

Registered Company Number: SC536028
Scottish Charity Number: SC046683

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

DIRECTORS' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2017

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FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2017

CONTENTS	PAGE
Directors' Report	2 – 7
Independent Auditor's Report to the Members and Directors	8 – 9
Income and Expenditure Account and Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 – 18

FIFE CENTRE FOR EQUALITIES
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DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

The Directors have pleasure in presenting their annual report and the financial statements of the charity for the period ended 31 March 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended), the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Purpose and objectives

The objects of the charity are:

- (i) The advancement of citizenship or community development by raising awareness and understanding amongst all communities and community groups in Fife of equality and diversity;
- (ii) The promotion of equality and diversity through provision of access to appropriate information, assistance and training to communities and community groups in support of fair and inclusive community development.

Achievements and performance

- Represented equality interests in 15 strategy groups under Fife Partnership
- Led on the development of Hate Incidents Review Group
- Delivered 11 training sessions to a total of more than 200 individuals
- Supported public authorities with developing their equality outcomes
- Formulated a new data gathering model to reflect the life course of any individual
- Collected 74 community concerns
- Published three equality briefings
- Supported 28 organisations
- Organised five Equalities Participation Network (EPN) events
- Facilitated six thematic networks under EPN
- Had 96 one-to-one meetings with individuals/organisations
- Participated in 35 conferences / training / learning sessions
- Held 8 information sessions
- Published weekly catch-ups and monthly e-bulletins
- Promoted 30 public consultations

A significant achievement is the work FCE did with partners to make Diversity Week Fife 2016 a success. Though the events happened in one single week of the year, in reality FCE spent 6 months to prepare the Diversity Week. In 2016, there were twenty events and over 100 organisations featured in the full-week programme.

One other significant achievement was the website. All FCE's work, information, news and guidance are beautifully displayed on FCE's website. The website is fully accessible.

FIFE CENTRE FOR EQUALITIES
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DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

Financial review

The results for the period are set out on page 10. The Directors consider the state of affairs of the charity to be satisfactory.

Principal funding sources

The charity's principal funding comes from Fife Council in the form of a recurring grant to deliver the core services and ad-hoc grants to deliver specific projects.

Reserves/Investment policy

The aim of the Directors is to establish a level of reserves to provide for business continuity in the future. Funds are kept in bank deposits. The Directors, in planning for future expenditure, have set a target to maintain reserves at a minimum of £47,555 which they believe is sufficient to meet any costs associated with closing operations.

Plans for future periods

After one month of public consultation, FCE published its Strategic Plan for 2017 to 2020. All activities are clearly linked to the strategic outcomes. This will help us to plan and monitor our business development.

Strategic Outcomes:

- Individuals feel respected, safe and have the freedom to lead a fulfilling life where they live, work or study;
- Individuals and groups feel better connected and are able to contribute to public policy and the planning and delivery of local services;
- Groups, whether already established or just getting started, have the tools they need to engage with their local community in a positive and inclusive way;
- Third, public and private sector organisations demonstrate best practice in equality, diversity and inclusion;
- FCE is recognised as a centre of excellence for championing equality, diversity and social justice.

FCE will gradually establish itself as a local information and resource centre that helps organisations and businesses with:

- Building skills and confidence in managing equality issues;
- Creating innovative inclusive practices;
- Unlocking untapped talents;
- Improving reachability and responsiveness to service users and customer.

FCE will also support individuals and communities with:

- Dismantling societal and structural barriers;
- Strengthening self-confidence to be themselves;
- Building a universal voice to champion equality, diversity, inclusion and social justice.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

Trustee induction and training

Trustees are made aware of the practical work of the charity. The trustees receive guidance and training to allow them to carry out their role.

