support, to encourage the exchange of ideas and good practice across the sector and to equip funded organisations with skills and expertise that add value to their funded work.
- Sustainability support, aimed at helping funded organisations to prepare for the future through planning and identifying alternative sources of investment.
- Policy engagement, to support voluntary and community organisations in utilising their knowledge and experience to influence policy and to affect social change.

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**REPORT OF THE DIRECTORS (Cont'd)**

**Supporting Communities to Tackle Sectarianism**

In January 2012, VAF was successful in securing funding for a three month project that worked with communities in Inverclyde, Twechar, the East End of Glasgow and Slammanan to facilitate community led and driven approaches to tackling sectarianism. Working closely with the Scottish Community Development Centre which supported three communities, we produced a report outlining the appetite and capacity to take forward their action plans to tackle specific sectarian attitudes and behaviours within their communities.

**External Relations**

The Voluntary Action Fund continues to promote the “Funding Plus” or “Money + Support” model and actively participates in the Scotland Funders’ Forum and Frontline as well as the Scottish Grantmaking Trusts Group. The organisation also works in partnership with public bodies and support agencies to maximise the investment in the voluntary and community sectors to support Scotland’s communities.

As the founding member, VAF continues to support and fully participate in the now well-established Volunteering Round Table. The informal group emerged through a shared recognition of the significance of volunteering to Scotland, the need to give volunteering a voice and to keep it high on the public policy agenda. The Round Table meets on a monthly basis, and seeks to work with the Scottish Government and local government to create an environment where volunteering to play a full role in the development and design of policy and services in Scotland. The Volunteering Round Table was successful in securing a small grant from the Scottish Government in 2011 to assist in the engagement with government and consult with other volunteer engaging organisations in the coming year. VAF coordinated a successful conference, “Volunteering, Shaping the Future”, on behalf of the Volunteering Round Table which was attended by over 100 delegates.

VAF continued to circulate a monthly eBrief throughout the calendar year which aimed to provide information and examples of the excellent work being carried out by the third sector in Scotland around volunteering, community action and equalities.

VAF staff also attended or presented at a number of conferences, workshops and networking events throughout the year on topics pertinent to the work of the organisation such as equality, volunteering, employability and grant making.

**Human Resources**

In March 2011, VAF was assessed against Investors in People criteria and were successful in achieving the standard.

During the year, VAF had a few staffing changes. Steven Paxton joined the organisation in August 2011 as Business Development Manager to support the organisation to diversify income and become more sustainable. In addition we recruited an Office and Systems Manager, Moira McVay who started in November 2011.

**Plans for the Future**

In 2012-13, VAF continues to develop as a grant maker and development support agency and will seek to have a positive influence on grant making practice in partnership with other funders and the third sector.

VAF has already developed a positive working relationship with another Scottish Government department, The Community Safety Unit, and will administer a grant programme on their behalf to organisations working to support community safety and projects tackling sectarian attitudes and behaviour from 2012-15. VAF has also been successful in being awarded a grant to administer the Equality Unit programme, the Equality Fund from 2012-15 and is providing development support to organisations classed as Strategic Interventions. We are currently administering the Volunteering and Community Grants programmes until March 2013, and will submit a tender to manage any volunteering programme through the Third Sector Unit.

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**REPORT OF THE DIRECTORS (Cont'd)**

In addition to grant programmes, VAF will be continuing to work with the Scottish Government to test Pathfinder projects to enable communities to tackle sectarianism in the forthcoming financial year.

In order to deliver the programme of work in 2012-13, VAF has recruited a number of new staff and has continued to invest in improving grant management systems and infrastructure.

We will also continue to develop a strategic partnership with Assist Social Capital to enhance the VAF funding model and support grant holders by building social capital and maximising opportunities for local communities.

VAF will continue to work with other funders and agencies through formal groupings or informal collaborations to promote our approach to grant funding and capacity building. VAF will also work in partnership to advance a learning culture across funding and support agencies.

