

**SUTTON BOROUGH VOLUNTEER BUREAU**

Operating as

**VOLUNTEER CENTRE SUTTON**

**(A Company Limited by Guarantee and  
Not Having a Share Capital)**

**(Registered Charity No 1048978)**

**(Company No: 3088644)**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

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**SUTTON BOROUGH VOLUNTEER BUREAU**  
(A Company Limited by Guarantee and Not Having a Share Capital)  
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**Report of the Management Committee for the year ended 31 March 2013**

The Management Committee presents its report and audited financial statements for the year ended 31 March 2013

**Reference and administrative information**

Charity Name	Sutton Borough Volunteer Bureau
Charity No	1048978
Company Registration No	3088644
Registered office and operational address	31 West Street, Sutton, Surrey SM1 1SJ

**Management Committee**

Mr D Ohry	- Chair
Mr A Hazeldine CBE, JP	- Vice Chair
Mr K Sillitoe JP	- Vice Chair
Mrs S Sillitoe	- Company Secretary
Mr J Finch	
Mr B Kapadia	
Mrs E Mohr	
Mr A Wotherspoon	- Resigned February 2013

Mrs C Allison	- Treasurer
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**Senior Management Team**

Mr C Parker	- Chief Executive Officer from January 2013
Mr A Knuckey	- Chief Executive Officer to January 2013
Mrs Y McPhee JP	- Deputy Chief Executive Officer
Mrs H Blythe	- Finance Manager
Mrs H Gasparelli	- Mentoring Manager
Mrs E Hodge	- Training and Operations Manager
Mr D Terrell	- Volunteer Brokerage Manager

**Auditors**

Myrus Smith  
Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

**Bankers**

Barclays Bank plc  
43 High Street  
Sutton, Surrey  
SM1 1DR

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Volunteer Centre Sutton is a charitable company limited by guarantee incorporated on 8 August 1995 and registered as a charity on 5 September 1995. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £2.

**Recruitment and Appointment of Management Committee**

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the management committee. Under the requirements of the Memorandum and Articles of Association, the members of the management committee are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting.

The Chair and Vice Chairs are elected by the trustees to serve for a period not exceeding 3 years.

The trustees seek to ensure that the various groups of service users, volunteers, voluntary and community sector groups and the local demographics are appropriately reflected through the diversity of the trustee body.

Each trustee brings specific skills and knowledge to the board and these are recorded on their personal records. When a vacancy occurs on the board, individuals may be approached with a view to replacing specific skills.

**Trustees Induction and Training**

- All potential new trustees are interviewed by the Chair and Disclosure and Barring Service checks and references obtained.
- They are given an information pack containing
  - The obligations of trustees
  - The Memorandum and Articles of Association
  - Copy of the latest audited accounts
  - The organisation's strategic plan
- They spend a half day with the Chief Executive Officer who explains the Centre's expectations of its trustees and the various service delivery areas of the Volunteer Centre Sutton.
- Following this, an induction programme is arranged for them, offering the opportunity to meet all staff to discuss the work of the Volunteer Centre Sutton and to develop a clear understanding of how each area of service delivery contributes to the aims of the whole organisation.
- Training courses are offered where appropriate.

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### **Risk Management**

The major risks to which the charity is exposed are identified and addressed in a wide range of policies and procedures that are reviewed and amended as appropriate through staff consultation and by sub-committees and ratified by the full Management Committee every 2 years. External risks to funding have led to the development of a strategic and funding plan which will allow for the diversification of funding and activities. Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the Volunteer Centre Sutton.

All staff and volunteers have written risk assessments relating to individual roles and these are reviewed quarterly through staff supervision and ratified by the Management Committee.

### **Organisational Structure**

Volunteer Centre Sutton has a Management Committee of 7 – 12 trustees who are members of the Centre. They meet bi-monthly and are responsible for the strategic direction and policy of the charity. At present, the Committee has 7 trustees from a variety of professional backgrounds relevant to the work of the charity. A Trustee is the Company Secretary.

A scheme of delegation is in place and day-to-day responsibility for the provision of the services rests with the Senior Management Team. The Chief Executive Officer is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The project managers have responsibility for the day-to-day operational service delivery of the Volunteer Centre Sutton, individual supervision of the staff team and also ensuring that the team continues to develop skills and working practices in line with good practice.

