



**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**REPORT and FINANCIAL STATEMENTS**

**For the year ended 31 March 2023**

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
(A Company Limited by Guarantee)**

**LEGAL and ADMINISTRATIVE INFORMATION**

**For the year ended 31 March 2023**

**Directors**

Marisa Matos (Chair) – Appointed 17 August 2022  
Daniel J Evans – resigned 2 May 2023  
Carol M Bartholomew – resigned 17 August 2022  
Ann E Pike  
Lynda A Ross-Hale – resigned 17 August 2022  
Archibald G Meikle -resigned 26 October 2022  
Seona Carnegie – resigned 17 August 2022  
Jennifer Gilchrist  
Evie Johnstone – appointed 2 May 2023  
Gillian Keast – appointed – 26 January 2023  
Jeanette Dobson – appointed 17 August 2022, resigned 8 March 2023  
Traci Mackie – appointed 17 August 2022

**Secretary**

Gillian Keast

**Chief Executive Officer**

Alan McCloskey

**Registered Office**

20-22 King Street  
Bathgate  
EH48 1AX

**Auditors**

Chiene + Tait LLP (trading as CT)  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh  
EH3 6NL

**Bankers**

Bank of Scotland 50 Hopetoun Street Bathgate EH48 4EU	Unity Trust Bank plc 9 Brindley Place Birmingham B1 2HB	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ
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**Employment advisers**

Employers in Voluntary Housing (EVH)  
5<sup>th</sup> Floor  
137 Sauchiehall Street  
Glasgow  
G2 3EW

**Charity number:** SC027612

**Company number:** SC244154

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT**

**For the year ended 31 March 2023**

The Directors submit their report together with the financial statements for the year ended 31 March 2023.

**OBJECTS OF THE CHARITY AND PRINCIPAL ACTIVITIES**

The charitable company's objects are:

The advancement of citizenship, community development and social enterprises (where the social enterprise is asset locked and non-profit distributing and is part of the voluntary sector), urban and rural regeneration and the promotion of civic responsibility, volunteering, the voluntary sector and the effectiveness of charities.

**Activities of the charity:**

The above objects shall be for the benefit of the public within West Lothian, primarily but not exclusively, through the promotion, facilitation and support of:

- Engagement and involvement and the development of civic duty;
- Volunteering: volunteers and volunteering organisations;
- Social Enterprise;
- Building capacity in the Third Sector;
- Co-operation, networking, partnership working;
- Communications dissemination of good practice, guidance and practical assistance;
- Printing, publishing and circulation of written and other materials, holding meetings, workshops and seminars.

The principal activities of the charity during the financial year were:

- Further strengthening the Governance and operation of Voluntary Sector Gateway West Lothian (VSGWL);
- Volunteering development;
- Support for Social Enterprises through our partnership with West Lothian Social Enterprise Network (WLSSEN);
- Supporting and developing a stronger Third Sector;
- Building the Third Sector relationship with Community Planning Partnership (CPP) and Integration Joint Board (IJB).

**ACHIEVEMENTS AND PERFORMANCE**

***Significant activities in the year and their contribution to the principal activities above were:***

We have further strengthened our relationships work with our key partners such as West Lothian Council, Health and Social Care Partnership (HSCP), Scottish Government, NHS Lothian, DWP and the wider Third Sector. Notably, we have influenced strategic groups on the role and value of the Third Sector in the following areas;

*WL Council*

- Community Planning Partnership (CPP, Strategic Planning Oversight Groups and forums)
- Supported Working Group activities between West Lothian Council and other Third Sector reps in developing strategy for Voluntary Organisations Revenue Budget and securing multi-year funding model.
- Represented Third sector on Economic Recovery meetings with other CPP members.
- Represented Third sector on the Local Employability Partnership Forum (LEP).
- Active role in supporting individuals arriving from Ukraine and coordinating Third Sector offer of friendship

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**ACHIEVEMENTS AND PERFORMANCE (Continued)**

*HSCP*

- Supported IJB Board development and represented third sector at Board meetings.
- Represented third sector in IJB Strategic Planning Group meetings.
- Secured resource for test of change Community Link volunteering initiative.

*NHS Lothian*

- Represented third sector adult mental health prevention and early intervention group.

*DWP*

- Worked in partnership to support individuals with additional needs find volunteering roles and routes into employment.

*Wider Third Sector*

- Shared knowledge and policy developments, best practice and funding news with Third Sector colleagues at regular Third Sector Strategy Group (TSSG) meetings - [TSSG](#)
- Created a dedicated Third Sector Cost of Living Forum to support groups and those in need across the area [third-sector-cost-of-living-forum/](#)
- Created a new Third Sector Employability Forum - [west-lothian-third-sector-employability-forum/](#)
- Provided secretariat support to range of themed sector meetings and forums.
- Doubled VSGWL membership from 50 to >100 organisations.

**VSGWL and Third Sector representation**

VSGWL has continued to take a leadership role and responded positively to opportunities by working at pace to represent the Third Sector. We have helped vulnerable individuals and communities across the local area have a voice in policy developments with our statutory partners. We have played a crucial role in providing support, often initiating actions at a community level by working closely with statutory partners such as West Lothian Council and the Integrated Joint Board (IJB) to support those in need.

VSGWL strengthened our staffing complement during the year to better meet the needs of the sector. We recruited two new Development Officers to support our volunteering / governance and community support provision. We have also created a new Sector Support Assistant position to increase our administrative capacity and to provide secretariat support to various sector meetings and forums.

We have utilised our premises to host sector and forums on a weekly basis. We have fantastic hybrid facilities which support in person and online meetings highly effectively. We have secured regular room hire rental from two Third Sector tenants who are based in our offices and supplemented our income from regular meeting rooms bookings.

We produced a comprehensive report on Third Sector activity locally in conjunction with West Lothian Council. The report provided a snapshot of the Third Sector both nationally and locally, along with case studies showcasing the work of locally based 16 organisations. [Third Sector Annual report 2021 2022](#)

**Third Sector funding opportunities**

VSGWL has managed three separate grants schemes to support the work of the third sector locally over the 12 months.

- **£469k Communities Mental Health and Wellbeing Fund Year 2**

The Scottish Government provided a further £15m of funding to support the impacts of social isolation and mental health and wellbeing support in adults at community level. West Lothian was allocated £469k in 22/23 to support small grass roots organisations.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**ACHIEVEMENTS AND PERFORMANCE (Continued)**

We held two funding rounds, one in November 2022 and a second round in February 2023. Amount requested - £1.4m from 72 applications. £469K awarded to support 37 projects locally. [Orgs funded in Year 2 MH Fund](#)

- **£70k Unpaid Carers Fund**

Social Policy Dept in West Lothian Council agreed VSGWL to administer a £70k fund to assist with the promotion and rollout of the Carers Strategy in the third sector. We held two rounds of funding in 22/23. £70k fund was dispersed to 20 organisations providing support for unpaid to engage in breaks, activities, eating out, supply of equipment etc. to support their health and wellbeing.

