



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

**REPORT and FINANCIAL STATEMENTS**

**For the year ended 31 March 2011**

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

**CONTENTS**

	<b>Page</b>
Legal and administrative information	1 - 2
Trustees' report	3 - 11
Report of the independent auditors	12 - 13
Statement of financial activities	14
Balance sheet	15
Notes to the financial statements	16 - 28

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

**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	Appointed 12 September 2008
David Milliken		Reappointed 10 September 2009
Helen Munro		Reappointed 10 September 2009
Abigail Mordin		Retired 8 September 2010
Julie Hogg		Appointed 2 June 2009
Farkhanda Chaudhry		Appointed 2 June 2009
Stuart McGregor		Reappointed 12 September 2008
Jonathan Squire		Retired 8 September 2010
Caron Hughes		Reappointed 8 September 2010
Laurie Naumann		Reappointed 8 September 2010
Pam Judson		Reappointed 8 September 2010
Douglas Guest		Appointed 7 June 2011
John McDonald		Appointed 7 June 2011

**Company Secretary**

Keith Wimbles

**Registered Office**

Unit 14  
Dunfermline Business Centre  
Izatt Avenue  
DUNFERMLINE  
KY11 3BZ

**Scottish Charity Number**

SC035037

**Company Number**

SC261186

**Bankers**

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

**Auditors**

Gregor Clark & Co  
Chartered Accountants & Registered  
Auditors  
54 Manor Place  
EDINBURGH  
EH3 7EH

**Solicitors**

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

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

**LEGAL AND ADMINISTRATIVE INFORMATION (Cont'd)**

**Staff Team**

Keith Wimbles	Chief Executive
Alison Stevenson	Senior Programme Manager (Finished 31 March 2011)
Susan Connell	Office Administrator (Programme Administrator from 1 April 2011)
Irene Glasgow	Programme Administrator
Patricia McKibben	Programme Administrator
Susan Fenner	Programme Administrator (Finished 15 January 2011)
Patrick Mbullu	Equality Grants Programme Manager
Susan Wilson	Equality Grants Programme Development Officer
Chris Smith	Community Chest Grants Officer (Promoted to Volunteering and Community Grants Programme manager 1 April 2011)
Samantha Forsberg	Communications and External Relations Officer (Finished 31 March 2011)
Jane Greenshields	Office and Systems Manager (Started 26 April 2011)
Lami Atta-Ahmed	Programme Development Officer (Started 3 May 2011)

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

**TRUSTEES' REPORT**

The Trustees submit their report together with the financial statements for the year ended 31 March 2011.

**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 sub-groups of trustees that assess grants for the Volunteering Scotland Grants Scheme and Community Chest. Two additional sub-groups were established in 2010 in response to the rapidly changing environment in which VAF operates – the Business Development Sub-group and the Trustee Development Sub-group.

**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 thirteen Trustees and the following changes were made to the Board during the financial year:

Laurie Naumann, Caron Hughes and Pam Judson were reappointed at the AGM on 8 September 2010. Abigail Mordin and Jonathan Squire retired from the Board at the AGM. David Milliken retired as Chair but continued on the Board as a Trustee, and Ronald Daniel was appointed as the new Chair at the AGM.

A Board Away Day to review the effectiveness of the governance structure was held on 26<sup>th</sup> May 2010 which led to a number of changes including the establishment of two additional sub-groups.

In February 2011, VAF advertised for new Trustees. We were particularly keen to hear from third or public sector leaders with experience of, and commitment to work in the equalities field. A number of enquiries were received for the vacant posts and after an interview process Douglas Guest and John McDonald were appointed as new Trustees on 7 June 2011.

**Decision Making**

In addition to the Board, there are three active strategic sub-groups. 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 Sub-group 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 Sub-group takes a strategic overview of business development, and diversification and generation of income of the organisation aligned to the VAF Strategic Plan.

