

2575206

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st, MARCH
1995

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NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

Year Ended 31st. March, 1995

MAIN OBJECTS

The principal activity of the Association 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 Vountary Service.

REGISTRATION

The Association was registered in England under the Companies Act 1985 on 21st. January, 1991; Number 2575206; it is limited by guarantee and does not have a share capital.

It was registered with the Charity Commission on 24th. January, 1991 Charity Number 1001635.

MEMBERS OF THE EXECUTIVE COMMITTEE

Tim Barker	Keith Bayley	Will Bee
David Bones	Hazel Catt	Mike Clemson
Diane Corner	Noel Davies	Eleanor Donnison
Sumita Dutta	Marjorie Dybeck	Elizabeth Farrelly
Angela Galvin	Richard Heath	Neil Irving
Chris Jacobs	Val Jepps	Kevan Liles
Trevor Lunness	Roy Manley	Mike Matcham
John Mayhew	Bhaggie Patel	Anne Pearce
Brian Rice	Peter Stone	

SECRETARY

Jim Edge

REGISTERED OFFICE

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

BANKERS

The Co-operative Bank Plc., Sheffield Branch
84-86, West Street, Sheffield, S1 3SX.

AUDITOR

Hedley Oldfield, Chartered Accountant,
The Mews, 21, Lawson Road, Sheffield, S10 5BU.

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

REPORT OF THE MEMBERS OF THE EXECUTIVE COMMITTEE

for the Year Ended 31st. March, 1995

The Members of the Executive Committee submit the Annual Report of the Association together with the audited financial statements for the year ended 31st. March, 1995. The report was prepared taking advantage of the special exemptions available to small companies.

REVIEW OF ACTIVITIES

The principal activity of the Association continues to be 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 Vountary Service.

RESULTS FOR THE YEAR

The operating results for the year are shown in the Income & Expenditure Account on page 5.

FIXED ASSETS

Changes to fixed assets are shown in note 6 on page 9.

MEMBERS OF THE EXECUTIVE COMMITTEE

The Members of the Committee during the year were as stated on p2.

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Committee are required by company law to prepare financial statements which give a true and fair view of the state of affairs of the Association at the end of the year and of the surplus or deficit and total recognised gains and losses for the year then ended. In preparing the financial statements the Committee are required to ensure that suitable accounting policies are adopted, consistently applied and supported by judgements and estimates that are reasonable and prudent; that applicable accounting standards have been followed; and that a going concern basis has been adopted where the Association is continuing to operate.


The Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Companies Act 1985. The Committee are also responsible for safeguarding the assets of the Association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITOR

The Auditor, Hedley Oldfield, has expressed his willingness to continue in office. A resolution to reappoint him will be put to the members at the Annual General Meeting.

By Order of the Executive Committee

on 16th August 1995



Jim Edge
Secretary

REPORT OF THE AUDITOR TO THE MEMBERS OF THE
NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

I have audited the financial statements on pages 5 to 11.

Respective Responsibilities of the Executive Committee & the Auditor
As described on page 3, the Executive Committee are responsible for the preparation of the financial statements. It is my responsibility to form an independent opinion on these statements, based on my audit, and to report my opinion to you.

Basis of Opinion

I conducted my 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 disclosure in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Committee in the preparation of the financial statements, and of whether the accounting policies set out on page 8 are appropriate to the Association's circumstances, consistently applied and adequately disclosed.

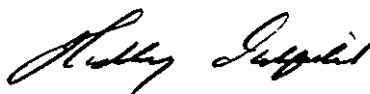
I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity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

Opinion

In my opinion the financial statements give a true and fair view of the state of the Association's affairs at 31st.March,1995, and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985, as applicable to small companies.

Sheffield:

17th August, 1995



Hedley Oldfield
Chartered Accountant
Registered Auditor

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE
INCOME & EXPENDITURE ACCOUNT
for the Year Ended 31st. March, 1995

	<u>Note</u>	<u>1995</u>	<u>1994</u>
		£	£
INCOME			
Grants, Fees etc.	2	373,020	303,977
		<hr/>	<hr/>
EXPENDITURE			
Establishment Expenses		35,501	35,684
Administration Expenses		199,136	191,638
Project Administration		46,946	30,687
Project Operation		33,454	23,594
Membership & Committee Expenses		18,385	22,897
		<hr/>	<hr/>
		333,422	304,500
		<hr/>	<hr/>
SURPLUS/(DEFICIT) ON OPERATIONS	3	39,598	(523)
Interest Receivable less Payable		5,513	5,343
		<hr/>	<hr/>
SURPLUS FOR THE YEAR	12	45,111	4,820
		<hr/>	<hr/>

There were no recognised gains or losses other than those included in the Income & Expenditure Account.

