

# AVOW

**(Association of Voluntary Organisations in Wrexham)**  
**(A company limited by guarantee)**

## **Report and Financial Statements**

**Year ended 31st March 2010**

**Charity number 1043989**

**Company number: 2993429**

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# **ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**

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## ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010

The Trustees are pleased to present their report together with the financial statements of the charity for the year ending 31st March 2010

#### Reference and administrative details

**Charity number:** 1043989  
**Company number:** 2993429  
**Principal Office:** Ty Avow, 21 Egerton Street Wrexham, LL11 1ND  
**Auditors:** Dillamore and Co, The Stables Offices, Stansty Park, Summerhill Road, Wrexham, LL11 4YW  
**Bankers:** Nat West, Wrexham Branch, 33 Lord Street, Wrexham

#### **Directors and Trustees**

The Directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees  
The Trustees serving during the year and since the year end were as follows

Mervyn Rosenberg	Chair	Feb 2009	Appointed 2007
Gail Thomas	Vice Chair	Feb 2009	Appointed 2007
Marjorie Dykins			Appointed 2008
Margaret Bryden			Appointed 2007
Nick Colbourne	Secretary		Appointed 2008
David Galley			Appointed 2007
Ken Jones			Appointed 2008
Moir Jones			Appointed 2007
Brian Neale			Resigned 2009
Margaret Morris			Appointed 2009
Barbara Roxburgh			Appointed 2008
Wendy Smith			Appointed 2006
Kathryn Uche			Resigned 2009
Peter Webber			Appointed 2007
Rosemarie Williams			Appointed 2007

#### **Co-opted Trustee**

John Carr

#### **Observers**

Chris Jones

North East Wales NHS Trust

Councillor Joan Lowe

Wrexham County Borough Council

**Chief Officer:** John Gallanders

## **Structure, Governance and Management**

### **Governing Document**

AVOW is a company limited by guarantee governed by its Memorandum and Articles of Association dated 7<sup>th</sup> November 1994 (as amended) It is registered as a charity with the Charity Commission Membership is open to organisations and individuals

### **Appointment of Trustees**

All members are circulated with invitations to nominate Trustees prior to the AGM advising them of the retiring Trustees and requesting nominations by the AGM, members then vote to appoint Trustees When considering co-opting Trustees, the Board has regard to the requirement for any specialist skills needed

The Chair, Vice-Chair of the Trustees and Company Secretary are appointed by the Executive Committee Observers are nominated by Wrexham County Borough Council, Wrexham Local Health Board (changes have now occurred since the formation of the Betsi Cadwalader University Health Board and clarity regarding representation is being sought) The Trustees have the power to co-opt further members to fill specialist roles

### **Trustee induction and training**

New Trustees undergo induction to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the charity During the induction they meet key employees, members and other Trustees Trustees are encouraged to attend appropriate in-house and external training events where these will facilitate the undertaking of their role

### **Organisation**

The Board of Trustees, which can have not more than 20 and not less than 6 members, administers the charity The Executive Board currently meets at least bi-monthly and there are sub-committees covering finance, policy, personnel and building A Chief Officer is appointed by the Trustees to manage the day to day operations of the charity Bookkeeping and payroll are facilitated by Finansure Ltd, a local company who specialise in accounting for charities

### **Related Party Transactions**

Marjorie Dykins was a Board Member of Wrexham Local Health Board (until October 2009 and the formation of the Betsi Cadwalader University Health Board), which provided grants to AVOW during the year

Barbara Roxburgh is an employee of Wrexham Tenants Federation and Nick Colbourne is a Trustee of Crossroads North Wales - both organisations are/have been licensees of AVOW during the year

Further Marjorie Dykins is a Trustee of the Wrexham Refugee and Asylum Seekers Support Group (WRASSG), Moira Jones is an employee of Maelor Voluntary Services (MVS) and Barbara Roxburgh is an employee of Wrexham Tenants Federation and the three organisations are payroll bureau clients of AVOW

### **Risk management**

The Trustees have, during the course of the year, reviewed the risks to which the charity is exposed The business plan and budget have been used as opportunities for assessment of risks During the financial year a rigorous budgeting process has been employed to ensure that

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the considerable financial uncertainties to which the charity is exposed have been minimised as far as possible

Having reviewed financial and other risks, strategies were put in place for dealing with identified risks. This has included on-going professional advice and support with regards to personnel issues. Steps have been taken to safeguard the organisation's reputation and ensure the delivery of quality services

## **Vision and Mission Statement**

**“The AVOW Vision is the voluntary and community sectors achieving their missions for the benefit of the community within the County Borough of Wrexham.”**

### **Mission Statement**

“To enable the voluntary and community sectors to achieve their missions for the benefit of the community within the County Borough of Wrexham, AVOW will