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

**TRUSTEES' REPORT (Cont'd)**

The Voluntary Action Fund aims to ensure consistency, fairness and transparency in its grant making processes. Because the Volunteering Scotland Grants Scheme (VSGS) was almost fully committed in 2009-10, the VSGS Grants Sub-committee reached payment decisions via electronic communication, which were subsequently endorsed by the Board.

Protocols for one off small grants of up to £1,000 are in place and decisions are taken by electronic communication by a sub-group of Trustees.

Financial Regulations, which detail the limits of staff authority in the day to day operation of the Voluntary Action Fund, have been approved by the Board of Trustees. These regulations are currently under review by the Finance Staff and Property Committee and will be finalised and presented to 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 in April 2010 and approved by the Board in June 2010. In addition, staff are aware of the key risks and understand their responsibilities in managing risk.

The major risks continue to be in the area of sustaining the funding base for the organisation after March 2011. It remains unclear whether any of the existing grant programmes will be extended beyond the current commitments by the Scottish Government. This will become clearer after the Comprehensive Spending Review in Autumn 2010.

However, VAF is well placed to consolidate existing learning, plan for future sustainability and build a strong reputation as an investment funder and sector support agency. The organisation 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 its 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 in the process of being 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.

VAF's Strategic Plan 2010-13 was finalised during the year and presented to Trustees in December 2009. The Plan includes the Vision, Mission, Values and Strategic Aims of the organisation.

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

**TRUSTEES' REPORT (Cont'd)**

**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.

**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 three funding programmes during 2010-11

- Volunteering Scotland Grant Scheme
- Community Chest Programme
- 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.

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

**TRUSTEES' REPORT (Cont'd)**

The **Volunteering Scotland Grant Scheme** programme provides grants to organisations to allow them to develop volunteering opportunities, particularly harder-to-reach volunteers. Through the development of new volunteering projects the programme aims to provide outcomes that to employability and enterprise, health, lifelong learning, the environment and community safety. In 2010-11 the programme funded 34 volunteering projects with a total investment of £842,454. The projects collectively engaged 2,008 volunteers, 979 of whom were new, who have committed more than 331,000 hours of work to their organisations. Of the 2,008 volunteers, 1,420 (71%) were volunteers from the VSGS target or hard-to-reach groups who have benefited from the support provided by the VSGS grant.

Throughout the year VAF delivered 2 workshops to 52 volunteers' managers – "Making Successful Funding Applications" and "Volunteering – What difference does it make?" In addition we held a half-day conference called "Heroes and Villains" in November 2010 in Glasgow. The key theme of the conference, which 71 people attended was "What can volunteering contribute to the rehabilitation of offenders?" The keynote speaker was Rt. Hon. Henry McLeish with additional speakers from VAF funded projects, HMP Aberdeen and North Lanarkshire Council.

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. Due to the current challenging environment in which third sector organisations operate, dedicated development support was provided to a number of funded projects by the Senior Programme Manager with support from the Board of Trustees.

The **Community Chest** is a programme of small grants that is focused on small and emerging groups with income less than £25,000. The strategic aim of the programme is to build the effectiveness and sustainability of community groups by providing both funding and training. Grants of up to £1,000 are awarded, along with a menu of training opportunities designed to help small organisations to manage and plan better, and to become better networked within the sector. The programme awarded grants to 228 groups with an investment of £203,934, 31% of which was spent in specific targeted geographic and thematic areas.

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.

The **Equality Grants Programme** is managed by VAF and is funded through the Scottish Government Equality Unit. VAF is 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 52 projects in 2010-11:

Race Religion and Refugee Integration	31 projects	£1,996,416
Gender	8 projects	£945,229
LGBT	9 projects	£600,000
Disability	4 projects	£471,446

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.

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

**TRUSTEES' REPORT (Cont'd)**

Nine workshops and events were held over the 12 months on a range of topics: "Inclusive Communication", "Making Successful Funding Applications", "Sharing and Learning from the Citizen's Advice Bureaux Experience" and "Employability and Inclusion" which was delivered to 111 attendees. Part of the programme also included three workshops, "Volunteering: Back to the Future", where organisations explored and debated the potential to use volunteers to deliver equality activities and services, should local or national public funding be reduced or withdrawn from individual organisations.