In partnership with other agencies VAF will assist voluntary and community organisations funded through our programmes to work collaboratively and develop the capacity to effectively engage in policy work. Through facilitating learning and building relationships between organisations with common aims, VAF will strengthen their ability to influence local and national policy and support them to engage in governance structures, hence enabling them to contribute to decision making.

Trustees and staff acknowledge that 2012-13 is a crucial year for the Voluntary Action Fund and we will seek to further develop the business in line with our Strategic Plan 2010-13 by engaging with government, public sector agencies and the voluntary sector and exploring the possibility of creative partnerships. One key objective in the coming year is to review the organisation's Strategic Plan and launch a revised Plan in 2013.

We will ensure that VAF has strong leadership and governance, robust systems and processes and constructive external relationships to enable us to deliver and expand activities within our current strategic plan.

**Financial Review**

The incoming resources are in the form of unrestricted and restricted funds. The unrestricted funds are carried forward from the various funds. This carry forward has been approved by the Scottish Government. The restricted funds receive income from the Scottish Government to undertake the administration of funding programmes and capacity building.

Total incoming resources in the year amounted to £6,168,149 (2011: £5,387,120). This included restricted funds: grant-aid of £1,250,000 for the Volunteering Scotland Grant Scheme (2011: £1,248,000), grant aid of £4,876,059 for the Equality Grants Programme (2011: £4,138,558).

Bank interest receivable amounted to £771 (2011: £562).

The total of project grants payable amounted to £5,672,757 (2011: £5,037,339). The grants are listed in the notes to the accounts. The total amount of £421,723 (2011: £340,214) was paid in support costs.

Details of the costs for each funding programme are given in pages 24 to 29.

The use of grant-aid for Volunteering Scotland Grant Scheme and the Equality Grants Programme, is regulated by standard conditions of grant from the Scottish Government.

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**REPORT OF THE DIRECTORS (Cont'd)**

**Reserves Policy**

Unrestricted funds include the general funds arising from past operating results. It is the policy of the charity to build up general funds, which are the free reserves of the organisation, to cover staff and office costs for a period of approximately three months.

**Trustees**

As set out in the Articles of Association, the Trustees (including the Chair of the Trustees) are nominated by the Membership. This is done on an annual basis. The Trustees of the charity at the date of signature of this report are listed on page 1.

**Statement of Trustees' Responsibilities**

The Trustees (who are also directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including 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 of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which 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. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In common with many other businesses of our size and nature we use our auditors to prepare and assist with the preparation of the financial statements.

**Disclosure of information to auditors**

In so far as the Trustees are aware, there is no relevant audit information of which the charitable company's auditors are unaware, and each Trustee has taken all the steps he or she ought to have taken to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation of and dissemination of financial statements may differ from legislation in other jurisdictions.

**VOLUNTARY ACTION FUND  
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**REPORT OF THE DIRECTORS (Cont'd)**

**Auditors**

A resolution to appoint auditors will be proposed at the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting of Charities (issued in March 2005) and in accordance with the provision of the Companies Act 2006 relating to small entities.

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**Keith Wimbles**  
**Company Secretary**

17 October 2012

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**REPORT OF THE AUDITORS FOR THE YEAR ENDED 31 MARCH 2012**

**Independent Auditors' report to the Trustees and members of the Voluntary Action Fund**

We have audited the financial statements of Voluntary Action Fund for the year ended 31 March 2012, which comprise Statement of Financial Activities, the Balance Sheet and the related notes, as set out on pages 15 to 30. 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 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 the auditor's 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.

**Respective responsibilities of Trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement [set out on page 11], the Trustees (who are also directors of the charitable company 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those acts.

