



**Lothians  
Conservation  
Volunteers**

# **Annual Report and Accounts**

**1 April 2011—31 March 2012**

Lothians Conservation Volunteers (LCV) is a charitable unincorporated association run entirely by volunteers that has been doing practical nature conservation in and around the Lothians since 1970. LCV is governed by a constitution that was last changed in July 2000 and which states that the purpose of the group is to 'do work of a practical nature to further wildlife and countryside conservation in the Lothians and elsewhere.'

The group works every Sunday and some Saturdays on activities that vary according to the season. We work for a range of clients, including conservation bodies, local councils, and other managers of land with conservation value. We pride ourselves on being able to deliver skilled and committed volunteers to our clients.

LCV is affiliated to BTCV Scotland and the Scottish Council for Voluntary Organisations, and is recognised by the Inland Revenue as a Scottish charity (SC020384).

On 31 March 2012 LCV had 120 members who had been out on task with us during the year.



## **Scottish Natural Heritage**

**All of nature for all of Scotland**

Supported by grant aid from  
Scottish Natural Heritage

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## **LCV Supporters**

LCV would like to thank all those listed below whose financial support made our work possible during the year.

### **Organisations**

Scottish Natural Heritage

Scottish Wildlife Trust Lothians Members Centre

The Royal Bank of Scotland Group Community Cashback Award

Sinclair Knight Merz

We are also grateful to the City of Edinburgh Council for providing us with land for our tree nursery.

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## **Administrative information**

### **Trustees**

LCV's trustees are elected at the Annual General Meeting in May. They serve for a year, and may then stand for re-election.

Co-ordinator	Louisa Martin
Task Organiser	Matt McCabe
Treasurer	David Monaghan
Newsletter Editor	Nicola Murray (until 19 July 2011), Sarah McConachie thereafter
Transport Secretary	Debbie Tribak
Social Organiser	Sarah McConachie (until 19 July 2011), Helen Jones (from 10 April 2012)
Logistics	Ian Dickson
Fundraising	Simon Bonsall
Publicity	Martin Brownjohn
Minibus	William McSporran
Tree Nursery	Tony Irving
Tools Officer	Ken Humphreys
Membership Secretary	Mark Herron
Training Officer	Peter Gilbert
Webmaster	David Nutter

### **Contact details**

Post: Louisa Martin, Co-ordinator, 4/4 Kinghorn Place, Edinburgh, EH6 4BN

Web: [www.lcv.org.uk](http://www.lcv.org.uk)

E-mail: [enquiries@lcv.org.uk](mailto:enquiries@lcv.org.uk)

### **Bankers**

Bank of Scotland, 300 Lawnmarket, Edinburgh EH1 2PH

# Committee report

The Trustees present their report and financial statements for the year ending 31 March 2012.

## Review of the year

### Work carried out

In the year to April 2012, LCV ran 63 tasks for 12 different clients at 24 different sites. In total, we did 716 days of voluntary work (2011: 684, 2010: 621, 2009: 654) for conservation projects in Scotland. We had an average of 10.7 volunteers on each task (2011: 10.2, 2010: 10.8, 2009: 10.7). Midlothian Council was our biggest client, receiving 163 (2011: 140) of our total workdays. We continue to maintain a close relationship with the Lothians Members Centre of SWT, as shown by the number of different local SWT sites that we visit, and they were our second biggest client, receiving 140 workdays (2011: 153). Our summer residential task this year was at Scone Palace.