- **£21.5k Rural Community Led Local Development (RCLLD) Fund**

In January 2023, West Lothian Council asked VSGWL to manage a £21.5k capital monies provided from the Rural Community Led Development Fund/ The monies are helping locally based community groups who are members of the newly established Third Sector Cost of Living Forum with the cost-of-living crisis.

12 Organisations are benefiting from the additional monies. We also provided monies to faith and church groups that are providing `warm hubs` to help with the equipment costs.

**Food Network support**

In December 2022, VSGWL was approached by West Lothian Council and member of the Food Network to provide independence governance support to the Food Network and a recently established Steering Committee. Work has centred on the development and sustainability of the Network moving forward.

VSGWL has also been asked to assist with governance and grant management of the Food Network in 23/24, pending development of a new legal structure. A transitional plan has been submitted on behalf of the Food Network setting out how the £280k monies that West Lothian Council has ringfenced for food support in 23/24 will be managed and allocated.

**West Lothian Council PDSPs**

Following the May local elections in 2022, the Council established 7 Policy Development Scrutiny Panels (PDSPs). VSGWL has a seat at all of these. Following meetings with third sector reps, agreement has been secured to ensure wider sector representation and voice on each of the following PDSPs. The forums make important recommendations on policy to West Lothian Council's Executive team.

- a) Corporate Policy and Resources
- b) Education
- c) Housing
- d) Public & Community Safety
- e) Social Work & Health
- f) Environment & Sustainability
- g) Economy, Community Empowerment and Wealth Building

**Plans for a New National Care Service for Scotland**

The Scottish Government consulted on wide ranging plans for how social care in Scotland is delivered. The proposed changes have implications for many organisations in the third sector especially those supporting children and families, community justice, alcohol and drug services, elements of mental health as well as unpaid carers. The proposed shake up has also significant implications for the future of IJBs, with the consultation seeking to centralise accountability.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**ACHIEVEMENTS AND PERFORMANCE (Continued)**

VSGWL attended the Scottish Government's national awareness event to provide a valuable contribution to the conversation.

**Community Link project**

Following discussions with colleagues in West Lothian HSCP during 2022, VSGWL has been working with health professionals on a one-year theory of change project to help support people to maintain full and independent lives at home. The volunteer led initiative will provide services such as befriending and provide practical help and support as well as signposting to our Third Sector partners.

<https://www.voluntarysectorgateway.org/community-link/>

**Enhanced Communication**

In order to further strengthen our communications, we invested in the development of a new website which was launched in April 2021.

**Website analytics**

<b>Total number of visitors</b> - <i>Users who have initiated at least one session</i>	25,497
<b>New visitors</b> - <i>The number of first-time users</i>	25,097
<b>Page views</b> – <i>Page views is the total number of pages viewed. Repeated views of a single page are counted</i>	66,629

We also shared **343 news articles** with the Sector and produced a monthly E-Bulletin which captures highlights of funding news, policy developments, VSGWL updates as well as volunteering and employment opportunities.

We also continued to provide local organisations with the opportunity to showcase their service through our popular monthly 'Org in the Spotlight' feature.

**Mailing List**

We currently have **427** people subscribed to our mailing list to receive our E-Bulletin.

**Facebook Analytics**

<b>Total number of people who like VSGWL page</b>	652
<b>Total number of people follow VSGWL page</b>	809

**Twitter Analytics - 908 followers**

**LinkedIn Analytics**

As an organisation, we began using LinkedIn to share news and information. We gained a total of **129 followers** in 2022-2023.

**VSGWL Members satisfaction survey**

In Autumn 2022, we asked our members to tell us what we were doing well and on how we could better meet their needs moving forward. [members-survey-report-2022-summary-report/](#)

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**ACHIEVEMENTS AND PERFORMANCE (Continued)**

One of the key asks was for VSGWL to host more themed events and providing more networking events and funding support for the sector. Actions taken already include

- Funding awareness sessions for sector, including event with National Lottery Community Fund Manager.
- Networking event held December – `In conversation with Smile Counselling` - VSGWL CEO interviewed Smile CEO about their work and success in winning Charity of Year award.
- `Let`s Talk Diversity` event held involving expert panel from orgs supporting diversity and inclusiveness

All events were well attended and received positive feedback from participants.

**Outcomes work**

We have delivered against a number of key outcomes, summarised below;

**Build capacity** - Improved sector governance by exploring and developing a range of internal skills, knowledge, and expertise to better support organisations

- provided intensive one to one support to organisations on change of legal status, asset transfer and funding concerns.
- Collaborating with others to help social enterprises grow and thrive in West Lothian.

**Voice** - Ensured voice of Sector appropriately represented in key Council decision making forums and meetings.

- VSGWL referenced in quarterly West Lothian Council official reports and minutes
  - Contributed to quarterly Community Partnership (CPP) meetings and three CPP Development events
  - Contributed to quarterly IJB Board meetings and 6 Strategic Planning Group meetings
  - Contributed to regular meetings with Adult Support & Protection Committee to update the sector with information from the committee for organisations involved in adult protection and possible training for third Sector Organisations.
  - Secured Third Sector representation on 7 X Council PDSP forums

**Connect** -Significantly increased our communication reach on website and social media

- Contributed to Working Group with Sector Reps and Council officials on development of the Voluntary Orgs revenue budget, securing a two-year investment model for the sector.
- Created a dedicated Third Sector Cost of Living Forum to support groups and those in need across the area [third-sector-cost-of-living-forum/](#)
- Created new Third Sector Employability Forum - [west-lothian-third-sector-employability-forum/](#)
- Provided secretariat support to range of sector forums and meetings.

**Intelligence** -Promoted Service Locator Tool with key CPP partners including Police Scotland, Scottish Fire and Rescue Service, Skills Development Scotland and DWP.

- Supported Social Enterprises through commissioning of West Lothian Social Enterprise Network (WLSSEN) who are a place-based member organisation rooted in connecting, supporting and promoting social enterprise in West Lothian.
  - membership increased to 84 members
  - 11 direct one to one support sessions
  - 4 networking events held

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**ACHIEVEMENTS AND PERFORMANCE (Continued)**

**FINANCIAL REVIEW**

The financial statements for the year to 31 March 2023 have been audited by Chiene + Tait LLP (Trading as CT).