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 (APB'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 charitable company'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.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and view of the state of the charitable company's affairs as at 31 March 2012 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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**REPORT OF THE AUDITORS FOR THE YEAR ENDED 31 MARCH 2012 (continued)**

**Matters on which we are required to report by exception**

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

- the charitable company has not kept proper and adequate accounting records 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 Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

-----  
William J Hay FCCA (Senior Statutory Auditor)  
for and on behalf of Bill Hay Network Ltd t/a Bill Hay & Co., Statutory Auditors  
Bill Hay Network Ltd is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.  
24a Melville Street  
Edinburgh

17 October 2012

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**STATEMENT of FINANCIAL ACTIVITIES**  
**(including Income and Expenditure Account)**

**For the year ended 31 March 2012**

	Notes	Un- Restricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
Grant-aid	2	-	6,165,330	6,165,330	5,386,558
Investment income – bank interest receivable		771	-	771	562
Other incoming resources		2,048	-	2,048	-
		-----	-----	-----	-----
<b>Total incoming resources</b>		<b>2,819</b>	<b>6,165,330</b>	<b>6,168,149</b>	<b>5,387,120</b>
		-----	-----	-----	-----
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Charitable activities	4	-	6,268	6,268	5,915
Grant making - grants payable	5	-	5,672,757	5,672,757	5,037,339
- support costs	6	-	421,723	421,723	340,214
<b>Governance costs</b>	7	-	9,491	9,491	8,159
		-----	-----	-----	-----
<b>Total resources expended</b>		<b>-</b>	<b>6,110,239</b>	<b>6,110,239</b>	<b>5,391,627</b>
		-----	-----	-----	-----
<b>Net income/(expenditure) for the year before transfers</b>		<b>2,819</b>	<b>55,091</b>	<b>57,910</b>	<b>(4,507)</b>
Transfers between funds		-	-	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward		143,170	31,468	174,638	179,145
		-----	-----	-----	-----
<b>Total funds carried forward</b>	13	<b>145,989</b>	<b>86,559</b>	<b>232,548</b>	<b>174,638</b>
		=====	=====	=====	=====

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

All incoming resources and resources expended derive from continuing activities.

The notes on pages 17 to 30 form part of these financial statements.

**BALANCE SHEET**

**As at 31 March 2012**

	<b>Notes</b>	£	<b>2012</b> £	£	<b>2011</b> £
<b>Fixed assets</b>					
Tangible assets	10		5,811		7,845
<b>Current assets</b>					
Debtors & prepayments	11	8,055		3,856	
Cash at bank and in hand		238,521		203,406	
		-----		-----	
		246,576		207,262	
<b>Creditors:</b> amounts due within one year	12	19,839		40,469	
		-----		-----	
Net current assets			226,737		166,793
			-----		-----
<b>Net assets</b>			232,548		174,638
			=====		=====
<b>Represented by:</b>					
Unrestricted funds	13	145,989		143,170	
Restricted funds	13	86,559		31,468	
			-----		-----
			232,548		174,638
			=====		=====

The financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Small Entities (effective April 2008).

The financial statements were approved by the Trustees and are signed on their behalf by:

-----  
Ronald Daniel

17 October 2012

The notes on pages 17 to 30 form part of these financial statements.

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS**

**For the year ended 31 March 2012**

**1. Accounting policies**

**Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Companies Act 2006 and Accounting Standards, with the Statement of Recommended Practice 2005 – Accounting and Reporting by Charities, in accordance with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and with the Memorandum and Articles of Association.

**Incoming resources**

Grant-aid and grants received, including capital grants, are reflected in the Statement of Financial Activities when they are receivable. Where grantors specify that grants are for particular purposes, this income is included in incoming resources within restricted funds when receivable.

**Resources expended and allocation of costs**

All expenditure is included on an accruals basis and is recognised when there is a legal or constructive obligation to pay for expenditure. All costs have been directly attributed to one of the functional categories of resources expended in the Statement of Financial Activities.

Grants payable are conditional on funding being available. Once approved by Trustees such grants are recognised as expenditure when the conditions attached are fulfilled. Grants are generally paid, as a condition of the funding, in the same year as the funding is received.

The majority of costs are directly attributed to specific activities. Certain shared costs are apportioned to activities on the basis of direct staff and other operating costs. Support costs include development, training and capacity building and are attributed, as are grants, to charitable expenditure. Project administration comprises the operation of the grant programmes and monitoring of projects, promotion covers the publicity and costs of raising awareness of the funding generally and grant programmes specifically. Where costs cannot be attributed directly it is estimated that staff and other operating costs are attributable as follows, project administration 67%, project development and training costs 26% and promotion 7%.