- Support the development of individuals and organisations within the voluntary and community sectors
- Establish and sustain good practice
- Undertake the provision of services appropriate to the voluntary and community sector
- Consult, represent and champion the voluntary and community sectors locally and nationally ”

### **Objectives and activities**

The object of the charity as stated in the Memorandum and Articles of Association is

To promote any charitable purpose for the benefit of the community in the area of Wrexham County Borough and in particular the advancement of education, the furtherance of health, the relief of poverty, distress and sickness

Each year our trustees review our objectives and activities to ensure they continue to reflect our aims. In carrying out this review the trustees have considered the Charity Commission's general guidance on public benefit

The strategies and activities employed to achieve the charity's objectives are

- To provide and promote an accessible and relevant range of locally available support services to enhance development and effectiveness of voluntary and community action
- To identify the views of local voluntary groups and represent these views to decision makers e.g. Wales Council for Voluntary Action (WCVA) and Welsh Assembly Government (WAG) in ways, which lead to effective outcomes and partnerships
- To assist the development of locally determined and agreed initiatives, which meet the needs of the voluntary sector and enhance community participation
- To provide and develop an effective volunteering service
- To provide and promote accurate, current and relevant information
- To provide and promote a funding service for voluntary organisations
- To provide and promote a range of generic training courses to the local voluntary sector
- Assisting organisations to operate legally and efficiently

- Facilitating and supporting the establishment of effective structured partnerships with the local authority and other agencies for the benefit of voluntary organisations
- Identifying issues of concern to voluntary organisations
- Identifying gaps in provision that can be met by new or existing voluntary organisations working in collaboration with statutory bodies
- Promoting the interests of the voluntary sector in planning service development including community regeneration projects
- Establishing links with the corporate sector
- To promote the sector's role in Health and Social Care

AVOW as the County Voluntary Council for Wrexham County Borough is committed to the development of a strong voluntary sector for the benefit of the people of Wrexham County Borough

AVOW has administered four grant making schemes during the year (GwirVol, Rural Development Programme Key Fund, Community Activities and Facilities Programme and Youth Strategy) Each of these has its own grants panel consisting of independent members representing the voluntary, community and private sectors All applications are scored according to a pre-determined set of criteria which is applied consistently across all applications

### **Achievements and performance**

AVOW's main achievements during the year fall into the following areas

#### **Information and communication**

Newsletters and bulletins are produced and the main, generic one is distributed quarterly to 1,500 recipients The Volunteer Centre newsletter goes to all member organisations plus individual volunteers The Health and Social Care Newsletter (1000 copies – 6 editions) goes out to health professionals, and voluntary and community organisations that have a health focus A Carers quarterly Newsletter goes out to 700 Carers plus relevant organisations and the recently introduced Carers Facebook group is increasing in membership enabling Carers to discuss issues on line In addition, an e-mail bulletin is circulated on a frequent basis with current information, usually about twice a month The bi-monthly Funding Bulletin is primarily an e-mail distribution to organisations and individuals with a distribution of 180 but hard copies are also distributed Targeted information about Children and Young People's issues is distributed on a frequent basis with current by e-mail when appropriate A Community Buildings Network Newsletter is distributed to over 60 community building committees across rural Wrexham

During the year AVOW has redeveloped its website to provide clearer access information about and of use to the local voluntary and community sector AVOW in partnership with Wales Council for Voluntary Action has made available a comprehensive range of over 150 bilingual fact sheets covering all aspects of developing and managing a voluntary organisation Over 8,500 fact sheets were accessed during the accounting period AVOW's foyer has an extensive

range of information about voluntary and community groups active in the Wrexham area and now has an electronic monitor which will have up to date information on forthcoming activities

Consultant support has been provided via the Cranfield Trust to develop a Communications Strategy. Work was undertaken to develop further understanding of the range of stakeholders associated with AVOW, and the type of communication they need to receive via AVOW. Substantial work was undertaken during the year to develop a new brand and corporate identity, for launch during 2010 / 11

### **Representation and consultation**

Through our extensive links with local voluntary and community groups we have been able to facilitate consultation on a number of locally important issues. We have also ensured that our voluntary sector representatives have had the opportunity to undertake training to understand their role and responsibilities and maximise their services in areas such as monitoring and evaluation, health and safety, communication skills and presentation skills

### **Outreach support**

AVOW officers have provided a wide range of outreach support in local communities around Wrexham County Borough in the form of advice surgeries, support sessions, networking events and attendance at community events

The One Wrexham Charter aims to raise awareness of the diverse nature of individuals and groups in Wrexham and encourages shared values and a sense of belonging. AVOW and 62 other voluntary sector organisations have demonstrated their commitment to the principles of equality, trust and respect by signing up to the Charter

