

COMPANY REGISTRATION NUMBER SC425808

Highland Third Sector Interface Ltd

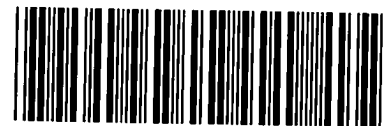
Company Limited by Guarantee

Financial statements

31 March 2017

Charity Number SC043521

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**Highland Third Sector Interface Limited
Company Limited by Guarantee**

Accounts

Year ended 31 March 2017

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**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Members of the board and professional advisers

Registered charity name	Highland Third Sector Interface Ltd
Charity number	SC043521
Company registration number	SC425808
Principal office	Thorfin House Bridgend Business Park Bridgend Road Dingwall IV15 9SL
Registered office	Thorfin House Bridgend Business Park Bridgend Road Dingwall IV15 9SL
Trustees	Alexandrina Gilchrist (appointed 19 October 2016) Valerie Stewart Gale (appointed 13 July 2016) Allan Tait (appointed 13 October 2016) Alasdair Christie Adam Sutherland (appointed 13 April 2016) Clive Pearson David Evans (appointed 13 April 2016) David Hannah Frances Gunn Gerald McIntyre Isobel Grigor James Dunbar John Wilson (Chair) Roderick McLeod
Secretary	Mhairi Wylie
Auditor	FKF Accounting Limited Chartered Accountants & Statutory Auditor Metropolitan House 31-33 High Street Inverness IV1 1HT

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Trustees' annual report

Year ended 31 March 2017

The trustees, who are also directors for the purposes of company law, present their report and the accounts of the charity for the year ended 31 March 2017.

Reference and administrative details

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the accounts.

The trustees

The trustees who served the charity during the period were as follows:

Alexandrina Gilchrist (appointed 19 October 2016)

Valerie Stewart Gale (appointed 13 July 2016)

Allan Tait (appointed 13 October 2016)

Alasdair Christie

Adam Sutherland (appointed 13 April 2016)

Clive Pearson

David Evans (appointed 13 April 2016)

David Hannah

Frances Gunn

Gerald McIntyre

Hugh Aberach Mackay (resigned 13 April 2016)

Isobel Grigor

James Dunbar

John Wilson (Chair)

Lesley Gillian Jones (resigned 13 April 2016)

Niall Smith (resigned 19 October 2016)

Roderick McLeod

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Trustees' annual report (*Continued*)

Year ended 31 March 2017

Structure, governance and management

Articles of association

The Charity is a company limited by guarantee. It is governed by its articles of association which were reviewed and then adopted most recently on the 13th November 2015.

Appointment of directors

The Board of Trustees meet on a quarterly basis. Currently the membership of the board is made up from one member nominated by each of the 'partner' member organisations, four independently elected by the general members of the TSI, including the chair and three Trustees appointed by the Board based on a skill need – one seat is currently vacant.

Management

Day to day management of the HTSI is overseen by the Chief Officer, this post is currently being held by Mhairi Wylie, who is supported in this role by a Deputy Chief Officer and Admin Assistant.

The Chief Officer attends the board meetings to present reports and provide assurances to the Trustees.

The Trustees are aware of their responsibility towards their staff and have taken out all the necessary insurances. A training and development policy has been written and the Trustees are committed to supporting the growth and development of staff.

Objectives and activities

Charitable purpose

The Highland Third Sector Interface has been formed to promote the benefit of the public within Highland by advancing citizenship and community development, including rural and urban regeneration and the promotion of civic responsibility, volunteering, the voluntary sector and the effectiveness and efficiency of charities.

Activities

Our activities for the period are summarised in a separate Annual Report but focus on the continued delivery of the core organisational purpose, the Scottish Government Funded activity and the development of the LGOWIT project and introduction of the Community Justice Partnership Manager.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Trustees' annual report (*Continued*)

Year ended 31 March 2017

Achievements and performance

The Highland Third Sector Interface continues to sustain income from various sources reflecting the increasing diversity of the activity of the organisation. The staffing numbers have decreased a little over the period with Project adjustments. We did however introduce the role of Community Justice Partnership Manager, hosted on behalf of the Highland Community Justice Partnership.