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

**Tangible fixed assets**

Tangible fixed assets are capitalised at cost, plus any incidental costs of acquisition.

Assets purchased with restricted funds are transferred to unrestricted funds when the project for which they are used has ended.

**Depreciation**

Depreciation is provided on fixed assets at rates calculated to write off the cost or valuation over their expected useful lives as follows:

Computer software and equipment	-	straight line, over 3 years.
Office equipment	-	straight line, over 5 years.

**Funds**

Unrestricted general funds are the funds which can be used in accordance with the charitable objects at the discretion of the Trustees. Restricted funds are the funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Designated funds are the funds set aside by the Trustees out of the unrestricted general funds for specific future purposes and projects. Any overspend in restricted funds is met by a transfer from the unrestricted fund.

Further details of the designated and restricted funds are provided in note 13.

**VAT**

The Company is not registered for VAT and accordingly expenditure includes VAT where appropriate.



**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**5. Grant making – grants payable**

	<b>Total 2012</b>	<b>Total 2011</b>
	£	£
<b><i>Restricted</i></b>		
Volunteering Scotland Grant Scheme		
Year one (VSGS)	-	49,228
Year two (VSGS)	-	578,088
Year three (VSGS)	66,930	215,138
Grants Returned	(1,163)	(12,716)
Cluster Grants	593,840	-
Extensions	126,363	-
Community Chest	113,222	203,934
European Year of Volunteering	102,374	-
	-----	-----
	1,001,566	1,033,672
	-----	-----
 Tackling Sectarianism	 13,448	 -
	-----	-----
Equality Programme		
Year one	-	-
Year two	4,665,851	-
Year three	-	4,013,091
Grants Returned	(8,108)	(9,424)
	-----	-----
	4,657,743	4,003,667
	-----	-----
 Total grants payable	 5,672,757	 5,037,339
	=====	=====

An analysis of all grants awarded and paid during 2011/12 from the funds above are shown in note 19. Amounts authorised in principle but unpaid at 31 March 2012 are also disclosed in note 19. The amounts have not been provided for in the financial statements in accordance with SORP 2005 as the charity retains the ultimate discretion to avoid the expenditure. The Community Chest grants were all of £1,000 or less, and are not disclosed, but a full list of grants is available from the Voluntary Action Fund.

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**6. Grant making – support costs**

	Un- Restricted Funds £	Restricted Funds £	Total 2012 £	Total 2011 £
Management & Administration				
Staff costs	-	183,838	183,838	159,979
Insurance	-	3,501	3,501	3,637
Staff Travel and Subsistence	-	6,386	6,386	5,093
Conferences, Training and Consultancy	-	2,580	2,580	2,117
Trustees' Expenses	-	1,346	1,346	1,214
Rent & Occupancy Costs	-	32,513	32,513	27,603
Office Supplies and Services	-	4,558	4,558	4,132
Computer/Technical Support	-	11,114	11,114	6,395
Volunteering Round Table	-	9,282	9,282	-
Depreciation	-	6,950	6,950	7,731
Auditors Remuneration	-	2,688	2,688	2,244
Bank Charges	-	1,040	1,040	1,225
Support Costs				
Professional Fees	-	8,148	8,148	4,247
Staff Costs	-	71,340	71,340	62,082
Staff Travel and Subsistence	-	2,478	2,478	1,977
Project Training/Consultancy	-	19,470	19,470	2,416
Events / External Training	-	-	-	-
Office Services & Supplies	-	1,770	1,770	1,603
Grant Programme Support	-	22,515	22,515	17,676
Promotion costs				
Staff Costs	-	19,207	19,207	16,714
Staff Travel and Subsistence	-	668	668	532
Marketing, Printing and Website	-	7,530	7,530	10,263
Office Services and Supplies	-	477	477	432
Affiliation Fees & Publications	-	2,324	2,324	902
	-----	-----	-----	-----
	-	421,723	421,723	340,214
	=====	=====	=====	=====
<b>7. Governance costs</b>				
Staff Costs	-	4,179	4,179	3,943
Trustees' Expenses	-	1,346	1,346	1,214
Auditors Remuneration	-	474	474	396
Professional Fees	-	3,492	3,492	2,606
	-----	-----	-----	-----
	-	9,491	9,491	8,159
	=====	=====	=====	=====
<b>8. Staff costs</b>				
Salaries	-	243,866	243,866	215,790
Employers' National Insurance Costs	-	24,324	24,324	20,403
Pension costs	-	8,886	8,886	10,417
	-----	-----	-----	-----
		277,076	277,076	246,610
Recruitment fees	-	5,741	5,741	2,023
Temporary Staff	-	2,017	2,017	-
	-----	-----	-----	-----
	-	284,834	284,834	248,633
	=====	=====	=====	=====

