

SUTTON BOROUGH VOLUNTEER BUREAU

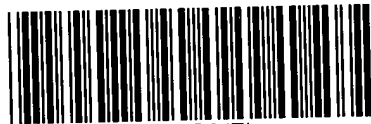
Operating as

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 2015**

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SUTTON BOROUGH VOLUNTEER BUREAU
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Contents

	Page
Report of the Management Committee	2 - 13
Report of the Auditors	14 - 15
Statement of Financial Activities	16
Balance Sheet	17
Notes forming part of the financial statements	18 - 24

SUTTON BOROUGH VOLUNTEER BUREAU
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Report of the Management Committee for the year ended 31 March 2015

The Management Committee presents its report and audited financial statements for the year ended 31 March 2015.

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
Mrs Y McPhee JP	- Company Secretary
Mr M Ogazi	- Treasurer
Mr J Finch	
Mr B Kapadia	
Miss P Miles	
Mr D Prince	

Senior Management Team

Mr C Parker	- Chief Executive Officer
Mrs E Hodge	- Deputy Chief Executive Officer
Mr N Steward	- Deputy Chief Executive Officer (Maternity cover from 1.9.2014)
Mrs H Blythe	- Finance Manager
Mrs H Gasparelli	- Mentoring Manager
Mrs P Stanley	- Brokerage Manager
Mr D Terrell	- Employment Engagement 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 trustees seek to ensure that the various groups of service users, volunteers, voluntary and community sector groups and the local population 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, checked through the Disclosure and Barring Service and references obtained.
- They are provided with information including:
 - The obligations of trustees
 - The Memorandum and Articles of Association
 - Copy of the latest audited accounts
 - The organisation's strategic plan.
 - A copy of the latest Annual Review.
- They spend a half day with the Chief Executive Officer who explains Volunteer Centre Sutton's expectations of its trustees and its various service delivery areas.
- Following this, an induction programme is arranged, offering the opportunity to meet with staff to discuss the work of 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 through a risk management process that is updated at least bimonthly and is ratified by the Management Committee at every Board Meeting. The processes by which these are addressed are set out 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 by Volunteer Centre Sutton staff, volunteers, service users and visitors. All Volunteer Centre Sutton staff and volunteers have written risk assessments relating to individual roles at Volunteer Centre Sutton and these are reviewed regularly through staff supervision and ratified by the Management Committee. The overview of risk assessment is led by a trustee with appropriate skills.

Organisational Structure

Volunteer Centre Sutton has a Management Committee of 5 – 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 8 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 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.

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 Volunteer Centre Sutton's work. Commissioners of Volunteer Centre Sutton's services at the local level include representatives from Local Authority, Health and Voluntary Sector agencies.

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Objectives and Activities

Our strategic objectives are:

- To increase the impact of volunteering in the London Borough of Sutton through profiling the current volunteers, encouraging stronger recruitment, improved matching to placements and better recognition and validation of volunteers.
- To shape the Good Practice approach to volunteering in the London Borough of Sutton to improve quality and accessibility.
- To develop and run volunteering projects to support unmet needs, build our capabilities as a Volunteer Centre and introduce more people to the concept of volunteering.
- To secure sufficient funding and explore new income generation opportunities to continue to make Volunteer Centre Sutton sustainable in the light of funding changes away from direct Local Authority provision.
- To influence policy and shape strategy and legislation nationally and locally on issues that affect volunteers and volunteering.

The 6 core functions of Volunteer Centre Sutton as defined in 2014/15 by Volunteering England (part of the National Council for Voluntary Organisations) are:

- *Brokerage*
Volunteer Centre Sutton Brokerage Section focuses on the proactive recruitment and placement of volunteers.
- *Marketing*
Marketing and promoting volunteering throughout the London Borough of Sutton.
- *Good Practice development*
Developing and promoting good practice in the management of volunteers 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 such as Befriending, Mentoring and Respect 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, councillors 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 Volunteering.
- *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.

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Achievements and Performance 2014/15

Brokerage

Volunteer Centre Sutton provides a bespoke volunteering advice service, offering 1-1 interviews and a drop-in service to potential volunteers and supports volunteer involving organisations in developing and promoting their volunteer programmes and opportunities.

Interest in volunteering in Sutton remains high; in 2014/15 597 people booked interviews to discuss volunteering opportunities and 290 organisations were registered with us, offering 481 volunteering opportunities in a range of areas.

