

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

FINANCIAL STATEMENTS

YEAR ENDED

31 MARCH 2018

**Scottish Charitable Incorporated Organisation
(SCIO)
Number SC024562**

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

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DUMFRIES & GALLOWAY BEFRIENDING PROJECT

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

The Management Committee present their report and the unaudited financial statements of the charity for the year ended 31 March 2018. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and 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 or Ireland (FRS 102) (Charities SORP (FRS 102)).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Dumfries & Galloway Befriending Project
SCIO Charity registration number	SC024562
Principal office	19 Bank Street Dumfries DG1 2NX

THE MANAGEMENT COMMITTEE

The Charity trustees who served the charity during the period were as follows:

Frances Campbell - Chair
Derek Heron - Treasurer
Alice Campbell
Serena Campbell
David Miller
Gary Small
Julie Steel – appointed 22 June 2017 and resigned 23 August 2017

Project Manager	Alex Dickson
Independent examiner	David Allen FCA David Allen 51 Newall Terrace Dumfries DG1 1LN
Bankers	Bank of Scotland Plc 91 High Street Dumfries DG1 2BN

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2018

The Project was set up in September 1997 as a charitable unincorporated association governed by its constitution under registered charity number SC024562. The Project was registered on 7 February 2014 with The Office of the Scottish Charity Regulator as a Scottish Charitable Incorporated Organisation (SCIO). The transfer of assets and obligations between the unincorporated association and the new SCIO took place on 1 April 2014.

AIMS AND PURPOSES

The aim of the organisation is to support and enrich the lives of vulnerable young people aged 8-18 across Dumfries and Galloway, through befriending. This is to enable young people to cope with particular pressures in life and divert them, where appropriate, away from statutory measures of care. The purposes are in particular to promote the welfare and relieve the distress of vulnerable young people, to advance the education of disadvantaged young people and to promote citizenship and understanding through volunteering.

The Befriending Project relies on the contribution in time and effort given by volunteer befrienders. The Committee considers this equates to approximately 4,300 hours of voluntary activity each year. The Befriending Project also relies on the Management Committee as well as the Project Manager to raise funds.

The Project looks to achieve its strategic aims and carry out its operational objectives for the year through close partnerships with various organisations, in particular Local Authority Social Work and Education Services, the NHS Dumfries and Galloway and The Holywood Trust. Local Authority Social Work and Education Services refer the vast majority of cases to the Project.

The area within which the organisation operates is Dumfries and Galloway. The organisation shall promote its activities and deliver its services to vulnerable young people in need aged 8-18 years old living within Dumfries and Galloway. These people are the organisation's beneficiaries.

STRUCTURE, GOVERNANCE AND MANAGEMENT

There is a Management Committee consisting of up to a maximum of 12 and a minimum of 5 charity trustees. The Management Committee is elected annually. The quorum for the Management Committee meetings is 3 charity trustees.

Management Committee meetings are held on average every two months and one of the main issues discussed at all meetings is funding. The Management Committee has an oversight role in managing the Project. The day to day management and administration of the Project is carried out by the Project Manager.

The Management Committee keeps the skills requirement of the committee under review in the event that Committee members retire and new members are required. New Committee members are sought from various organisations and representative bodies. The ultimate decision on selection is, however, a matter for the Management Committee.

The application of any new committee member comprises an initial meeting with the Chairperson and one other trustee followed by the submission of an application form which is discussed at the next Management Committee meeting. A new member receives the minutes of meetings for the last year, a copy of the most recent set of financial accounts, a list of duties of the Management Committee, the obligations of being a Trustee, a copy of the Constitution and copies of our Policies and Procedures.

ACHIEVEMENTS AND PERFORMANCE

In the year 2017-18, 56 volunteer befrienders supported 76 matches. Of the 73 young people helped (3 were re-matched), all lived throughout the region. 28 matches ended during the year and 48 were ongoing at the year end.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2018

The main Project office is based in Dumfries and staffed by a Project Manager, two Volunteer Coordinators and two Administrative Assistants – all part-time. A part-time Volunteer Coordinator also runs the service from offices in Newton Stewart and Stranraer to cover the west of the region.