Statement of Directors' responsibilities

The Directors (who are also trustees for the purpose of charity law) are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

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;
- Make judgements and accounting estimates that are reasonable and prudent;
- State whether applicable UK Accounting Standards have been followed subject to any material departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Directors are responsible for keeping adequate accounting records that are 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 Regulation 10 of the Charities Account (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

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DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

Directors

The Directors of the company are also charity Trustees for the purposes of the charity law, and there are no other trustees. Throughout this report they are collectively referred to as the Directors.

The Directors serving during the period and since the period end are detailed below.

Mr Andrew Barker (Appointed 20 May 2016)
Mr David Davies (Appointed 20 May 2016)
Mr John Jones (Appointed 20 May 2016)
Mrs Lee Ryan (Appointed 6 February 2017)
Ms Louise Yannetta (Appointed 20 May 2016)
Mr Quasim Khan (Appointed 29 August 2016, Resigned 26 May 2017)
Ms Jamila Shaikh (Appointed 20 May 2016, Resigned 6 February 2017)
Mr John Taylor (Appointed 20 May 2016, Resigned 29 August 2016)

Registered Office and Principal Address

New Volunteer House
16 East Fergus Place
Kirkcaldy
Fife
KY1 1XT

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Mailing
Kent
ME19 4JQ

Independent Auditor

Thomson Cooper
Accountants
3 Castle Court
Dunfermline
Fife
KY11 8PB

FIFE CENTRE FOR EQUALITIES
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DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

Structure, governance and management

Governing document

Fife Centre for Equalities is a Scottish company, limited by guarantee, incorporated on 20 May 2016 and is a registered Scottish charity. The company received charitable status on 6 July 2016. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Organisational structure

The Directors are responsible for the overall governance of the charity and receive regular reports from the Management Team.

Daily operational responsibility is delegated to the directors, who are supported by a team of employees.

Risk management

The organisation has an established risk management procedure and risk matrix document which is maintained and reviewed by Directors at least four times each year. It covers health and safety, premises, IT systems, reputation, governance and compliance as well as financial risks to the charity.

Recognition and thanks

The Directors would like to express their thanks to those who have worked with us during the year. We'd particularly like to thank the volunteers and third sector organisations that work tirelessly to improve our communities and the opportunities for the people of Fife.

We would also like to thank our funders and strategic partners for their continued support.

The Directors are particularly appreciative of the hard work and commitment of our staff, placements and volunteers who have made all our achievements possible.

FIFE CENTRE FOR EQUALITIES
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DIRECTORS' REPORT
FOR THE PERIOD ENDED 31 MARCH 2017

Disclosure of information to auditor

To the knowledge and belief of each Director at the time the report is approved:

- So far as each Director is aware, there is no relevant information of which the company's auditor is unaware, and
- Each Director has taken all the steps that he/she ought to have taken as a Director in order to make himself/herself aware of any relevant audit information, and to establish that the company's auditor is aware of the information.

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

The report was approved by the Directors on 25 September 2017 and signed on their behalf by



.....
Mr Andrew Barker
Director

FIFE CENTRE FOR EQUALITIES
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS
FOR THE PERIOD ENDED 31 MARCH 2017

We have audited the financial statements of Fife Centre for Equalities for the period ended 31 March 2017 set out on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Sections 495 and 496 of the Companies Act 2006 and to the charity's trustees, 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 charity's members those matters we are required to state to them in an auditors' 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 4, the Trustees (who are also the Directors for the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

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

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm

Opinion on financial statements

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 2017, 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).

**FIFE CENTRE FOR EQUALITIES
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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND DIRECTORS
FOR THE PERIOD ENDED 31 MARCH 2017**

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified any material misstatements in the Trustees' 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 trustees' 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' exemption in preparing the Directors' Report



**Andrew Croxford (Senior Statutory Auditor)
For and on behalf of Thomson Cooper, Statutory Auditor
Dunfermline**

10th October 2017

FIFE CENTRE FOR EQUALITIES
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INCOME AND EXPENDITURE ACCOUNT AND STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31 MARCH 2017

