



NEW FROM APRIL 2011 VG-ES "TREASURER SERVICE" SCHEME



Do you need help with the financial management of your voluntary organisation's finances? Do you need help with financial record keeping? Would you like help to adopt a good practice regime for keeping payments and receipts accounts? Are you considering developing and implementing policies on: financial management, budgeting, redundancy management (if appropriate), reserves and costing projects? If you are a registered Charity, do you need help with the format of the annual report and financial statements required for OCSR? If you answered "yes" to any of these questions please read on.

For a "moderate" and affordable fee VGES is now able to offer a "Treasurer Service" Scheme which will run initially for a year. This will be a limited service and available on a first-come basis.

The VG-ES service will include:-

- Recording your organisation's income and expenditure on a dedicated spread-sheet; processing cheques for any expenditure - on the production of invoices.
- Retain and securely store all the organisation's financial documentation on the premises of VG-ES. This will include: bank statements, cheque books, receipted invoices, annual statement of accounts, expense vouchers, income and expenditure spread-sheets. (this list is not exhaustive).
- Maintain confidentiality. All members of VGES staff are bound by a confidentiality clause, and will not divulge any information pertaining to the finances of your organisation to any unauthorised person. VGES will expect to be told the names of all personnel from the organisation who are on the board of directors/management committee and entitled to receive and impart financial information in order to conduct the proper business of that organisation.
- Provide quarterly updates on the financial transactions and current balance of the organisation's accounts. Ensure a quarterly bank reconciliation at this time too.

VGES will **not** be a signatory on the bank account of your organisation.

VGES will **not** be held responsible for the financial solvency of your organisation. That is the responsibility of the board/management committee of the organisation itself. However, it will alert your organisation of concerns if they arise.

VGES will **not** attend meetings of your organisation.

If this service is of interest to your voluntary organisation and you would like to find out more, please contact either Ann or Christine at VGES on 01408 633001 or ann@vges.org.uk or christine@vges.org.uk

SOME FINANCIAL SUPPORT WAS RECEIVED FROM EAST SUTHERLAND WARD DISCRETIONARY BUDGET FOR THE SCHEME

Protecting
Vulnerable Groups
Scheme

CHECK TO PROTECT

WORKING WITH CHILDREN & OTHER VULNERABLE PEOPLE

The Scottish Government's new PVG Scheme which came into force on 28th February 2011 strengthens protection for vulnerable groups in Scotland, and was established to implement the provisions outlined in the 'Protection of Vulnerable Groups [Scotland] Act 2007.

The PVG Scheme provides a system that helps to ensure those who have regular contact with children and protected adults through paid and unpaid work do not have a history of harmful behaviour. It aims to reduce the need for individuals to complete a detailed application form every time a disclosure check is needed [as required with the old system].

VG-ES can help with the PVG Scheme. Please contact Christine Ross at VG-ES: Tel: 01408 633001 OR E-Mail: christine@vges.org.uk



If you are someone who directly provides care, or supports someone who does, we wanted to highlight that by making sure that everyone is included in Scotland's biggest population count - the census - you can help ensure that resources for Scotland's care sector are well targeted.

The census takes place on Sunday 27 March 2011, and questionnaires will arrive from March 7. All householders and people in residential establishments have a duty to fill in and return a questionnaire.

As a quick summary, the census counts everyone. It asks the questions that help the government, local authorities and businesses to target billions of pounds worth of public services, including health, housing and transport.

The census takes place every ten years throughout the UK. Personal information is kept confidential for 100 years. The census is required by law and people risk a £1,000 fine if they do not take part.

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SCIOs to be available April 2011

The long awaited governance structure **Scottish Charitable Incorporated Organisation, SCIO**, is likely to be launched in April 2011.

What is a SCIO?

The Scottish Charitable Incorporated Organisation (SCIO) is a new legal form for charities registered in Scotland. The SCIO will be a corporate body able to enter into contracts, employ staff, incur debts, own property, to sue and to be sued. As such, it will provide a high degree of protection against personal liability for its charity trustees. It will also provide some reassurance for those entering into contracts with it, and for creditors. Unlike charities that are companies limited by guarantee, SCIOs will have OSCR as a single regulator. The SCIO will provide another option for bodies wishing to register as charities, and for existing Scottish charities wishing to adopt a different constitutional form.