### **Related Parties**

Insofar as it is complementary to the charity's objects, the charity is guided by both local and national policy. At a national level, Volunteer Centre Sutton is a member of the National Council for Voluntary Organisations and regionally of Greater London Volunteering. Staff are involved in several partnerships and initiatives including the local Compact steering group.

As more than half of the Centre funding comes from the London Borough of Sutton, staff liaise and network with local statutory sector providers, attending a broad spectrum of meetings and forums to ensure awareness of new initiatives and funding streams and consistently raise the profile of the Volunteer Centre Sutton's work. Commissioning services at the local level include representatives from, amongst others, the Local Authority, Health and Voluntary Sector agencies.

### **Objectives and Activities**

The 6 core functions of Volunteer Centre Sutton as defined by the National Council for Voluntary Organisations are

- *Brokerage*  
The work of the Volunteer Brokerage Section is focused on the proactive recruitment and placement of volunteers.
- *Marketing*  
The marketing of volunteering, which links with recruitment, is also placed within the above section.

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**Objectives and Activities/continued**

- *Good Practice development*  
The development of good practice links closely with the above sections. The Volunteer Centre Sutton experiences first hand, and receives direct feedback from, volunteers who are placed with voluntary and community sector groups
- *Developing volunteering activities*  
As potential volunteers continue to seek new avenues of activity, Brokerage staff encourages organisations to identify new opportunities on an ongoing basis. Volunteer Centre Sutton projects e.g. Direct Services, Befriending and Mentoring are all service delivery areas that have been developed to meet the needs of volunteers as well as service users
- *Policy response and campaigning*  
Through liaison with local MPs, elected members and Local Authority staff, Volunteer Centre Sutton responds to a range of consultative and policy documents relating to the sector and staff take an active part in the development of the local Compact. Support for national campaigns and the wider agenda is expressed through the National Council for Voluntary Organisations
- *Strategic development of volunteering*  
Volunteer Centre Sutton participates in the strategic development of volunteering through a variety of initiatives and partnership working with national and local agencies

**Achievements and Performance 2012/13**

**Brokerage and marketing** of volunteering, recruitment and placement of volunteers are the core work of the Volunteer Centre Sutton and this has continued to thrive. During the year 784 appointments were booked with prospective new volunteers with a view to them being placed with voluntary and community sector organisations. Over 115 new volunteering opportunities were added to our database through this service and we currently have well over 400 available volunteering opportunities.

Volunteer Centre Sutton is also a registered user of the National Volunteering Website ([www.do-it.org.uk](http://www.do-it.org.uk)) and an additional 3203 applications for volunteering were made through this route.

Robust monitoring systems have enabled the organisation to continue to evaluate and improve its services.

**Marketing and Campaigning** Volunteer Centre Sutton has been very busy promoting the cause of volunteering, and highlighting the many opportunities available to volunteers in Sutton. Our displays and campaign materials were present at many locations across the borough including Libraries, Sport and Leisure Centres, Shopping Centres and Colleges as well as several well attended events including Careers Events, St Helier Festival, Suitability Event at the Life Centre, School Fairs and Open Days at a library and a prison. Talks were delivered in several locations including churches, supported housing, schools and colleges. Distribution of Volunteer Centre Sutton leaflets promoting volunteering has continued with over 50 venues continuing to display our leaflet holder.

A more vibrant Volunteer Centre Sutton website has been developed as well as strong communication links using several social media sites.

Volunteer's Week, an annual national campaign to celebrate and thank all volunteers, was highlighted by 'Volunteers in Focus' where volunteers in Sutton were photographed and encouraged to speak about their volunteering for a book to be produced and distributed throughout the borough.