**Results for year**

Total income has decreased from £866,486 in 2022 to £855,273 in the year to 31 March 2023.

Core funding from the Scottish Government for 22/23 remained at standstill level, however there is a welcome 4 % uplift on our core grant for 23/24. There is ongoing dialogue with the Scottish Government to secure multi-year grant arrangements moving forward.

West Lothian Council core funding remained at the same level as the previous year for 22/23, however the Council has agreed to provide an additional £15k to VSGWL to deliver social enterprise support from 1 July 2023. Furthermore, the sub-group established with the participation of VSGWL to assist the Council develop its future funding strategy for the Third Sector has successfully secured a 2-year investment model for the Sector for 23/24 and 24/25.

Total expenditure has decreased from £867,189 in 2022 to £844,408 in the year to 31 March 2023, which includes grant distributions made from the Scottish Government Wellbeing Fund in 2022-23 of £469,318, and from the Unpaid Carers Fund of £70,000.

At 31 March 2023 staff costs represented 25% (2022: 25%) of total expenditure.

Cash resources at 31 March 2023 were £167,796, a level which gives us encouragement to progress with our future plans.

**Net assets**

The net asset position at 31 March 2023 has increased by £11,053 from the prior year. This reflects an increase in unrestricted funds from £324,643 to £336,164. at the year end. The reserves continue to reflect the requirement of Charities SORP (FRS 102) to recognise our liabilities under the multi-employer defined benefit scheme in which the Charity participates by accruing the cost of agreed deficit reduction plan payments which amounted to £11,550. Each participating member is exposed to future funding risks arising from both members becoming unable to meet their obligations as well as to market levels. Note 18 provides further information on the significance of this.

**Reserves and reserves policy**

The present level of funding is adequate to support the continuation of activities for the foreseeable future and the directors consider the financial position of the charity to be satisfactory.

As the charity has no overdraft facilities it relies entirely on cash flow and its reserves to finance its day to day operations. In order to provide a stable platform for the delivery of outcomes expected by our stakeholders the directors' policy is that at least three months' operational expenditure is represented by unrestricted reserves, and this amounts to around £70,000, based on budgeted costs. Unrestricted reserves at 31 March 2023 were £336,164 but this includes £239,265 represented by fixed assets. Unrestricted reserves "free" of fixed assets and designations are therefore £96,899 but this includes the provision for long term pension obligations at 31 March 2023 of £1,406. The directors are relying on it being very unlikely that any of this long term obligation will fall due within the next 12 months, and in view of this and, for the purposes of our reserves policy only, we exclude this liability to give us unrestricted free reserves of £98,305, which is well in excess of the policy.



**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (CONTINUED)**

**For the year ended 31 March 2023**

**Reserves and reserves policy (continued)**

As at 31 March 2023, restricted funds were £6,929 and unrestricted funds £336,164, of which £Nil were designated. In order to improve the financial security of the Charity the directors continue to explore opportunities for growing unrestricted funds.

**Going concern**

As highlighted earlier in this report, the charity has largely operated in a remote working environment since March 2020, but returned to the office in early 2022. We have continued to deliver high quality support to the sector during this period. There remains no significant impact to the charity's funding or operations.

The directors have considered financial forecasts for the next twelve months which take into account expenditure expected to be incurred in order to continue the development and improvement plan for the Charity. Key to this is the assumption that core funding will remain at historic levels. The charity is actively exploring multi-year funding from our core funders along with additional income from other sources, moving forward. On this basis the directors are confident that the Charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements. Further information is set out in Note 19 of the financial statements.

**Plans for future**

Planned in the financial year to 31 March 2024 are:

- Promote and secure additional funding and grants for Sector to cope with impact of Covid-19 and the cost-of-living crisis
- Manage and distribute monies from the recurring Communities Mental Health and Wellbeing Fund, other Scottish Government or other local funds as requested by West Lothian Council
- Explore income diversification streams for VSGWL including sub-let opportunities of new premises and development of investment strategy
- Maintain, develop and strengthen external influence with key stakeholders and partners
- Develop proposals through local Working Group on new investment model to better support wider sector
- Support wider policy engagement with TSI network
- Lead and coordinate community support to people arriving from Ukraine.
- Rollout of new Community Link support initiative
- Use Good Governance Code to measure VSGWL Board effectiveness and support continuous improvement.
- Coordinate and support West Lothian's Food Network and ensure that people facing food insecurities have access to food with dignity
- Support and develop local volunteering within West Lothian by providing a gateway and brokerage service into volunteering for residents of West Lothian, spanning all Council priority areas.
- Maintain the database for the West Lothian area showing local opportunities.
- Continue to develop the membership of locally based charities, social enterprises, and volunteer-led community organisations through services
- Provide the main link between the Third Sector Strategy Group and the Third Sector Working Group and the Economy, Community Empowerment and Wealth Building PDSP, including development of a further joint annual report.
- Provide West Lothian Council's CPP and IJB with an understanding of national strategies and best practices from elsewhere in Scotland and how these affect West Lothian.
- Support to Covid-19 recovery and renewal plans along with economic recovery is appropriately planned with key strategic partners.
- Play key role in representing third sector on Local Employability Partnership (LEP)

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**Plans for future (continued)**

Through this work VSGWL will ensure:

- More people have increased opportunity and enthusiasm to volunteer, including recognition through the Saltire and Volunteer Friendly Awards.
- Volunteer Involving Organisations are better able to recruit, manage and retain volunteers
- More people have increased opportunity and enthusiasm to volunteer.
- Third Sector Organisations are well governed and managed and able to deliver quality outcomes through the provision of relevant information on, tailored supports and a range of on-line resource tools.
- Third Sector Organisations feel better connected and are able to influence and contribute towards public policy.
- Dispersed Ukrainian families have access to help and support from statutory and Third Sector organisations.
- People in West Lothian have access to food with dignity.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Membership is open to Third Sector, Community, Public, and Private Sector Organisations and individuals operating within West Lothian who support the objects of the charity and agree to pay any subscription set by the directors. There are Full and Associate categories of membership, with only Third Sector and Community organisations active in West Lothian being able to become Full members and having voting rights. Associate members have the right to attend members' meetings.

**Organisational Structure**

VSGWL has a board of directors who meet every two months and are responsible for the strategic direction and policy of the charity.

The directors are responsible for ensuring that the charity delivers the services specified and that key performance indicators are met.