This year, local recognition through the achievement of Awards has significantly raised the profile of the Project and helped generate generous public donations and increased interest from potential volunteer befrienders. The Project was the winner of the 'Voluntary Group/Charity of the Year' at the Third Sector VOSCARS event in June 2017. In November, an outstanding result was achieved at the D&G Life Awards 2017 ceremony. To win the 'Voluntary Group/Charity of the Year 2017' award was an excellent achievement, only surpassed by being announced the overall winner of 'Outstanding Contribution to Dumfries and Galloway 2017'. The 16 award winners were all 'special' therefore for our befrienders' efforts to achieve such recognition amongst them all was tremendous – and very well deserved.

The Project celebrated its 20th Anniversary on 1 September 2017 and to mark the occasion two separate events were arranged. The Usual Place, Dumfries hosted an evening for around 130 befrienders, referrers, supporters, funders and past and present staff and Management Committee members – the event kindly sponsored by Dumfries and Galloway Housing Partnership. A 'Big Day Out' was held at Laggan Outdoor Activity Centre, Gatehouse with an excellent day of activities for around 40 young people and befrienders. This event was supported financially by The Holywood Trust and a variety of local businesses and Rotary Clubs – both events proving to be self-financing.

The principal benefactors were Dumfries and Galloway Council in the form of grants from The Third Sector Funding. Additional funding was received from The Holywood, Robertson, Batchworth and Royal Caledonian Charities Trusts, Henry Duncan Grants, NHS Dumfries and Galloway and the Bank of Scotland Foundation. The public have also been very generous with their support including another very successful annual Burns' Supper and other events throughout the year.

The expenditure budget for the year was set at £192,582 and the Management Committee report that expenditure came in under budget at £180,026. The budget is reviewed at each Committee meeting, comparing budget to actual expenditure incurred. Monthly income statements are also presented. All this income is spent throughout the Dumfries and Galloway region.

FINANCIAL REVIEW

The Project received core and development funding entitlement of £175,724 (2017: £174,362) with donations comprising of £20,646 (2017: £10,433) of that total, relating to the year ended 31 March 2018. Fundraising equated to £9,896 (2017: £9,857), with a further £198 (2017: £483) from investment income. Total income on activities during the year was £189,641 (2017: £187,187). The amount spent on generating funds, charitable activities and governance was £180,026 (2017: £190,974). Our income for the year exceeded expenditure incurred by £9,615 (2017: our outgoings exceeded our income by £3,787 - therefore net expenditure of £3,787). Additions to our fixed assets amounted to £1,199. Total reserves held at the year end were £149,538 (2017: £139,923) of which £148,354 were unrestricted funds (2017: £139,244) and £1,184 were restricted funds (2017: £679).

RESERVES POLICY

It is a requirement of our volunteers that they commit to a young person for a period of at least six months. It is recognised that most relationships with our young people go on for a longer period of time. For this reason it was felt that our exit policy should cover a period of six months to allow the matches to wind down and come to a satisfactory end and in a planned manner.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2018

Based on our anticipated expenses for year 2018/19 of £186,000 the Project carried out a costing exercise to determine what level of Strategic Reserve would be required should the Project need to dissolve. This was set at £110,000 and this figure will enable the Project to exit from its service in the event of insufficient funding being forthcoming. At the end of financial year 2017/18 we have 80% of the funds required to cover our activities in 2018/19 but not enough to cover the whole of 2018/19 or beyond without further financial support. The trustees will consider how to best utilise the funds that are released from the reserves following the review of the Reserves Policy. The financial situation will be continually reviewed to take account of the prevailing economic situation.

RISK MANAGEMENT AND REVIEW

The Management Committee has considered the major risks to which the charity is exposed and systems are established to mitigate those risks, including:

- the establishment of systems and recommendations including procedures for authorisation of all transactions and projects;
- a regular review of the risks which the charity may face;
- the implementation of actions designed to minimise any potential impact on the charity should any risks materialise.