Officers and Trustees have provided representation for the sector at various local partnerships, one of which is the Wrexham Partnership Liaison Group, a high level strategic partnership between the Voluntary Sector represented by AVOW, Wrexham County Borough Council and Betsi Cadwalader University Health Board. Other key partnerships on which AVOW has representation are Wrexham Local Service Board, the Health, Social Care and Well Being Partnership Board, Framework for Partnership (Children and Young People) and many of the sub partnerships and programme groups. During the financial year AVOW has now joined the Wrexham Community Safety Partnership

AVOW has continued its membership of the Wrexham Local Service Board and currently provides the Chairman for the meetings. Wrexham was one of the first areas to pilot the Local Service Board, and is currently involved in a number of Local Development Agreement projects involving priorities in Health, Social Care and Well-being and Community Cohesion. (The Local Service Board is made up of the Chief Executives and senior officers from Wrexham County Borough Council, Betsi Cadwalader University Health Board, University of Glyndwr, Yale College, Police, North Wales Fire and Rescue Service, National Public Health Service, recent additions have been the Probation Service and Groundwork representing sustainability and a senior representative from the Welsh Assembly Government which in Wrexham's case is the Chief Medical Officer)

### **New Projects**

#### **Tendering and Procurement**

European Legislation on procurement has impacted on the Third Sector locally as public bodies move from a grant making model towards more formal commissioning and open tender



processes AVOW has worked with officers from Wrexham County Borough Council in the development of a Third Sector Commissioning and Procurement Strategy which has been highlighted across Wales as an example of best practice for developing and awarding contracts

Substance Misuse AVOW has worked in partnership with the Substance Misuse Action Team to develop a new Service User Co-ordination role This enables service users to directly influence the delivery of quality services for those with a substance misuse need, across the NHS, Social Care Services, and the Criminal Justice System The service also provides an advocacy service At the end of the year a service level agreement was signed with CAIS for the delivery of specialist Peer Mentoring Scheme

Frailty and Intermediate Care Scheme The Wrexham Carer's Service moved into a new area this year, by providing case management for carers of patients on the Frailty and Intermediate Care project This was a Ministerial Project attracting high level of WAG interest

Integrated Family Support Team Wrexham is a "Pioneer Area" for this new model of working, which aims to provide high quality integrated services to families where there is a substance misuse need AVOW is a partner in the scheme, and will host the employee of a social care professional within the new team

### **Tendering and Procurement**

European Legislation on procurement has impacted on the Third Sector locally as public bodies move from a grant making model towards more formal commissioning and open tender processes AVOW has worked with officers from Wrexham County Borough Council in the development of a Third Sector Commissioning and Procurement Strategy which has been highlighted across Wales as an example of best practice

### **Events**

#### **Special Visitors**

AVOW hosted a visit by Dominic Grieve Shadow Secretary of State for Justice to discuss issues of concern with member organisations

#### **Special Events**

AVOW joined with other members of the Wrexham Local Service Board to put on Wrexham Big Day Out to promote the wide range of activities from across all agencies

### **Financial Review**

In view of the ongoing economic problems and the ongoing risk of funding cuts the Trustees and officers have conducted a review of the current income streams and renegotiated supply contracts etc to reduce costs There is an ongoing challenge issued to any organisation to supply AVOW with 10 invoices and the knowledge gained from reducing internal costs can be applied to other organisations In excess of £6,000 has been gained by member organisations during 2009 -2010 by reducing their operational costs

### **Principal Funding Sources**

The principal funding sources for AVOW are the Local Voluntary Scheme Grant from the Welsh Assembly Government and administered by Wales Council for Voluntary Action and Grants and Service Level Agreements with Wrexham County Borough Council and the Betsi Cadwalader University Health Board The Rural Development Plan funding provides a significant proportion of income for the organisation

### **Reserves Policy**

During the year the Trustees have agreed to continue their policy of having at least one quarter of the annual running costs, together with a cash flow provision and a redundancy contingency in reserve. In practice this means £69,122 representing one quarter's running costs and redundancy contingency, and approximately £46,847 as a cash flow provision. This amount is covered by the unrestricted reserve £158,268 held at 31<sup>st</sup> March 2010.

### **Investment Policy**

AVOW's Memorandum and Articles of Association authorizes the investment of monies of the Association not immediately required for its purpose, in or upon such investments, securities, or property as may be thought fit subject nevertheless to such conditions if any as may for the time being be imposed or required by law.

In practice this has led to AVOW depositing funding from its reserves with the Charity Aid Foundation and Standard Life in a High Interest Bond. This investment decision has been reviewed regularly during the course of the year and has been found to be the best available option for AVOW to ensure the level of risk in investing in a single source is reduced.