Client	Site	Date	Work	Workdays
Midlothian Council	Gore Glen	25/06/11	Path work	7
		21/08/11	Vegetation control	14
		29/01/12	Broom clearance	15
		26/02/12	Tree planting	13
	Roslin Glen	19/06/11	Vegetation control	12
		18/02/12	Birch clearance	9
		17/03/12	Tree planting	12
		18/03/12	Tree thinning	9
	Springfield Mill	07/05/11	Path work	11
		08/05/11	Path work	12
	Vogrie	11/06/11	River bank repair	9
		03/09/11	Meadow work	11
		15/10/11	Vegetation control	9
16/10/11		Pond clearance	12	
22/10/11		Path work	8	
<b>Midlothian Council Total</b>				<b>163</b>
SWT	Addiewell Bing	03/07/11	Vegetation control	9
		23/07/11	Woodland maintenance	7
		14/08/11	Path work	8
		13/11/11	Tree felling	10
		11/12/11	Tree planting	15
	Bawsinch	24/04/11	Woodland maintenance	10.5
		15/05/11	Tree weeding	11.5
		28/08/11	Vegetation control	11
		24/09/11	Vegetation control	5.5
		18/12/11	Woodland maintenance	12.5
		21/01/12	Woodland maintenance	11.5
	Echline	12/02/12	Reserve management	14
		12/11/11	Woodland maintenance	5.5
	Red Moss	18/09/11	Vegetation control	9
	<b>SWT Total</b>			
West Lothian Council	Beecraigs Country Park	01/05/11	Path work	11
		22/05/11	Path work	10
		26/06/11	Path work	15
		24/07/11	Path work	8
		23/10/11	Path work	11
		06/11/11	Path work	10
		27/11/11	Path work	13.5
		04/02/12	Path work	6
		05/02/12	Path work	9
		04/03/12	Tree felling	13
<b>West Lothian Council Total</b>				<b>106.5</b>

<b>Client</b>	<b>Site</b>	<b>Date</b>	<b>Work</b>	<b>Workdays</b>
East Lothian Council	Aberlady Bay	25/09/11	Vegetation control	16
		08/01/12	Sea buckthorn control	15
	East Linton	05/06/11	Path work	10
	Gullane	29/05/11	Vegetation control	12
	John Muir Country Park	03/04/11	Heath management	11
	Yellowcraigs	07/08/11	Vegetation control	6
<b>East Lothian Council Total</b>				<b>70</b>
Mansfield Estates	Scone Palace	09/07/11	Woodland maintenance	29
		30/12/11	Woodland maintenance	35
<b>Mansfield Estates Total</b>				<b>64</b>
David Long	Spottiswoode	20/11/11	Vegetation control	16
		19/02/12	Brash clearance	11
		25/03/12	Brash clearance	13
<b>David Long Total</b>				<b>40</b>
Scottish Native Woods	Crichton Castle	30/10/11	Woodland maintenance	11
	Tyne Water	04/12/11	Tree felling	10
	Yellowcraig	02/04/11	Tree planting	6
		10/04/11	Tree thinning	12
<b>Scottish Native Woods Total</b>				<b>39</b>
SNH	Taynish	09/09/11	Meadow work	16
		11/03/12	Gorse control	20
<b>SNH Total</b>				<b>36</b>
Life Science Trust	Pishwanton Wood	31/07/11	Fencing	10
		04/09/11	Fencing	5
		02/10/11	Fencing	8
<b>Life Science Trust Total</b>				<b>23</b>
FCNT	Easter Craiglockhart	12/06/11	Meadow work	6
		09/10/11	Meadow work	8
<b>FCNT Total</b>				<b>14</b>
Borders Forest Trust	Carrifran	15/04/11	Tree planting	13.5
<b>Borders Forest Trust Total</b>				<b>13.5</b>
S. and J. Campbell	North Lodge	24/03/12	Pond work	7
<b>S. and J. Campbell Total</b>				<b>7</b>
<b>Grand Total</b>				<b>716</b>

## Minibus

LCV runs a minibus that is used to transport tools and volunteers to the work sites. The minibus is used exclusively for the purposes of the group, and this year it was driven 3,398 miles (2011: 3,527) on task. The minibus is vital for our operation: it allows us to welcome volunteers who do not have their own transport, and gives us the means to transport bulky tools in safety. We plan to replace this bus with a new one in 2019.