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**8. Staff costs (Cont'd)**

	Un- Restricted Funds	Restricted Funds	Total 2012	Total 2011
	£	£	£	£
Allocated thus:				
Cost of generating funds	-	6,268	6,268	5,915
Charitable expenditure	-	274,387	274,387	238,775
Governance costs	-	4,179	4,179	3,943
	-----	-----	-----	-----
	-	284,834	284,834	248,633
	=====	=====	=====	=====

The average weekly number of employees during the period was 10 (2011: 11). The full time equivalent is 8 (2011: 7).

No individual employees earned £60,000 or more during the period. None of the Trustees were remunerated for their duties as Trustees during the period. Out of pocket expenses totalling £2,694 (2011: £2,428) were reimbursed during the period in respect of thirteen Trustees.

**9. Taxation**

Voluntary Action Fund is a registered charity and as a consequence no liability to corporation tax arises.

**10. Tangible assets**

	Computer Equipment £	Office Equipment £	Total £
<b>Cost</b>			
At 1 April 2011	60,556	7,055	67,611
Additions:	4,482	434	4,916
	-----	-----	-----
At 31 March 2012	65,038	7,489	72,527
	-----	-----	-----
<b>Depreciation</b>			
At 1 April 2011	56,214	3,552	59,766
Charge for period	5,834	1,116	6,950
	-----	-----	-----
At 31 March 2012	62,048	4,668	66,716
	-----	-----	-----
<b>Net book value</b>			
At 31 March 2012	2,990	2,821	5,811
	=====	=====	=====
At 31 March 2011	4,342	3,503	7,845
	=====	=====	=====

**VOLUNTARY ACTION FUND**  
(A Company Limited by Guarantee)

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

<b>11. Debtors</b>	<b>2012</b>	<b>2011</b>
	£	£
Other debtors	575	-
Prepayments	7,480	3,856
	-----	-----
	<b>8,055</b>	<b>3,856</b>
	=====	=====

<b>12. Creditors: amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	£	£
Trade creditors	4,161	26,330
Accruals	7,977	5,653
Other creditors	89	740
Social security	7,612	7,746
	-----	-----
	<b>19,839</b>	<b>40,469</b>
	=====	=====

**13. Funds**

	<b>Balance</b>	<b>At</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Balance</b>
<b>Notes</b>	<b>1 April 2011</b>	<b>Resources</b>	<b>Resources</b>	<b>Resources</b>	<b>(see below)</b>	<b>at 31</b>
	£	£	£	£	£	March 2012
	£	£	£	£	£	£
<b>Unrestricted Funds</b>						
General Fund	143,170	2,819	-	-	-	145,989
	-----	-----	-----	-----	-----	-----
<b>Restricted Funds</b>						
Volunteering Scotland Grant Scheme	11,126	1,250,000	(1,238,611)	-	-	22,515
Community Safety Unit	-	-	(275)	-	-	(275)
Volunteering Round Table	-	10,000	(9,209)	-	-	791
Community Safety Unit Sectarianism	-	-	(86)	-	-	(86)
Equality Programme	17 20,342	4,876,059	(4,825,173)	(9,028)	(9,028)	62,200
Equality Unit Grants Assessments	-	-	(4,394)	4,394	-	-
Tackling Sectarianism	-	29,271	(27,857)	-	-	1,414
Violence Against Women	-	-	(4,634)	4,634	-	-
	-----	-----	-----	-----	-----	-----
	<b>31,468</b>	<b>6,165,330</b>	<b>(6,110,239)</b>	<b>-</b>	<b>-</b>	<b>86,559</b>
	-----	-----	-----	-----	-----	-----
	<b>174,638</b>	<b>6,168,149</b>	<b>(6,110,239)</b>	<b>-</b>	<b>-</b>	<b>232,548</b>
	=====	=====	=====	=====	=====	=====

Transfers within restricted funds relate to the reallocation of prior year Equality grant underspends.