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

BALANCE SHEET


as at 31st. March, 1995

		<u>1995</u>		<u>1994</u>	
	<u>Note</u>	£	£	£	£
TANGIBLE FIXED ASSETS					
AT NET BOOK VALUE					
Improvements to Buildings	6		12,860		14,089
Office Furniture	6		3,616		3,112
Office Equipment	6		9,608		10,342
			<hr/>		<hr/>
			26,084		27,543
CURRENT ASSETS					
Stock of Publications	7	3,820		1,528	
Debtors	8	48,895		32,311	
Cash at Bank & In Hand		91,557		84,197	
		<hr/>		<hr/>	
		144,272		118,036	
CURRENT LIABILITIES					
Creditors: Amounts falling due within one year	9	24,645		20,489	
		<hr/>		<hr/>	
NET CURRENT ASSETS			119,627		97,547
			<hr/>		<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES			145,711		125,090
Deferred Income	11		40,039		64,529
			<hr/>		<hr/>
NET ASSETS EMPLOYED			105,672		60,561
			<hr/>		<hr/>
INCOME & EXPENDITURE ACCOUNT	12		105,672		60,561
			<hr/>		<hr/>

In preparing these financial statements, advantage has been taken of the special exemptions applicable to small companies conferred by Part I of Schedule 8 to the Companies Act 1985. In the opinion of the Executive Committee the Association is entitled to these exemptions as a small company.

The Accounts on pages 5 to 11 were approved by the Members of the Executive Committee and signed on its behalf by:

on: 16th August 1995


Member of the
Executive Committee

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

CASH FLOW STATEMENT

Year Ended 31st. March, 1995

	<u>Note</u>	<u>1995</u>	<u>1994</u>
Net Cash Inflow/(Outflow) from Operating Activities	13	5,336	43,002
Returns on Deposits & Servicing of Finance			
Interest Received		5,515	5,489
Interest Element of Lesing Rentals		(2)	(146)
Net Cash Inflows from Returns on Deposits & Servicing of Finance		5,513	5,343
Investing Activities			
Purchase of Tangible Fixed Assets		(3,489)	(3,014)
Net Cash Outflows from Investing Activities		(3,489)	(3,014)
Increase /(Reduction) in Cash & Cash Equivalentents	14	7,360	45,331

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS

Year Ended 31st. March, 1995

1) Accounting Policies

a) Basis of Preparation of Accounts

The Accounts are prepared under the historical cost convention, and incorporate the results of the principal activity, which is described in the report of the Executive Committee, on page 3, and which is continuing.

b) Fixed Assets & Depreciation

Tangible Fixed Assets are stated at cost less depreciation. Depreciation is provided on the straight line and reducing balance bases, at rates calculated to reduce the assets to their disposal value at the end of their useful lives as to; Improvements to Buildings straight line over the life of the lease; Office Furniture 12.5% reducing balance; and Office Equipment 25% reducing balance.

c) Finance Lease

The rights to assets obtained under a finance lease contract are capitalised in the balance sheet and are depreciated over their useful lives. The interest element of the rental obligations is charged to the income & expenditure account over the period of the contract and represents a constant proportion of the balance of the capital outstanding.

d) Stock of Publications

Publications that are considered saleable are valued at the lower of cost or net realisable value.

e) Pensions

The Association operates for some employees a defined contribution pension scheme, the assets of which are held by The Pensions Trust. Certain other employees provide their own personal pension plans; the Association making contributions towards these. The cost of pensions is charged to the Income & Expenditure Account over the period benefitting from the employees' services.

f) Revenue Grants

Grants received in advance for the purpose of promoting particular projects, or for general running expenses over a period of time, are credited to a deferred income account and released to current income as accrued.

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (continued)

Year Ended 31st. March, 1995

2) Income

The Income of the Association consists of Grants, Donations & Project Receipts; Membership Fees & Subscriptions; Sales of Publications & Services, and Conference Receipts.