Why have SCIOs been created?

The SCIO was proposed in the Charities and Trustee Investment Scotland Act 2005 as a legal form that would offer some protection to charity trustees from personal liability, while not subject to the same reporting and regulatory requirements as a company. Scottish Ministers announced in October 2010 that they would take steps to bring SCIOs into being from April 2011. The legislation required to make it available is currently making its way through the Scottish Parliament.

What will make the SCIO different from other legal forms?

There are a number of important differences that set the SCIO apart. Firstly, unlike other charities, the SCIO's existence is dependent upon its charitable status. This means that the SCIO must cease to exist if it is removed from the Scottish Charity Register. This is a very important point to consider before applying to become a SCIO. Also, the SCIO's members are subject to some of the same duties as charity trustees.

Would becoming a SCIO be right for my organisation?

You should carefully consider whether being a SCIO will meet the particular needs of your organisation, and the implications of such status. There will be some important differences between being a SCIO and any other kind of body with charitable status in Scotland. OSCR's guidance will set out some of the key differences and this may help you in deciding whether being a SCIO is suitable for your organisation. We strongly recommend that you seek advice from intermediary bodies, support organisations and professional advisers. OSCR's guidance will also contain a list of Useful Contacts.

What are our duties in becoming a SCIO?

There will be some important differences in the duties and requirements of a SCIO compared to other charities, for example in the qualifications, duties and powers of members; the requirement for the SCIO to keep registers of its charity trustees and members and to provide copies of these registers; and references to SCIO status in the charity's documents. OSCR's guidance will set out these requirements in detail.

What are the pro's and con's of becoming a SCIO?

Only you can decide whether being a SCIO is in the best interests of your charity. However, it is worth noting that, compared to unincorporated legal forms such as unincorporated associations or trusts, the SCIO will offer a degree of protection to charity trustees against personal liability. This is also true of the company limited by guarantee, but the SCIO will be regulated only by OSCR, instead of reporting both to Companies House and OSCR; while the SCIO only reports to OSCR. The SCIO will also provide some protection for creditors when a SCIO dissolves itself, and this may reassure third parties dealing with SCIOs. A company must prepare fully accrued

accounts regardless of its size, while a SCIO will be subject to the same accounting thresholds as unincorporated charities. Most of the relevant provisions within Chapter 7 of the Charities and Trustee Investment (Scotland) Act 2005 will be commenced on 1 April 2011, with those related to the conversions and amalgamations due to come into force on 1 January 2012.

OSCR, the Scottish charity regulator, is currently working on draft guidance. SCVO and several partners, including sector representatives and legal experts are working on a draft model SCIO constitution and guidance that will be available for organisations wishing to take up the new legal form once it becomes available in April. **A reminder that SCIOs will initially be available only to those organisations that have not already incorporated. For further information on SCIO's please visit the OSCR website:**

www.oscr.org.uk/ScottishCharitableIncorporatedOrganisations.stm

or the Scottish Government website: www.scotland.gov.uk and search for Scottish Charitable Incorporated Organisations. This website provides two forms of model constitution for a SCIO.

VOLUNTEERS NEEDED



Family First Needs You!

Do you have 2-3 hours a week to help support parents with young children, or a few hours to help at our local toddler groups?

Training Given and Expenses Paid.

Find out more about Family First and how you may be able to help.

Contact Amanda Wagstaffe

Tel: 01408 633363

Mobile: 07831735169



East Sutherland Citizens Advice Bureau is currently recruiting volunteers.

This is a unique opportunity for anyone who has time on their hands and would like to share their experience and professional skills to help others.

We offer;

- Free and fully supported training.
- Opportunities to specialise in a range of areas including Money Advice, Welfare Rights, Employment Law, Housing etc.
- Opportunities to travel throughout Scotland to training events and conferences.
- All expenses paid.

The chance to work as a member of a team.

So if you have a minimum of 6 hours a week to spare why not come and join us in one of the most rewarding opportunities in the voluntary sector and really help to make a difference.