These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

INVESTMENT STRATEGY

The Management Committee has considered the most appropriate policy for investing future funds and at present the operating funds are held in a Bank of Scotland current account, as well as interest bearing accounts with two other banks. The Management Committee review this strategy on a continual basis.

PLANS FOR FUTURE PERIODS

The Management Committee is satisfied at the present progress of the Project with a solid track record behind it and funding for the next year largely in place. The capacity of the Project is to manage 50 matches at any one time, although we are looking to extend the service – subject to additional adequate funding being available. There is always a significant waiting list of young people. Discussions continue in particular with the Local Council to secure core financial support longer than the current year to year arrangement.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

The charity's trustees 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).

The law applicable to charities in Scotland requires the Management Committee to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Management Committee are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable 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 charity will continue in business.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

TRUSTEES' ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2018

The Management Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the Constitution. The Management Committee is 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.

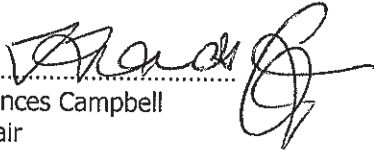
The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

INDEPENDENT EXAMINER

David Allen FCA has been appointed as independent examiner for the ensuing year.

Signed on behalf of the Management Committee

.....
Frances Campbell
Chair



21 June 2018

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF DUMFRIES & GALLOWAY BEFRIENDING PROJECT

YEAR ENDED 31 MARCH 2018

I report on the accounts of the charity for the year ended 31 March 2018 which are set out on pages 7 to 15.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

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

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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

INDEPENDENT EXAMINER'S STATEMENT

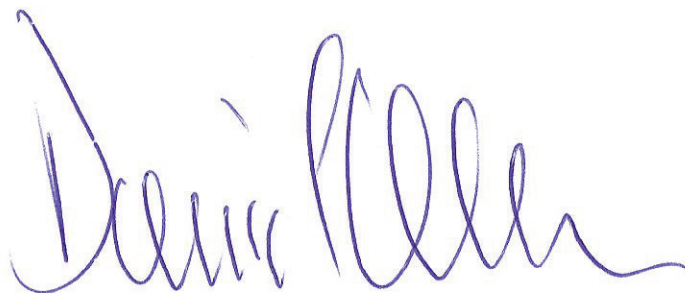
In the course of my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations (as amended); and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or

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

David Allen FCA
Independent examiner
David Allen
51 Newall Terrace
Dumfries
DG1 1LN



21 June 2018

DUMFRIES & GALLOWAY BEFRIENDING PROJECT**STATEMENT OF FINANCIAL ACTIVITIES**

YEAR ENDED 31 MARCH 2018

INCOME	Note	Unrestricted	Restricted	Total Funds	Total Funds
		Funds	Funds	2018	2017
		2018	2018	2018	2017
		£	£	£	£
Donations	2	155,824	19,900	175,724	174,362
Other trading activities	3	12,520	1,199	13,719	12,342
Income from investments	4	198	-	198	483
TOTAL INCOME		168,542	21,099	189,641	187,187
EXPENDITURE					
Expenditure on raising funds	5	(23,869)	-	(23,869)	(24,941)
Expenditure on charitable activities	6/7	(135,563)	(20,594)	(156,157)	(166,033)
TOTAL EXPENDITURE		(159,432)	(20,594)	(180,026)	(190,974)
NET MOVEMENT IN FUNDS	8	9,110	505	9,615	(3,787)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>139,244</u>	<u>679</u>	<u>139,923</u>	<u>143,710</u>
TOTAL FUNDS CARRIED FORWARD		148,354	1,184	149,538	139,923

The Statement of Financial Activities includes all gains and losses recognised in the year.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 15 form part of these financial statements.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