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**Achievements and Performance 2012/13/continued**

**Good Practice** project, the key objectives achieved have been

- To ensure that we have up to date and relevant library of best practice materials and resources to offer local volunteer involving organisations
- To raise the profile of volunteering good practice in the borough
- To engage local organisations in developing their volunteering good practice thereby enhancing the experiences of volunteers within the borough
- To promote and deliver good practice training and consultancy within the borough
- To inform organisations through a quarterly Newsletter

During the year 28 organisations were supported directly to enhance their volunteer management and 12 organisations have worked towards achieving the 'Experts in Volunteering Management Charter' This London wide quality standard accreditation ensures that organisations can proudly evidence that they adhere to Good Practice in Volunteer Management

Funding secured from City Bridges Trust and the Sub-Regional Fund supports a part-time Good Practice Worker

**MAPS** (Mentoring and Peer Support) is the mentoring arm of Volunteer Centre Sutton, an early intervention programme working with some of the most vulnerable and disadvantaged young people in the borough, with a variety of complex life circumstances such as poverty, neglect, abuse, bereavement, domestic violence, parental mental health issues and addiction. The effects are far reaching and can impact a young person in a variety of ways from social exclusion to low self esteem from mental health issues to poor school attendance and educational attainment

MAPS provides young people with a one-to-one volunteer mentor who is carefully selected to support the young person each week for 12 months. Mentors help young people to recognise their worth, develop confidence, raise aspirations and motivate and encourage them to enjoy life. Working with almost 400 young people and 200 mentors MAPS expertly place people who listen to young people who need to be heard

During the year MAPS has grown and diversified and has seen significant improvements for young people across 8 measurable outcomes which empower young people to succeed in life. These include an increase in positive identity and commitment to learning as well as constructive use of time, feeling more positive about their future, confident and able to influence things that happen to them

**LEAP** is a mentoring project which is funded by the Big Lottery and aims to tackle issues around employability and access to education. We work with 20 young people a year between the ages of 16-24, who are Not in Employment, Education or Training (NEET) or who have been unemployed and claiming Job Seekers Allowance for at least 6 months

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**Achievements and Performance 2012/13/continued**

**Direct Services** started in the mid 60's and over the years, working with hundreds of dedicated volunteers, has provided a variety of services to older people and people with disabilities in Sutton including transport, shopping, escorting, and wheelchair pushing. The funding for the service during this time was provided mainly by the London Borough of Sutton (LBS) but most of this funding ceased at the end of 2012. A party was held to thank our volunteers for all they have done to make a difference to so many people's lives over the years and to launch the new extended befriending service, 'Befriending Plus'.

**Befriending Plus**

Befriending Plus is a mixture of old and new projects, continuing on from our existing Befriending service which used to sit under 'Direct Services'. In October 2012 new funding from the LBS Prevention Tender was received to extend the project, which now delivers 3 streams of befriending for lonely and socially isolated people across the borough. Volunteer befrienders deliver:

*Standard Befriending* - Weekly visits to older people, and those who are house-bound

*Tele-Befriending* - Weekly phone call to a service user to befriend and encourage

*Befriending Extra* - Volunteers take vulnerable adults out to help them re-engage in the community

Befriending Plus is currently supporting 61 service users

**Respect** engaged 206 participants, 122 older people and 84 younger people this year. This intergenerational project provides a fantastic opportunity to bring together older and younger people with the aim of improving perceptions and reducing the fear of crime. Working in partnership with schools, sheltered housing and other providers, RESPECT bridges the voids between young and old through a menu of uniquely engaging projects.

One successful project called 'People and Plates', was delivered in partnership with Sutton Housing Partnership and London Borough Sutton in response to research highlighting that people with dementia dramatically improve their food and drink intake if colourful and high contrast tableware are used. RESPECT worked with teenagers and older people, designing and creating multi-coloured crockery and table cloths, which were exhibited for 2 weeks in Sutton's main library. Another project, Knit and Natter, is an intergenerational learning circle designed to help build positive and meaningful relationships between the generation's.

**Transforming Local Infrastructure** funding from the Big Lottery and the Cabinet Office supports the following projects:

**BeConnected** volunteer programme coordinates a range of unique, flexible, short term or one-off opportunities allowing anyone to volunteer regardless of their time availability. Micro volunteering opportunities are designed to increase the capacity of local community organisations that can access the BeConnected volunteer cohort for their specific needs. With 4 different streams of volunteering available it engages volunteers in a multitude of ways and provides organisations with a variety of skills.

Over 97 BeConnected volunteers have supported 22 organisations with 37 different opportunities ranging from event support to creating a website and from planning events to painting murals. Activities in the programme have included facilitating employee volunteering days for companies such as G4S and Sutton Council, coordinating volunteering days for young people not in education, employment or training and supporting local schools in engaging with group volunteering days in the community.