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**13. Funds (Cont'd)**

**The Unrestricted funds are:**

The **General fund** which represents the free reserves of the Voluntary Action Fund and may be used for any of the charitable objects at the discretion of the Trustees.

**The Restricted funds are:**

The **Volunteering Scotland Grant Scheme** fund received grant aid funding from the Scottish Government. It provides grants and practical support to voluntary organisations in Scotland, which are recognised as charitable, to enable them to develop high quality volunteering opportunities.

The **Equality Programme** is a funding stream through the Scottish Government which works to support organisations which combat inequality, foster integration, promote dialogue and understanding between communities and includes specific funding for Race, Religion and Refugee Integration, and Gender, Disability and LGBT funding streams.

**14. Analysis of net assets between funds**

	<b>Tangible Fixed Assets</b>	<b>Current Assets</b>	<b>Current Liabilities</b>	<b>Total</b>
	£	£	£	£
Unrestricted funds	-	145,989	-	145,989
Restricted funds	5,811	92,975	(12,227)	86,559
	-----	-----	-----	-----
	5,811	238,964	(12,227)	232,548
	=====	=====	=====	=====

**15. Pensions**

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £8,886 (2011: £10,417). At 31 March 2012 £nil (2011: £nil) was due to be paid to the pension scheme.

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**Restricted Funds**

**16. Volunteering Scotland Grant Scheme**

	£	£
<b>Incoming Resources</b>		
Grant-Aid – Scottish Government	1,250,000	1,250,000
<b>Resources Expended</b>		
<b>Costs of generating funds</b>		
Staff Costs		6,268
<b>Governance costs</b>		
Staff Costs	4,179	
Trustees' expenses	1,157	
Auditors' remuneration	379	
Professional fees	2,835	
		8,550
<b>Grant Making</b>		
Grants Payable – Year 3	66,930	
Grant Extensions	126,363	
Cluster Programme	593,840	
Community Chest	113,222	
European Year of Volunteering	102,374	
Returned Grants	(1,163)	
		1,001,566
<b>Grant making support costs</b>		
<u>Project administration</u>		
Staff costs	90,198	
Insurance	3,110	
Staff travel and subsistence	3,147	
Conferences, training and consultancy	1,224	
Trustees' expenses	1,157	
Rent and occupancy costs	25,519	
Office supplies and services	3,695	
Computer/technical support	8,914	
Depreciation	5,227	
Auditors' remuneration	2,150	
Bank charges	520	
		144,861
<u>Support costs</u>		
Professional fees	6,614	
Staff costs	35,002	
Staff travel and subsistence	1,221	
Project training/consultancy	8,603	
Office services and supplies	1,434	
Grant programme support	6,815	
		59,689
<u>Promotion</u>		
Staff costs	9,424	
Staff travel and subsistence	329	
Marketing, printing and website	5,914	
Office services and supplies	386	
Affiliations and publications	1,623	
		17,676
		-----
<b>Surplus/(Deficit)</b>		<b>11,390</b>
		=====