BALANCE SHEET

YEAR ENDED 31 MARCH 2018

	Note	£	Total Funds 2018 £	Total Funds 2017 £
FIXED ASSETS				
Tangible assets	10		2,073	<u>2,704</u>
CURRENT ASSETS				
Cash at Bank		152,110		139,242
LIABILITIES				
Amounts falling due within one year	11	<u>(4,645)</u>		<u>(2,023)</u>
NET CURRENT ASSETS			<u>147,465</u>	<u>137,219</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>149,538</u>	<u>139,923</u>
NET ASSETS			<u>149,538</u>	<u>139,923</u>
THE FUNDS OF THE CHARITY				
Unrestricted income funds	13		148,354	139,244
Restricted income funds	13		<u>1,184</u>	<u>679</u>
TOTAL CHARITY FUNDS			<u>149,538</u>	<u>139,923</u>

These financial statements were approved and signed on behalf of the Committee on 21 June 2018


F Campbell
Chair

The notes on pages 9 to 15 form part of these financial statements.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

1 ACCOUNTING POLICIES

Basis of accounting and preparation

These financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

Dumfries & Galloway Befriending Project meets the definition of a public benefit entity under FRS 102. The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the notes to these accounts.

The financial statements are prepared in sterling, which is the functional currency of the entity. Monetary amounts in these financial statements are rounded to the nearest £.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Income recognition, donations and grants

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

Income from donations and grants, including capital grants, is included in income when these are receivable, except as follows:

- when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- when donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in income until the preconditions for use have been met.

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to preconditions regarding entitlement, this income is included in income of restricted funds when receivable.

Fund accounting

Unrestricted income funds comprise those funds which may be used for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds, where the Management Committee at their discretion have designated funds for a specific purpose.

Within the unrestricted funds of the project, funds have been designated for the following specific purpose:

Strategic reserve - for expenditure in the event that there is a cut in funding.

The general fund consists of those funds which the project may use in the furtherance of its charitable objectives at the discretion of the Management Committee.

Restricted funds represent grants and donations which have been received for the purposes set out in note 13. The application of these funds is restricted by the terms of a special appeal, the express wishes of the donor, the will of the testator or the terms of the grant.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on the accruals basis and has been classified under headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Overheads and support costs have been allocated between Raising Funds and Charitable Activities. The allocation is based on staff time and a proportion of the administration burden. The allocation of overhead and support costs is analysed in the notes to the accounts.

Termination payments do not provide an entity with future economic benefits therefore the charity recognises these immediately as an expense in the Statement of Financial Activities.

Governance costs include the costs attributable to the charity's compliance with constitutional and statutory requirements, including independent examination and costs of trustees meetings.

Pension costs

The charity has made arrangements with individual pension providers for individual pensions for staff who wish to make use of the opportunity. Contributions payable to the pension schemes are charged to the Statement of Financial Activities in the period to which they relate.

Fixed assets

All assets costing more than £250 are capitalised and all assets are valued at historic cost.

Depreciation

Depreciation is calculated to write off the cost of an asset, less the estimated residual value, over the useful economic life of that asset.

Equipment and computer software 25% straight line

Financial instruments

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities are classified according to the substance of the contractual arrangements entered into. All financial assets and liabilities are initially recognised at transaction price (including transaction costs).

2 DONATIONS AND GRANTS RECEIVABLE	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2018	2017
	£	£	£	£
Donations				
Charities Aid Foundation donations	-	-	-	748
Friends of Befrienders	120	-	120	120
Royal Caledonian Trust	2,000	-	2,000	2,000
Gifts, donations and Gift Aid	13,724	4,802	18,526	7,565
	15,844	4,802	20,646	10,433
Grants receivable				
Bank of Scotland Foundation	-	10,000	10,000	10,000
Batchworth Trust	20,000	-	20,000	15,000
Cash for Kids	-	1,098	1,098	1,475
Dumfries & Galloway Council Social Services	66,538	-	66,538	79,012
Dumfries & Galloway Health Board	3,442	-	3,442	3,442
Henry Duncan Trust	-	4,000	4,000	5,000
Hollywood Trust	35,000	-	35,000	35,000
Robertson Trust	15,000	-	15,000	15,000
	139,980	15,098	155,078	163,929
	155,824	19,900	175,724	174,362
<i>Unrestricted and Restricted Totals: 2016/17</i>	<i>157,887</i>	<i>16,475</i>	<i>174,362</i>	