For more information and to request an application pack please call us on: 01408633000

Email on: advice@esvas.org.uk

Or write To ESCAB, Station Road, Golspie, KW10 6SE

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WEA WOMEN @ WORK PROJECT

The Project issues a warm invitation for you to join us in Bonar Bridge on 23rd March for the Sutherland Network Meeting Listening Skills with

Kate Williams-Mackenzie

In this fun, practical and thought-provoking session you will gather information about what is involved in the apparently simple act of listening. Paying more attention to yourself and your environment are starting points for improving your ability to stay focussed on hearing what others are saying.

Exercises and games working individually, in pairs and the whole group will stretch your listening "muscles" and help you get more out of inter-actions with friends, family and colleagues.

At the end of the session you will feel more confident about your listening skills and your ability to get the most out of your conversations and discussions.

Date: Wednesday 23rd March 2011

Time: 12noon – 2.00pm

Venue: Community Hall, Bonar Bridge

Cost: The event is free and lunch will be available for £3.00.

Pre booking is requested - to book, please contact WEA:

☎ 01463 710577 or

e-mail: womenatwork-admin@weascotland.org.uk

Should you have a special needs requirement please let us know.

All women welcome – we look forward to seeing you.

www.weawomenatwork.org.uk

The Workers' Educational Association is a charity registered in England and Wales (number 1112775) and in Scotland (number SC039239) and a company limited by guarantee registered in England and Wales (number 2806910). Registered address is WEA, 4 Luke Street, London EC2A 4XW.

Scottish Charity Awards 2011

open for entries

Edinburgh - 16th June 2011

Charities, community groups and dedicated local champions are being encouraged to have their hard work recognised at this year's Scottish Charity Awards.



The Awards, now in their 5th year, aim to celebrate the best of Scotland's local lifelines. From the community champion award which celebrates the achievements of an outstanding individual, to the partnership award for charities working together or with the public or private sectors, the Scottish Charity Awards are a chance to give thanks to the people and organisations making Scotland a better place. The awards are open to any charity, voluntary organisation, community group or individual charity volunteer or staff member. Public and private sector bodies can also enter through the partnership award.

This year the categories are:

[Charity of the Year Partnership Award](#)

[Charity Champion Award](#)

[Campaign of the Year Community Action Award](#)

The deadline for entries is 8 April 2011. [Visit the website to find out more or contact \[events@scvo.org.uk\]\(mailto:events@scvo.org.uk\)](#) to buy tickets to the award ceremony in Edinburgh's answer to the Sistine Chapel, the prestigious Mansfield Traquair Centre on 16 June 2011.



EUROPEAN YEAR OF VOLUNTEERING 2011 SMALL GRANT

To celebrate the 2011 European Year of Volunteering, VAF with funding from the Scottish Government, is dedicating small grants to promote and celebrate the work of volunteers in Scotland. In addition, free training to help increase the skills of members, staff or volunteers will be offered to groups applying for a grant.

The grant is open to community groups and voluntary organisations with an annual income below £250,000; however groups with an income below £100,000 will be considered a priority. Please note: you cannot receive both a CCP and an EYV grant during the period Apr 2011 - Mar 2012.

Grants will be awarded for activities that clearly contribute to: increasing the number of people engaged in volunteering; increasing the diversity of volunteers especially those from disadvantaged groups; and volunteers feeling valued and supported.

We will **not** consider applications from individuals or for activities that promote a political party or religion.

Parent Councils or Parent Teacher Associations along with groups providing benefits to private businesses will not be funded. Groups that have been awarded a Community Chest grant during the financial year 2011/12 will also not be funded.

Hobby groups that do not provide a service wider than their members will be a low priority and are unlikely to receive a grant.

Applications will be considered twice in this calendar year. Applications should be submitted by **15 April 2011 and 15 September 2011**. We will let you know within 12 weeks of the deadline whether your application has been successful or not.

COMMUNITY CHEST 2011

The Community Chest provides grants of up to £1,000 and free training to smaller community groups in Scotland to help them sustain and develop their activities.