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.

**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.

In 2010, VAF conducted a survey of all organisations funded through the Volunteering Scotland Grant Scheme and the Equality Grants Programme. Feedback on the added value that VAF brings to grant funding was extremely positive and the report is available on the VAF website, [www.voluntaryactionfund.org.uk](http://www.voluntaryactionfund.org.uk).

An evaluation was also undertaken at the end of the year on the Community Chest, which will be available in the summer of 2011.

**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.

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

**TRUSTEES' REPORT (Cont'd)**

As the founding member, VAF continues to support and fully participate in the now well-established Volunteering Round Table. The informal group emerged in 2009 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.

At the VAF AGM on 8 September 2010, VAF launched "Ambition and Influence Since 1982" to celebrate our achievements as a funder, which outlined VAF's approach to grant making, reviewed our history and highlighted some of our successful projects. A range of partners and stakeholders attended the launch during which several funded organisations presented their projects and outlined the development support VAF had provided to them. "Ambition and Influence Since 1982" was subsequently distributed widely to the voluntary sector, politicians, statutory and independent funders, local and national government decision makers and other VAF stakeholders, and received excellent reviews.

VAF introduced a monthly eBrief in September which aims to provide information and examples of the excellent work being carried out by the third sector in Scotland around volunteering, community action and equalities. This also provides an opportunity to actively engage with the sector and its supporters on key issues of the day. The circulation has increased steadily and there are currently around 800 subscribers to the e-bulletin.

In December 2010, the VAF Chief Executive was invited to speak at a conference in London organised by House Magazine – Westminster Briefing called "Volunteering Conference 2010: Volunteering in the Big Society", with delegates from local authorities, charities, volunteer involving organisations, central government, academia and other stakeholders.

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.

In January, the then Minister for Housing and Communities, Alex Neil MSP visited the "Step Up" volunteering project managed by the Rock Trust, which provides accommodation and support for homeless and vulnerable young people in Edinburgh and the Lothians.

**Review of HR and Internal Systems**

In early 2010, VAF commissioned an external HR consultant to review the existing Administrative Function and how it was structured. A report was published in May 2010 which made a number of recommendations relating on how the staffing structure, and administration and management processes could be improved. In consultation with staff and the Board, VAF has undertaken a partial restructuring and is undergoing a review of our grant management and corporate systems with a view to further strengthening them in 2011-12.

**Staffing Changes**

As a result of restructuring and a senior staff member leaving the organisation we have recently undergone some staff changes. We said farewell to Alison Stevenson, Senior Programme Manager, Samantha Forsberg, Communications Officer and Susan Fenner, Equality Programme Administrator. In April 2011 we had a few internal staff moves and welcomed two new members of staff - Jane Greenshields, Office and Systems Manager and Lami Atta-Ahmed, Grant Programme Development Officer.

**Plans for the Future**

In 2011-12, VAF will continue to develop as a grant maker, adopting best practice such as the recommendations from the "Harmonising Reporting" report from the Funders' Forum, as well as reviewing our internal corporate and grant management systems and processes.

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

**TRUSTEES' REPORT (Cont'd)**

We are also determined to adapt our funding model to respond to the new economic environment in which we operate and seek to develop innovative approaches to maximise social impact and value for money. Within the Volunteering Scotland Grant Scheme, we are piloting a new "Cluster" model which provides funding to a group of organisations to develop volunteering opportunities through a lead partner organisation. This will be fully evaluated towards the end of year.

The Community Chest will continue to support small community groups with grants up to £1,000, providing access to free training. To contribute to the 2011 European Year of Volunteering, VAF is operating a small grants programme for organisations to increase the number and diversity of volunteers and also to value the role volunteers in Scotland's communities. All volunteering and community grants programmes continue to be funded by the Scottish Government.

This year, VAF is supporting an increased number of projects in the Equality Grants Programme. In this interim year the overarching aim is that funded organisations are supported to mitigate the adverse impacts that public cuts will have on frontline services, and to ensure that equality organisations diversify their funding sources and are less reliant on Scottish Government funding.

