

COMPANY INFORMATION

31ST MARCH 2000

INCORPORATED	England 21st January 1991
NUMBER	2575206
REGISTERED CHARITY	1001635
SECRETARY	E Pritchard
REGISTERED OFFICE	3rd Floor Arundel Court 177 Arundel Street Sheffield S1 2NU
BANKERS	Unity Trust Bank plc 4 The Square 111 Broad Street Birmingham B15 1AR
AUDITORS	Loukes & Company Chartered Accountants Cliffe House 2a Hutcliffe Wood Road Sheffield S8 0EX



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NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

DIRECTORS' REPORT

31ST MARCH 2000

The directors present their report and the audited financial statements for the year ended 31st March 2000. The Association is a company limited by guarantee and does not have a share capital.

Principal activity

The principal activity of the company is to establish and support or aid in the establishment and support in England of Councils for Voluntary Service or similar charitable organisations and to create a national movement to achieve greater influence for Councils for Voluntary Service.

Directors

The directors of the company during the year were as follows:-

E Bailey	W Bee	- resigned September 1999
H Catt	M Bland	- resigned September 1999
T Iley Hazelgrove	B Brooks	- appointed September 1999
N Irving	S Burke	- resigned November 1999
V Jepps	H Hughes	- appointed September 1999
H Mehta	J McGrother	- resigned November 1999
A Pryor	S Veasey	- resigned September 1999
P Rainford	H Williams	- appointed September 1999

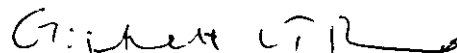
Auditors

A resolution for the appointment of auditors will be proposed at the forthcoming Annual General Meeting.

Small company exemptions

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

On behalf of the board



E Pritchard
Secretary

3rd Floor Arundel Court
177 Arundel Street
Sheffield
S1 2NU

11th July 2000

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

STATEMENT OF DIRECTORS' RESPONSIBILITIES

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 company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

11th July 2000

On behalf of the board



T Iley Hazelgrove
Director

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE**AUDITORS' REPORT**

Auditors' report to the members of

National Association of Councils for voluntary Service

We have audited the financial statements on pages 5 to 11 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, under the historical cost convention and the accounting policies set out on page 7.

Respective responsibilities of directors and auditors

As described on page 3, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

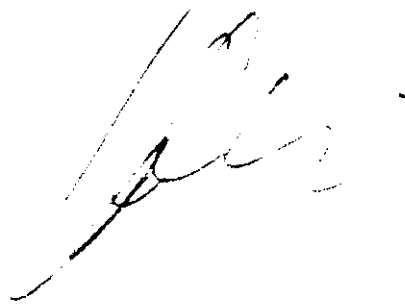
Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31st March 2000 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Sheffield
12th July 2000

Loukes & Company
Registered Auditors
Chartered Accountants

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2000

	Note	2000 £	1999 £
Income	2	602,780	471,102
Net operating expenses			
Direct charitable costs		(482,507)	(368,513)
Fundraising		(13,678)	(16,172)
Administrative expenses		(76,884)	(73,671)
Previous year adjustment	6	(11,800)	-
Surplus on ordinary activities		<u>17,911</u>	<u>12,746</u>

Movements in reserves are shown in note 13.

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

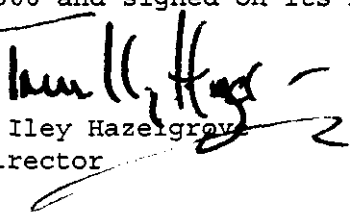
BALANCE SHEET

AT 31ST MARCH 2000

	Note	2000		1999	
		£	£	£	£
Fixed assets					
Tangible assets	8		31,519		34,504
Current assets					
Stocks	9	50		50	
Debtors	10	23,598		90,531	
Cash at bank and in hand		146,312		192	
		169,960		90,773	
Creditors: amounts falling due within one year	11	(30,551)		(41,253)	
Net current assets			139,409		49,520
Total assets less current liabilities			170,928		84,024
Deferred income	12		(119,364)		(50,372)
			51,564		33,652
Capital and reserves					
Profit and loss account	13		51,564		33,652
Total funds			51,564		33,652

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities.

The financial statements on pages 5 to 10 and the Statement of Financial Activities on page 11 were approved by the board of directors on 11th July 2000 and signed on its behalf by:


T Iley Hazelgrove
Director

NOTES ON FINANCIAL STATEMENTS

31ST MARCH 2000

1 Accounting policies**Basis of accounting**

The financial statements have been prepared under the historical cost accounting rules.

The company has taken advantage of the exemption from preparing a cash flow statement as conferred by Financial Reporting Standard No. 1 (Revised 1996) on the grounds that it qualifies as a small company under the Companies Act 1985.

Turnover

Turnover represents the amount derived from the provision of goods and services falling within the company's activities after deduction of trade discounts and value added tax.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Leasehold land and buildings	Straight line over the term of the lease
Office furniture	12.5% reducing balance
Fixtures and fittings	25.0% reducing balance
I T equipment	33.3% straight line

Capital equipment

It is policy to capitalise spending which has been contracted for, but not yet delivered, net of any project contribution to spending.

