

**PEEBLES COMMON GOOD FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

<p><u>Applicant Details</u> Name and Address of Applicant/Organisation: Telephone No: E-mail address:</p>	<p>Interest Link Tweeddale Volunteer Resource Centre, School Brae, High Street, Peebles EH45 8AL (Andrew Findlay, Project Co-ordinator) marymouat@interestlink.org.uk or andrewfindlay@interestlink.org.uk</p>
<p>Address to which payment should be made:</p>	<p>Interest Link Borders, Platform One, Station Road, Duns, Berwickshire TD11 3HS (Parent organisation)</p>
<p><u>Activities</u> Please supply a brief description of the activities of your organisation and the benefits it brings to the local community:</p>	<ul style="list-style-type: none"> • People with learning disabilities have a lifelong condition that affects their development and means they need help to understand information, learn skills and live independently. Cerebral Palsy, Downs Syndrome and autism are common causes. • Most children, young people and adults with learning disabilities are socially isolated but want to find friends, pursue interests, make choices, gain skills and develop independence. Interest Link aims to achieve this through volunteer befriending, and we have been very successful in the 12 years we have been working in Peebles. • We currently have 32 people living in Peebles who use our service, 24 of whom are currently in 1:1 befriending links and/or our 3 youth groups. Each group has around 5 people with learning disabilities and at least as many volunteers of the same age (we recruit a large number from Peebles High School each year). • The 1:1 links and groups meet fortnightly throughout the year and do social & leisure activities and personal development projects. • We have consistently found that befriending improves people's happiness, confidence, self-esteem, life skills and physical wellbeing, and this is clearly shown in the recent Impact Report attached. The report covers all our services throughout the Borders, and the benefits reported by those living in Peebles were the same as the average. (86% of service users reporting benefits). • The report also shows that our service provides high quality respite for carers and makes family life more sustainable: many carers of people with learning disabilities have to care well into their old age, and supporting them in this role is vital. Carers value our respite particularly highly because they know their children are with friends and are enjoying themselves. "If we know she's happy, we're happy too" is a common feedback quote. • There are wider community benefits too: <ul style="list-style-type: none"> ❖ Volunteering greatly increases volunteers' confidence in

	<p>forming relationships with people with learning disabilities. 43 of our volunteers live in Peebles, (28 aged under 25) and this is a lifeskill that will stay with them for ever.</p> <ul style="list-style-type: none"> ❖ People with learning disabilities are seen doing activities in the community, and this breaks down barriers between them and the general public.
<p><u>Assistance Requested</u> Please indicate the sum requested and the purpose for which it will be used:</p>	<p>Up to £1,500, which will be used for the travel and activity costs of befriending groups and 1:1 befriending links for children, young people and adults with learning disabilities who live in Peebles.</p>
<p>When will the donation be required:</p>	<p>By September 2014</p>
<p>If this is a one-off project then please give the following details –</p> <p>Date (s):</p> <p>Estimated total cost:</p> <p>Funds already raised by applicant's own efforts:</p> <p>Funds raised or expected to be raised from other sources (please state sources):</p>	<p>We provide a continuous service, but we raise our funding on a year-by-year basis. The details below are re service user and volunteer travel and activity costs in Peebles only.</p> <p>September 2014-August 2015</p> <p>£6,000: Total activity & travel expenses re 24 service users who live in Peebles and are in befriending links</p> <p>RS MacDonald Trust: £2,500 Big Lottery Fund Young Start: £500 Better Breaks Fund: £1,000</p> <p>Fundraising events: £500</p>