**Sub-Committees:**

The following sub-committees are in place:

- Finance
- HR
- Quality Governance and Compliance
- Business Development

The organisation is managed on a day to day basis by the Chief Executive Officer under which the staff team deliver the agreed Work Plan.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (CONTINUED)**

**Organisation of our Work**

The charity is organised so that the directors meet regularly to manage its affairs. Any risks to which the charity may be exposed have been reviewed and systems have been established to mitigate those risks.

The Board remains responsible for overall governance. This includes ensuring senior management establish and maintain adequate systems of risk management and that the level of capital held is consistent with the risk profile of the organisation.

The Board has a clear strategy of what to delegate to management and how to monitor and evaluate the implementation of policies, strategies and business plans.

The Board has delegated the management of the organisation to the Chief Executive Officer (CEO). This delegation of authority includes responsibility for:

- Developing business plans, budgets and company strategies for consideration by the Board and, to the extent approved by the Board, implementing these plans, budgets and strategies;
- Identifying and managing operational risks on a daily basis and, where those risks could have a material impact on the company's business, formulating strategies for managing these risks for consideration by the Board;
- Managing the company's current financial and other reporting mechanisms as well as its control and monitoring systems to ensure that these mechanisms and systems capture all relevant material information on a timely basis and are functioning effectively;
- Ensuring that the Board and its sub-committees are provided with sufficient information on a timely basis in regard to the company's business to enable the board and those committees to fulfil their governance responsibilities;
- Implementing the policies, processes and codes of conduct approved by the Board.

**Board Management Induction and Development**

A clear open and transparent policy and procedure has been developed for the recruitment of new directors.

All directors are given an induction which seeks to ensure their familiarity and understanding of the objectives of the Company, an understanding of its Governing Documents and familiarisation with the work plan for the current year.

Copies of past minutes, Annual Report and Financial Statements are made available as is a copy of the OSCR guidance for Charity Trustees.

Periodically the Board will meet with Senior Staff in attendance, to discuss strategic planning and organisational development needs.

Directors are encouraged to attend training events and conferences which will enhance their abilities and skills in undertaking their role as directors with the company and Trustees of the charity.

The Board is committed to individual and collective performance review.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**STRUCTURE, GOVERNANCE AND MANAGEMENT (Continued)**

**Key management personnel remuneration**

The directors consider the board and the chief executive officer as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day-to-day basis. All trustees give of their time freely and no trustee remuneration was paid in the year.

The pay of the charity's chief executive officer is reviewed annually and in line with available funding.

**Risk Management**

Systems and procedures have been established to mitigate the risks the charity faces. The Quality, Governance and Compliance Committee provides reports to the Board on its activities and the effectiveness of risk management, internal controls, compliance and governance matters. The Committee escalate any matters of significant concern and exception reports to the Board for their consideration and action. The Board carried out a review of our Governance arrangements in line with Code of Conduct guidance.

The risk management strategy includes:

- regular review of the principal risks and uncertainties that the charity faces;
- establishment of policies, systems and procedures to mitigate those risks identified in the annual review;
- implementing procedures to minimise or manage any potential impact on the charity from those risks;
- Directors are committed to individual and collective performance review at Board level and have identified a need to prioritise this.

Financial sustainability is considered to be the main risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular discussions with funders, and active management of trade debtors and creditors balances to ensure sufficient working capital is available.

**Reference and administrative details**

Information about the charity is set out on page 1.

**Statement of directors' responsibilities**

The directors (who are also trustees of Voluntary Sector Gateway West Lothian for the purposes of charity law) are responsible for preparing the Directors' 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 directors 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 the income and expenditure, of the charitable company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**DIRECTORS' REPORT (continued)**

**For the year ended 31 March 2023**

**Statement of directors' responsibilities (continued)**

The directors are responsible for keeping adequate accounting records that 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, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The directors 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 and dissemination of financial statements may differ from legislation in other jurisdictions.

In so far as the Directors are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**Small Company Provisions**

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The directors' report was approved on 08 November 2023  
..... 2023 and signed on behalf of the Board of  
Directors by:

*Marisa Matos*

.....  
Marisa Matos, Director

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**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF  
VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**



**Opinion**

We have audited the financial statements of Voluntary Sector Gateway West Lothian (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023, 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).

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

**Other information**

The other information comprises the information included in the directors' report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information contained within the directors' report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF  
VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**



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

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Directors' Report has been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Directors' Report.

We have nothing to report in 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 Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Directors were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemption in preparing the Directors' Report and from the requirement to prepare a strategic report.

**Responsibilities of Trustees**

As explained more fully in the Directors' Responsibilities Statement set out on pages 11 and 12, the Directors (who are also the Trustees 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, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**Auditor's responsibilities for the audit of the financial statements**

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**INDEPENDENT AUDITOR'S REPORT TO THE DIRECTORS AND MEMBERS OF  
VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**



**Auditor's responsibilities for the audit of the financial statements (continued)**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We gained an understanding of the legal and regulatory framework applicable to the charity and the sector in which it operates and considered the risk of acts by the charity which were contrary to applicable laws and regulations, including fraud. This included but was not limited to the Charities and Trustee Investment (Scotland) Act 2005, and The Charities Accounts (Scotland) Regulations 2006.

We focused on laws and regulations that could give rise to a material misstatement in the charity's financial statements. Our tests included, but were not limited to:

- agreement of the financial statement disclosures to underlying supporting documentation;
- enquiries of the directors and key management personnel;
- review of minutes of board meetings throughout the period; and
- obtaining an understanding of the control environment in monitoring compliance with laws and regulations.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**Use of our report**

This report is made exclusively to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). Our audit work has been undertaken so that we might state to the charitable company's members and the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity, its members as a body and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

A handwritten signature in black ink, appearing to read 'jchittleburgh'.

