Report of the Trustees and

Financial Statements for the Year Ended 31 March 2022

for

Voice of Experience Forum

Brett Nicholls Associates Herbert House 24 Herbert Street Glasgow G20 6NB

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Reference and Administrative Details for the Year Ended 31 March 2022

TRUSTEES Maria Donovan - Chairperson

Carris Marshall - Treasurer Deanne Arthur - Secretary

Norman Lancaster Joy Codona David Whyte Elizabeth Bole

PRINCIPAL ADDRESS Airdrie Business Centre

1 Chapel Lane

Airdrie ML6 6GX

REGISTERED CHARITY NUMBER SC037466

INDEPENDENT EXAMINER Brett Nicholls Associates

Herbert House 24 Herbert Street

Glasgow G20 6NB

BANKERS TSB Bank

61 Merry Street Motherwell ML1 1JS

Report of the Trustees for the Year Ended 31 March 2022

The trustees present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of 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 2019).

The staff and trustees of the Forum have continued to conduct the essential business of the organisation throughout the pandemic however, they have been looking forward to conducting meetings in the traditional, face to face, format.

In addition to these, VoEF attended AGM's and Conferences for local and national organisations including HOPE for Autism, North Lanarkshire Disability Forum, Age Scotland, Muirhead Seniors Forum, Partnership for Change, North Lanarkshire Carers Together, and attended the Age Scotland Annual Conference.

OBJECTIVES AND ACTIVITIES

Charitable Purposes

Voice of Experience Forum's charitable purposes as prescribed by the Charities and Trustees Investment Scotland (2005) Act are the relief of those in need by reason of age, ill health, disability, financial hardship or other disadvantage in North Lanarkshire and surrounding areas, the advancement of citizenship or community development and the promotion of equality and diversity. This is achieved by Voice of Experience Forum:

- Carrying out activities, using a variety of media that develop and maintain effective communication between the charity itself and the communities of North Lanarkshire
- Representing, at strategic level, to influence and improve the service planning and provision for the older citizens of North Lanarkshire.
- Working cohesively with other community and voluntary organisations to promote the welfare, safety and integration of older people within North Lanarkshire

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The organisation was represented at Adult Protection Network meetings and Muirhead Seniors Forum AGM and chairs the Airdrie Action Partnership meetings. It is involved in the Driving Digital Locally meetings as part of Voice of Experience Forum's Digital Inclusion strategy and contributed to Poverty Action Network meetings raising awareness of VoEF activities.

Voice of Experience Forum is leading a local consultation in the Health and Social Care North Lanarkshire Review of participation and engagement structures and was involved in the Scottish Older People's Assembly survey on access to healthcare. The organisation has attended the Mental Health & Wellbeing Strategy Stakeholder Engagement workshop resulting in improved understanding of Mental Health impact.

Voice of Experience Forum uses its social media channels to promote events and share current advice and information with its partners and members in addition to the quarterly and mini monthly newsletters. Over the past year, our social media posts achieved 1096 reaches, 99 site visits and 145 likes.

The organisation issued 4 quarterly newsletters (funded by NHS Lanarkshire) to keep our members informed of current issues and encourage participation.

VoEF was instrumental in the placing of 6 benches in Airdrie and Cumbernauld, in partnership with Living Streets, to promote walking and green activities.

Digital Confidence Training sessions took place in Coatbridge, resulting in 12 older people becoming more digitally confident. Further sessions will be taking place in other localities in 2022-23.

Report of the Trustees for the Year Ended 31 March 2022

ACHIEVEMENT AND PERFORMANCE

Fundraising activities

Presentations

Voice of Experience Forum has provided 9 presentations across North Lanarkshire, resulting in 19 new member applications. These presentations included information on Social Security Scotland Benefits for Older Adults resulting in 2 successful applications for Attendance Allowance, 6 Chatterbox Project presentations resulting in 30 applications for support, 1 Pension Credits and Gambling Harms talk and 5 Smoke and Heat Alarms presentations, resulting in 11 successful applications for installation as a result of VoEF's promotion of this via our social media, newsletters and presentations.