We have also increased our membership in the period and feedback on the performance of the HTSI and the activities it commissions continues to be strongly positive.

Financial review

Presently the HTSI core activities are funded through an agreement with the Scottish Government and this is currently agreed on an annual basis. Although this presents the organisation with some longer-term planning challenges open dialogue and working with other TSI partners, Voluntary Action Scotland and the Scottish Government, helps to ensure the Board manage any associated risks to the fullness of their ability.

The HTSI had planned to utilise some of the reserve income during the course of the year, committing to continue the roles of Deputy Chief Officer and Administrative Assistant. Due to additional income the total drawn down from our reserves was significantly reduced from our original estimate.

Currently all other funded projects are operating on more than one years continued funding and are able to look at more long term strategic planning.

The HTSI endeavours to maintain an unrestricted reserve of at least three months core running costs. Currently this is approximately £40,000 and is comfortably covered within the current reserve figure. The Board remain committed to maintaining the three months running costs as a minimum, using only a proportion of the unrestricted reserve for agreed developmental activity in the coming financial year.

Additionally, the HTSI maintains a restricted reserve composed of unspent money related to projects or specific pieces of work which have yet to be completed. The reserve figure at the end of the financial year is predominantly made up of sums applicable to work undertaken through the LGOWIT, Adult Commissioning and Community Justice Projects. All of which is committed to expenditure in the following financial year.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Trustees' annual report (*Continued*)

Year ended 31 March 2017

Plans for future periods

The HTSI is committed to considering and implementing, where appropriate, the recommendations of the national review of TSIs commissioned by the Scottish Government with results pending for 2017/18. Additionally, we will continue to consider the strategic purpose and direction of the TSI function within Highland as part of our ongoing development and continuous improvement. Completing the initial stages of our next strategic planning process in early 2017/18.

Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' 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 charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period. In preparing these accounts, the trustees are required to:

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Trustees' annual report (*Continued*)

Year ended 31 March 2017

Auditor

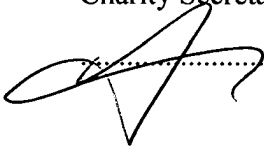
Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

The trustees' annual report and the strategic report were approved on ...23/11/17... and signed on behalf of the board of trustees by:

Mhairi Wylie
Charity Secretary



**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

**Independent auditor's report to the trustees and
Members of Highland Third Sector Interface Ltd**

Year ended 31 March 2017

We have audited the financial statements of Highland Third Sector Interface Ltd for the year ended 31 March 2017 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's members, as a body, in accordance with chapter 3 of part 16 of the Companies Act 2006. 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 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 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 trustees and auditor

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors 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 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, including "APB Ethical Standard Provisions Available for Small Entities (Revised)", in the circumstances set out in note 12 to these financial statements.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

**Independent auditor's report to the trustees and
Members of Highland Third Sector Interface Ltd (Continued)**

Year ended 31 March 2017

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charity'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 requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

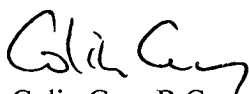
Opinion on other matter prescribed by the companies act 2006

In our opinion the information given in the trustees' 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

We have nothing to report in respect of the following matters where the Charity Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept proper and adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the accounts in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



Colin Gray B.Com CA (Senior Statutory Auditor)