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**Achievements and Performance 2012/13/continued**

**Sutton Connected** is a partnership between Sutton Volunteer Centre and Sutton Centre for the Voluntary Sector. It brokers relationships between local businesses, charities and voluntary organisations in Sutton. Specifically it encourages companies to provide expert advice and coaching on charitable projects, to donate money and resources, to engage with employee volunteering schemes.

To date, Sutton Connected has achieved the following outcomes and objectives:

- £8,402 actual and in kind contributions from local businesses
- 20 voluntary organisations receiving coaching support
- 10 business coaches supporting local voluntary organisations
- A value of £100,000 in-kind coaching support provided via Pilotlight to voluntary organisations
- 96 businesses contacted
- 23 businesses actively engaged with Sutton Connected

**Sutton Creative** is a design and print service offering a range of professional products such as logo/brand design, marketing, leaflets/booklets/annual reports, websites and exhibition banners.

This joint service between Volunteer Centre Sutton and Sutton Centre for the Voluntary Sector has grown and established itself as a vital resource for the sector in Sutton. Being based in the voluntary sector, at Volunteer Centre Sutton, and using local printers, local designers and demonstrating almost 10 years' experience of working in the design industry, means that this is a professional service delivering the highest of quality.

**Public Benefit**

The trustees have referred to the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives which they have set.

**Financial Review**

Against the backdrop of limited resources, time-limited funding and a marked reduction in donations from service users, Volunteer Centre Sutton has continued to plan and develop services. The charity, with the aid of sound financial management and the support of both its staff and volunteers generated a very positive financial outcome for the period in part due to external funding streams providing additional resources.

**Principal Funding Sources**

The principal funding source for the charity is the London Borough of Sutton. Funds are received from a range of departments with the main source of income being the Strategic Partner Programme grant through the Chief Executive's Directorate, secured until the end of March 2015.

Additional funding available from other sources supports the organisation's service delivery and enhances the financial security by diversifying the funding base, the most significant funders being

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**Principal Funding Sources/contd**

- Children in Need for Mentoring Alternative Care (MAC)
- City Bridges Trust for Good Practice in Volunteer Management
- Big Lottery and the Cabinet Office for Transforming Local Infrastructure
- Games Aid for Schools Mentoring
- Sutton Safer Partnership for Respect
- Big Lottery via NCVO for LEAP
- Sutton Community Fund for Romance Academy
- Henry Smith Foundation for Looked After Children and Leaving Care mentoring support

Aside from income generated from statutory funders and charitable trusts, Volunteer Centre Sutton is grateful for the financial support provided individual donations

**Reserves Policy**

The Management Committee has examined the charity's requirements for reserves in the light of the main risks to the organisation. It has established a policy whereby the unrestricted funds should be between 3 - 6 months of the expenditure plus redundancy. Budgeted expenditure for 2013 -14 is £163,000. Therefore the target is £81,500 plus £28,000 redundancy (total £109,500) in general funds. The reserves are needed to meet the working capital requirements of the charity and the Management Committee is confident that at this level it would be able to continue the current activities of the charity in the event of a significant drop in funding. At the year end total unrestricted funds stood at £193,405. The strategy is to maintain reserves through operating surpluses.

**Plans for future Periods**

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Strategic Partnership Programme grant and other secured funding will enable the Volunteer Centre Sutton to develop and improve ways for volunteers to better engage with their communities and transform the local volunteering infrastructure.

**Quality Standards**

The charity holds and continually reviews the following quality standards

- Investors in People
- Investing in Volunteers
- National Council for Voluntary Organisations Quality Mark
- Positive About Disabled People

**Responsibilities of the Management Committee**

The members of the Management Committee (who were also directors of Sutton Borough Volunteer Bureau for the purposes of company law) are responsible for preparing the Management Committee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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**Responsibilities of the Management Committee/contd**

Company Law requires the Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for the year. In preparing those financial statements, the Management Committee is required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The Management Committee is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Management 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 Management Committee**

Members of the Management 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 2.