Consultations

Voice of Experience have agreed to participate in meetings of the Old Age Mental Health Board to provide a Third Sector influence on strategic planning for older people within NHS Lanarkshire. Voice of Experience Forum are also involved in co-ordinating a local consultation on the Health & Social Care Consultation on Older People in 2022-23.

Membership

We welcomed 19 new members in 2021-22 which, although less that we had hoped, was satisfactory given the restrictions in place and the limited number of engagement opportunities during the year.

Covid 19 - Response

8 Mini Monthly newsletters were produced to supplement our quarterly edition. In total, almost 3,000 newsletters were issued to individual members and member organisations to keep them updated on developments and news during the Covid restrictions.

The Digital Confidence training sessions have allowed older participants the opportunity and confidence to access a range of supports which could mitigate some of the effects of any future pandemic.

Voice of Experience Forum Calendar 2022

Voice of Experience Forum produced an information Calendar for 2022 with the theme of 'Recovery/Re-Engagement'. The purpose of the calendar is to provide information on a range of accessible and practical supports available to older people, from a wide variety of partners. The aim of the calendar is to promote welfare, safety and integration in social activities.

Recruitment

There were no changes in personnel within the staff or trustees of the Forum in the year to 31st March 2022, allowing for the benefits which continuity of staff brings.

Partnership for Change

Voice of Experience Forum continues to host Partnership for Change and Thomas Moan in his role as Development Worker.

FINANCIAL REVIEW

Financial position

The total income for this year was £99,654 (2021: £98,892) and our expenditure was £88,184 (2021: £81,650).

A surplus of £11,470 was generated for the year (2021: £17,242) and at financial year end the total reserves stood at £117,393 (2021: £105,923), with £93,731 of these being unrestricted funds (2021: £80,171)

Principal Source of Funding

Our main source of income continues to be our grant funding from North Lanarkshire Council Social Work and NHS Lanarkshire. VoEF would like to thank our funders for their continued support. Our main expenditure is on staff salaries

Reserves policy

The trustees' policy is to maintain reserves at around £22,734 estimated at three months of normal running costs to meet commitments and to cover any unexpected expenditure if the organisation was to cease operating. Reserves at the end of the financial year were £117,393 of which £93,731 are unrestricted funds. The trustees are satisfied that this policy is being met and funds held in excess of this amount will be reinvested in the development of the service.

Report of the Trustees for the Year Ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Voice of Experience Forum was established as a charity on 13th September 2006 and is registered with the Office of the Scottish Regulator Charity No SC037466.

The charity is a Scottish Charitable Incorporated Organisation (SCIO) having successfully converted from an unincorporated association on the 7th February 2013. The SCIO is governed by its Constitution.

Recruitment and appointment of new trustees

The Board, which meets at least six times a year, are the Charity's Trustees. Membership of the Board is open to:

- Any individual aged 60 or over who lives in the North Lanarkshire area
- Representatives of voluntary organisations serving the interests of older people.

Membership Restriction

Employees of the charity are not eligible for membership.

Trustees are elected at each annual general meeting. The Constitution provides for a minimum of six and a maximum of twelve trustees. The trustees may co-opt other trustees between AGMs if they consider it to be in the interests of the charity to do so.

Organisational structure

The trustees are responsible for the strategic direction and governance of the charity whilst the day to day running is delegated to the Development Worker and the Office Manager who are paid members of staff.

Board of Trustees

The Board of Trustees continued to support the work of the organisation through the 2021-22 financial year.

Despite ongoing restrictions, Trustees have represented members at online meetings, events and consultations throughout the year. Voice of Experience Forum Board Members have attended Assimilation meetings, Community Boards and Consortiums to ensure that older people's voices have continued to be heard in the planning and delivery of services. The Trustees also provide welfare support to staff and attend various older people's events, online and in person.