For and on behalf of

FKF Accounting Limited

Chartered Accountants & Statutory Auditor

Metropolitan House

31-33 High Street

Inverness

IV1 1HT

23/11/17

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

Highland Third Sector Interface Ltd
Company Limited by Guarantee

**Statement of financial activities (including
Income and expenditure account)**

Year ended 31 March 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income					
Charitable activities	4	722,099	344,606	1,066,705	1,104,644
Investment income	5	461	—	461	570
Other income	6	3,420	9,313	12,733	10,927
Total income		<u>725,980</u>	<u>353,919</u>	<u>1,079,899</u>	<u>1,116,141</u>
Expenditure					
Expenditure on charitable activities	7/8	(738,358)	(426,667)	(1,165,025)	(1,047,792)
Total expenditure		<u>(738,358)</u>	<u>(426,667)</u>	<u>(1,165,025)</u>	<u>(1,047,792)</u>
Net (expenditure)/income before transfers		<u>(12,378)</u>	<u>(72,748)</u>	<u>(85,126)</u>	68,349
Transfer between funds	11	21,717	(21,717)	—	—
Net (expenditure)/income and net movement in funds for the year		9,339	(94,465)	(85,126)	68,349*
Reconciliation of funds					
Total funds brought forward		<u>84,892</u>	<u>178,266</u>	<u>263,158</u>	<u>194,809</u>
Total funds carried forward		<u>94,231</u>	<u>83,801</u>	<u>178,032</u>	<u>263,158</u>

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

All of the above amounts relate to continuing activities.

The notes on pages 12 to 22 form part of these accounts.

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Statement of financial position

31 March 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible fixed assets	17	4,335	6,320
Current assets			
Debtors	18	48,267	3,672
Cash at bank and in hand		179,781	264,992
		<u>228,048</u>	<u>268,664</u>
Creditors: Amounts falling due within one year	19	<u>(54,351)</u>	<u>(11,826)</u>
Net current assets		<u>173,697</u>	<u>256,838</u>
Total assets less current liabilities		<u>178,032</u>	<u>263,158</u>
Net assets		<u>178,032</u>	<u>263,158</u>
Funds of the charity			
Restricted income funds	20	83,801	178,266
Unrestricted income funds	21	94,231	84,892
Total charity funds		<u>178,032</u>	<u>263,158</u>

These accounts were approved by the members of the committee and authorised for issue on the 23/11/17..... and are signed on their behalf by:

Alexandrina Gilchrist
Director



Company Registration Number: SC425808

The notes on pages 12 to 22 form part of these accounts.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Statement of cash flows

31 March 2017

	2017	2016
	£	£
Cash flows from operating activities		
Net (expenditure)/income	(85,126)	68,349
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	4,662	3,992
(Profit)/Loss on sale of tangible fixed assets	—	235
Other interest receivable and similar income	(461)	(570)
Accrued expenses/(income)	4,365	(4,876)
<i>Changes in:</i>		
Trade and other debtors	(44,595)	(2,636)
Trade and other creditors	38,160	(9,649)
Cash generated from operations	(82,995)	54,845
Interest received	461	570
Net cash (used in)/from operating activities	(82,534)	55,415
Cash flows from investing activities		
Purchase of tangible assets	(2,677)	(2,819)
Proceeds from sale of tangible assets	—	240
Net (decrease)/increase in cash and cash equivalents	(85,211)	52,836
Cash and cash equivalents at beginning of year	264,992	212,156
Cash and cash equivalents at end of year	179,781	264,992

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Notes to the accounts

Year ended 31 March 2017

1. General information

The charity is a private company limited by guarantee, registered in Scotland and a registered charity in Scotland. The address of the registered office is Thorfin House, Bridgend Business Park, Bridgend Road, Dingwall, IV15 9SL.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities and Trustee Investment (Scotland) Act 2005 and the Charity Accounts (Scotland) Regulations 2006 (as amended).

3. Principal Accounting policies

Basis of Preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 26.

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

3: Accounting policies (*continued*)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

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

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**Highland Third Sector Interface Ltd
Company Limited by Guarantee**

Notes to the accounts

Year ended 31 March 2017

3. Accounting policies (*continued*)

Tangible assets

All fixed assets are initially recorded at cost and are subsequently stated at cost less any accumulated depreciation.

Depreciation

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

Fixtures & Fittings - 25% straight line

Debtors

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

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 and provisions

Creditors and provisions are recognised where the charity 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 and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

A financial asset or a financial liability is recognised only when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

3. Accounting policies (*continued*)

Defined contribution plans

The pension costs charged in the financial statements represent the contributions payable by the charity during the year.

4. Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Grants - Lgowit/Alliance	—	—	—
Grants - Reshaping Care for Older People	—	—	—
Grants - Scottish Government	683,200	—	683,200
Grants - Peoples Health Trust	—	—	—
Grants - NHS Highland	—	700	700
Grants - Highland Council	1,064	7,647	8,711
Grants - Lgowit Community Networkers	18,341	74,249	92,590
Grants - Community Development	2,461	209,296	211,757
Grants - Adult Services	8,202	41,106	49,308
Grants - Community Justice	311	—	311
Grants - Other	8,520	11,608	20,128
	<u>722,099</u>	<u>344,606</u>	<u>1,066,705</u>

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

4. Charitable activities (*continued*)

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Grants - Lgowit/Alliance	6,139	43,539	49,678
Grants - Reshaping Care for Older People	11,897	108,260	120,157
Grants - Scottish Government	683,200	—	683,200
Grants - Peoples Health Trust	2,500	—	2,500
Grants - NHS Highland	—	2,499	2,499
Grants - Highland Council	—	7,695	7,695
Grants - Lgowit Community Networkers	14,310	56,759	71,069
Grants - Community Development	18,000	67,472	85,472
Grants - Adult Services	1,360	44,591	45,951
Grants - Community Justice	—	36,423	36,423
Grants - Other	—	—	—
	<u>737,406</u>	<u>367,238</u>	<u>1,104,644</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Bank Interest Receivable	<u>461</u>	<u>461</u>	<u>570</u>	<u>570</u>

6. Other income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Other Income	<u>3,420</u>	<u>9,313</u>	<u>12,733</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Other Income	<u>10,661</u>	<u>265</u>	<u>10,927</u>

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Community Network	–	357,301	357,301
General	733,993	–	733,993
Adult Services	–	43,703	43,703
Community Justice	–	25,664	25,664
Governance Costs	4,365	–	4,365
	<u>738,358</u>	<u>426,667</u>	<u>1,165,025</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Community Network	716	265,595	266,311
General	757,244	11,943	769,187
Adult Services	–	9,802	9,802
Community Justice	–	181	181
Governance Costs	2,310	–	2,310
	<u>760,270</u>	<u>287,521</u>	<u>1,047,792</u>

8. Expenditure on charitable activities by activity type

	Activities Undertaken Directly £	Grant Funding Activities £	Total Funds 2017 £	Total Funds 2016 £
Community Network	126,345	230,955	357,301	266,311
General	140,978	593,015	733,993	769,190
Adult Services	43,703	–	43,703	9,802
Community Justice	25,664	–	25,664	179
Governance Costs	4,365	–	4,365	2,310
	<u>341,055</u>	<u>823,970</u>	<u>1,165,025</u>	<u>1,047,792</u>

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

9. Analysis of grants

	2017 £	2016 £
Grants to institutions		
Grant payments – CVG	91,082	88,966
Grant payments - CVS north	45,323	45,323
Grant payments – RVA	98,649	102,924
Grant payments - SLCVO	59,697	62,747
Grant payments – VABS	55,131	56,981
Grant payments – VAL	75,571	75,909
Grant payments – VG ES	51,854	52,127
Grant payments - Signpost inc	122,417	124,203
Community self-management development fund	224,246	52,304
Total grants	<u>823,970</u>	<u>661,484</u>

10. Net (outgoing)/incoming resources for the year

This is stated after charging:

	2017 £	2016 £
Depreciation	<u>4,662</u>	<u>3,992</u>

11. Fund transfers

Funds transferred represent a surplus on completion of a specific project.

12. Auditors' remuneration

This is stated after charging:

	2017 £	2016 £
Auditors' remuneration – audit of the financial statements	<u>1,770</u>	<u>1,770</u>

In common with many other charities of our size and nature we use our auditors to assist with the preparation of statutory financial statements.

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

13. Staff costs and emoluments

Total staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	219,458	229,082
Social security costs	13,419	14,997
Other pension costs	4,317	3,926
	<u>237,194</u>	<u>248,005</u>

Particulars of employees:

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

	2017	2016
	No.	No.
Number of staff	<u>12</u>	<u>17</u>

No employee received remuneration of more than £60,000 during the year (2016 - nil).