### **Plans for future periods**

AVOW will take practical steps to sustain partnerships with major funders to secure its financial future. AVOW also intends to maximize unrestricted funding from letting rooms and offices in Ty Avow and the continuing expansion of the Payroll Service which currently deals with over 130 clients. AVOW will continue to source new opportunities to develop projects which will support the delivery of high quality services to the third sector, through tendering for local contracts and bidding for appropriate grant funding. The development of a single partnership agreement between the NHS and WCBC for the delivery of all Health, Social Care and Well-being services, Children and Older People within AVOW is unique in Wales and is expected to be in place during the early part of the next financial year.

The number of organisations AVOW is in contact with continues to increase. This adds to the consultation and representation duties of the organisation as well as increasing the call on practical support. AVOW aims to continue to improve core and specific services provided to its members and other voluntary and community groups within Wrexham County Borough.

The numbers of volunteers interviewed by the Volunteer Centre has risen to 801. In line with the current increase in unemployment there is expected to be a continuing increase in the number of people seeking volunteering placements. Engagement with young people is a significant area of development with volunteer placements being provided across a wide range of organisations. Funding for this work has come from the local 14 – 19 Network and from the Russell Commission will enable work with the 16-26 age group of volunteers.

The project to work with people with substance misuse and alcohol problems continues to attract positive feedback and produce successful outcomes for the participants. The recession will place particular pressures on the Volunteer Centre services due to the increased demand for placements.

### **Responsibilities of the Executive Committee**

Company law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Executive Committee should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgments and estimates that are reasonable and prudent, and
- prepare the financial statements on the "going concern" basis unless it is inappropriate to assume that the company will continue on that basis

The Executive Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Executive Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Members of the Executive Committee**

Members of the Executive Committee, who are Directors for the purpose of company law and Trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the company's directors, we certify that

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware, and
- we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

### **Auditors**

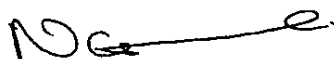
Dillamore and Co, The Stables Offices, Stansty Park, Summerhill Road, Wrexham, LL11 4YW was appointed at the AGM held on 11<sup>th</sup> July 2007 as the charitable company's auditors during the year and agreed to continue in that capacity until the end of the 2010 financial years.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the provisions for companies subject to the small companies' regime.

Approved by the Executive Committee on 20<sup>th</sup> July 2010 and signed on its behalf by



Mervyn Rosenberg  
Chair



Nicholas Colbourne  
Company Secretary

**REPORT OF THE INDEPENDENT AUDITORS  
TO THE MEMBERS OF THE  
ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**

We have audited the financial statements of the Association of Voluntary Organisations in Wrexham for the year ended 31<sup>st</sup> March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

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 auditors**

As described in the Report of the Trustees, the trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Trustees is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

## **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard – Provisions Available for Small Entities, in the circumstances set out in note 17 to the financial statements.

## **Opinion**

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charity's affairs as at 31<sup>st</sup> March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the Report of the Trustees is consistent with the financial statements



**Dillamore & Co**  
**Chartered Accountants & Registered Auditors**  
The Stables Offices, Stansty Park  
Summerhill Road, Wrexham LL11 4YW

18 August 2010

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010**  
**(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2010</b>	<b>Total Funds 2009</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
Voluntary Income	<b>2</b>	151,705	104,212	255,917	255,835
Investment Income-interest receivable		2,152	-	2,152	7,584
Incoming resources from charitable activities	<b>3</b>	88,481	901,992	990,473	505,156
<b>Total incoming resources</b>		<u>242,338</u>	<u>1,006,204</u>	<u>1,248,542</u>	<u>768,575</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds					
Fundraising trading cost of services	<b>4</b>	43,084	3,903	46,987	63,362
Charitable activities	<b>5</b>	321,711	720,653	1,042,364	669,892
Governance costs	<b>6</b>	9,693	12	9,705	6,068
<b>Total resources expended</b>		<u>374,488</u>	<u>724,568</u>	<u>1,099,056</u>	<u>739,322</u>
<b>Net incoming/(outgoing) resources for the year before transfers</b>	<b>7</b>	(132,150)	281,636	149,486	29,253
Gross transfers between funds	<b>8</b>	146,665	(146,665)	-	-
<b>Net movements in funds</b>		<u>14,515</u>	<u>134,971</u>	<u>149,486</u>	<u>29,253</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		135,818	85,802	221,620	192,367
<b>Total funds carried forward</b>	<b>15</b>	<u>150,333</u>	<u>220,773</u>	<u>371,106</u>	<u>221,620</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM  
BALANCE SHEET AS AT 31<sup>ST</sup> MARCH 2010**