**Statement as to disclosure of information to auditors**

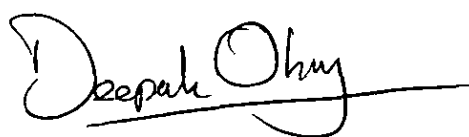
So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

**Auditors**

Myrus Smith were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

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 special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Management Committee on 2013

 8/7/13

Mr D Ohry – Chair of the Management Committee

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
SUTTON BOROUGH VOLUNTEER BUREAU**

**(A Company Limited by Guarantee and Not Having a Share Capital)**

We have audited the financial statements of Sutton Borough Volunteer Bureau for the year ended 31 March 2013 on pages 13 to 20. These financial statements have been prepared under the accounting policies set out on page 14.

This report is made solely to the charitable company'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 charitable company'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 charitable company and its members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of Management Committee and auditors**

The members of the Management Committee (who are also the directors of Sutton Borough Volunteer Bureau for the purposes of company law) responsibilities for preparing the Management Committee's 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 are set out in the Statement of Trustees' Responsibilities.

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, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees' Annual Report 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 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 certain disclosure of trustees' remuneration specified by law are not made.

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

**Basis of audit 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 charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**Opinion**

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2013, 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 United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Report of the Management Committee is consistent with the financial statements

  
S A Jones (Senior Statutory Auditor)

For and on behalf of Myrus Smith  
Chartered Accountants and  
Registered Auditor

Norman House  
8 Burnell Road  
Sutton, Surrey  
SM1 4BW

8 - July 2013

**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from</b>					
<b>Charitable activities:</b>					
Donations received		-	4,605	4,605	11,262
Grants receivable		158,481	482,401	640,882	663,513
<b>Activities for generating funds</b>					
Sundry income		192	4,357	4,549	4,564
Interest receivable		3,927	7	3,934	183
<b>TOTAL INCOMING RESOURCES</b>	2	<u>162,600</u>	<u>491,370</u>	<u>653,970</u>	<u>679,522</u>
<b>RESOURCES EXPENDED</b>					
<b>Cost of generating funds</b>					
Fundraising	3	13,225	-	13,225	16,825
<b>Charitable activities</b>					
Centre services	4	140,290	485,926	626,216	619,924
<b>Governance costs</b>	5	<u>5,962</u>	<u>-</u>	<u>5,962</u>	<u>6,789</u>
<b>TOTAL RESOURCES EXPENDED</b>	6	<u>159,477</u>	<u>485,926</u>	<u>645,403</u>	<u>643,538</u>
<b>NET INCOMING RESOURCES</b>	7	<u>3,123</u>	<u>5,444</u>	<u>8,567</u>	<u>35,984</u>
Transfer between funds		<u>(72)</u>	<u>72</u>	<u>-</u>	<u>-</u>
Net movement of funds in year		3,051	5,516	8,567	35,984
<b>Fund balances brought forward</b>					
At 1 April 2012		<u>190,354</u>	<u>181,189</u>	<u>371,543</u>	<u>335,559</u>
<b>Fund balances carried forward</b>					
At 31 March 2013	12/13	<u>£193,405</u>	<u>£186,705</u>	<u>£380,110</u>	<u>£371,543</u>

The notes on pages 15 to 20 form part of these financial statements

**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**BALANCE SHEET AS AT 31 MARCH 2013**

	Notes	£	2013	£	£	2012	£
<b>FIXED ASSETS</b>							
Tangible Assets	9			4,151			9,142
<b>CURRENT ASSETS</b>							
Debtors	10	43,717			17,657		
Cash at bank and in hand		347,121			368,303		
		<u>390,838</u>			<u>385,960</u>		
<b>CREDITORS</b> Amounts falling due within one year	11	14,879			23,559		
<b>NET CURRENT ASSETS</b>				375,959			362,401
<b>NET ASSETS</b>				<u>£380,110</u>			<u>£371,543</u>
<b>REPRESENTED BY:</b>							
Unrestricted funds	12			193,405			190,354
Restricted funds	13			186,705			181,189
				<u>£380,110</u>			<u>£371,543</u>

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small companies and Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved by the Board of Trustees on  
and signed on their behalf by

2013

Mr. D Ohry - Chair of the Management Committee

*Deepak Ohry* 8/7/13.