We are delighted that we have developed 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 over the coming years.

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 2011-12 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.

In order to build on the investment in the last financial year to raise the profile of the organisation and promote the added social and financial value that the VAF "Funding Plus" model produces, Trustees have taken a strategic decision to replace the Communications and External Relations Officer post with a new Business Development Manager position. The purpose of the role is to transform the organisation's income generation activities by diversifying the current income stream to create financial sustainability.

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 £5,387,120 (2010: £5,312,157). This included restricted funds: grant-aid of £1,248,000 for the Volunteering Scotland Grant Scheme (2010: £1,232,000), grant aid of £4,138,558 for the Equality Grants Programme (2010: £4,079,415).

Bank interest receivable amounted to £562 (2010: £742).

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

**TRUSTEES' REPORT (Cont'd)**

The total of project grants payable amounted to £5,037,339 (2010: £4,971,609). The grants are listed in the notes to the accounts. The total amount of £340,214 (2010: £371,138) was paid in support costs.

Details of the costs for each funding programme are given in pages 23 to 28.

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.

**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.

**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  
(A Company Limited by Guarantee)**

**TRUSTEES' REPORT (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.

**Keith Wimbles  
Company Secretary**

2011

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

**REPORT OF THE AUDITORS FOR THE YEAR ENDED 31 MARCH 2011**

**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 2011, which comprise Statement of Financial Activities, the Balance Sheet and the related notes, as set out on pages 14 to 28. 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).

**Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement [set out on page 10], 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 2011 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.

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

**REPORT OF THE AUDITORS FOR THE YEAR ENDED 31 MARCH 2011 (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.

Gregor Clark BA CA (Senior Statutory Auditor)  
for and on behalf of Gregor Clark & Co., Statutory Auditors  
Gregor Clark & Co. is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.  
54 Manor Place  
Edinburgh

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

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

**For the year ended 31 March 2011**

	Notes	Un- Restricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
Grant-aid	2	-	1,248,000	1,248,000	1,232,000
Grant-aid	2	-	4,138,558	4,138,558	4,079,415
Investment Income – bank interest receivable		562	-	562	742
		-----	-----	-----	-----
<b>Total incoming resources</b>		562	5,386,558	5,387,120	5,312,157
		-----	-----	-----	-----
<b>Resources Expended</b>					
<b>Costs of generating funds</b>					
	4	-	5,915	5,915	5,803
<b>Charitable Activities</b>					
Grant making - Grants payable	5	-	5,037,339	5,037,339	4,971,609
- Support costs	6	-	340,214	340,214	371,138
<b>Governance costs</b>					
	7	-	8,159	8,159	7,831
		-----	-----	-----	-----
<b>Total resources expended</b>		-	5,391,627	5,391,627	5,356,381
		-----	-----	-----	-----
<b>Net movement in funds before transfers</b>		562	(5,069)	(4,507)	(44,224)
Transfers between funds		(4,971)	4,971	-	-
Net movement in funds after transfers		(4,409)	(98)	(4,507)	(44,224)
Total funds brought forward		147,579	31,566	179,145	223,369
		-----	-----	-----	-----
<b>Total funds carried forward</b>	13	143,170	31,468	174,638	179,145
		=====	=====	=====	=====

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 16 to 28 form part of these financial statements.

**BALANCE SHEET**

**As at 31 March 2011**

	<b>Notes</b>	£	<b>2011</b> £	£	<b>2010</b> £
<b>Fixed assets</b>					
Tangible assets	10		7,845		12,841
<b>Current assets</b>					
Debtors & Prepayments	11	3,856		3,073	
Cash at bank and in hand		203,406		177,951	
		-----		-----	
		207,262		181,024	
<b>Creditors:</b> amounts due within one year	12	40,469		14,270	
		-----		-----	
Net current assets			166,793		166,304
			-----		-----
<b>Net assets</b>			174,638		179,145
			=====		=====
<b>Represented by:</b>					
Unrestricted funds	13		143,170		147,579
Restricted funds	13		31,468		31,566
			-----		-----
			174,638		179,145
			=====		=====