The Forward Plan continues to ensure that the Board focuses on core areas to allow the organisation to expand its membership, reach and influence within the North Lanarkshire community and beyond.

Key management remuneration

In the opinion of the trustees there is only one key management personnel - The Development Worker. The total employer costs relating to this post (at 25hrs per week) in 2021-22 was £24,175.

Approved by order of the board of trustees on 13-6-22 and signed on its behalf by:

Maria Donovan - Trustee

Independent Examiner's Report to the Trustees of Voice of Experience Forum

I report on the accounts for the year ended 31 March 2022 set out on pages six to fifteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's 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 the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 connection with my examination, no matter has come to my attention:

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

Fellow, Association of Chartered Certified Accountants

Brett Nicholls Associates

Herbert House

24 Herbert Street

Glasgow

G20 6NB

Date: 20 June 2022

Statement of Financial Activities for the Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	2	48,326	4 7,625	95,951	95,682
Donations and legacies	2	40,520	47,023	33,331	93,002
Investment income Other income	3 4	16 2,851	- 836	16 3,687	33 3,177
Total		51,193	48,461	99,654	98,892
EXPENDITURE ON Charitable activities Promotion and representation of older people's welfare and rights	5	41,383	46,801	88,184	81,650
NET INCOME		9,810	1,660	11,470	17,242
Transfers between funds	14	3,750	(3,750)	-	-
Net movement in funds		13,560	(2,090)	11,470	17,242
RECONCILIATION OF FUNDS					
Total funds brought forward		80,171	25,752	105,923	88,681
TOTAL FUNDS CARRIED FORWARD		93,731	23,662	117,393	105,923

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet 31 March 2022

	Notes	2)	2022 £	2021 £
FIXED ASSETS Tangible assets	10		3,301	2,512
CURRENT ASSETS Debtors Cash at bank and in hand	11		4,670 126,918	6,439 99,787 ———————————————————————————————————
CREDITORS Amounts falling due within one year	12		131,588	(2,815)
NET CURRENT ASSETS			114,092	103,411
TOTAL ASSETS LESS CURRENT LIABILITIES		72	117,393	105,923
NET ASSETS			117,393	105,923
FUNDS Unrestricted funds Restricted funds	14		93,731 23,662	80,171 25,752
TOTAL FUNDS			117,393	105,923

Carris Marshall - Trustee

Notes to the Financial Statements for the Year Ended 31 March 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities and Trustee Investment (Scotland) Act 2005. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment - 25% on cost

Taxation

Voice of Experience Forum is a charity within the meaning of Section 467 of the Corporation Tax Act 2010. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 of Part 11 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that such income or gains are applied for charitable purposes only.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

			2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Grants	48,326	47,625	95,951	95,682

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Notes to the Financial Statements - continued for the Year Ended 31 March 2022

people's welfare and rights

2. DONATIONS AND LEGACIES - continued

Grants received, included in the above, are as follows:

	Oranto received, included in the above, are a	5 10110W5.			
				2022 £	2021 £
	Foundation Scotland			-	1,488
	NHS Lanarkshire North Lanarkshire Council			15,000 53,451	15,000 48,326
	Voluntary Action North Lanarkshire			-	2,368
	Partnership for Change			27,500	27,500
	Health & Wellness Hub			-	1,000
				95,951	95,682
				====	====
3.	INVESTMENT INCOME				
J.	INVESTMENT INCOME			2022	2021
		Unrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Bank Interest Received	£ 16	£	£ 16	£ 33
	Ballik Milerest Received	===		===	
4.	OTHER INCOME				
				2022	2021
		Unrestricted	Restricted	Total funds	Total funds
		funds £	funds £	£	£
	Other Income	-	-	-	150
	Employment Allowance	2,851	836	3,687	3,027
		2,851	836	3,687	3,177
					