The notes on pages 15 to 20 form part of these financial statements

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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**1 COMPANY STATUS**

The company is limited by guarantee, has no share capital and is also a registered charity

**2 ACCOUNTING POLICIES**

**Basis of Preparation**

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities, issued in March 2005

**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. Grant income is recognised in the period to which the grant relates, grants received prior to 31 March 2013 in respect of subsequent periods are treated as deferred income. Donations are included when received.

**Fixed assets**

The company's fixed assets are shown in these accounts at net book value, being cost net of accumulated depreciation. Depreciation is provided on a straight-line basis to write the assets off over their estimated useful lives, which are as follows:

Motor Vehicles	4 years
Computer Equipment	2 years
Plant and machinery	4 years

Computer equipment bought with monies from restricted funds is written off in the year that it is purchased.

**Resources Expended**

Expenditure is recognised on an accruals basis as a liability is incurred.

Costs of generating funds comprise the costs associated with attracting voluntary income.

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 audit fees 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 the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis, for example, by time spent or usage.

**Fund Accounting**

Unrestricted funds are general funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**Operating leases**

The charity incurs rental charges on its premises. These are charged to the SOFA as operating lease rentals.

**Pensions**

The charity contributes to a defined contribution pension scheme. The charge incurred in the year is restricted to the amount stated in the notes to the accounts. There were no outstanding contributions at the year end.

**SUTTON BOROUGH VOLUNTEER BUREAU**  
(A Company Limited by Guarantee and Not Having a Share Capital)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £	
<b>3 FUNDRAISING</b>					
Wages, social security and other staff related costs	5,783	-	5,783	9,371	
Premises costs	5,220	-	5,220	3,812	
Printing and publicity	466	-	466	98	
Office costs	1,756	-	1,756	3,544	
	<u>£13,225</u>	<u>£Nil</u>	<u>£13,225</u>	<u>£16,825</u>	
<b>4 CENTRE SERVICES</b>					
Wages, social security and other staff related costs	108,417	400,238	508,655	444,359	
Premises costs	15,660	16,805	32,465	31,225	
Printing and publicity	929	5,133	6,062	2,285	
Office costs	5,268	14,345	19,613	28,052	
Project costs	-	21,302	21,302	76,724	
Fixed asset depreciation	6,686	1,238	7,924	6,399	
Profit on disposal of assets	-	-	-	(1,900)	
Volunteers' expenses	1,816	20,902	22,718	23,970	
Professional fees/Other costs	1,514	5,963	7,477	8,810	
	<u>£140,290</u>	<u>£485,926</u>	<u>£626,216</u>	<u>£619,924</u>	
<b>5 GOVERNANCE</b>					
Wages, social security and other staff related costs	2,562	-	2,562	2,562	
Printing and publicity	466	-	466	98	
Annual general meeting costs	168	-	168	75	
Audit fee	2,766	-	2,766	3,954	
Investment in subsidiary written off	-	-	-	100	
	<u>£5,962</u>	<u>-</u>	<u>£5,962</u>	<u>£6,789</u>	
<b>6 TOTAL RESOURCES EXPENDED</b>	<b>Staff Costs £</b>	<b>Depreciation Costs £</b>	<b>Other Costs £</b>	<b>Total 2013 £</b>	<b>Total 2012 £</b>
Fundraising	5,783	-	7,442	21,899	16,825
Centre services	508,655	7,924	109,637	617,542	619,924
Governance	2,562	-	3,400	5,962	6,789
	<u>£517,000</u>	<u>£7,924</u>	<u>£120,479</u>	<u>£645,403</u>	<u>£643,538</u>
In the above analysis, Staff Costs comprise					
Wages				456,817	412,218
Employer's National Insurance				38,357	34,286
Pension costs				10,638	3,945
Staff expenses				11,188	5,843
				<u>517,000</u>	<u>456,292</u>
Volunteers' expenses				22,718	23,970
				<u>£539,718</u>	<u>£480,262</u>

**SUTTON BOROUGH VOLUNTEER BUREAU**  
(A Company Limited by Guarantee and Not Having a Share Capital)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**6 TOTAL RESOURCES EXPENDED/continued**

	<b>2013 No.</b>	<b>2012 No</b>
The average number of employees was	<u>23</u>	<u>28</u>

No employee received remuneration amounting to more than £60,000 in either year

The charity contributes to a defined contribution pension scheme on behalf of an employee. Contributions payable are charged to the SOFA in the year that they are incurred