<p><u>Other information</u> If you have other information which you feel is relevant to this application please provide details including details of any previous assistance given:</p>	<ul style="list-style-type: none"> • We receive some core funding (about 10% of the total) from Scottish Borders Council for salaries and office costs. We raise the remainder from trusts, foundations and the Big Lottery Fund, and have fully exhausted all these sources before applying to the Common Good Fund. • We hold the Approved Provider Standard for Befriending Services and Queen's Award for Voluntary Service. • The Tweeddale committee comprises service users, family carers, volunteers and representatives of local service providers. It assists and advises the Branch Co-ordinator, who identifies and registers service users, recruits, trains and supports volunteers and makes & supports the befriending links. The Project Co-ordinator deals with planning and fundraising. • Our services give people with learning disabilities their only chance to be in mainstream youth group or 1:1 relationships with non-disabled peers who can act as role models, broaden their horizons and explore the choices open to them. Our volunteers are often the only people in a service user's life who are there purely by choice and this makes a huge impact on their quality of life and outlook. • The Fund previously made us a kind grant of £1,800 in 2011 for similar purposes.
<p><u>Declaration</u> I hereby make application for assistance as set out above and certify that the information I have provided is accurate</p> <p>Signed: _____</p> <p>Position Held: Project Co-ordinator</p> <p>Date: 10th July 2014</p>	
<p>Note: All applications from organisations MUST be accompanied by a copy of the latest audited accounts</p>	
<p>This completed form, accounts and any supporting details should be submitted to Kathleen Mason, Democratic Services Team Leader, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA for all funds. Telephone 01835 825005</p>	

* Insert name of Fund.

Registered Company number SC297772
Registered Charity number SC030132

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31st March 2013
for**

INTEREST LINK BORDERS
(A charitable company limited by guarantee)

INTEREST LINK BORDERS (Registered number: SC297772)
(A charitable company limited by guarantee)

**Report of the Trustees
for the year ended 31st March 2013**

The trustees who are also directors of the charity for the purpose of the Companies Act 2006 present their report and the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 (2nd edition – May 2008).

The company does not trade for profit and is prohibited from making distributions to its members.

Reference and administrative information

The Trustees who served during the year are as stated below:

		Body represented
Craig Douglas	Convenor	Family carer
Charmian Ledsham	Vice-convenor	Brothers of Charity
Sally Scott Aiton	Treasurer	Volunteer
Lizi Irvine (Berwickshire Branch representative)		Volunteer
Jim McLaren (Central Borders Branch representative)		Volunteer
Kenneth Wood (Appointed 04/03/13)		Volunteer

Donna Allen, Shirley Gray and Julie Seymour were directors during the year until their resignations on 25/10/2012.

All the current directors will retire at the forthcoming Annual General Meeting and, being eligible, are available for re-election.

Secretary	Andrew Findlay
Registered Company Number	SC297772 (Scotland)
Registered Charity Number	SC030132
Registered Office & Business Address	Platform One, Station Road, Duns, Berwickshire, TD11 3HS
Independent Examiner	Lesley Mark FCA DChA, Douglas Home & Co Ltd 47-49 The Square, Kelso, Roxburghshire, TD5 7HW
Bankers	Royal Bank of Scotland, 12 Market Square, Duns TD11 3DA Bank of Scotland, 600 Gorgie Road, Edinburgh EH11 3XP

Principal activities

The principal activity of the company during the year under review was to relieve the suffering and distress and promote the welfare of people with learning disabilities by the provision of befriending services.

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**Report of the Trustees
for the year ended 31st March 2013**

History and Management

- Interest Link is the only service of its kind in the Scottish Borders and one of only a few nationally. Our service was established in Berwickshire in 1990 by carers and grew to cover the whole of the Borders in 2002 through 4 branches (Berwickshire, Buddies Central Borders, Roxburgh and Tweeddale).
- A central Board of Directors and Project Co-ordinator handles planning, monitoring and evaluation, fundraising, financial administration, policy and service development.
- This leaves the four branches, each with its own Co-ordinator and Committee, free to concentrate on delivering the service in their local areas: registering service users, liaising with their carers, recruiting, checking, training and supporting volunteers and making and supporting links.
- We hold the Approved Provider Standard for Befriending Services and the Queen's Award for Voluntary Service.

Achievements and performance

Service delivery

- At 31st March 2013, the services had 304 registered users. There are around 630 children, young people and adults with learning disabilities who could come within the scope of the service.
- In 2012-13, a total of 254 befriending links operated (152 1:1 links and 102 in befriending groups)
 - ❖ 44 links operated involving children with learning disabilities aged 8-15 (18 1:1 links and 26 in groups)
 - ❖ 67 links ran for young people with learning disabilities aged 16-25 (25 1:1 links and 42 in groups).
 - ❖ 143 adult 1:1 links operated (109 1:1 links and 34 in groups).
 - ❖ Across the service, the numbers involved in befriending groups rose sharply from 77 in 2011-12 to 102. 1:1 links reduced slightly from 155 to 152.