		2010		2009	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	10		262,094		259,574
<b>CURRENT ASSETS</b>					
Debtors	11	216,776		51,994	
Cash at Bank and In Hand		<u>240,193</u>		<u>171,727</u>	
		456,969		223,721	
<b>CREDITORS. Amounts falling due within one year</b>					
	12	<u>(146,857)</u>		<u>(60,175)</u>	
<b>NET CURRENT ASSETS</b>			<u>310,112</u>		<u>163,546</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			572,206		423,120
<b>Creditors: Amounts falling due after more than one year</b>					
	13		(201,100)		(201,500)
<b>NET ASSETS</b>	16		<u><u>371,106</u></u>		<u><u>221,620</u></u>
<b>THE FUNDS OF THE CHARITY:</b>					
<b>Restricted funds</b>	15		220,773		85,802
<b>Unrestricted funds</b>					
General reserves	15		81,211		46,847
Designated funds	15		69,122		88,971
<b>TOTAL CHARITY FUNDS</b>			<u><u>371,106</u></u>		<u><u>221,620</u></u>

These financial statements have been prepared in accordance with the provisions for companies subject to the small companies' regime, and with the Financial Reporting Standard for Smaller Entities (effective January 2007)

The financial statements were approved by the Board of Directors on 20<sup>th</sup> July 2010 and signed on its behalf by



**Mervyn Rosenberg (Chairperson)**

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010**

**1. ACCOUNTING POLICIES:-**

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements

**(a) Basis of preparation of accounts**

The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006, the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities issued in March 2005, and the Financial Reporting Standard for Smaller Entities (FRSSE)

**(b) Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Designated funds are unrestricted funds earmarked by the trustees for particular purposes

Restricted funds are subject to specific restrictions on their expenditure imposed by the donor of the funds

**(c) 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 Statements 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
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of service provided by the volunteers has not been included in these accounts
- Investment income is included when receivable
- Incoming resources from charitable trading activity are accounted for when earned
- Incoming resources from grants, when related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

**(d) 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 including charity's provision of services



**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2010**

- 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

**(e) Tangible Fixed Assets and Depreciation**

Purchases of furniture and equipment are capitalised on a case by case basis. Depreciation on fixed assets is calculated to write down their costs or valuation to their estimated residual value over the period of their economic lives at the following rates -

Freehold property	-	2% straight line basis
Furniture and Equipment	-	20% reducing balance basis or 33 3% reducing balance basis

**(f) Operating Leases**

The costs of operating leases are charged to the income and expenditure account as they accrue.

**(g) Grants Receivable**

Government and local authority grants are accounted for when they are receivable. Grants for capital expenditure have been credited to a deferred capital grants account. Amounts are released from the account to revenue over the expected useful life of the relevant assets by annual instalments in proportion to the depreciation charged on those assets.

**(h) Taxation**

The company has been accepted as a charity for tax purposes and is, therefore, exempt from tax on its income and gains to the extent that income and gains are applicable and applied to charitable purposes only.

**(i) Pension Contributions**

The company does not have a pension scheme for its employees but has agreed to contribute towards employees' own individual pension policies either private or stakeholder. The pension contributions disclosed in the accounts relate to the actual amounts paid or payable for the year under review.

**(j) Cash Flow Statement**

The charity claims exemption from preparing a cash flow statement in accordance with Financial Reporting Standard No 1.

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
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	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>2 VOLUNTARY INCOME</b>				
<b>Grants Receivable</b>				
<b>Wrexham County Borough Council</b>				
Annual Grant	24,533	-	24,533	24,052
<b>Wales Council for Voluntary Action</b>				
Local Voluntary Scheme	124,585	-	124,585	118,773
<b>National Assembly</b>				
Community Facilities and Activities Programme	-	100,000	100,000	100,000
Grass Roots	-	-	-	350
Other Grants	-	3,903	3,903	8,733
Donation of Light Bulbs	-	-	-	600
<b>Total Grants Receivable</b>	<b>149,118</b>	<b>103,903</b>	<b>253,021</b>	<b>252,508</b>
<b>Membership Fees</b>	1,603	-	1,603	2,078
<b>Donations</b>	984	309	1,293	1,249
	<b>151,705</b>	<b>104,212</b>	<b>255,917</b>	<b>255,835</b>

	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES</b>				
<b>Grants Receivable</b>				
<b>Wrexham County Borough Council</b>				
Joint Planning & Consultation	-	4,486	4,486	4,400
Direct Payments	-	-	-	9,271
Children & Young People	-	31,564	31,564	31,564
Older Peoples Development Fund	-	29,000	29,000	39,019
Information 14-19 Network	-	7,125	7,125	7,126
Community Buildings Fund	-	-	-	10,378
Substance Misuse Project	-	20,400	20,400	20,953
Youth Support Services (grant for distribution)	-	26,425	26,425	-
Health Facilitator	-	26,906	26,906	-
Carers	-	159,000	159,000	78,750
Older Peoples WOFF	-	-	-	3,073