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

.....  
Trustee

.....  
Date

The notes on pages 16 to 28 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 2011**

**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 2011**

**5. Grant making – Grants payable**

	<b>Total 2011</b>	<b>Total 2010</b>
	£	£
<b><i>Restricted</i></b>		
Volunteering Scotland Grant Scheme		
Year one (VSGS)	49,228	293,924
Year two (VSGS)	578,088	518,669
Year three (VSGS)	215,138	-
Grants Returned	(12,716)	(344)
Supplementary Grants	-	-
Small Grants	-	25,968
Community Chest	203,934	198,000
	-----	-----
	1,033,672	1,036,217
	-----	-----
Equality Programme		
Year two	-	3,936,392
Year three	4,013,091	-
Grants Returned	(9,424)	-
	-----	-----
	4,003,667	3,936,392
	-----	-----
Go4Volunteering		
Grants Returned	-	(1,000)
	-----	-----
	-	(1,000)
	-----	-----
Total grants payable	5,037,339	4,971,609
	=====	=====

An analysis of all grants awarded and paid during 2010/11 from the funds above are shown in note 19. Amounts authorised in principle but unpaid at 31 March 2011 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 2011**

**6. Grant making – Support Costs**

	Un- Restricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
Management & Administration				
Staff costs	-	159,979	159,979	150,374
Insurance	-	3,637	3,637	3,546
Staff Travel and Subsistence	-	5,093	5,093	7,548
Conferences, Training and Consultancy	-	2,117	2,117	2,901
Trustees' Expenses	-	1,214	1,214	1,439
Rent & Occupancy Costs	-	27,603	27,603	29,722
Office Supplies and Services	-	4,132	4,132	5,225
Computer/Technical Support	-	6,395	6,395	5,282
Depreciation	-	7,731	7,731	7,183
Auditors Remuneration	-	2,244	2,244	3,244
Bank Charges	-	1,225	1,225	1,576
Support Costs				
Professional Fees	-	4,247	4,247	4,637
Staff Costs	-	62,082	62,082	58,354
Staff Travel and Subsistence	-	1,977	1,977	2,929
Project Training/Consultancy	-	2,416	2,416	6,125
Events / External Training	-	-	-	1,493
Office Services & Supplies	-	1,603	1,603	2,028
Grant Programme Support	-	17,676	17,676	48,831
Promotion costs				
Staff Costs	-	16,714	16,714	15,711
Staff Travel and Subsistence	-	532	532	789
Marketing, Printing and Website	-	10,263	10,263	9,863
Office Services and Supplies	-	432	432	545
Affiliation Fees & Publications	-	902	902	1,793
	-----	-----	-----	-----
	-	340,214	340,214	371,138
	=====	=====	=====	=====

**7. Governance Costs**

Staff Costs	-	3,943	3,943	3,868
Trustees' Expenses	-	1,214	1,214	1,439
Auditors Remuneration	-	396	396	572
Professional Fees	-	2,606	2,606	1,952
	-----	-----	-----	-----
	-	8,159	8,159	7,831
	=====	=====	=====	=====

**8. Staff costs**

Salaries	-	215,790	215,790	206,837
Employers' National Insurance Costs	-	20,403	20,403	16,002
Pension costs	-	10,417	10,417	8,856
	-----	-----	-----	-----
		246,610	246,610	231,695
Recruitment fees	-	2,023	2,023	2,415
	-----	-----	-----	-----
	-	248,633	248,633	234,110
	=====	=====	=====	=====

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

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

**For the year ended 31 March 2011**

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

	Un- Restricted Funds	Restricted Funds	Total 2011	Total 2010
	£	£	£	£
Allocated thus:				
Cost of generating funds	-	5,915	5,915	5,803
Charitable expenditure	-	238,775	238,775	224,439
Governance costs	-	3,943	3,943	3,868
	-----	-----	-----	-----
	-	248,633	248,633	234,110
	=====	=====	=====	=====

The average weekly number of employees during the period was 11 (2010: 10). The full time equivalent is 7 (2010: 8).