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

3 OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Dumfries & Galloway Carers Centre	2,494	-	2,494	2,205
Fundraising events	9,896	-	9,896	9,857
Other income	130	1,199	1,329	280
	<u>12,520</u>	<u>1,199</u>	<u>13,719</u>	<u>12,342</u>
<i>Unrestricted and Restricted Totals: 2016/17</i>	<u>12,342</u>	<u>-</u>	<u>12,342</u>	

4 INCOME FROM INVESTMENTS

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Bank interest receivable	198	-	198	483
<i>Unrestricted and Restricted Totals: 2016/17</i>	<u>483</u>	<u>-</u>	<u>483</u>	

5 EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Direct costs -Purchases (Burns Supper)	4,064	-	4,064	4,646
Staff Costs - Wages and salaries	16,067	-	16,067	17,087
Staff Costs - Employer's national insurance contributions	582	-	582	802
Staff Costs - Pension costs	2,201	-	2,201	922
Motor and travel costs	755	-	755	732
Office expenses - other	200	-	200	752
	<u>23,869</u>	<u>-</u>	<u>23,869</u>	<u>24,941</u>
<i>Unrestricted and Restricted Totals: 2016/17</i>	<u>24,941</u>	<u>-</u>	<u>24,941</u>	

Purchases have been allocated on a direct basis. Staff costs and others costs have been allocated on the basis of time and usage.

6 EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
	£	£	£	£
Charitable activities				
Directly Allocated				
Staff Costs - Wages and salaries	55,618	-	55,618	67,071
Staff Costs - Employer's national insurance contributions	2,016	-	2,016	3,149
Staff Costs - Pension costs	7,618	-	7,618	3,619
Volunteer expenses and costs	10,113	20,235	30,348	33,854
	<u>75,365</u>	<u>20,235</u>	<u>95,600</u>	<u>107,693</u>

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

6 EXPENDITURE ON CHARITABLE ACTIVITIES BY FUND TYPE - continued

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Support Costs				
Staff Costs - Wages and salaries	21,675	-	21,675	23,376
Staff Costs - Employer's national insurance contributions	785	-	785	1,098
Staff Costs - Pension costs	2,969	-	2,969	1,261
Establishment - Rent, water rates and energy	13,009	-	13,009	12,000
Establishment - insurance	1,434	-	1,434	1,402
Motor and travel costs	3,631	-	3,631	3,876
Professional - accountancy fees	712	-	712	1,224
Office expenses - telephones	2,776	-	2,776	2,810
Office expenses - other	6,731	-	6,731	3,978
Depreciation	1,530	299	1,829	1,530
Promotional and recruitment costs	2,881	-	2,881	1,627
Volunteer and staff training	682	60	742	1,472
	58,815	359	59,174	55,654
Governance Costs				
Independent examiner's fee	1,082	-	1,082	2,399
Costs of trustee meetings and Annual General Meeting	301	-	301	287
	1,383	-	1,383	2,686
Total	135,563	20,594	156,157	166,033
<i>Unrestricted and Restricted Totals: 2016/17</i>	<i>149,558</i>	<i>16,475</i>	<i>166,033</i>	

Staff costs have been allocated on the basis of time spent and other costs have been allocated on a direct basis.

7 EXPENDITURE ON CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Charitable Activities £	Total Funds 2018 £	Total Funds 2017 £
Charitable activities	156,157	156,157	166,033

8 NET INCOME

	2018 £	2017 £
This is stated after charging:		
Contributions to staff pensions	12,788	5,803
Depreciation	1,829	1,530
Independent examiner's fees	1,082	2,399
Other fees - paid to independent examiner	712	1,224

DUMFRIES & GALLOWAY BEFRIENDING PROJECT**NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 MARCH 2018

9 ANALYSIS OF STAFF COSTS

	2018	2017
	£	£
Wages and salaries	93,360	107,534
Social security costs	3,383	5,049
Other Pension costs	12,788	5,803
	<u>109,531</u>	<u>118,386</u>

Included in wages and salaries in 2017 is a termination payment of £12,487.