Jeremy Chittleburgh CA (Senior Statutory Auditor)  
For and on behalf of  
CT  
Chartered Accountants and Statutory Auditor  
61 Dublin Street  
Edinburgh, EH3 6NL

08 November 2023

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CT is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006



**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

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

**For the year ended 31 March 2023**

	Notes	Un- Restricted Funds £	Restricted Funds £	Total 2023 £	Un- Restricted Funds £	Restricted Funds £	Total 2022 £
<b>Income from:</b>							
Donations and grants	3	242,139	-	242,139	250,970	-	250,970
Charitable activities	4	42,356	559,636	601,992	42,969	570,247	613,216
Other trading activities		11,110	-	11,110	2,289	-	2,289
Investments – bank interest		32		32	11	-	11
<b>Total income</b>		<b>295,637</b>	<b>559,636</b>	<b>855,273</b>	<b>296,239</b>	<b>570,247</b>	<b>866,486</b>
<b>Expenditure on:</b>							
Charitable activities	5	287,524	556,884	844,408	296,942	570,247	867,189
<b>Total expenditure excluding Pension scheme adjustment</b>		<b>287,524</b>	<b>556,884</b>	<b>844,408</b>	<b>296,942</b>	<b>570,247</b>	<b>867,189</b>
<b>Net (expenditure)/income Before pension scheme adjustment</b>		<b>8,113</b>	<b>2,752</b>	<b>10,865</b>	<b>(703)</b>	<b>-</b>	<b>(703)</b>
Pension scheme actuarial gains/losses		188	-	188	32,487	-	32,487
<b>Net (expenditure)/income</b>		<b>8,301</b>	<b>2,752</b>	<b>11,053</b>	<b>31,784</b>	<b>-</b>	<b>31,784</b>
<b>Transfers</b>							
Gross transfers between funds	14,15	3,220	(3,220)	-	-	-	-
<b>Net movement in funds for the year</b>		<b>11,521</b>	<b>(468)</b>	<b>11,053</b>	<b>31,784</b>	<b>-</b>	<b>31,784</b>
<b>Reconciliation of funds:</b>							
<b>Fund balances brought forward at 1 April</b>	14,15	<b>324,643</b>	<b>7,397</b>	<b>332,040</b>	<b>292,859</b>	<b>7,397</b>	<b>300,256</b>
<b>Fund balances carried forward at 31 March</b>	14,15	<b>336,164</b>	<b>6,929</b>	<b>343,093</b>	<b>324,643</b>	<b>7,397</b>	<b>332,040</b>

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

All income and expenditure derive from continuing activities.

The notes on pages 18 to 30 form part of these financial statements.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**BALANCE SHEET**

**As at 31 March 2023**

	Notes	£	2023 £	£	2022 £
<b>Fixed assets</b>					
Tangible assets	9		238,557		245,553
Intangible assets	10		708		2,408
			-----		-----
			239,265		247,961
<b>Current assets</b>					
Debtors	11	5,899		3,264	
Cash at bank and in hand		167,796		147,241	
		-----		-----	
		173,695		150,505	
<b>Liabilities: amounts due within one year</b>	12	(68,461)		(55,052)	
		-----		-----	
<b>Net current assets</b>			105,234		95,453
			-----		-----
<b>Total assets less current liabilities</b>			344,499		343,414
<b>Provisions</b>	13		(1,406)		(11,374)
			-----		-----
<b>Net assets</b>			343,093		332,040
			=====		=====
<b>Funds</b>					
Unrestricted funds					
General funds	15	336,164		324,643	
Designated funds	15	-		-	
		-----		-----	
			336,164		324,643
Restricted funds	14		6,929		7,397
			-----		-----
			343,093		332,040
			=====		=====

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

08 November 2023

The financial statements were approved by the Directors on \_\_\_\_\_ 2023 and are signed on their behalf by:

*Marisa Matos*

.....  
Marisa Matos, Director

*Ann Pike*

.....  
Ann E Pike, Director

Company No. SC244154

The notes on pages 18 to 30 form part of these financial statements.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(Company Limited by Guarantee)**

**STATEMENT of CASH FLOWS**

**For the year ended 31 March 2023**

	<b>2023</b>	<b>2022</b>
	£	£
<b>Cash flows from operating activities</b>		
Net income	11,053	31,784
<i>Adjustments for:</i>		
Depreciation and amortisation of fixed assets	15,674	12,696
Investment income	(32)	(11)
<i>Changes in:</i>		
Debtors	(2,635)	(2,764)
Creditors and provisions	3,442	(6,492)
<b>Net cash provided by operating activities</b>	----- 27,502	----- 35,213
<b>Cash flows from investing activities</b>		
Investment income	32	11
Purchase of fixed assets	(6,979)	(35,791)
<b>Net cash used in investing activities</b>	----- (6,947)	----- (35,780)
<b>Net increase/(decrease) in cash and cash equivalents</b>	20,555	(567)
Cash and cash equivalents at beginning of year	147,241	147,808
<b>Cash and cash equivalents at end of year</b>	----- 167,796 =====	----- 147,241 =====

<b>Analysis of Changes in Net Debt</b>	<b>2022</b>	<b>Cash</b>	<b>2023</b>
	£	flows	£
		£	
Cash and cash equivalents	147,241	20,555	167,796
<b>Total net debt</b>	----- 147,241 =====	----- 20,555 =====	----- 167,796 =====

<b>Analysis of cash and cash equivalents</b>	<b>2023</b>	<b>2022</b>
	£	£
Cash in hand and current accounts	167,796	147,241
	----- 167,796 =====	----- 147,241 =====

The notes on pages 18 to 30 form part of these financial statements.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
(A Company Limited by Guarantee)****NOTES to the FINANCIAL STATEMENTS****For the year ended 31 March 2023****1. Company information**

Voluntary Sector Gateway West Lothian is a private limited company without share capital, incorporated and domiciled in Scotland with registered company number SC244154. The registered office and principal place of business is 20-22 King Street, Bathgate, West Lothian, EH48 1AX. The financial statements have been presented in Pounds Sterling as this is the functional and presentational currency of the company.

**2. Accounting policies****Basis of accounting**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition – October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Voluntary Sector Gateway West Lothian meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

**Going concern**

The financial statements have been prepared on a going concern basis. The directors have assessed the charitable company's ability to continue as a going concern and have reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing these financial statements and are satisfied that no material uncertainties exist in respect of going concern. Further information relating to going concern is set out in note 19.

**Significant judgements and estimation uncertainty**

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. As the estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant, actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

**(i) Defined benefit pension scheme**

The charity has certain obligations to pay pension benefits to certain employees. The cost of these benefits and the present value of the obligation depend on a number of factors, including; life expectancy, salary increases, asset valuations and the discount rate on corporate bonds. Management estimates these factors in liaison with the pension scheme administrators in determining the net pension obligation in the balance sheet. The assumptions reflect historical experience and current trends.

**(ii) Useful economic lives of tangible assets**

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**2. Accounting policies (Contd.)**

**Taxation**

Voluntary Sector Gateway West Lothian's charitable activities fall within the exemptions afforded by part 11 of the Corporation Tax Act 2010. Accordingly, there is no Corporation Tax charge in these financial statements.

**Donations, legacies and similar income**

Donations, legacies and similar income is included in the financial statements when the charity becomes entitled to the income, it is probable that it will be received and the amount can be measured reliably.