3) Surplus on Operations for the Year

is stated after charging	<u>1995</u>	<u>1994</u>
Members of Executive Committee Remuneration	Nil	Nil
Auditor's Remuneration	500	500
Accountancy	1,500	1,000
Depreciation	4,948	5,121
Interest Element of Finance Lease	2	146

4) Staff Costs

Salaries	168,593	155,263
Social Security & Pensions Costs	26,038	25,157

5) Average Number of Employees during the year

Core Staff	9	8
Project Staff	2	2

6) Tangible Fixed Assets

	<u>Improvmts Buildings</u>	<u>Office Furniture</u>	<u>Office Equipment</u>
Cost			
Balance at 1/4/94	17,117	4,320	19,266
Additions	-	1,020	2,469
	<hr/>	<hr/>	<hr/>
Balance at 31/3/95	17,117	5,340	21,735
Depreciation			
Balance at 1/4/94	3,028	1,208	8,924
Provided during Year	1,229	516	3,203
	<hr/>	<hr/>	<hr/>
Balance at 31/3/95	4,257	1,724	12,127
Net Book Value			
Balance at 31/3/95	12,860	3,616	9,608
	<hr/>	<hr/>	<hr/>
Balance at 31/3/94	14,089	3,112	10,342
	<hr/>	<hr/>	<hr/>

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (continued)

Year Ended 31st. March, 1995

	<u>1995</u>	<u>1994</u>
7) <u>Stock of Publications</u>		
Current Publications	3,820	1,528
	<hr/>	<hr/>
8) <u>Debtors</u>		
Due after more than one year		
Rent Bond	11,560	11,560
Due within one year		
Sundry Debtors	16,944	9,807
Value Added Tax	3,005	1,567
Prepayments	14,254	7,363
Accrued Income	3,132	2,014
	<hr/>	<hr/>
	48,895	32,311
	<hr/>	<hr/>
9) <u>Creditors</u>		
Amounts falling due within one year		
Obligations under leasing contract (Note 10)	-	437
Social Security, Taxation & Pensions	9,074	6,875
NACVS Pension Scheme	2,928	-
Sundry Creditors	2,751	1,711
Accrued Charges	9,892	11,466
	<hr/>	<hr/>
	24,645	20,489
	<hr/>	<hr/>
10) <u>Obligations under Leasing Contract</u>		
Payable within one year	-	439
Less Finance Charge	-	2
	<hr/>	<hr/>
	-	437
	<hr/>	<hr/>
11) <u>Deferred Income</u>		
Deferred Income at 1/4/94 brought forwd	64,529	36,658
Revenue Grants received during the Year	258,887	254,152
Accrued during the Year	(283,377)	(226,281)
	<hr/>	<hr/>
Deferred Income at 31/3/95 carried forwd	40,039	64,529
	<hr/>	<hr/>

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

NOTES TO THE ACCOUNTS (continued)

Year Ended 31st. March, 1995

	<u>1995</u>	<u>1994</u>	
12) <u>Income & Expenditure Account</u>			
Balance at 1/4/94	60,561	55,741	
Surplus for the year	45,111	4,820	
	<hr/>	<hr/>	
Balance at 31/3/95	105,672	60,561	
	<hr/>	<hr/>	
13) <u>Reconciliation of Operating Surplus to Net Cash Inflow /(Outflow) from Operating Activities</u>			
Operating Surplus/(Deficit)	39,598	(523)	
Depreciation	4,948	5,121	
(Increase) in Stocks of Publications	(2,292)	(503)	
(Increase) in Debtors	(16,584)	6,043	
Increase /(Decrease) in Creditors	4,156	4,993	
Increase /(Decrease) in Deferred Income	(24,490)	27,871	
	<hr/>	<hr/>	
Net Cash Inflow/(Outflow)	5,336	43,002	
	<hr/>	<hr/>	
14) <u>Analysis of Cash & Cash Equivalents</u>	<u>Change in Year</u>	<u>1995</u>	<u>1994</u>
Cash at Bank & In Hand	7,360	91,557	84,197

15) Guarantee

The Association is limited by guarantee and does not have a share capital. The guarantee of each member is limited to a maximum of £5.

16) Capital Commitments

No capital expenditure was contracted for, nor authorised, by the Members of the Executive Committee, other than provided in the Accounts.