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 £2,248 (2010: £2,878) 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.

<b>10. Tangible assets</b>	<b>Computer Equipment</b>	<b>Office Equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 April 2010	60,556	4,320	64,876
Additions:	-	2,735	2,735
	-----	-----	-----
At 31 March 2011	60,556	7,055	67,611
	-----	-----	-----
<b>Accumulated depreciation</b>			
At 1 April 2010	49,513	2,522	52,035
Charge for period	6,701	1,030	7,731
	-----	-----	-----
At 31 March 2011	56,214	3,552	59,766
	-----	-----	-----
<b>Net book value</b>			
At 31 March 2011	4,342	3,503	7,845
	=====	=====	=====
At 31 March 2010	11,043	1,798	12,841
	=====	=====	=====

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

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

**For the year ended 31 March 2011**

<b>11. Debtors</b>	<b>2011</b>	<b>2010</b>
	£	£
Prepayments	3,856	3,073
	-----	-----
	3,856	3,073
	=====	=====

<b>12. Creditors: amounts falling due within one year</b>	<b>2011</b>	<b>2010</b>
	£	£
Accruals	5,653	2,746
Other Creditors	27,070	7,621
Social Security	7,746	4,353
	-----	-----
	40,469	14,720
	=====	=====

**13. Funds**

		<b>Balance</b>		<b>Outgoing</b>	<b>Transfers</b>	<b>Balance</b>
	<b>Notes</b>	<b>At 1 April 2010</b>	<b>Incoming Resources</b>	<b>Resources</b>	<b>(Note 1)</b>	<b>at 31 March 2011</b>
		£	£	£	£	£
<b>Unrestricted Funds</b>						
General Fund		147,579	562	-	(4,971)	143,170
		-----	-----	-----	-----	-----
<b>Restricted Funds</b>						
Volunteering Scotland Grant Scheme	16	7,862	1,248,000	(1,248,080)	3,344	11,126
Equality Programme	17	23,704	4,138,558	(4,143,547)	1,627	20,342
		-----	-----	-----	-----	-----
		31,566	5,386,558	(5,391,627)	-	31,468
		-----	-----	-----	-----	-----
		179,145	5,387,120	(5,391,627)	-	174,638
		=====	=====	=====	=====	=====

**Transfers:**

- Note 1: Transfers relating to general overheads incurred relating to specific projects in year.

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

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

**For the year ended 31 March 2011**

**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.

<b>14. Analysis of net assets between funds</b>	<b>Tangible Fixed Assets</b>	<b>Current Assets</b>	<b>Current Liabilities</b>	<b>Total</b>
	£	£	£	£
Unrestricted funds	-	143,170	-	143,170
Restricted funds	7,845	64,092	(40,469)	31,468
	-----	-----	-----	-----
	7,845	207,262	(40,469)	174,638
	=====	=====	=====	=====

**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 £ 10,417 (2010: £8,856). At 31 March 2011 £nil (2010: £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 2011**

**Restricted Funds**

**16. Volunteering Scotland Grant Scheme**

	£	£
<b>Incoming Resources</b>		
Grant-Aid – Scottish Government	1,248,000	1,248,000
<b>Resources Expended</b>		
<b>Costs of generating funds</b>		
Staff Costs	5,915	5,915
<b>Governance costs</b>		
Staff Costs	3,943	
Trustees' expenses	1,214	
Auditors' remuneration	396	
Professional fees	2,606	
		8,159
<b>Grant Making</b>		
Grants Payable – Year 1	49,228	
Grants Payable – Year 2	578,088	
Grants Payable – Year 3	215,138	
Community Chest	203,934	
Returned Grants	(12,716)	
		1,033,672
<b>Grant making support costs</b>		
<u>Project administration</u>		
Trustees' expenses	491	
Staff costs	86,162	
Staff travel and subsistence	3,030	
Staff conferences and training	1,510	
Insurance	3,102	
Rent and occupancy costs	22,049	
Office supplies and services	3,185	
Depreciation	5,849	
Computer/technical support	5,098	
Auditors' remuneration	1,963	
Bank charges	642	
		133,081
<u>Support costs</u>		
Professional fees	2,749	
Staff costs	33,436	
Staff travel and subsistence	1,176	
Project training/consultancy	1,427	
Office services and supplies	1,237	
Grant programme support	10,416	
		50,441
<u>Promotion</u>		
Staff costs	9,002	
Staff travel and subsistence	317	
Marketing, printing and website	6,526	
Affiliations and publications	635	
Office services and supplies	332	
		16,812
		-----
<b>Surplus/(Deficit)</b>		<b>(80)</b>
		=====