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	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES (continued)</b>				
SMAT Service User	-	23,090	23,090	3,851
SMAT Women's Group	-	1,000	1,000	-
Kite-marking	-	15,500	15,500	13,000
LSB – Big Day Out	-	6,376	6,376	-
Community Cohesion	-	8,000	8,000	-
Integrated Family Support Team	-	80,000	80,000	-
One Recipe Book	-	1,701	1,701	-
<b>BCUHB</b>				
Health Facilitator	-	13,453	13,453	39,786
Joint Planning & Consultation	-	9,315	9,315	9,346
<b>Wales Council for Voluntary Action</b>				
Volunteering Wales	-	56,333	56,333	54,959
Millennium Volunteers	-	5,000	5,000	5,000
Russell Commission	-	19,750	19,750	14,319
Volunteer Media Campaign	-	14,909	14,909	-
Engagement Gateway	-	8,102	8,102	-
DWP Broker Service	-	9,600	9,600	-
Gwirvol	-	6,491	6,491	-
Future Jobs Fund	-	8,729	8,729	-
CVC Partnership Fund	-	7,935	7,935	-
Sports Volunteering	-	-	-	5,000
<b>Welsh Assembly Government</b>				
Change 4 Life	-	2,000	2,000	-
<b>Rural Development Programme</b>	-	290,557	290,557	44,936
<b>ITV Carers Grant</b>	-	-	-	8,571
<b>NHS – Frailty Project</b>	-	7,500	7,500	-
<b>Princess Royal Trust for Carers</b>	-	-	-	26,000
Release of Capital Grants	6,800	-	6,800	5,200
<b>Total Grants Receivable</b>	<b>6,800</b>	<b>900,247</b>	<b>907,047</b>	<b>434,502</b>
Rents and services	36,331	-	36,331	37,914
Photocopying and postage	4,323	-	4,323	5,808
Payroll services	28,541	-	28,541	23,435
Payroll bureau adjustment	8,209	-	8,209	-
Tnps and events	-	870	870	-
Training courses	4,079	-	4,079	-
Other services	198	875	1,073	3,497
	<b>88,481</b>	<b>901,992</b>	<b>990,473</b>	<b>505,156</b>

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	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>4 FUNDRAISING TRADING: Cost of services</b>				
Staff costs	-	-	-	36,128
Premises costs	37,242	3,903	41,145	21,392
Depreciation	5,842	-	5,842	5,842
	<u>43,084</u>	<u>3,903</u>	<u>46,987</u>	<u>63,362</u>
<b>5 CHARITABLE ACTIVITIES</b>				
<b>Grants Payable</b>				
Over 50's Forum	-	-	-	3,073
Russell Grant	-	2,820	2,820	4,244
Wrexham Community & Facilities Fund	-	89,221	89,221	90,000
SMAT petty cash	-	714	714	365
Carers Grant	-	215	215	22,400
Rural Development Project	-	136,804	136,804	-
Youth Support Strategy	-	26,281	26,281	-
Distribution of Light Bulbs	-	-	-	600
Staff salaries	206,748	338,055	544,803	395,425
Staff costs	1,994	-	1,994	1,357
Staff travel	8,699	5,097	13,796	7,236
Staff training	3,894	4,155	8,049	-
Temporary staff & recruitment costs	10,859	4,064	14,923	15,830
Volunteers travel	265	240	505	2,034
Payroll bureau adjustment	-	-	-	15,425
Other training costs	2,211	2,413	4,624	19,458
Depreciation	8,506	1,655	10,161	9,294
Telephone	4,585	773	5,358	4,550
Information technology	13,029	6,246	19,275	11,883
Insurance	3,518	-	3,518	3,851
Printing, postage & stationery	32,044	10,072	42,116	27,047
Project events	6,068	24,464	30,532	-
Project publicity and promotion costs	6,076	40,024	46,100	31,781
Sundry expenses	287	179	466	309
Accounting and bookkeeping	169	-	169	-
Legal and professional fees	3,965	-	3,965	3,044
Bank charges	(73)	-	(73)	686
Equipment repairs and expenses	5,675	5,049	10,724	-
RDP equine safe riding route	-	21,190	21,190	-
Subscriptions, books and publications	3,192	922	4,114	-
	<u>321,711</u>	<u>720,653</u>	<u>1,042,364</u>	<u>669,892</u>

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	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>6 GOVERNANCE COSTS</b>				
Audit & Accountancy Fees	2,500	-	2,500	2,450
AGM Expenses	4,623	-	4,623	2,163
Health & Safety	2,570	12	2,582	1,455
	<u>9,693</u>	<u>12</u>	<u>9,705</u>	<u>6,068</u>

**7 NET INCOMING/(OUTGOING) RESOURCES**

These are stated after charging

Depreciation	16,003	15,136
Auditors Remuneration	<u>2,500</u>	<u>2,450</u>

**8 GROSS TRANSFERS BETWEEN FUNDS**

This figure comprises internal recharges for services provided by AVOW to various restricted fund projects and contributions towards AVOW's management of the restricted projects, net of any overspends on restricted projects which have been covered by general funds. A more detailed breakdown is given under note 15 c)