Voluntary help and gifts in kind

The directors are extremely grateful for the continued support given by unpaid volunteers in the various branches of Interest Link. It is estimated that around 16,029 hours of volunteer time were given. At the UK national average wage of £14.56 per hour, this values volunteer time at around £233,389. This does not include the added value created by the special nature of the befriending relationship.

Plans for future periods

In 2013-14, no major changes to the size and nature of the service are planned.

FINANCIAL REVIEW

Reserves policy

The charity recognises the need to have reserves to meet commitments in the event of income sources being lost or its activities terminated.

The charity has a policy of retaining unrestricted reserves that are adequate to:

- Sustain the charity for a period of 3 months if all other funding sources are terminated.
- Pay any costs incurred if the charity were to cease operating.

The charity will take reasonable steps to ensure this level of reserves is achieved and maintained but its ability to do so will inevitably be limited by the sources of unrestricted funding available to it.

General reserves have risen this year to £14,178 (2012 - £8,252) and the charity will continue to try and strengthen this over the coming years.

Financial position

For the befriending service in 2012-13, Interest Link Borders received total funding of £234,527 (2012 - £277,055) as detailed on Page 11.

In addition general funding of £8,193 (2012 - £3,297) was raised from voluntary donations, local fundraising, sponsorship, bank interest and miscellaneous sources.

The accounts show net outgoing resources for the year, per page 6, of £2,479 (2012 incoming £66,707) which, when added to total funds brought forward at 31st March 2012, gives total funds of £117,154 as at 31st March 2013, comprising £14,178 on the General Fund and £102,976 on the Restricted Fund, details of which are included at note 12 on page 11 of these accounts.

**Independent Examiner's Report to the Trustees of
Interest Link Borders
(A charitable company limited by guarantee)**

I report on the accounts for the year ended 31st March 2013 set out on pages six to eleven.

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. 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.

Lesley Mark FCA, DChA
Douglas Home & Co Ltd
Chartered Accountants
47-49 The Square
Kelso
Roxburghshire
TD5 7HW

Date: ...3 September 2013...

INTEREST LINK BORDERS (Registered number: SC297772)
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Balance Sheet as at 31st March 2013

	Note	<u>2013</u>		<u>2012</u>	
		£	£	£	£
Tangible Fixed Assets	8		6		7
Current Assets					
Bank & Cash		125,390		133,008	
Debtors	9	<u>-</u>		<u>-</u>	
		125,390		133,008	
Creditors: amounts falling due within 1 year	10	<u>8,242</u>		<u>13,382</u>	
Net Current Assets			<u>117,148</u>		<u>119,626</u>
Total Assets less Current Liabilities			<u><u>117,154</u></u>		<u><u>119,633</u></u>
Funds					
Unrestricted Funds	12	14,178		8,252	
Restricted Funds	12	<u>102,976</u>		<u>111,381</u>	
			<u><u>117,154</u></u>		<u><u>119,633</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

(a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 3/9/13 and were signed on their behalf by:

Sally Scott Aiton
 Trustee

INTEREST LINK BORDERS (Registered number: SC297772)
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Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

	Unrestricted Funds	Restricted Funds	2013 Total	2012 Total
	£	£	£	£
2. Costs of generating funds				
Salaries & NIC	-	8,720	8,720	8,084
Accommodation costs	-	276	276	299
General office costs	-	1,327	1,327	855
Staff travel costs	-	287	287	301
Fundraising event costs	459	-	459	203
Total	<u>459</u>	<u>10,610</u>	<u>11,069</u>	<u>9,742</u>
3. Costs of activities in furtherance of objects of the charity				
Salaries & NIC	-	144,146	144,146	134,533
Staff travel	-	8,884	8,884	8,226
Staff training	-	2,164	2,164	612
Volunteer recruitment, advertising & publicity	-	369	369	3,503
Volunteer training	-	1,329	1,329	1,527
Volunteer activity costs	1,098	25,184	26,282	16,352
Volunteer travel expenses	407	22,882	23,289	15,083
Accommodation costs	-	6,658	6,658	5,812
General office costs	302	10,451	10,753	7,568
Producing materials/copying	-	532	532	798
Subscriptions	-	525	525	400
Insurance	-	1,474	1,474	1,399
Payroll administration	-	600	600	912
Evaluation	-	1,200	1,200	-
Loss on disposal of fixed assets	1	-	1	-
Depreciation	-	-	-	847
Total	<u>1,808</u>	<u>226,398</u>	<u>228,206</u>	<u>197,572</u>
4. Governance				
Salaries & NIC	-	1,744	1,744	1,617
Committee Honoraria and Travel & Meeting Expenses	-	1,665	1,641	1,641
Independent examination	-	2,473	2,473	1,991
Grants repaid	-	-	-	1,072
Bank charges	-	42	42	10
Total	<u>-</u>	<u>5,924</u>	<u>5,924</u>	<u>6,331</u>
5. Net incoming/(outgoing) resources for the year			<u>2013</u>	<u>2012</u>
This is stated after charging:			£	£
Depreciation and loss on disposals			<u>1</u>	<u>847</u>
6. Staff numbers & costs			<u>2013</u>	<u>2012</u>
			£	£
Wages & salaries			143,506	137,859
Social security costs			<u>11,104</u>	<u>10,750</u>
Total			<u>154,610</u>	<u>148,609</u>
			<u>2013</u>	<u>2012</u>
The average weekly number of employees, calculated as full time equivalents, during the year was:			<u>6</u>	<u>6</u>