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

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

**For the year ended 31 March 2011**

**Restricted Funds**

**17. Equality Programme**

	£	£
<b>Incoming Resources</b>		
Grant-Aid – Scottish Government	4,138,558	4,138,558
<b>Resources Expended</b>		
<b><i>Grant making</i></b>		
Grants payable – year 3	4,013,091	
Returned Grants	(9,424)	
		4,003,667
<b><i>Grant making support costs</i></b>		
<u>Project administration</u>		
Trustees' expenses	723	
Staff costs	73,817	
Staff travel and subsistence	2,063	
Staff conferences and training	607	
Insurance	535	
Rent and occupancy costs	5,554	
Office supplies and services	947	
Depreciation	1,882	
Computer/technical support	1,297	
Auditors' remuneration	281	
Bank charges	583	
Office furniture		88,289
<u>Support costs</u>		
Professional fees	1,498	
Staff costs	28,646	
Staff travel and subsistence	801	
Project training/consultancy	989	
Office services and supplies	366	
Grant programme support	7,260	
		39,560
<u>Promotion</u>		
Staff costs	7,712	
Staff travel and subsistence	215	
Marketing, printing and website	3,737	
Affiliations and publications	267	
Office services and supplies	100	
		12,031
		-----
<b>Surplus/(Deficit)</b>		<b>(4,989)</b>
		=====

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

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

**For the year ended 31 March 2011**

**18. Grants paid**

**Volunteering Scotland Grant Scheme (VSGS)**

	<b>Approved to 31.03.11 £</b>	<b>Paid to 31.03.11 £</b>
Alzheimer Scotland/Glasgow & E Dumbartonshire	33,905	50,360
Augment (Scotland) Ltd	-	17,800
Bannockburn Riding for the Disabled	7,000	14,000
Brighter Horizons, Banff	-	23,572
Broughty Ferry Environmental Project	49,573	49,573
Community Food Initiative North East	7,500	24,060
Craigmillier Ability Network	34,795	29,395
Craigmillier Community Arts	10,000	19,200
Depot Arts Company	24,406	24,406
Dumbarton Road Corridor Environmental Trust	17,160	25,880
Green Door Catering Company	29,418	14,709
Haven Caring Counselling Centre	-	8,602
Home Basics (Tweeddale) Co Ltd	25,705	31,625
Homelink Family Support	-	37,716
Instant Neighbour Charity	25,750	25,375
Inverclyde Community Development Trust	29,951	28,768
Islay & Jura Community Enterprise Ltd	31,509	31,509
Johnstone Castle Community Learning	30,000	30,000
Kintyre Youth Café Project	24,968	24,604
Merkinch Development Ventures	34,930	34,930
Moray Arts Centre	25,000	24,880
Motherwell CAB	7,000	7,000
Neilston Development Trust	15,000	15,000
Pan African Arts School	20,000	20,000
Prostate Cancer Charity Scotland	17,063	-
Reachout with Arts in Mind	10,000	26,560
Restart Orkney – Employability Orkney	27,644	19,934
Sue Ryder Care – Prisoners Project	12,400	12,400
The Borders Forest Trust	6,000	12,000
The Clanranald Trust for Scotland	34,999	34,999
The Furniture Project (Stranraer) Ltd	10,000	10,000
The Waterways Trust	17,500	17,500
Third Sector Hebrides (formally Voluntary Action Lewis)	35,000	40,827
Waverley Care, Edinburgh	-	18,452
West Lothian Food & Health Development (now CFINE – West Lothian)	42,477	36,818
<b>TOTAL</b>	<b>696,653</b>	<b>842,454</b>