**9 TRUSTEES AND EMPLOYEE INFORMATION**

a) Trustees

Expenses to the value of £394 were paid to the trustees during the year (2009 - £686)

	2010 £	2009 £
b) Employees		
Staff Costs		
Salaries and Wages	473,211	374,009
Social Security Costs	39,124	31,920
Pension Costs	<u>32,468</u>	<u>25,624</u>
	<u>544,803</u>	<u>431,553</u>

No employee received emoluments of more than £60,000 (2009 – nil)

	2010	2009
The average number of employees based on full-time equivalent was	<u>26</u>	<u>24</u>

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
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**10 TANGIBLE FIXED ASSETS**

	<b>Freehold Property £</b>	<b>Furniture &amp; Equipment £</b>	<b>Totals £</b>
<b>COST</b>			
Opening balance 1 April 2009	292,109	78,740	370,849
Additions	-	18,523	18,523
Disposals	-	-	-
<b>Closing balance 31 March 2010</b>	<u>292,109</u>	<u>97,263</u>	<u>389,372</u>
<b>DEPRECIATION</b>			
Opening Balance 1 April 2009	59,882	51,393	111,275
Charge for the year	5,842	10,161	16,003
Disposals	-	-	-
<b>Closing Balance 31 March 2010</b>	<u>65,724</u>	<u>61,554</u>	<u>127,278</u>
<b>Net Book Value 31 March 2010</b>	<b>226,385</b>	<b>35,709</b>	<b>262,094</b>
<b>Net Book Value 31 March 2009</b>	232,227	27,347	259,574

The net book value of the Company's fixed assets included £234,867 (2009 - £232,227) in respect of assets partly purchased with capital grants (see note 14)

The freehold property referred to above is Ty Avow, 21 Egerton Street, Wrexham, which is included in these financial statements at original cost less depreciation. The property was valued at £700,000 by Wingetts Chartered Surveyors on 19<sup>th</sup> February 2008 using an open market valuation basis.

	<b>2010 £</b>	<b>2009 £</b>
<b>11 DEBTORS</b>		
Trade Debtors	121,431	45,200
Prepayments	7,506	6,378
Grants Receivable	87,839	-
Accrued CAF Interest	-	348
Accrued Gift Aid Tax	-	68
	<u><b>216,776</b></u>	<u><b>51,994</b></u>

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
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	2010 £	2009 £
<b>12 CREDITORS: Amounts falling due within one year.</b>		
Trade Creditors	81,233	20,883
Accruals and Deferred Income	977	3,325
Other Creditors	15,504	10,226
Payroll Creditor	42,343	20,541
Deferred Capital Grants (See Note 14)	6,800	5,200
	<u><b>146,857</b></u>	<u><b>60,175</b></u>

**13 CREDITORS: Amount falling due after more than one year:**

Deferred Capital Grants (See Note 14)	<u>201,100</u>	<u>201,500</u>
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**14 DEFERRED CAPITAL GRANTS**

	As at 1 April 2009 £	Grants Received In Year £	Released to Income and Expenditure Accounts £	As at 31 March 2010 £
Property	206,700	-	5,200	201,500
Boiler	-	8,000	1,600	6,400
	<u><b>206,700</b></u>	<u><b>8,000</b></u>	<u><b>6,800</b></u>	<u><b>207,900</b></u>

Deferred capital grants are released to the Income and Expenditure Account each year corresponding to the depreciation on the proportions of the fixed assets funded from the capital grants received or when assets are not capitalised, released to the Income and Expenditure Account when expenditure is incurred

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
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**15 MOVEMENT OF FUNDS TO 31<sup>ST</sup> MARCH 2010**

**a) Summary of funds**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2010 £</b>	<b>Total 2009 £</b>
Brought forward	135,818	85,802	221,620	192,367
Net Movement in Funds	14,515	134,971	149,486	29,253
<b>Carried forward</b>	<b>150,333</b>	<b>220,773</b>	<b>371,106</b>	<b>221,620</b>

**b) Unrestricted Funds**

	<b>General Fund £</b>	<b>Designated Funds: Running Costs and Redundancy Contingency £</b>	<b>Total 2010 £</b>	<b>Total 2009 £</b>
Brought forward	46,847	88,971	135,818	119,973
Income & Expenditure Account	(112,301)	(19,849)	(132,150)	(87,799)
Transfer from Restricted Funds	146,665	-	146,665	103,644
<b>Carried forward</b>	<b>81,211</b>	<b>69,122</b>	<b>150,333</b>	<b>135,818</b>



**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM**  
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**c) Restricted Funds**