	Notes	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £
Income				
Income from charitable activities:				
• Voluntary income	2	212,681	-	212,681
• Activities for generating funds		1,640	-	1,640
• Investment income – bank interest		-	-	-
Total incoming resources		<u>214,321</u>	<u>-</u>	<u>214,321</u>
Expenditure				
Charitable activities	3	<u>124,101</u>	<u>-</u>	<u>124,101</u>
Total resources expended		<u>124,101</u>	<u>-</u>	<u>124,101</u>
Net incoming resources before transfers		90,220	-	90,220
Gross transfers between funds		-	-	-
Net incoming resources after transfers		<u>90,220</u>	<u>-</u>	<u>90,220</u>

All results of the company relate to continuing activities.

There were no recognised gains or losses for either year other than those included in the Statement of Financial Activities.

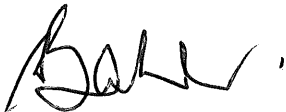
The notes on pages 12 to 18 form part of these financial statements.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

BALANCE SHEET
AS AT 31 MARCH 2017

	Notes	£	2017	£
Fixed assets	6			7,212
Current assets				
Debtors	7		528	
Cash at bank and in hand			<u>99,420</u>	
			99,948	
Creditors: amounts falling due within one year	8		<u>16,940</u>	
Net current assets				<u>83,008</u>
Net assets				<u>90,220</u>
Reserves	9			
Restricted funds				-
Unrestricted funds				<u>90,220</u>
				<u>90,220</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies. The financial statements were approved and authorised for issue on 25 September 2017 and are signed on their behalf by:


.....
Mr Andrew Barker
Director

Registered Company Number: SC536028

The notes on pages 12 to 18 form part of these financial statements.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2017

1. Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

Basis of preparation

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) (effective 1 January 2015) – (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Fife Centre for Equalities 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.

Going concern

The directors are satisfied that Fife Centre for Equalities has adequate unrestricted resources, of which a high percentage is held in cash, to continue its objectives for the foreseeable future, and therefore have adopted the going concern basis in preparing these financial statements.

VAT

The company is not registered for VAT. Accordingly, expenditure is shown inclusive of VAT in the financial statements.

Voluntary income

Voluntary income is included in full in the Statement of Financial Activities when the charity is entitled to it and there is reasonable certainty of receipt and the amount is measurable.

Grants

Grant income is recorded in the financial statements in accordance with the financial year to which it relates, unless it relates to a specified future period, in which case it is deferred.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

1. Accounting policies (continued)

Overheads and salaries

Overheads and salaries are allocated to funds in accordance with the understandings with local and central government authorities and with other funders and where possible directly to charitable or administrative expenses. When this has not been possible, an estimate based on staff time has been made of the proportion to be charged to each activity. Support costs are those costs incurred directly in support of the objects of the charity and are charged within the appropriate overhead, together with direct charitable expenditure.

Tangible assets and depreciation

Fixed assets are stated at cost. Depreciation is provided on tangible fixed assets to write off the cost or valuation less estimated residual value of each asset evenly over its expected useful life, as follows:

Office equipment	3 years
Computer equipment	4 years

Resources expended

Resources expended are recognised when a legal or constructive obligation arises. Where possible, expenditure has been charged direct to charitable expenditure or governance costs. Where this is not possible the expenditure has been allocated on the basis of time spent by staff on each activity:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries;
- Costs of generating funds comprise the costs associated with attracting voluntary income; and
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

1. Accounting policies (continued)

Funds

Unrestricted funds are income sources which are receivable for the objects of the charity without further specified purposes and are available as general funds.

Designated funds are unrestricted funds which have been ring-fenced by the directors for a specific purpose.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

Transfers from unrestricted funds are made to meet any shortfalls in restricted projects.