Particulars of employees

The average head count of employees during the year was as follows:

	2018	2017
	Number	Number
Project manager	1	1
Volunteer coordinators	4	3
Administrative assistants	2	2
	<u>7</u>	<u>6</u>

No employee received remuneration of more than £60,000 during the year, or in the previous year.

Pension costs are allocated to activities in proportion to the related staffing costs incurred and are wholly charged to unrestricted funds.

The Management Committee who are the trustees did not receive any remuneration or the re-imbursement of any expenses during the year.

No related party transactions were undertaken during the year.

10 TANGIBLE FIXED ASSETS

	Equipment and computer software	
	£	
COST		
At 1st April 2017	6,120	
Additions	1,199	
Disposals	-	
At 31 March 2018	<u>7,319</u>	
DEPRECIATION		
At 1st April 2017	3,416	
Charge for the year	1,829	
Eliminated on disposals	-	
At 31 March 2017	<u>5,245</u>	
NET BOOK VALUE		
At 31 March 2018	<u>2,073</u>	
At 31 March 2017	<u>2,704</u>	

11 ANALYSIS OF CURRENT LIABILITIES

	2018	2017
	£	£
Other creditors	<u>4,645</u>	<u>2,023</u>

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

12 PENSIONS

The Project has made arrangements with individual pension providers for individual pensions for those staff who wish to avail themselves of this opportunity. The assets of these schemes are held separately from those of the Project, in independently administered funds. The pension cost charge for the year represents contributions paid to the various providers by the Project and amounted to £12,788 (2017: £5,803)

13 ANALYSIS OF CHARITABLE FUNDS

	Balance at 01/04/2017 £	Income £	Expenditure £	Transfers	Funds 31/03/2018 £
Unrestricted					
General Funds	40,172	166,455	(157,432)	-	49,195
Designated reserve - Royal Caledonian Trust	-	2,000	(2,000)	-	-
Strategic reserve	99,072	87	-	-	99,159
	<u>139,244</u>	<u>168,542</u>	<u>(159,432)</u>	<u>-</u>	<u>148,354</u>
Restricted					
The Holywood Trust					
- Discretionary Fund	422	-	(305)	-	117
- Resource Library	257	-	(90)	-	167
Bank of Scotland Foundation	-	10,000	(10,000)	-	-
Cash for Kids	-	1,098	(1,098)	-	-
Henry Duncan Trust	-	4,000	(4,000)	-	-
Fixed asset funding	-	1,199	(299)	-	900
Other restricted funds	-	4,802	(4,802)	-	-
	<u>679</u>	<u>21,099</u>	<u>(20,594)</u>	<u>-</u>	<u>1,184</u>
	<u>139,923</u>	<u>189,641</u>	<u>(180,026)</u>	<u>-</u>	<u>149,538</u>

Restricted funds were received for two purposes from The Holywood Trust.

The Discretionary Fund is used for the young people supported by the Project.

A Resource Library has been provided for the use of volunteer befrienders.

The funds received from the Bank of Scotland were for volunteer expenses.

The funds received from Cash for Kids were for the purchase of panto tickets and vouchers.

The funds received from the Henry Duncan Trust and the Royal Caledonian Charities Trust were used to meet volunteer expenses.

The fixed asset funding was provided for the purchase of a desk, chair and monitor.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2018

13 ANALYSIS OF CHARITABLE FUNDS (CONTINUED)

	Balance at 01/04/2016 £	Income £	Expenditure £	Transfers	Funds 31/03/2017 £
Unrestricted					
General Funds	44,290	168,381	(172,499)	-	40,172
Designated reserve - Royal Caledonian Trust	-	2,000	(2,000)	-	-
Strategic reserve	98,741	331	-	-	99,072
	<u>143,031</u>	<u>170,712</u>	<u>(174,499)</u>	-	<u>139,244</u>

The Royal Caledonian Charities Trust funds were designated by the Trustees to be used against volunteer expenses.