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

INCOME & EXPENDITURE ACCOUNT SUMMARIES

for the Year Ended 31st. March, 1995

	<u>1995</u>	<u>1994</u>
INCOME		
Grants, Donations & Project Income	283,377	226,281
Membership Fees & Subscriptions	21,337	19,335
Sales & Services	47,409	36,837
Conference Receipts	20,897	21,524
	<hr/>	<hr/>
Total Grants, Fees etc.	373,020	303,977
	<hr/>	<hr/>
EXPENDITURE		
Establishment Expenses		
Rent	23,120	23,120
Rates	1,493	1,469
Service Charges	4,800	6,987
Repairs & Renewals	2,324	695
Cleaning	2,019	1,740
Depreciation Imps to Buildings	1,229	1,228
Depreciation Office Furniture	516	445
	<hr/>	<hr/>
	35,501	35,684
General Administration		
Salaries	141,419	134,999
Social Security & Pensions	21,970	22,535
Travelling Expenses - Staff	7,131	6,702
Recruitment	776	15
Training	1,185	796
Subscriptions & Reference Material	1,027	1,246
Printing & Stationery	15,888	10,345
Telephone, Fax & Postages	9,171	7,336
Insurance	742	640
Depreciation Office Equipment	3,203	3,448
Bank Charges	64	209
Consultancy Fees	-	900
Legal	18	107
Audit & Accountancy	2,000	1,500
General Office & Sundry	759	-
Bad Debts Written Off	1,498	860
Development & Support to Projects	(7,715)	-
	<hr/>	<hr/>
	199,136	191,638
	<hr/>	<hr/>
expenditure carried forward	234,637	227,322

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

INCOME & EXPENDITURE ACCOUNT SUMMARIES (continued)

for the Year Ended 31st. March, 1995

	<u>1995</u>	<u>1994</u>
expenditure brought forward	234,637	227,322
Project Administration		
Salaries	27,174	20,264
Social Security & Pensions	4,068	2,622
Travelling Expenses - Staff	1,606	812
Recruitment	811	-
Printing & Stationery	1,920	2,555
Telephone, Fax & Postages	3,652	4,434
Development Support & Admin.	7,715	-
	<u>46,946</u>	<u>30,687</u>
Project Operation		
Marketing & Publicity	8,871	4,282
Provision of Training	12,146	15,549
Accommodation & Equipment Hire	1,445	260
Subsidies	6,580	1,580
Support to CVS	15	1,923
Community Care JPO Conference	4,397	-
	<u>33,454</u>	<u>23,594</u>
Membership & Committee Expenses		
Travelling Expenses - Committee	3,689	3,141
Meeting Expenses	986	729
Conference Expenses	13,710	19,027
	<u>18,385</u>	<u>22,897</u>
Interest Received less Paid		
Bank Interest Earned	(5,515)	(3,833)
Interest - Sir John Wrigley Bequest	-	(1,656)
Leasing Finance Costs	2	146
	<u>(5,513)</u>	<u>(5,343)</u>
Total Net Expenditure	<u>327,909</u>	<u>299,157</u>
SURPLUS FOR THE YEAR	<u>45,111</u>	<u>4,820</u>

NATIONAL ASSOCIATION OF COUNCILS FOR VOLUNTARY SERVICE

GRANTS & DONATIONS RECEIVED

for the Year Ended 31st. March, 1995

	<u>Deferred</u> <u>1/4/94</u>	<u>Received</u> <u>during Year</u>	<u>Accrued</u> <u>during Year</u>	<u>Deferred</u> <u>31/3/95</u>
	£	£	£	£
<u>RESTRICTED</u>				
VSU CANCTP	9,100	170	9,270	-
Short Course Prog.	15,497	62,761	46,445	31,813
Bass Charitable Trust	5,000	-	-	5,000
NCVO Funding Survey	70	-	70	-
CVSNA Training Oppority	650	-	650	-
Dulverton Trust	6,000	-	6,000	-
BT Community Partnership	6,575	-	6,575	-
Community Care JPO	-	21,647	18,421	3,226
	<hr/>	<hr/>	<hr/>	<hr/>
Total Restricted	42,892	84,578	87,431	40,039
	<hr/>	<hr/>	<hr/>	<hr/>
<u>UNRESTRICTED</u>				
VSU Core Grant	20,000	174,309	194,309	-
CVSNA Balance	770	-	770	-
General Appeal	867	-	867	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total General	21,637	174,309	195,946	-
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	64,529	258,887	283,377	40,039
	<hr/>	<hr/>	<hr/>	<hr/>