2. Voluntary income

	Unrestricted	Restricted	Total
	£	£	2017 £
Fife Council Revenue grant	128,103	-	128,103
Transfer from Fife Voluntary Action (note 11)	84,078	-	84,078
Fife Council	500	-	500
	<u>212,681</u>	<u>-</u>	<u>212,681</u>

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

3. Expenditure

	Unrestricted	Restricted	Total
	£	£	2017 £
Staff costs	92,919	-	92,919
Travel costs	926	-	926
Training costs	3,492	-	3,492
Accommodation	898	-	898
Support costs			
Property costs	4,839	-	4,839
Stationery and printing	1,524	-	1,524
Payroll	234	-	234
Equipment costs	702	-	702
Insurance	514	-	514
Room hire	753	-	753
Sundry	-	-	-
Telephone	117	-	117
ICT support	2,724	-	2,724
Depreciation	2,221	-	2,221
Petty Cash	100	-	100
Grant Costs	930	-	930
Professional fees	35	-	35
Bank charges	25	-	25
Event Costs	8,569	-	8,569
Volunteer expenses	179	-	179
Governance costs			
Auditor's remuneration	2,400	-	2,400
Professional fees	-	-	-
	<u>124,101</u>	<u>-</u>	<u>124,101</u>

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

4. Taxation

The company has been granted exemption from tax under sections 466 to 493 of the Corporation Tax Act 2010.

5. Staff numbers and costs

	2017 Number
The average weekly number of employees during the period was made up as follows:	
Charitable staff	<u>5</u>
	£
Salaries and wages	83,035
Social security costs	5,852
Pension costs	<u>4,032</u>
	<u>92,919</u>

No employee received emoluments above £60,000.

The key management personnel of the charity comprise the directors. The total employee benefits of the key management personnel of the charity were £nil.

No directors received reimbursement for travel expenses. Directors do not receive any remuneration.

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

6. Fixed assets

	Computer equipment £	Office equipment £	Total £
Cost			
As at 20 May 2016	-	-	-
Transfer from Fife Voluntary Action	3,336	7,992	11,328
Additions in the year	-	1,423	1,423
	<u>3,336</u>	<u>9,415</u>	<u>12,751</u>
As at 31 March 2017	<u>3,336</u>	<u>9,415</u>	<u>12,751</u>
Depreciation			
As at 20 May 2016	-	-	-
Transfer from Fife Voluntary Action	1,352	1,966	3,318
Charge for the year	655	1,566	2,221
	<u>2,007</u>	<u>3,532</u>	<u>5,539</u>
As at 31 March 2017	<u>2,007</u>	<u>3,532</u>	<u>5,539</u>
Net book value			
As at 31 March 2017	<u>1,329</u>	<u>5,883</u>	<u>7,212</u>

7. Debtors

	2017 £
Trade debtors	220
Prepayments and accrued income	308
	<u>528</u>

8. Creditors: Amounts falling due within one year

	2017 £
Trade creditors	10,731
Accruals	3,780
Other creditors	-
Other taxes and social security	2,429
	<u>16,940</u>

FIFE CENTRE FOR EQUALITIES
(a company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE PERIOD ENDED 31 MARCH 2017

9. Reserves

	At commencement £	Incoming resources £	Resources expended £	Transfer between funds £	Balance at 31 March 2017 £
Unrestricted funds					
General	-	214,321	(124,101)	-	90,220
	-	214,321	(124,101)	-	90,220
Restricted funds	-	-	-	-	-
Total funds	-	214,321	(124,101)	-	90,220

10. Analysis of net assets between funds

	Restricted funds £	Unrestricted funds £	Total funds at 31 March 2017 £
Fixed assets	-	7,212	7,212
Current assets	-	99,948	99,948
Current liabilities	-	(16,940)	(16,940)
	-	90,220	90,220

11. Transfer of funds from Fife Voluntary Action

During the period, the transfer of funds from Fife Voluntary Action was completed once the charity had received charitable status. The charity received charitable status on 6 July 2016. The total funds transferred amounted to £84,078 and included a transfer of tangible fixed assets with a net book value of £8,010. As well as funds, certain employees were also transferred in accordance with agreed TUPE provisions.