**Investment income**

Income from all investments is included in the year in which it is receivable.

**Grants receivable**

Grants received, including capital grants, are reflected in the Statement of Financial Activities when relevant conditions for entitlement have been met, it is probable they will be received, and the amounts can be quantified with sufficient reliability. Where donors specify that grants are for particular purposes, this income is included in incoming resources within restricted funds when receivable. Where grants are specifically made for the performance of charitable activities in a period subsequent to the year-end they are deferred and excluded from the Statement of Financial Activities.

**Expenditure**

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, with the exception of support costs which have been allocated to activities on the basis of the proportion of total staff involved in each category. Costs of charitable activities consist of those applied by the charity in meeting its charitable objectives. Within support costs are governance costs, which include the costs of general governance of the charity as opposed to direct management inherent in meeting charitable objectives, and are those associated with strategic, constitutional and statutory requirements.

**Operating leases**

Rentals payable under operating leases are charged on a straight-line basis over the term of the lease.

**Tangible fixed assets**

All fixed assets over £500 are initially capitalised at cost, plus any incidental costs of acquisition.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Heritable property	- 2% straight line
Lift within property	-6.67% straight line
Equipment	- 20% straight line
Furniture & fittings	- 20% straight line

**Intangible fixed assets**

Intangible assets are stated at cost less amortisation. Amortisation is provided at rates calculated to write off the cost less estimated residual value of each asset on a straight line basis over its useful economic life as follows:

Software	- 20% straight line
----------	---------------------

**Debtors**

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid net of any discounts due.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**2. Accounting policies (Contd.)**

**Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**Creditors**

Creditors are recognised where the company has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**Financial instruments**

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**Pensions**

The company participates in a multi-employer defined benefit pension scheme in respect of certain employees. Normal contributions are charged to the Statement of Financial Activities as they become payable in accordance with the rules of the scheme. In addition, a deficit reduction plan is in place to which monthly contributions are made. The present value of the future cashflows have been recognised as a liability as set out in note 18.

The company also participates in a defined contribution scheme.

**Funds**

Unrestricted general funds are the funds which can be used in accordance with the charitable objects at the discretion of the directors. 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.

<b>2. Income from donations and grants</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2022</b>
	£	£	£	£	£	£
Scottish Government – Core	187,200	-	187,200	187,200	-	187,200
West Lothian Council						
Development – Core	48,770	-	48,770	63,770	-	63,770
Winter Discharge- WLC Core	6,169	-	6,169	-	-	-
	-----	-----	-----	-----	-----	-----
	242,139	-	242,139	250,970	-	250,970
	=====	=====	=====	=====	=====	=====
<b>4. Income from charitable activities</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2023</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2022</b>
	£	£	£	£	£	£
Volunteer Edinburgh	-	-	-	4,250	-	4,250
CBAL Grant	-	-	-	3,450	-	3,450
Scottish Government -Wellbeing Fund	35,199	469,318	504,517	35,269	570,247	605,516
Unpaid Carers Fund	4,900	70,000	74,900	-	-	-
Rural Community Led Local Development Programme- Rural Community Local Led Development Fund						
	2,257	20,318	22,575	-	-	-
	-----	-----	-----	-----	-----	-----
	42,356	559,636	601,992	42,969	570,247	613,216
	=====	=====	=====	=====	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

<b>5. Charitable activities expenditure</b>	<b>Un- restricted Funds 2023 £</b>	<b>Restricted funds 2023 £</b>	<b>Total funds 2023 £</b>	<b>Total funds 2022 £</b>
<b>Staffing costs:</b>				
Gross salaries	187,022	-	187,022	174,810
Employers' national insurance	13,452	-	13,452	11,861
Employers' pension contributions	10,960	-	10,960	12,083
Other staff costs	2,380	-	2,380	18,171
Pension scheme - remeasurement and discounting adjustments	366	-	366	506
	-----	-----	-----	-----
	214,180	-	214,180	217,431
	-----	-----	-----	-----
<b>Supplies and services:</b>				
Social Enterprise support	3,750	-	3,750	15,000
	-----	-----	-----	-----
	3,750	-	3,750	15,000
	-----	-----	-----	-----
<b>Grant payments</b>				
Grants to third sector organisations	-	556,416	556,416	569,990
Underspent grant funding returned	-	-	-	257
	-----	-----	-----	-----
	-	556,416	556,416	570,247
	-----	-----	-----	-----
<b>Support costs:</b>				
Premises costs	16,416	-	16,416	14,451
Postage, stationery, telephones and fax	7,144	-	7,144	7,015
Computer expenses	7,960	-	7,960	8,560
Travel expenses	1,224	-	1,224	78
Training and conferences	2,194	-	2,194	1,930
Bank charges	383	-	383	316
Professional fees	1,021	-	1,021	4,524
General expenses	6,737	468	7,205	1,690
Subscriptions and marketing	2,681	-	2,681	6,950
Depreciation and amortisation	15,674	-	15,674	12,697
	-----	-----	-----	-----
	61,434	468	61,902	58,211
	-----	-----	-----	-----
<b>Governance costs:</b>				
Audit and legal fees (note 6)	8,160	-	8,160	6,300
	-----	-----	-----	-----
<b>Total</b>	<b>287,524</b>	<b>556,884</b>	<b>844,408</b>	<b>867,189</b>
	=====	=====	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**5. Charitable activities (continued)**

During the year the charity made 37 grant payments to local community-based organisations, which can be summarised as follows:

	<b>2023</b>
	£
<i>Scottish Government Wellbeing Fund</i>	
Grants between £1,000 and £5,000 (7)	25,350
Grants between £5,000 and £10,000 (19)	159,900
Grants between £10,000 and £15,000 (2)	27,000
Grants between £15,000 and £20,000 (1)	16,378
Grants between £20,000 and £25,000 (3)	74,995
Grants between £25,000 and £30,000 (4)	117,167
Grants between £30,000 and £50,000 (1)	48,528
Grants over £50,000 (0)	-
	-----
	469,318

The charity also paid out various smaller grants to local community-based organisations, which have been summarised as follows:

<i>Unpaid Carers Fund</i>	
Grants between £1,000 and £5,000 (14)	70,000
<i>Rural Community Led Development Fund (RCLLD)</i>	
Grants between £500 and £5,000 (12)	17,098
	-----
Total grants to third sector organisations	556,416
	=====

Further details of grants paid in 2022-23 are set out on the charity's website as follows:

<https://www.voluntarysectorgateway.org/west-lothian-communities-mental-health-wellbeing-fund-money-awarded-2022/>