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**Restricted Funds**

**17. Equality Programme**

	£	£
<b>Incoming Resources</b>		
Grant-Aid – Scottish Government	4,876,059	
		4,876,059
<b>Resources Expended</b>		
<b><i>Governance costs</i></b>		
Trustees' expenses	189	
Auditors' remuneration	95	
Professional fees	657	
		941
<b><i>Grant making</i></b>		
Grants payable – year 1	4,665,851	
Returned Grants	(8,108)	
		4,657,743
<b><i>Grant making support costs</i></b>		
<u>Project administration</u>		
Staff costs	87,962	
Insurance	456	
Staff travel and subsistence	3,068	
Conferences, training and consultancy	1,356	
Trustees' expenses	189	
Rent and occupancy costs	6,692	
Office supplies and services	831	
Computer/technical support	2,200	
Depreciation	1,723	
Auditors' remuneration	538	
Bank charges	520	
		105,535
<u>Support costs</u>		
Professional fees	1,534	
Staff costs	34,134	
Staff travel and subsistence	1,191	
Project training/consultancy	615	
Office services and supplies	323	
Grant programme support	11,246	
		49,043
<u>Promotion</u>		
Staff costs	9,190	
Staff travel and subsistence	321	
Marketing, printing and website	1,614	
Office services and supplies	87	
Affiliations and publications	701	
		11,913
		-----
<b>Surplus/(Deficit)</b>		<b>50,884</b>
		=====

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**18. Grants paid**

**Volunteering Scotland Grant Scheme (VSGS)**

	<b>Approved to 31.03.12 £</b>	<b>Paid to 31.03.12 £</b>
Alzheimer Scotland/Glasgow & E Dumbartonshire	16,733	16,733
BRAGG	39,966	39,966
Brighter Horizons, Banff	8,952	-
Broughty Ferry Environmental Project	15,640	15,640
Clydesdale Community Initiatives	40,000	40,000
Community Food Initiative North East	16,560	-
Craigmillier Ability Network	-	13,785
Craigmillier Community Arts	-	2,000
Dumbarton Road Corridor Environmental Trust	14,720	-
Elgin Youth Development Group	36,214	36,214
Faith in Community Scotland	40,000	40,000
Glasgow Women's Library	40,000	40,000
Glasgow Wood Recycling	40,000	40,000
Home Basics (Tweeddale) Co Ltd	11,733	6,806
Homelink Family Support	23,000	-
Instant Neighbour Charity	-	12,875
Inverclyde Community Development Trust	13,570	23,554
Islay & Jura Community Enterprise Ltd	32,363	38,835
Johnstone Castle Community Learning	-	10,000
Kintyre Youth Café Project	-	9,953
Marhill CAB	40,000	40,000
MECOPP	40,000	40,000
Merkinch Development Ventures	40,000	40,000
Moray Arts Centre	11,500	19,833
Motherwell and Wishaw CAB	40,000	40,000
Multi Ethnic Aberdeen Ltd (MEAL)	40,000	40,000
Pan African Arts School	16,560	16,560
Reachout with Arts in Mind	16,560	-
Restart Orkney – Employability Orkney	12,808	4,614
The Borders Forest Trust	6,440	6,440
The Clanranald Trust for Scotland	18,400	18,400
The Rock Trust	40,000	40,000
Third Sector Hebrides (formally Voluntary Action Lewis)	16,100	16,100
Waverley Care, Edinburgh	38,825	38,825
West of Scotland Regional Equality Council	40,000	40,000
<b>TOTAL</b>	<b>806,644</b>	<b>787,133</b>

Amounts paid to 31 March 2012 include amounts that were approved but not paid in the year to 31 March 2011. In addition, amounts paid also include amounts prepaid in relation to the year ended 31 March 2013.

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**18. Grants paid (cont'd)**