## Tool store and garage

LCV owns a wide variety of tools. One of the strengths of the group is that we can provide the client with volunteers who are fully equipped for the task. This year has seen a continued investment in new tools and safety equipment to ensure that our volunteers have everything they need to do an excellent job.

We have continued to maintain and replace tools as necessary. This year's accounts show expenditure on the tool store and garage for work that took place last year. The biggest item was replacement of the garage doors.

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## Training

We aim to provide the training our volunteers need deliver our activities safely and skilfully. During the year we have made big investments in training:

- First aid: 11 volunteers at a cost of £681.
- Minibus driver awareness scheme (MiDAS): six volunteers at a cost of £540.
- Minibus (D1) driving licences: two volunteers complete and one ongoing at a cost of £591 per head.

## Publicity and volunteer recruitment and development

A total of 72 new volunteers (2011: 48) came on their first task with us during the year. Our website is responsible for the majority of new recruits. During the year the site was visited 9,844 times (2011: 9,375), and in March 2012 received 771 unique visitors. We also attract a significant number of volunteers from the Edinburgh Volunteer Centre, by word of mouth and by our attendance at local volunteer fairs.

Of the 72 new volunteers who came out in the past year, 22 (31%) returned for a subsequent task.

We had 11 different task leaders in the last year and eight different drivers over the course of the year.

	Leaders	Drivers
12 or more tasks	0	3
8 to 11 tasks	3	2
4 to 7 tasks	6	1
1 to 3 tasks	2	2
<b>Total</b>	11	8

We are always looking to recruit and develop more leaders and drivers, but we are content with the distribution of the work among our volunteers.

## Tree nursery

LCV runs a tree nursery in which we grow native trees of known provenance. Our Tree Nursery Manager plans the planting in the nursery in consultation with our clients to enable us to provide trees that they require. Being able to provide quality trees of known provenance is important for tree planting projects.

It can take up to four years to grow a tree from seed to a size that is suitable for planting on a reserve, and the Tree Nursery thus represents a considerable investment of volunteer time and effort. We are grateful to the City of Edinburgh Council for providing us with a site for our tree nursery.

## Conclusion

It has been another busy year for the group. We have again run a wide variety of tasks to maintain the enthusiasm of both long-standing and new volunteers, and our residential tasks have been popular and well-attended. Retaining new volunteers continues to be our biggest challenge in the year ahead. The committee focus on planning to ensure that there is a supply of volunteers willing to take on senior roles in the group as they become vacant.

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## Financial Review

The previous financial year was exceptional, as we had two large and unexpected donations from Standard Life and RBS. This year we have spent some of that money on strategic projects, with the result that our accounts show a deficit for the year. Our underlying operations continue to generate the surpluses we need to keep LCV in good financial health.

This year has seen a deficit of £1,620 (2011: £4,880 surplus). This is made up of a deficit on unrestricted funds of £250 and a deficit on restricted funds of £1,370. Funds employed stand at £66,628 (2011: £70,720) of which £24,083 (2011: £27,925) are restricted.

Income from tasks fell slightly this year to £4,114 (2011: £4,293), despite the higher number of workdays this year compared to previous years. This is due to late receipt of payments for tasks towards the end of the year. Our grant income remained at normal levels this year (£1,316), after the successful fund-raising for a new minibus in 2010 (2011: £2,250, 2010: £24,150, 2009: £1,150).

Our fund-raising activities this year resulted in a deficit of £215 (2011: £350 surplus), as the annual ceilidh made a loss due to lower than usual attendance. Ceilidhs have historically proved very effective fund-raising tools for us, but we will abandon them if the trend for declining profits continues.

Subscription income fell again this year, to £37 (2011: £82, 2010: £117, 2009: £113). Paid subscription offers no benefits to our members beyond the newsletter, and the price of subscription is very close to the cost of production of the newsletter. The trend over the past few years has been for this income to fall. We expect that it will continue to fall in future years as we move increasingly towards electronic delivery of our newsletter, and this does not worry us.