The 32 grants paid out by the charity in 2021-22 can be summarised as follows:

	<b>2022</b>
	£
<i>Scottish Government Wellbeing Fund</i>	
Grants between £1,000 and £5,000 (5)	15,582
Grants between £5,000 and £10,000 (9)	72,958
Grants between £10,000 and £15,000 (8)	86,960
Grants between £30,000 and £35,000 (5)	161,285
Grants between £35,000 and £50,000 (4)	182,869
Grants over £50,000 (1)	50,336
	-----
	569,990
	=====

Further details of grants paid in 2021-22 are set out on the charity's website at:

<https://www.voluntarysectorgateway.org/communities-mental-health-and-wellbeing-fund-year-1-list-of-projects-awarded-in-2021-2022/>

**6. Governance costs**

	<b>2023</b>	<b>2022</b>
	£	£
Auditors Remuneration	8,160	6,300
	=====	=====



**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
**(A Company Limited by Guarantee)**

**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**7. Net income** **2023** **2022**  
£ £

This is stated after charging:

Rentals payable in respect of operating leases	-	1,327
	=====	=====

**8. Analysis of staff costs and numbers, Directors' remuneration and expenses, and the cost of key management personnel**

	<b>2023</b>	<b>2022</b>
	£	£
Wages and salaries	187,022	174,810
Social security costs	13,452	11,861
Employer pension contributions – defined contribution scheme	10,960	12,083
Other staff costs	2,380	18,171
Remeasurement and discounting adjustments – defined benefit scheme (Note 18)	366	506
	-----	-----
	214,180	217,431
	=====	=====

No individual employees earned £60,000 or more, excluding employer pension contributions, during the year (2022: Nil). None of the directors were remunerated or reimbursed for expenses during the year (2022: £Nil).

The key management personnel of the charitable company, aside from the directors who are not remunerated, comprised the Chief Executive. The total employee benefits of the key management personnel of the charitable company during the year, including employer pension contributions and employer's National Insurance, were £61,626 (2022: £57,264).

Included within other staff costs are £Nil (2022: £13,989) of redundancy payments.

The average number of employees during the year was 8 (2022: 8).

The average number of employees on the full-time equivalent basis during the year was 6 (2022:6).

<b>9. Tangible fixed Assets</b>	<b>Heritable Property</b>	<b>Office Equipment</b>	<b>Furniture &amp; Fittings</b>	<b>Total</b>
	£	£	£	£
<b>Cost</b>				
At 1 April 2022	234,724	33,103	5,115	272,942
Additions	-	1,284	5,694	6,979
	-----	-----	-----	-----
At 31 March 2023	234,724	34,388	10,809	279,921
	-----	-----	-----	-----
<b>Accumulated depreciation</b>				
At 1 April 2022	11,358	12,812	3,220	27,389
Charge for year	5,579	6,878	1,518	13,974
	-----	-----	-----	-----
At 31 March 2023	16,937	20,952	4,783	41,364
	-----	-----	-----	-----
<b>Net book value</b>				
At 31 March 2023	200,105	14,698	6,072	238,557
	=====	=====	=====	=====
At 31 March 2022	223,366	20,292	1,895	245,553
	=====	=====	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

<b>10. Intangible Assets</b>		<b>Software</b>
		£
<b>Cost</b>		
At 1 April 2022		8,500
Additions		-
		-----
At 31 March 2023		8,500
		-----
<b>Accumulated depreciation</b>		
At 1 April 2022		6,092
Charge for year		1,700
		-----
At 31 March 2023		7,792
		-----
<b>Net book value</b>		
At 31 March 2023		708
		=====
At 31 March 2022		2,408
		=====
<b>11. Debtors</b>	<b>2023</b>	<b>2022</b>
	£	£
Other debtors	2,689	904
Prepayments	3,210	2,360
	-----	-----
	5,899	3,264
	=====	=====
<b>12. Liabilities: amounts falling due within one year</b>	<b>2023</b>	<b>2022</b>
	£	£
Other creditors	1,316	1,153
Other taxes and social security costs	4,196	3,247
Pension deficit reduction plan payments (Note 18)	10,144	9,849
Accruals and deferred income	52,805	40,803
	-----	-----
	68,461	55,052
	=====	=====
Included within accruals and deferred income at 31 March 2023 are the following amounts in respect of a performance related grant that is deferred in line with timing of the activities for which it has been provided.		
<b>Movement in deferred income</b>	<b>2023</b>	<b>2022</b>
	£	£
Received in the year to 31 March 2023	49,353	-
Recognised in income in the year to 31 March 2023	(6,169)	-
	-----	-----
Balance at 31 March 2023	43,184	-
	=====	=====
<b>13. Provisions</b>	<b>2023</b>	<b>2022</b>
	£	£
Pension deficit reduction plan payments (Note 18)	1,406	11,374
	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

<b>14. Restricted funds 2023</b>	<b>Brought Forward</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfer of funds</b>	<b>Carried Forward</b>
	£	£	£	£	£
Volunteer Awards Ceremony	1,929	-	-	-	1,929
National Lottery Community Fund	468	-	(468)	-	-
WLC Locator Tool Funding	5,000	-	-	-	5,000
Scottish Government – Wellbeing Fund	-	469,318	(469,318)	-	-
Unpaid Carers fund	-	70,000	(70,000)	-	-
Rural Community Local Led Development Fund	-	20,318	(17,098)	(3,220)	-
	7,397	559,636	(556,884)	(3,220)	6,929
	=====	=====	=====	=====	=====

  

<b>Restricted funds 2022</b>	<b>Brought Forward</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfer of funds</b>	<b>Carried Forward</b>
	£	£	£	£	£
Volunteer Awards Ceremony	1,929	-	-	-	1,929
National Lottery Community Fund	468	-	-	-	468
WLC Locator Tool Funding	5,000	-	-	-	5,000
Scottish Government – Wellbeing Fund	-	570,247	(570,247)	-	-
	7,397	570,247	570,247	-	7,397
	=====	=====	=====	=====	=====

The use of the funds held in each of the restricted funds identified above is limited to the purposes for which the projects were established and for which funding was made available.

Details of the nature of each fund are noted below:

**Volunteer Awards Ceremony**

Funding received in respect of the volunteer award ceremony which has not been expended in the year to 31 March 2023.

**National Lottery Community Fund**

This grant is to fund £52,005 for direct grant distribution, £4,500 for Consortia Development and £1,500 for coordination of support for social enterprise across West Lothian.