	At 1 April 2009	Incoming	Outgoing	Manage- ment Transfer	Internal Charges/ Overheads	Transfers from Unrestricted Funds	At 31 March 2010
	£	£	£	£	£	£	£
Health & Wellbeing LHB+LVS	-	57,035	(45,476)	(5,703)	(11,016)	5,160	-
Health-Older peoples development	11,013	29,000	(24,795)	(2,900)	(6,777)	-	5,541
Community Facility and Activities Fund	-	100,000	(89,221)	(10,779)	-	-	-
Children and Young People	-	31,564	(24,520)	(3,156)	(8,349)	4,461	-
Volunteer Bureau	15,792	56,333	(39,358)	(5,633)	(14,593)	-	12,541
Volunteer Sport	2,873	-	(2,113)	-	-	-	760
Volunteer Media Campaign	-	14,909	-	-	-	-	14,909
Data Development	17,867	-	(12,270)	-	-	-	5,597
SMAT	3,814	20,506	(12,486)	(2,050)	(5,725)	-	4,059
AVOW Grant	4,690	-	(959)	-	-	-	3,731
Carers	12,121	105,373	(70,458)	(12,313)	(31,942)	-	2,781
Carers ITV Grant	8,571	-	(10,384)	1,813	-	-	-
Carers Grant	-	25,000	(5,687)	(2,500)	(2,029)	-	14,784
Princess Royal Trust for Carers	960	-	(71)	-	-	-	889
Carers Small Grants Scheme	-	29,000	-	-	(1,357)	-	27,643
RDP Community Buildings	-	60,809	(55,937)	-	(4,872)	-	-
RDP Key Fund	-	149,596	(149,378)	-	(218)	-	-
RDP Equestrian	-	80,152	(75,489)	-	(4,663)	-	-
Russell Grant, Gwirvol & 14-19 Network	256	38,366	(21,379)	-	(6,197)	-	11,046
Service User SMAT	3,296	24,090	(10,723)	-	(3,958)	-	12,705
CYP Kitemarking Project	2,715	15,500	(10,865)	(1,550)	(3,184)	-	2,616
CFAP White Board Grant	1,834	-	(696)	-	-	-	1,138
Youth Support Strategy	-	26,425	(26,281)	-	(144)	-	-
Integrated Family Support Team	-	80,000	-	-	-	-	80,000
Future Jobs Fund	-	8,729	(8,034)	-	(862)	167	-
Frailty Project	-	7,500	(3,313)	-	(1,833)	-	2,354
Engagem't Gateway	-	17,702	(8,749)	-	(3,003)	-	5,950
Commun'y Cohesion	-	9,701	(4,947)	-	(960)	-	3,794
CVC Partnership	-	7,935	-	-	-	-	7,935
Wren (roof repairs)	-	3,903	(3,903)	-	-	-	-
LSB Big Day Out	-	7,076	(7,076)	-	-	-	-
<b>Total</b>	<b>85,802</b>	<b>1,006,204</b>	<b>(724,568)</b>	<b>(44,771)</b>	<b>(111,682)</b>	<b>9,788</b>	<b>220,773</b>

Internal charges/Overheads totalling £111,682 represent grant monies expended on services provided by AVOW during the year. Management transfers include contribution towards AVOW's administration according to the terms of the grant. Transfers from unrestricted funds represents any overspends which have been covered by general funds.

**ASSOCIATION OF VOLUNTARY ORGANISATIONS IN WREXHAM  
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**16 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Fund Balances at 31<sup>st</sup> March 2010 are represented by:</b>				
Tangible Fixed Assets	257,225	4,869	262,094	259,574
Current Assets	249,000	207,969	456,969	223,721
Current Liabilities	(146,857)	-	(146,857)	(54,975)
Long term Liabilities	(201,100)	-	(201,100)	(206,700)
	<b>158,268</b>	<b>212,838</b>	<b>371,106</b>	<b>221,620</b>

**17 RELATED PARTY TRANSACTIONS**

Marjorie Dykins is a Board Member of Wrexham Local Health Board, which provided grants to AVOW during the year

Barbara Roxburgh is an employee of Wrexham Tenants Federation and Nick Colbourne is a Trustee of Crossroads North Wales - both organisations are licencees of AVOW

Further Marjorie Dykins is a Trustee of the Wrexham Refugee and Asylum Seekers Support Group (WRASSG), Moira Jones is an employee of Maelor Voluntary Services (MVS) and Barbara Roxburgh is an employee of Wrexham Tenants Federation and the three organisations are payroll bureau clients of AVOW

All trustees are beneficiaries of Trustee Indemnity Insurance, payment of which has been authorised by the Charity Commission

During the year we have used a local company, Finansure Ltd, to provide bookkeeping services and assist with the preparation of the financial statements. Finansure Ltd is connected with our auditors, Dillamore & Co, in that the proprietor of Dillamore & Co, Mr R Dillamore, is also a shareholder and director of Finansure Ltd