On the expenditure side, we have continued to minimise our day-to-day running costs wherever possible. We use our income from clients to cover only the running costs for which it is difficult to obtain grant funding, and this means that we can keep our costs to our clients as low as possible.

Insurance is our biggest expense, and costs have nearly doubled in seven years. We continue to monitor the market for insurance, and change providers as necessary to obtain the best possible price.

In 2010 the trustees reviewed the group's designated funds to give clarity about the group's future financial planning. Following this review, the group now has the following designated funds:

- **Minibus replacement fund.** This will part-fund the replacement of our minibus, which we expect to take place in 2019. By then, we aim to have built the fund up to well over half the cost of new minibus. Experience shows that it is much easier for us to raise grant funding for a new bus if we have a substantial fund of our own to commit.
- **Minibus maintenance fund.** This provides a reserve for significant repair bills for the minibus, which we would expect to incur towards the end of its life.
- **Water rates fund.** Following the installation of a tap in our garage, this provides a reserve to cover the water rates we may now be obliged to pay. We have submitted an application for charitable exemption from these, and await the decision from Scottish Water.
- **Garage door fund.** This fund made provision for replacement of the garage doors and this year we spent it completely.

At year end, designated funds stood at £19,908 in total.

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## **Risk management and reserves**

The LCV Trustees carry out a regular review of the risks facing the group and of the impact, probability and possible mitigation of each risk.

LCV has a system of financial controls. These controls aim to give us reasonable (but not total) safeguards for our assets from unauthorised disposal or use.

Our investment policy has concentrated on maintaining the value of our saving by investing in low-risk interest-bearing deposit accounts.

LCV maintains financial reserves to enable us to recover from the loss of a major client or donor while still meeting commitments to our clients and volunteers. At most our task programme extends four months into the future, so we aim to retain general fund reserves representing around one third of our annual income in the range £2,000–£3,000. We review this policy annually. At the year end our unrestricted reserves stood at £4,503 (2011 £6,353).

Our reserves are still slightly higher than target as a result of the unexpected income in 2010. We have reduced them significantly this year with a series of strategic investments in our buildings and volunteers. The trustees are unwilling to waste the remaining excess in our reserves, and continue to subject to robust scrutiny any proposals to spend it. At present, and in the absence of specific spending objectives for it, we plan to reduce this surplus by absorbing (rather than passing on to clients) the rapidly increased costs of operating our minibus.

## **Independent Examiner**

We are grateful to Julia Robson for carrying out an independent examination of our annual accounts for 2011 – 12.

Approved by the Trustees and signed on their behalf.

Louisa Martin, Co-ordinator.

10 May 2012



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# Independent Examiner's report

I report on the accounts of the charity for the year ended 31st March 2012, set out on pages 10 to 14.

## Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the *Charities and Trustee Investment (Scotland) 2005 Act* and the *Charities Accounts (Scotland) Regulations 2006*. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

## Basis of Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the *Charities Accounts (Scotland) Regulations 2006*. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

## Independent Examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
  - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulationshave not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Julia Robson ACA**  
**Independent Examiner.**  
**33 Briarbank Terrace, Edinburgh**  
**21 September 2012**