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

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

**For the year ended 31 March 2010**

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

**Race, Religion and Refugee Integration Fund**

	<b>Grants paid by Voluntary Action Fund 31.03.11 £</b>
Amina	45,000
AWAZ FM	70,000
Bridges Programme	95,000
Bridging the Gap	70,000
Crossroads Youth & Community Association	60,000
Deaf Connections	61,500
Dumfries & Galloway Citizens Advice Service	25,960
Dundee Citizens Advice Service	39,000
Dundee International Women's Centre	60,000
Edinburgh Interfaith Association	70,000
Ethnic Minorities Law Centre	80,000
Festival of Spirituality and Peace	50,000
Glasgow ESOL Forum	70,000
Govan Law Centre	85,000
Greater Pollok Integration Network	50,000
Gypsy Traveller Education and Info Project	-
Integrating Toryglen Community	60,000
Inverness Citizens Advice Bureau	28,019
Maryhill CAB	80,000
Maryhill Integration Network	70,000
MECOPP	70,000
Multi Ethnic Aberdeen Limited (MEAL)	60,000
Positive Action in Housing	60,000
Saheliya	60,000
SAREC	120,000
Scottish Council of Jewish Communities	36,000
Scottish Islamic Foundation	-
Skillnet Edinburgh	90,000
STUC	60,000
WESREC	90,000
Young Scot	110,937
Youth Community Support Agency	70,000
<b>TOTAL</b>	<b>1,996,416</b>

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

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

**For the year ended 31 March 201**

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

**LGBT Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.11 £</b>
<b>Equality Network</b>	
<i>Informed and Empowered Communities</i>	60,000
<i>LGBT Community Sector Building</i>	60,000
<i>Scottish Transgender Alliance</i>	60,000
<i>Policy Analysis &amp; Engagement Project</i>	50,000
<b>LGBT Youth Scotland</b>	
<i>Community Development &amp; Capacity Building</i>	95,000
<i>Young People &amp; Participation Project</i>	60,000
<i>Domestic Abuse Project</i>	60,000
<i>History Month</i>	55,000
<b>Stonewall Scotland</b>	100,000
<b>TOTAL</b>	<b>600,000</b>

**Gender Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.11 £</b>
AMINA – Muslim Women’s Resource Centre	111,534
Children in Scotland	57,800
Engender	88,725
Glasgow Women’s Library	52,524
Close the gap	208,342
Scottish Women’s Convention	198,000
WEA Scotland	95,456
Women onto Work	132,848
<b>TOTAL</b>	<b>945,229</b>

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

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

**For the year ended 31 March 2011**

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

**Disability Equality Programme**

	<b>Grants paid by Voluntary Action Fund 31.03.11 £</b>
Communication Forum Scotland	60,265
Inclusion Scotland	226,016
Scottish Council on Deafness	45,376
Scottish Disability Equality Forum	139,789
	-----
<b>TOTAL</b>	<b>471,446</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 2011 are as follows:

	<b>2011 £</b>	<b>2010 £</b>
Commitments in principle at 1 April 2010	4,887,048	8,545,871
New grants approved	5,663,577	1,260,382
Charged in the Statement of Financial Activities	(4,855,545)	(4,774,953)
Grants returned	(22,140)	(1,344)
Grants cancelled	(216,305)	(142,908)
	-----	-----
Commitments at 31 March 2011	<b>5,456,635</b>	<b>4,887,048</b>
	=====	=====

Note 19 discloses formal approval of grants in the financial year, many of which were commitments in principle at 1 April 2011.

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 2011		
Due within one year	5,456,635	4,887,048
Due between one and two years	-	-
	-----	-----
	<b>5,456,635</b>	<b>4,887,048</b>
	=====	=====