Restricted

The Holywood Trust					
- Discretionary Fund	422	-	-	-	422
- Resource Library	257	-	-	-	257
Henry Duncan Trust	-	5,000	(5,000)	-	-
Cash for Kids	-	1,475	(1,475)	-	-
Bank of Scotland	-	10,000	(10,000)	-	-
	<u>679</u>	<u>16,475</u>	<u>(16,475)</u>	-	<u>679</u>
	<u>143,710</u>	<u>187,187</u>	<u>(190,974)</u>	-	<u>139,923</u>

14 ANALYSIS OF NET ASSETS BETWEEN CHARITABLE FUNDS

	Tangible Fixed assets £	Current Assets £	Liabilities £	Total £
Unrestricted Income funds	1,173	151,826	(4,645)	148,354
Restricted funds	900	284	-	1,184
Total Funds	<u>2,073</u>	<u>152,110</u>	<u>(4,645)</u>	<u>149,538</u>

The following pages do not form part of the financial statements which are the subject of the Independent Examiner's report.

DUMFRIES & GALLOWAY BEFRIENDING PROJECT**DETAILED STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31 MARCH 2018**

INCOME	2018	2017
DONATIONS	£	£
Charities Aid Foundation donations	-	748
Friends of Befrienders	120	120
Royal Caledonian Trust	2,000	2,000
Gifts, donations and Gift Aid	18,526	7,565
GRANTS RECEIVABLE		
Bank of Scotland Foundation	10,000	10,000
Batchworth Trust	20,000	15,000
Cash for Kids	1,098	1,475
Dumfries & Galloway Council Third Sector funding	66,538	79,012
Dumfries & Galloway Health Board	3,442	3,442
Henry Duncan Trust	4,000	5,000
Holywood Trust	35,000	35,000
Robertson Trust	15,000	15,000
	175,724	174,362
OTHER TRADING ACTIVITIES		
Dumfries & Galloway Carers Centre & Other Reimbursements	2,494	2,205
Fundraising events	9,896	9,857
Other income	1,329	280
	13,719	12,342
INCOME FROM INVESTMENTS		
Bank interest on current accounts	111	152
Bank interest on strategic reserves	87	331
	198	483
TOTAL INCOME	189,641	187,187

DUMFRIES & GALLOWAY BEFRIENDING PROJECT**DETAILED STATEMENT OF FINANCIAL ACTIVITIES****YEAR ENDED 31 MARCH 2018**

EXPENDITURE	2018	2017
	£	£
FUNDRAISING COSTS		
Direct costs -Purchases (Burns Supper)	4,064	4,646
Staff Costs - Wages and salaries	16,067	17,087
Staff Costs - Employer's national insurance contributions	582	802
Staff Costs - Pension costs	2,201	922
Motor and travel costs	755	732
Office expenses - other	200	752
	<u>23,869</u>	<u>24,941</u>
CHARITABLE ACTIVITIES		
Directly Allocated		
Staff Costs - Wages and salaries	55,618	67,071
Staff Costs - Employer's national insurance contributions	2,016	3,149
Staff Costs - Pension costs	7,618	3,619
Volunteer expenses and costs	30,348	33,854
	<u>95,600</u>	<u>107,693</u>
Support Costs		
Staff Costs - Wages and salaries	21,675	23,376
Staff Costs - Employer's national insurance contributions	785	1,098
Staff Costs - Pension costs	2,969	1,261
Establishment - Rent, water rates and energy	13,009	12,000
Establishment - insurance	1,434	1,402
Motor and travel costs	3,631	3,876
Professional - accountancy fees	712	1,224
Office expenses - telephones	2,776	2,810
Office expenses - other	6,731	3,978
Depreciation	1,829	1,530
Promotional and recruitment costs	2,881	1,627
Volunteer and staff training	742	1,472
	<u>59,174</u>	<u>55,654</u>
GOVERNANCE COSTS		
Independent examiner's fee	1,082	2,399
Costs of trustee meetings and Annual General Meeting	301	287
	<u>1,383</u>	<u>2,686</u>
TOTAL EXPENDITURE	<u>180,026</u>	<u>190,974</u>
Net Incoming/(Outgoing) Resources for the year	<u>9,615</u>	<u>(3,787)</u>