## Statement of receipts and payments

For the year ended 31 March 2012

		<i>Restricted funds</i>	<i>Unrestricted funds</i>	<i>Total 2012</i>	<i>Total 2011</i>
	<i>Note</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
<b>Receipts</b>					
Donations	2	-	1,652	1,652	4,087
Legacies		-	-	-	-
Grants	3	66	1,250	1,316	2,250
Receipts from fund-raising activities		-	132	132	1,371
Gross trading receipts		-	4,114	4,114	4,292
Income from investments other than land and buildings		-	-	-	81
Rent from land and buildings		-	-	-	-
Receipts from other charitable activities		-	-	-	-
<i>Proceeds from social events</i>		-	60	60	28
<b>Total receipts</b>		<b>66</b>	<b>7,208</b>	<b>7,274</b>	<b>12,109</b>
<b>Payments</b>					
Expenses for fund-raising activities		-	347	347	1,021
Gross trading payments		-	-	-	-
Investment management costs		-	-	-	-
Payments relating directly to charitable activities	4	1,436	7,111	8,547	6,208
Grants and donations		-	-	-	-
Governance costs		-	-	-	-
<i>Independent examination</i>		-	-	-	-
<i>Preparation of annual accounts</i>		-	-	-	-
Legal costs		-	-	-	-
<b>Total payments</b>		<b>1,436</b>	<b>7,458</b>	<b>8,894</b>	<b>7,229</b>
<i>Net receipts/(payments)</i>		<i>(1,370)</i>	<i>(250)</i>	<i>(1,620)</i>	<i>4,880</i>
<i>Transfers to/(from) funds</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Surplus /(deficit) for year</i>		<i>(1,370)</i>	<i>(250)</i>	<i>(1,620)</i>	<i>4,880</i>

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## Statement of balances

At 31 March 2012

	<i>Restricted funds</i>	<i>Unrestricted funds</i>	<i>Total 2012</i>	<i>Total 2011</i>	
<i>Note</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	
<b>Cash funds</b>					
Cash and bank balances at start of year	830	24,661	25,491	20,611	
Surplus/(Deficit) for year	(1,370)	(250)	(1,620)	4,880	
<b>Cash and bank balances at end of year</b>	<b>(540)</b>	<b>24,411</b>	<b>23,871</b>	<b>25,491</b>	
<i>National Savings Investment Account</i>	-	-	21,610	21,610	
<i>Bank of Scotland Treasurer's Account</i>	-	-	2,261	3,881	
	-	-	23,871	25,491	
<b>Other assets</b>					
Minibus	5,6	19,777	-	19,777	22,249
Buildings		4,846	18,133	22,979	22,979
Tools		-	1	1	1
<b>Total other assets at end of year</b>		<b>24,623</b>	<b>18,134</b>	<b>42,757</b>	<b>45,229</b>
<b>Total assets at end of year</b>		<b>24,083</b>	<b>42,545</b>	<b>66,628</b>	<b>70,720</b>

LCV has no other investments or assets.

### Liabilities

There are no material future commitments.

Approved by the Trustees on 10 May 2012 and signed on their behalf by

David Monaghan, Treasurer.

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# Notes to the financial statements

At 31 March 2012

## 1. Accounting policies

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities & Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### Income and expenditure

All items are recognised in the year received or paid.

### Depreciation

The receipts and payments accounts do not show depreciation. However, the value of our minibus is reduced each year on a 'straight line' basis to reflect the fact that the van will have negligible value by the time it is 10 years old.

## 2. Donations received

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£
SWT Lothians Members Centre	1,000	-	1,000	1,000
Anonymous donation	340	-	340	240
RBS Community Cashback Award	250	-	250	250
Subscriptions	37	-	37	82
Other donations under £50	25	-	25	15
RBS Community Stars	-	-	-	1,250
Standard Life Chairman's Award	-	-	-	1,000
Waitrose Community Matters	-	-	-	250
	<u>1,652</u>	<u>-</u>	<u>1,652</u>	<u>4,087</u>

## 3. Grants received

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£
Scottish Natural Heritage	1,250	-	1,250	1,250
Voluntary Action Fund	-	-	-	1,000
Sinclair Knight Merz	-	66	66	-
	<u>1,250</u>	<u>66</u>	<u>1,316</u>	<u>2,250</u>

The grants from the Voluntary Action Fund and Sinclair Knight Merz are for D1 training and MIDAS training. The unrestricted grant from Scottish Natural Heritage is for general running costs.