**WLC Locator Tool Funding**

This funding is to be used to improve the functionality of the Locator Tool so that more organisations are registered on the system and also to support community engagement to take the learning from the pandemic and use the information to ensure that the community hubs play an active role in supporting recovery from the pandemic.

**Scottish Government – Wellbeing Fund**

The grant is for the Fund to be made available to support community based initiatives that promote and develop good mental health and wellbeing and mitigate and protect against the impact of distress and mental ill health within the adult population.

**Unpaid Carers Fund**

This funding is to be used by VSGWL to help organisations coming out of lockdown and is aimed at small charities, 3<sup>rd</sup> sector and voluntary organisations to bid in to proactively find ways to encourage carers to engage in activities to support their health and wellbeing.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**14. Restricted funds 2023 (Cont'd)**

**Rural Community Local Led Development Fund**

Grants must be spent on capital items that support local communities, or the groups themselves, in tackling the costs of living crises and/or social isolation. The balance on the fund was applied for fittings and equipment acquisition by Voluntary Sector Gateway West Lothian, and was transferred to unrestricted funds on purchase of the related fixed asset.

<b>15. Unrestricted Funds 2023</b>	<b>Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>Carried Forward</b>
	£	£	£	£	£
General unrestricted funds	324,643	295,637	(287,336)	3,220	336,164
	-----	-----	-----	-----	-----
	324,643	295,637	(287,336)	3,220	336,164
	=====	=====	=====	=====	=====

<b>Unrestricted Funds 2022</b>	<b>Brought Forward</b>	<b>Income</b>	<b>Expenditure</b>	<b>Transfer</b>	<b>Carried Forward</b>
	£	£	£	£	£
General unrestricted funds	267,859	328,726	(296,942)	25,000	324,643
Designated fund – Lift installation	25,000	-	-	(25,000)	-
	-----	-----	-----	-----	-----
	292,859	328,726	(296,942)	-	324,643
	=====	=====	=====	=====	=====

General unrestricted funds which comprise the general funds, are expendable at the discretion of the directors, in furtherance of the objects of the company.

<b>16. Analysis of net assets between funds 2023</b>	<b>Fixed Assets</b>	<b>Net Current Assets</b>	<b>Due after More than One year</b>	<b>Total</b>
	£	£	£	£
Unrestricted funds	239,265	98,305	(1,406)	336,164
Restricted funds	-	6,929	-	6,929
	-----	-----	-----	-----
	239,265	105,234	(1,406)	343,093
	=====	=====	=====	=====

<b>Analysis of net assets between funds 2022</b>	<b>Fixed Assets</b>	<b>Net Current Assets</b>	<b>Due after More than One year</b>	<b>Total</b>
	£	£	£	£
Unrestricted funds	247,961	88,029	(11,347)	324,643
Restricted funds	-	7,397	-	7,397
	-----	-----	-----	-----
	247,961	95,426	(11,347)	332,040
	=====	=====	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**17. Related party transactions**

There were no related party transactions in the current or prior year.

**18. Pensions**

**Pension schemes**

The charity participates in the Scottish Voluntary Sector Pension Scheme which is a multi-employer defined benefit scheme. The Scheme is funded and was contracted-out of the State scheme until 31 March 2010, when the scheme was closed to future accrual. From 1 April 2010 contributions in respect of future service ceased.

The Pension Trustee commissions an actuarial valuation of the Scheme every three years. Asset values are calculated by reference to market levels. Accrued pension benefits are valued by expected future benefit payments using a discounted rate calculated by reference to future investment returns.

A full actuarial valuation for the scheme was carried out with an effective date of 30 September 2020. This actuarial valuation was certified on 21 December 2021 and showed assets of £153.3m, liabilities of £160.0m and a deficit of £6.7m.

It is not possible for the company to obtain sufficient information to enable it to account for the scheme as a defined benefit scheme, and it therefore accounts for the scheme as a defined contribution scheme.

As a result of pension scheme legislation there is a potential debt on the employer that could be levied by the Trustee of the Scheme. The debt is due in the event of the employer ceasing to participate in the Scheme or the Scheme winding up.

The debt for the Scheme as a whole is calculated by comparing the liabilities for the Scheme (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Scheme. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Scheme's liability attributable to employment with the leaving employer compared to the total amount of the Scheme's liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Scheme liabilities, Scheme investment performance, the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN**  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**18. Pensions (Contd.)**

The scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30 December 2005. This, together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The scheme was classified as a 'last-man standing arrangement', and therefore the company is potentially liable for other participating employers' obligations if those employers are unable to meet their share of the scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from the scheme.

Due to the actuary calculating a significant potential employer debt a recovery plan came into effect whereby the charity is contracted to make payments to eliminate the past service deficit. These payments will have to be made on an on-going funding basis by 31 May 2024.

**Deficit contributions**

From 1 April 2022 to 31 May 2024 a total of £1,473,969 per annum (payable monthly and increasing by 3% each year on 1 April) is payable by the participating employers (Voluntary Sector Gateway West Lothian's share is £10,144 pa).

Some employers have agreed concessions (both past and present) with the Trustee and have contributions up to 28 February 2034.

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the scheme liabilities.

Where the scheme is in deficit and where the company has agreed to a deficit funding arrangement the company recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost in the Statement of Financial Activities.

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Present value of provision	11,552	21,223
	=====	=====
<b>Reconciliation of opening and closing provisions</b>	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Provision at start of period	21,223	64,403
Unwinding of discount factor	366	506
Deficit contribution paid	(9,849)	(11,199)
Remeasurements – impact of any change in assumptions	(188)	(317)
Remeasurements – amendments to the contribution schedule	-	(32,170)
	-----	-----
Provision at end of period	11,552	21,223
	=====	=====

**VOLUNTARY SECTOR GATEWAY WEST LOTHIAN  
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**NOTES to the FINANCIAL STATEMENTS (Contd.)**

**For the year ended 31 March 2023**

**18. Pensions (continued)**

<b>Assumptions</b>	<b>2023 % pa</b>	<b>2022 % pa</b>
Rate of discount	5.40 =====	2.30 =====

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**Defined contribution scheme**

Voluntary Sector Gateway now contributes to a Group Personal Pension Scheme and the contributions to this plan are included in note 8. £957 was due to the scheme as at 31 March 2023 (2022: £959).

**19. Going concern**

The charity relies upon funding from the local authority, the Scottish Government and reserves to meet its day to day working capital requirements. The directors have prepared cash flow forecasts up to 31 March 2024 on the assumption of the continuation of core funding from the local authority and the Scottish Government which has been confirmed subsequent to the year end.