2 Income

In the opinion of the directors, none of the income of the company is attributable to geographical markets outside the UK. (1999 nil)

3 Operating surplus

	2000 £	1999 £
Operating surplus is stated after charging Auditors' remuneration	2,700	2,700
Depreciation of tangible fixed assets (note 8)		
Owned assets - net of grant amortisation	3,502	5,429

NOTES ON FINANCIAL STATEMENTS

31ST MARCH 2000

4 Trustee remuneration

No remuneration directly or indirectly out of the funds of the charity was paid or payable for the year to any trustee or to any person or persons known to be connected with any of them.

5 Employees remuneration

Total remuneration (excluding employers contributions) for the year amounted to £296,491 (1999 £256,568). No employee earned £40,000 per annum or more. There were thirteen full-time and four part-time members of staff employed at 31st March 2000 (1999 eleven full-time and four part-time).

6 Prior year adjustments

Adjustments in the current year accounts have been made to correct two separate problem areas which have been identified in respect of the accounts for the year ended 31st March 1999.

The board had been led to believe that amounts totalling £11,800 were receivable in respect of certain donations, but it has now been established that there was no commitment on the part of the grantors to proceed to payment. These amounts have now been written back against income as a prior year adjustment.

In addition, partly as a result of the implementation of a new computerised accounting system, and partly as a result of accounts department staffing changes, certain receipts of money totalling £2,298 were not credited at the time to the payers, effectively being double counted as income. These amounts have now also been written back against income.

An independent financial consultant has now undertaken a review of the financial systems and procedures. New systems and procedures have been put in place which should minimise the likelihood of any recurrence of the problems identified this year.

7 Management and Administration

The expenditure on management and administration comprises the full costs of the Board of Trustees, the Audit Fee, the Annual Report and one fifth of general running costs including salaries, based on the estimated time taken by staff to support the Board of Trustees and arrange the Annual General Meeting.

NOTES ON FINANCIAL STATEMENTS

31ST MARCH 2000

8 Tangible fixed assets

Cost	Land and Buildings £	Plant and Machinery etc £	Total £
1st April 1999	18,505	63,313	81,818
Additions	-	4,344	4,344
31st March 2000	18,505	67,657	86,162
Depreciation			
1st April 1999	9,256	38,057	47,313
Charge for year	1,315	6,015	7,330
31st March 2000	10,571	44,072	54,643
Net book amount			
31st March 2000	7,934	23,585	31,519
1st April 1999	9,249	25,255	34,504

9 Stocks

	2000 £	1999 £
Stocks	50	50

10 Debtors

	2000 £	1999 £
Amounts falling due within one year		
Trade debtors	11,602	35,456
Other debtors	436	43,515
	12,038	78,971
Amounts falling due after more than one year	11,560	11,560
	23,598	90,531

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

NOTES ON FINANCIAL STATEMENTS

31ST MARCH 2000

- 11 Creditors: amounts falling due within one year

	2000 £	1999 £
Bank overdrafts	-	3,689
Trade creditors	6,750	22,885
Other taxation and social security	2,447	-
Other creditors	21,354	14,679
	<u>30,551</u>	<u>41,253</u>

- 12 Deferred income

	2000 £	1999 £
Unexpired capital grant	25,109	12,937
Deferred income	94,255	37,435
	<u>119,364</u>	<u>50,372</u>

- 13 Profit and loss account

	2000 £
1st April 1999	33,653
Retained surplus for the year	<u>17,911</u>
31st March 2000	<u>51,564</u>

Restricted Funds

TOTAL INCOMING RESOURCES

DIRECT CHARITABLE COSTS

TOTAL DIRECT CHARITABLE COSTS

Fundraising and Promotion

TOTAL FUNDRAISING COSTS

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2000

	Restricted Funds						Total 1999
	Unrestricted Funds	C V S Development	Policy Project	Accreditation Project	Training Grants	Endowment Funds	
ADMINISTRATION EXPENSES							
Trustee Board Expenses	3021						3941
Bank Charges	315						649
Audit and Accountancy	1200	500	500	500			2700
Recruitment	4725						4539
Staff Travel	1124						1897
Staff Costs	39809						43510
Premises Costs	6276						6791
Repairs and Renewals	3421	734		220			1772
Irrecoverable Debts - Note 6	5379						5379
Communications Costs	1718						1314
Sundry Expenses	3940						1129
Amortisation of Capital Grant	-3828						-3828
Depreciation	7330						9257
TOTAL ADMINISTRATION EXPENSES	74430	1234	500	720			73671
TOTAL RESOURCES EXPENDED	333733	136496	78352	23738	750		458356
NET INCOMING / OUTGOING RESOURCES BEFORE TRANSFERS	29730			-19			12746
Transfers between funds	-19			19			
NET INCOMING / OUTGOING RESOURCES AFTER TRANSFERS	29711						12746
PREVIOUS YEAR ADJUSTMENT Note 6	-11800						-11800
NET MOVEMENT IN FUNDS DURING THE YEAR	17911						12746
FUNDS BROUGHT FORWARD 1ST APRIL 1999	29064					4588	20906
FUNDS CARRIED FORWARD 31ST MARCH 2000	46975					4588	33652