#### 4. Payments relating directly to charitable activities

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£
Publicity	543	-	543	533
Buildings expenses	2,193	-	2,193	2,391
Vehicle expenses	1,551	-	1,551	1,261
Volunteer training	376	1,436	1,812	720
Tools and equipment	401	-	401	296
Insurance	1,742	-	1,742	730
Administration	203	-	203	194
Sundry expenses	102	-	102	84
	<u>7,111</u>	<u>1,436</u>	<u>8,547</u>	<u>6,209</u>

Publicity is classified as a charitable activity because it is supplied in an educational manner: it is targeted at beneficiaries or others who can use the information to further LCV's objectives, it is information that the recipient can act upon in an informed manner to further LCV's objectives and it is related to LCV's objectives.

#### 5. Fixed assets

	<i>Minibus</i>	<i>Buildings</i>	<i>Tools</i>	<i>Total</i>
	£	£	£	£
Value at 1 April 2011	22,249	22,979	1	45,229
Surplus (deficit) for year	(2,472)	-	-	(2,472)
Value at 31 March 2012	<u>19,777</u>	<u>22,979</u>	<u>1</u>	<u>42,757</u>

#### 6. Restricted funds

	<i>Minibus</i>	<i>Training</i>	<i>Toolstore</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£	£
Balance at 1 April 2011	22,249	830	4,846	27,925	30,117
Surplus (deficit) for year	(2,472)	(1,370)	-	(3,842)	(2,192)
Balance at 31 March 2012	<u>19,777</u>	<u>(540)</u>	<u>4,846</u>	<u>24,083</u>	<u>27,925</u>

*Minibus* and *Tool store*: Grants and donations to purchase these fixed assets.

*Training*: Grants for training courses not yet spent. This account ended the year in deficit because we have a commitment from Sinclair Knight Merz to cover the costs we have incurred for MIDAS and some D1 training, but have not yet had the money from them.

#### 7 Designated funds

	<i>Minibus replacement fund</i>	<i>Minibus maintenance fund</i>	<i>Garage door fund</i>	<i>Water rates fund</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£	£	£
Balance at 1 April 2011	10,043	5,000	1,000	2,265	18,308	17,800
Transfer from (to) other designated funds	-	-	-	-	-	-
Transfer from (to) general funds	2,600	-	(1,000)	-	1,600	508
Balance at 31 March 2012	<u>12,643</u>	<u>5,000</u>	<u>-</u>	<u>2,265</u>	<u>19,908</u>	<u>18,308</u>

The transfer of £1,000 from the *Garage door fund* is expenditure on a new door for the garage. The *Garage door fund* is now closed. The transfer of £2,600 into the *Minibus replacement fund* is provision for replacement of our minibus in 2019.

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## 8. General funds

	<i>Total 2012</i>	<i>Total 2011</i>
	£	£
Balance at 1 April 2011	24,486	20,394
Surplus (deficit) for year	(250)	4,600
Transfer from (to) designated funds	(1,600)	(508)
Balance at 31 March 2012	<u>22,636</u>	<u>24,486</u>

## 9. Analysis of assets between funds

	<i>Restricted funds</i>	<i>Designated funds</i>	<i>General funds</i>	<i>Total 2012</i>	<i>Total 2011</i>
	£	£	£	£	£
Fixed assets	24,623	-	18,134	42,757	45,229
Current assets	(540)	19,908	4,503	23,871	25,491
	<u>24,083</u>	<u>19,908</u>	<u>22,637</u>	<u>66,628</u>	<u>70,720</u>

## 10. Trustees remuneration and expenses

The members of the LCV Committee and persons connected to them did not receive any remuneration in 2012 (2011: nil) nor were they reimbursed for expenses incurred in the performance of their duties as trustees. LCV has no employees.

## 11. Taxation

LCV is recognised by the Inland Revenue as a charity for taxation purposes. We believe that no liability to corporation tax will arise on the results of the year.