**7 NET INCOMING RESOURCES**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2013 £</b>	<b>Total 2012 £</b>
Net incoming resources are stated after charging				
Depreciation	6,686	1,238	7,924	6,399
Operating lease rentals	22,000	-	22,000	22,000
Provision for auditors' remuneration				
- Audit and accountancy services	<u>2,562</u>	<u>-</u>	<u>2,562</u>	<u>3,954</u>

**8 TAXATION**

The company has charitable status and is therefore exempt from Corporation Tax on its charitable activities

**9 FIXED ASSETS**

	<b>Computer Equipment £</b>
a) Tangible Fixed Assets	
<b>Cost</b>	
At 1 April 2012	44,569
Additions	<u>2,933</u>
As at 31 March 2013	<u>47,502</u>
<b>Depreciation</b>	
At 1 April 2012	35,427
Charge for the year	<u>7,924</u>
As at 31 March 2013	<u>43,351</u>
<b>Net Book Value</b>	
At 31 March 2013	<u>£4,151</u>
At 31 March 2012	<u>£9,142</u>

**SUTTON BOROUGH VOLUNTEER BUREAU**  
(A Company Limited by Guarantee and Not Having a Share Capital)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

	2013 £	2012 £
<b>10 DEBTORS</b>		
Other debtors	£43,717	£17,657
	<u>          </u>	<u>          </u>
<b>11 CREDITORS Amounts falling due within one year</b>		
Other creditors and accruals	5,879	23,559
Deferred income	9,000	-
	<u>          </u>	<u>          </u>
	£14,879	£23,559
	<u>          </u>	<u>          </u>
<b>12 UNRESTRICTED FUNDS</b>		
<b>General funds</b>		
Balance brought forward at 1 April 2012	190,354	171,977
Net incoming resources	3,123	14,419
Transfer to restricted funds	(72)	(1,042)
Transfer from designated fund	-	5,000
	<u>          </u>	<u>          </u>
Balance carried forward at 31 March 2013	193,405	190,354
	<u>          </u>	<u>          </u>
<b>Designated funds</b>		
Gardening project equipment fund		
Balance brought forward at 1 April 2012	-	5,000
Transfer to general funds	-	(5,000)
	<u>          </u>	<u>          </u>
Balance carried forward at 31 March 2013	-	-
	<u>          </u>	<u>          </u>
Total unrestricted funds carried forward at 31 March 2013	£193,405	£190,354
	<u>          </u>	<u>          </u>

The designated fund was a reserve for gardening equipment, however, this project finished in 2012

**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

13 RESTRICTED FUNDS	2013 £	2012 £
Balance brought forward at 1 April 2012	181,189	158,582
Net incoming resources	5,444	21,565
Transfer from unrestricted funds	72	1,042
Balance carried forward at 31 March 2013	<u>£186,705</u>	<u>£181,189</u>

The balance carried forward on restricted funds comprised	1 April 2012 £	Income £	Expenditure £	Project Transfers £	31 March 2013 £
Alternative Provision	23,795	-	-	(23,795)	-
Befriending Plus	-	29,084	17,326	-	11,758
City Bridges Trust – Good Practice	10,019	12,710	12,749	-	9,980
Children In Need	12,082	31,670	19,723	-	24,029
Child Workforce Development	558	-	-	-	558
Esmée Fairbairn /LBS (LAC) Mentoring	720	-	-	(720)	-
Fit 4 Volunteering (Sport England)	957	-	297	-	660
Henry Smith Mentoring	-	9,000	6,445	-	2,555
IBM Innovation	-	2,000	-	-	2,000
LBS + donations Practical Support	308	28,230	27,939	-	599
LBS Supported Volunteering	1,760	-	1,760	-	-
LBS + donations Transport	23,220	39,277	58,579	-	3,918
LBS – mentoring	-	100,000	93,791	-	6,209
LEAP	6,410	42,740	38,829	-	10,321
Leaving Care	9,833	-	-	(9,833)	-
LOFT	-	15,447	13,202	-	2,245
MAPS	20,478	3,592	21,344	54,651	57,377
One-off Grants	355	-	427	72	-
Navigate + Peer	10,026	6,000	12,477	-	3,549
NEET	-	40,000	25,681	-	14,319
Romance Academy	-	8,952	5,361	-	3,591
RSVP	11,883	7	600	-	11,290
Safer Sutton Partnership Respect	7,592	31,098	31,315	-	7,375
SEBP/Games Aid - Schools Mentoring	36,170	3,000	13,603	(18,169)	7,398
Sutton Creative	-	530	198	-	332
Transforming Sutton Infrastructure	-	88,033	82,264	-	5,769
Transition	2,134	-	-	(2,134)	-
Trustee Support / Resource development	2,889	-	2,016	-	873
	<u>£181,189</u>	<u>£491,370</u>	<u>£485,926</u>	<u>£72</u>	<u>£186,705</u>