**Race, Religion and Refugee Integration Fund**

	<b>Grants paid by Voluntary Action Fund 31.03.12 £</b>
Amina	45,000
Article 12	62,500
AWAZ FM	61,752
Bridges Programme	95,000
Bridging the Gap	70,000
Crossroads Youth & Community Association	59,663
Deaf Connections	59,040
Dumfries & Galloway Citizens Advice Service	26,000
Dundee Citizens Advice Service	37,654
Dundee International Women's Centre	60,000
Edinburgh Interfaith Association	52,500
Ethnic Minorities Law Centre - Edinburgh	80,000
Ethnic Minorities Law Centre - Highland	50,000
Festival of Spirituality and Peace	50,000
Glasgow ESOL Forum	70,000
Govan Law Centre	85,000
Greater Pollok Integration Network	50,000
Integrating Toryglen Community	60,000
Inverness Citizens Advice Bureau	23,606
Iona Community	42,000
Maryhill CAB	80,000
Maryhill Integration Network	70,000
MECOPP	57,570
Multi Ethnic Aberdeen Limited (MEAL)	45,000
Nil By Mouth	59,647
PATH Scotland	40,178
Positive Action in Housing	60,000
REACH	45,000
Saheliya	60,000
Scottish Alliance of Regional Equality Councils	120,000
Scottish Council of Jewish Communities	36,000
Show Racism the Red Card	120,000
Skillnet Edinburgh	90,000
STUC	60,000
West of Scotland Regional Equality Council	90,000
Youth Community Support Agency	69,719
<b>TOTAL</b>	<b>2,242,829</b>

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**18. Grants paid (cont'd)**

**LGBT Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.12 £</b>
<b>Equality Network</b>	
Informed and Empowered Communities	60,000
LGBT Community Sector Building	60,000
Scottish Transgender Alliance	125,000
Policy Analysis & Engagement Project	50,000
Intersectional Discrimination	60,000
<b>LGBT Youth Scotland</b>	
Community Development & Capacity Building	90,000
Young People & Participation Project	60,000
Domestic Abuse Project	60,000
History Month	55,000
<b>Stonewall Scotland</b>	100,000
<b>TOTAL</b>	<b>720,000</b>

**Gender Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.12 £</b>
AMINA – Muslim Women’s Resource Centre	111,534
Children in Scotland	55,602
Engender	129,648
Glasgow Women’s Library	52,524
Close the Gap	205,000
Scottish Women’s Convention	182,369
WEA Scotland	92,614
<b>TOTAL</b>	<b>829,291</b>

**VOLUNTARY ACTION FUND**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**18. Grants paid (cont'd)**

**Disability Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.12</b>
	<b>£</b>
British Deaf Association – Building Capacity	30,000
British Deaf Association – Teachers Support Network	13,954
SASLI – Building Confidence	29,535
Communication Forum Scotland	67,813
Inclusion Scotland – Policy and Practice	80,789
Inclusion Scotland – Developing Capacity	86,513
Inclusion Scotland – Accessing Information	51,062
Donaldson’s College	100,000
EHRC – Independent Living in Scotland	140,000
Scottish Council on Deafness	49,065
Scottish Disability Equality Forum – Policay and Informations	165,000
Scottish Disability Equality Forum – Access Panels	60,000
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<b>TOTAL</b>	<b>873,731</b>
	=====

**19. Commitments**

The Trustees have also considered in principle, the award of future grants which are subject to the recipient fulfilling certain conditions and indeed contingent on the receipt of grants. The amounts identified but not accrued as expenditure at 31 March 2012 are as follows:

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Commitments in principle at 1 April 2011	5,456,635	4,887,048
New grants approved	27,818	5,663,577
Charged in the Statement of Financial Activities	(5,452,984)	(4,855,545)
Grants returned	31,593	(22,140)
Grants cancelled	(14,911)	(216,305)
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Commitments at 31 March 2012	48,151	5,456,635
	=====	=====

Note 19 discloses formal approval of grants in the financial year, many of which were commitments in principle at 1 April 2012.

The following represents the forward grant commitments (subject to conditions being met) within the Volunteering Scotland Grant Scheme and the Equality Unit Grant Scheme. The Voluntary Action Fund has corresponding commitments of funding support from the Scottish Government to enable these forward commitments to be honoured.

Commitments at 31 March 2012		
Due within one year	48,151	5,456,635
Due between one and two years	-	-
	-----	-----
	48,151	5,456,635
	=====	=====

**VOLUNTARY ACTION FUND  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Cont'd)**

**For the year ended 31 March 2012**

**20. Post balance sheet events**

Since the year end the company has relocated head office functions and has committed to an annual commitment under non-cancellable operating leases as follows:

	<b>Land &amp; buildings</b>
	<b>£</b>
Operating leases which expire:	
Within two to five years	22,291
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