The free training is designed to increase the skills and experience of group members and covers topics such as:

- * Successful Fundraising
- * Charity Law
- * Managing Money
- * Monitoring and Evaluation

The training workshops will also provide information on the sources of local support and other funding bodies.

The free training is open to any group who applies for a Community Chest grant.

Applications for the Community Chest programme will be considered 3 times a year. Applications should be submitted by **15 April 2011, 15 September 2011 and 15 January 2012**. We will let you know within 12 weeks of the deadline whether your application has been successful or not.

Before you submit your application please read the guidelines carefully to make sure your organisation or project is eligible for funding. If still unsure please feel free to contact the office and speak to Patricia or Chris about your proposed application.

Contact: Patricia McKibben, Voluntary Action Fund, Dunfermline Business Centre, Unit 14, Izatt Avenue, DUNFERMLINE, Fife KY11 3BZ. ☎ 01383 620780 or visit their website at www.voluntarvactionfund.org.uk



Or, leaflet available from VG-ES on application.

Office Services for VG-ES Members

Advice and information on:-

- **Sources of Funding**
- **Grant-Aid**
- **Constitutions**
- **Charitable Status**
- **Training Courses**



Office Services at Reduced Rates for Members

Include:

- Use of our MEETING ROOM with OHP, SLIDE PROJECTOR, POWERPOINT PROJECTOR, LAPTOP COMPUTER & SCREEN, TV/VIDEO FACILITIES. To book the room or to borrow equipment, please phone Liz for details at VG-ES ☎ 01408 633001.
- Use of our SMALL SOCIETIES LOTTERY LICENCE for 'printed ticket' raffles.
- STATIONERY FOR SALE at reduced rates: e.g. envelopes, copier paper and card (white and coloured), Plus an ordering service – stationery, sundries & office equipment.
- Use of PAPER SHREDDER – discreet disposal of unwanted documents.
- DIGITAL PHOTOCOPIER Copies in **Black & Colour** Improved quality reproduction, enlargement, reduction and overlay facilities. Double sided document feeder, and collating facility which sorts multi-page documents.
- TYPING and computer printing in a variety of styles plus graphics for posters, leaflets, letter heads, etc.
- RING-BINDING of booklets using either wire or plastic combs or slide binders.
- Use of FLIP CHART AND STAND.
- Use of FAX MACHINE – 05601 146813
- Loan of notice boards for temporary displays.
- Use of ADVERTISING space in the Northern Times for fund-raising activities and notify MFR What's On.
- Funderfinder - Software for Grant Seekers, helps voluntary groups to identify which Charitable Trusts might fund their work - used in conjunction with the Directory of Grant Making Trusts on CD-ROM. Results can be e-mailed to you with funders' web links.
- A4 Colour Flat Bed Scanner. We can now scan documents into our computer of both text and graphics.
- Laminator - We can laminate documents for you such as, posters, identity cards or important papers you wish to protect.

- Cold Laminator for photographs, banners and delicate originals.
- Digital Camera.
- Laptop, digital projector and screen for hire. Please contact VGES for details of terms and conditions for use.
- DISCLOSURE SCOTLAND – VG-ES is registered with the Central Body in Scotland (CRBS) to sign Disclosure applications for potential staff and volunteers who will be working with children or vulnerable adults.
- INDEPENDENT EXAMINATIONS for Receipts and Payments Accounts for organisations with charitable status. The charity must be a trust or unincorporated association established/registered in Scotland and meets the eligibility criteria. There will be a fee for this service and an engagement contract to sign. For further info contact Christine at VG-ES.



VGES MEMBERSHIP 2011

The subscription for 2011 was due for renewal in December 2010. If you have not yet renewed, an invoice and a 2011 group membership form is enclosed.

The group membership fee is now £10. Please take the time to complete the membership questionnaire included in the form. The information you supply helps us to help you and is much appreciated.

The next issue of this Newsletter will be
June 2011.

Please send information to be included by the end
of May 2011 to:

**VG-ES, Alba, Main Street, Golspie,
KW10 6TG.**

Tel: 01408 633001 Fax: 05601 146813

Or email your information to: contact@vges.org.uk

VG-ES is closed for Easter on

Good Friday & Easter Monday (22nd & 25th April)