Transfers from 5 funding streams within the Mentoring projects based at VCS to fund the salary for the Management of MAPS. Historically the full management costs have been paid through these streams but the commissioning process eliminated all but 10% so in order to secure the future of Mentoring at VCS it was decided to fund a MAPS Manager for 2 years using these funds

The surpluses on restricted funds arise as a result of timing differences where funding has been received in advance of expenditure and will be utilized over the duration of the relevant projects. Deficits on the restricted funds will be covered by grants in the next financial year

**SUTTON BOROUGH VOLUNTEER BUREAU**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**13 RESTRICTED FUNDS/contd**

The restricted funds recognised in these accounts were provided for the following purposes

Alternative Provision	Mentoring for Children & Young People's Inclusion Support Panel and young people with substance misuse (The Loft)
Befriending Plus	Befriending project for lonely and socially isolated people
Bridge House Trust – Good Practice	Disseminating good practice of volunteer management
Children In Need	Mentoring children in alternative care
Child Workforce Development	(i2e) Youth Participation
Esmee Fairbairn/LBS (LAC) Mentoring	Mentoring Looked after Children
Fit 4 Volunteering (Sport England)	Encouraging people into health and fitness
IBM Innovation	Innovation grant for IT and web development
Henry Smith	Mentoring support for Looked after Children and Young Care Leavers
LBS plus donations - Practical Support	Provision of befriending, shopping etc for older people or people with disabilities by volunteers
LBS Supported Volunteering	Health Improvement Grant for special needs volunteers
LBS plus donations - Transport	Provision of transport for older people or people with disabilities by volunteers
LBS – mentoring	Mentoring and Peer Support for Leaving Care, Looked after Children, Children and Young Peoples Inclusion Support Panel (SYPISP)
LEAP	Mentoring young people not in education, employment or training
Leaving Care	Mentoring for Care Leavers
LOFT	Substance misuse prevention project
MAPS	Mentoring and Peer Support
Navigate + Peer	Connexions funding for mentoring projects
NEET	Mentoring project for young people who are Not in Education Employment and Training – Outreach work
One-off Grants	Assorted for IT and volunteers training
Romance Academy	Sex and relationships education course of 14 weeks, including residential weekend away
RSVP	Rewarding & Supporting Volunteer Participation
Safer Sutton Partnership - Respect	Intergenerational project to reduce fear of crime
SEBP/Games Aid - Schools Mentoring	Mentoring in Schools
Sutton Creative	A design and print resource for the sector
Transition	Mentoring children moving from Primary to Secondary Education
TLI (Sutton Connected)	Infrastructure building and development ways to engage volunteers, both individuals and businesses
Trustee Support / Resource development	Preparing organisations to recruit and induct trustees

<b>14 ANALYSIS OF NET ASSETS BETWEEN FUNDS</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2013</b>	<b>Total 2012</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Fixed assets	2,966	1,185	4,151	9,142
Net current assets	190,439	185,520	375,959	362,401
	<u>£193,405</u>	<u>£186,705</u>	<u>£380,110</u>	<u>£371,543</u>

**15 OPERATING LEASE OBLIGATIONS**

The Charity has annual commitments of £22,000 to pay lease rentals for its main offices. This commitment expires in more than 5 years.

**16 TRUSTEES' EMOLUMENTS**

Trustees received no remuneration in either year.

No Trustees received any amounts during the year under review or the previous year as reimbursement of expenses incurred as a volunteer. One Trustee received certain services used generally by and available on the same terms to beneficiaries of the charity.



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