14. Trustee remuneration and expenses

No trustees received any remuneration or expenses in the year (2016 - nil).

15. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,317 (2016: £3,926).

16. Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

Highland Third Sector Interface Ltd
Company Limited by Guarantee

Notes to the accounts

Year ended 31 March 2017

17. Tangible fixed assets

	Fixtures & fittings
	£
Cost	
At 1 April 2016	15,969
Additions	2,677
At 31 March 2017	<u>18,646</u>
Depreciation	
At 1 April 2016	9,649
Charge for the year	4,662
At 31 March 2017	<u>14,311</u>
Net book value	
At 31 March 2017	<u>4,335</u>
At 31 March 2016	<u>6,320</u>

18. Debtors

	2017	2016
	£	£
Trade debtors	39,810	1,007
Prepayments and accrued income	8,457	2,665
	<u>48,267</u>	<u>3,672</u>

19. Creditors: Amounts falling due within one year

	2017	2016
	£	£
Trade creditors	10,030	4,273
Social security and other taxes	—	5,178
Other creditors	38,581	1,000
Accruals and deferred income	5,740	1,375
	<u>54,351</u>	<u>11,826</u>

Highland Third Sector Interface Ltd
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Notes to the accounts

Year ended 31 March 2017

20. Restricted income funds

	Balance at 1 Apr 2016 £	Income £	Expenditure £	Transfer £	Balance at 31 Mar 2017 £
RCOP	71,735	–	–	(71,735)	–
LGOWIT	10,604	86,507	(127,249)	62,165	32,027
Adult Asset Mapping	4,979	–	–	(4,979)	–
Living It Up	2,031	–	–	(2,031)	–
Highland Area Census	220	–	–	(220)	–
Adult Services	37,617	41,134	(39,164)	–	39,587
Community Development	15,168	209,296	(224,270)	(194)	–
Community Justice	35,912	–	(25,664)	(4,723)	5,525
Refugee	–	9,122	(4,538)	–	4,584
HIE	–	7,860	(5,782)	–	2,078
Restricted Funds	<u>178,266</u>	<u>353,919</u>	<u>(426,667)</u>	<u>(21,717)</u>	<u>83,801</u>

21. Unrestricted income funds

	Balance at 1 Apr 2016 £	Income £	Expenditure £	Transfer £	Balance at 31 Mar 2017 £
General Funds	<u>84,892</u>	<u>725,980</u>	<u>(738,358)</u>	<u>21,717</u>	<u>94,231</u>

22. Analysis of net assets between funds

	Tangible Fixed Assets £	Net Current Assets £	Total £
Restricted Income funds	3,489	80,312	83,801
Unrestricted Income Funds	<u>846</u>	<u>93,385</u>	<u>94,231</u>
Total Funds	<u>4,335</u>	<u>173,697</u>	<u>178,032</u>

Highland Third Sector Interface Ltd
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Notes to the accounts

Year ended 31 March 2017

23. Company limited by guarantee

Highland Third Sector Interface Ltd is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

24. Related party transactions

The following board members are also board members of partner charities which have received grant payments from Highland Third Sector Interface:

Board member	Partner charity	Grant payments	
		2017	2016
		£	£
Lesley Jones	Signpost Inc	122,417	124,203
Hugh Mackay	Ross-shire Voluntary Action	98,649	102,924
David Hannan/William Ross	Voluntary Groups East Sutherland	51,854	52,127
Gerald McIntyre	Voluntary Action Lochaber	75,571	75,909
Kate Adamson/Roderick McLeod	Voluntary Action Badenoch & Strathspey	55,131	56,981
Niall Smith	Caithness Voluntary Groups	91,082	88,966
Clive Pearson	Skye & Lochalsh CVO	59,697	62,747
Frances Gunn	CVS North	45,323	45,323

25. Controlling interest

The charity is controlled by the trustees.

26. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The charity transitioned to FRS 102 on 1 April 2015.

No transitional adjustments were required in the retained funds or income or expenditure for the year.