5.	CHARITABLE ACTIVITIES COSTS				
					Direct
					Costs (see
					note 6) £
	Promotion and representation of older				2
	•				

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88,184

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2022	2021
	£	£
Staff costs	60,127	56,359
Sundries	39	102
Advertising & Promotional Goods	192	3,074
Bank Charges	137	96
Equipment	3,958	1,262
Accounting - IE Fee	1,080	978
Insurance	1,298	1,638
Postage & Distribution	2,046	1,703
Printing	4,154	2,883
Professional Fees	649	910
Rent and Rates	7,170	7,768
Software	519	1,020
Stationery & office costs	1,170	847
Telephone	1,227	1,320
Travel and Transport	1,108	491
Subscriptions	35	35
Repairs & Maintenance	7	11
Payroll Fees	662	385
AGM/Governance	767	180
Meetings & Events	291	-
Depreciation	1,548	588
	88,184	81,650
		

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

8. STAFF COSTS

	2022	2021
	£	£
Wages and salaries	53,245	50,081
Social security costs	3,687	3,273
Other pension costs	3,195	3,005
	60,127	56,359
		=====

The average monthly number of employees during the year was as follows:

	2022	2021
Office Staff	3	3

No employees received emoluments in excess of £60,000.

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At 31 March 2022

At 31 March 2021

NET BOOK VALUE At 31 March 2022

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

9.

9.	COMPARATIVES FOR THE STATEMENT OF FINANCIA	Unrestricted funds £	Restricted funds £	Total funds £
	INCOME AND ENDOWMENTS FROM	_	_	_
	Donations and legacies	48,326	47,356	95,682
	Investment income	33	-	33
	Other income	2,332	845	3,177
	Total	50,691	48,201	98,892
	EXPENDITURE ON Charitable activities Promotion and representation of older people's welfare and rights	40,964	40,686	81,650
	NET INCOME	9,727	7,515	17,242
	Transfers between funds	4,838	(4,838)	
	Net movement in funds	14,565	2,677	17,242
	RECONCILIATION OF FUNDS			
	Total funds brought forward	65,606	23,075	88,681
	TOTAL FUNDS CARRIED FORWARD	80,171	25,752	105,923
10.	TANGIBLE FIXED ASSETS			
				Computer equipment £
	COST At 1 April 2021 Additions			4,808 2,337
	At 31 March 2022			7,145
	DEPRECIATION At 1 April 2021 Charge for year			2,296 1,548
	A. 0.4 M I. 0000			

3,844

3,301

2,512

12.

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

11. I	DEBTORS:	AMOUNTS FALLING DUE WITHIN ONE YEAR
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	2022 £	2021 £
Other debtors	3,502	5,405
Prepayments	1,168	1,034
	4,670	6,439
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2022	2021
	£	£
Trade creditors	1,416	1,837
Deferred income	15,000	-
Accrued expenses	1,080	978
	17,496	2,815

Deferred income comprised income received for projects which VoEF was not entitled to until the following year.

	2021	2020
	£	£
At 1 April	-	15,000
Deferred in year	15,000	-
Released in year		(15,000)
At 31 March	15,000	-

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds	Restricted funds £	2022 Total funds £	2021 Total funds £
Fixed assets	3,301	-	3,301	2,512
Current assets Current liabilities	107,926 (17,496)	23,662	131,588 (17,496)	106,226 (2,815)
	93,731	23,662	117,393	105,923

Comparatives for analysis of net assets between funds

	Unrestricted funds £	Restricted funds	2021 Total funds £	2020 Total funds £
Fixed assets	2,512	-	2,512	762
Current assets	80,474	25,752	106,226	90,391
Current liabilities	(2,815)		(2,815)	(2,472)
	80,171	25,752	105,923	88,681