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

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Notes forming part of the financial statements for the year ended 31st March 2013 (cont'd)

12. Unrestricted funds

The general fund comprises those funds which the trustees are free to use in accordance with the charitable objects of Interest Link Borders.

Restricted funds

Grants are received for specific areas of the Befriending Service which is Interest Link Borders' sole service. It is principally funded by grants from the Big Lottery Fund, Scottish Borders Council and Grant-making Trusts. Each grant, the restrictions on it and any unspent balances carried forward are detailed below:

	Balances as at 1st April 2012	Income received	Expenditure	Transfers	Balances as at 31st March 2013
	£	£	£	£	£
<u>RESTRICTED FUNDS</u>					
Bank of Scotland Foundation: Befriending project costs	9,014	-	9,014	-	-
Big Lottery Fund: Befriending project costs	18,678	20,593	39,271	-	-
BVCCF: Staff SVQ Training costs	500	-	500	-	-
Children in Need: Children's Befriending Service	-	23,022	23,022	-	-
Co-operative Membership Community Fund: Adult Service Volunteer Costs	53	-	53	-	-
Esmee Fairbairn Foundation: Adult Befriending Service	-	23,969	10,694	-	13,275
Four Acre Trust: Volunteer costs	-	5,000	5,000	-	-
Gannochy Trust: Young People's Befriending Service	5,481	7,500	12,548	-	433
Gunter Charitable Trust: Befriending Service	164	1,000	1,164	-	-
Hugh Fraser Foundation: Adult Befriending Service	3,000	-	3,000	-	-
Lloyds TSB Foundation for Scotland: Befriending Service	-	4,500	4,500	-	-
NHS Borders: Health improvement grants	250	-	250	-	-
Paul Hamlyn Foundation: Young People's Befriending Service	24,843	40,844	41,520	-	24,167
Peebles Common Good Fund: Volunteer costs	1,281	-	1,281	-	-
RS MacDonald Charitable trust: Adult befriending service	-	15,000	11,728	-	3,272
Scottish Borders Council: Grant under Service Agreement for Short Break respite and alternative day service provision	24,902	21,996	13,415	-	33,483
Scottish Borders Council: Grant under Service Agreement for Children's Service	10,222	-	3,063	-	7,159
Short Breaks Fund: Children's Befriending Service	8,905	-	8,905	-	-
Better Breaks Fund: Children's Befriending Service	-	18,438	18,438	-	-
Creative Breaks: Adult Befriending Service	-	13,865	6,526	-	7,339
Bursary	-	1,500	1,500	-	-
The Henry Smith Charity: Adult Befriending Service	-	25,300	14,696	-	10,604
The Robertson Trust: Berwickshire Branch Co-ordinator Costs	3,088	12,000	11,844	-	3,244
The Souter Foundation: Volunteer costs	1,000	-	1,000	-	-
	111,381	234,527	242,932	-	102,976
<u>UNRESTRICTED FUNDS</u>					
General fund	8,252	8,193	2,267	-	14,178
TOTAL FUNDS MOVEMENT FOR YEAR	119,633	242,720	245,199	-	117,154