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

14. MOVEMENT IN FUNDS

	At 1/4/21 £	Net movement in funds £	Transfers between funds £	At 31/3/22 £
Unrestricted funds				
General fund	74,701	11,358	1,413	87,472
NHS Lanarkshire	2,958	-	-	2,958
Designated Funds - Fixed Assets	2,512	(1,548)	2,337	3,301
	80,171	9,810	3,750	93,731
Restricted funds				
NHS Lanarkshire Admin/Publications Voluntary Action North Lanarkshire -	8,372	(5,666)	-	2,706
Calendar	2,368	(2,368)	-	-
Partnership for Change North Lanarkshire Council Flexible CVS	15,012	7,679	(2,750)	19,941
Fund	-	1,015	-	1,015
North Lanarkshire Council Digital Fund	-	1,000	(1,000)	-
	25,752	1,660	(3,750)	23,662
TOTAL FUNDS	105,923	11,470		117,393

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	51,193	(39,835)	11,358
Designated Funds - Fixed Assets	<u> </u>	(1,548)	(1,548)
	51,193	(41,383)	9,810
Restricted funds			
NHS Lanarkshire Admin/Publications Voluntary Action North Lanarkshire -	15,000	(20,666)	(5,666)
Calendar	-	(2,368)	(2,368)
Partnership for Change North Lanarkshire Council Flexible CVS	28,336	(20,657)	7,679
Fund	4,125	(3,110)	1,015
North Lanarkshire Council Digital Fund	1,000	<u> </u>	1,000
	48,461	(46,801)	1,660
TOTAL FUNDS	99,654	(88,184)	11,470

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/20 £	Net movement in funds £	Transfers between funds £	At 31/3/21 £
Unrestricted funds				
General fund	61,871	10,330	2,500	74,701
NHS Lanarkshire	2,973	(15)	-	2,958
Designated Funds - Fixed Assets	762	(588)	2,338	2,512
	65,606	9,727	4,838	80,171
Restricted funds				
NHS Lanarkshire Admin/Publications Voluntary Action North Lanarkshire -	11,052	(2,680)	-	8,372
Calendar	-	2,368	_	2,368
North Lanarkshire Council - Calendar	1,000	(1,000)	-	· -
Foundation Scotland	-	1,488	(1,488)	-
Partnership for Change	11,023	6,734	(2,745)	15,012
Health and Wellness Hub		605	(605)	
	23,075	7,515	(4,838)	25,752
TOTAL FUNDS	88,681	17,242	-	105,923

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General fund	50,691	(40,361)	10,330
NHS Lanarkshire	-	(15)	(15)
Designated Funds - Fixed Assets		(588)	(588)
	50,691	(40,964)	9,727
Restricted funds			
NHS Lanarkshire Admin/Publications Voluntary Action North Lanarkshire -	15,000	(17,680)	(2,680)
Calendar	2,368	-	2,368
North Lanarkshire Council - Calendar	· -	(1,000)	(1,000)
Foundation Scotland	1,488	-	1,488
Partnership for Change	28,345	(21,611)	6,734
Health and Wellness Hub	1,000	(395)	605
	48,201	(40,686)	7,515
TOTAL FUNDS	98,892	(81,650)	17,242

Notes to the Financial Statements - continued for the Year Ended 31 March 2022

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022.

16. PURPOSES OF UNRESTRICTED FUNDS

General funds - the unrestricted, 'free reserves' of the charity

NHS Lanarkshire - funding for administration and publication costs

Designated - Fixed Assets - represents the net book value of the charity's tangible fixed assets. Additions are transferred to the fund, and annual depreciation charged to it

17. PURPOSES OF RESTRICTED FUNDS

North Lanarkshire Council - Social Work - core funding from North Lanarkshire Council

NHS Lanarkshire - Admin/Publications - funding towards administration and publication costs

Partnership for Change - funding for certain salary costs and the development of a service user and carer forum

Health & Wellness Hub - funding for Covid-19 response activities

Foundation Scotland - funding for Covid-19 response activities

NLC Digital Fund - funding for office equipment

NLC Flexible CVS Fund - funding for Chatterbox project