It has been a year of potential change for Volunteer Centres as The Do It trust took over and launched the new do-it website. It has been challenging problems were encountered with the new platform. Despite this we received 2297 online volunteering enquiries. Across all our programmes we supported a total of 3049 new volunteers.

Plans to re-design our website to offer a fully integrated volunteering service for both potential volunteers and voluntary organisations are underway. Our vision is to offer local volunteering for local people via this platform.

Marketing and Promotion

Volunteer Centre Sutton has been busy promoting the cause of volunteering, recruiting volunteers and highlighting the many opportunities available to volunteers in Sutton. It has been visible at several community events as well as running stalls and giving talks to various groups including local colleges as part of Student Volunteer Week.

The use of social media to promote all the activities at Volunteer Centre increased and new banners and leaflets advertised services provided and opportunities available.

2014 marked the 30th anniversary of Volunteers' Week – an annual opportunity for Volunteer Centres, voluntary organisations and anyone involved with volunteering to celebrate volunteers and to promote the benefits of volunteering. This year, Volunteer Centre Sutton hosted a Pop-Up breakfast stall in Sutton High Street to launch Volunteers' Week by offering free breakfast to thank those already volunteering and those interested in getting involved. There was also a VolunTREE, where passers-by were encouraged to leave a label, hanging like a leaf, with a message of thanks for a volunteer, or to pledge an interest in volunteering. A social media campaign was also launched, asking for a #volunteerselfie to #thanksutton, with prizes for the winners.

Volunteers' Week culminated with the Big Breakfast in Sutton Central Library with Volunteer Centre Sutton providing a free breakfast to thank Sutton's very special volunteers for all their time, energy and commitment throughout the year; they truly make a difference in their community. It was extremely well attended by volunteers, voluntary organisations, stakeholders and local MP's. An open microphone session gave attendees the opportunity to say a personal thank-you to volunteers.

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Achievements and Performance 2014/15/continued ...

Good Practice

All volunteers should have a positive experience when volunteering, but managing volunteers can be challenging so it is important to ensure that organisations are well supported, and that is where our Good Practice project can help. It provides support, advice and training in volunteer management to Volunteer Involving Organisations in Sutton.

During financial year 14/15 47 organisations were supported either through 1-1 support or via our forum or workshops. One of the most common themes requested by organisations is help with recruiting and retaining volunteers and trustees.

Two workshops were run in the last year; Digital tools for measuring volunteers' impact (delivered by Superhighways) and Micro-volunteering. Our forum in Feb 2015 had a marketing slant and looked at writing opportunities more effectively together with tips on marketing for a wider audience.

MAPS (Mentoring Advocacy and Peer Support)

In its 18th year MAPS is an early intervention programme, delivering one-to-one mentoring and advocacy support, working with vulnerable children and young people with multiple and complex needs.

MAPS provide each young person with tailored support through dedicated advocacy support helping them to have their voice heard or through the weekly support of a mentor. Using the 40 Developmental Assets Framework MAPS can demonstrate significant improvements for young people across eight measureable outcomes. With each young person gaining an average of 8.7 assets overall, they have reduced the likelihood of engaging in problem alcohol use by 16% and are 40% more likely to succeed in school due to a renewed commitment to learning

In 2014/15 MAPS connected with 332 children and young people which is yet another project record! It delivered peer mentor training, supported young people at risk of becoming NEET (Not in Education, Employment or Training), introduced a new stream of mentoring supporting young people struggling with their mental and emotional health, implemented Advocacy for children in the care system or on child protection plans and introduced a 4th round of new mentor training. A wealth of events have been provided for mentors and mentees including go karting and theatre trips.

Last but by no means least, MAPS were awarded the Queen's Award for Voluntary Service, an organisational MBE; an accolade that we are so grateful to have received on behalf of the amazing MAPS volunteers.

After completing 12 months of mentoring one young person said *"I never dreamed 12 months ago my life would be so different. I had no expectations or aspirations but now I want to achieve so much because of mentoring!"* (female aged 15).

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Achievements and Performance 2014/15/continued ...

Befriending Plus

Befriending Plus seeks to support adults living within the London Borough of Sutton who consider themselves lonely or socially isolated. We match volunteer befrienders in what was previously 3 streams but has now increased to 4 streams to support them in re-engaging in their community or in reducing their isolation in their home. Volunteer Befrienders offer 1-2 hours a week of intentional company and friendship.

In 2014- 2015, 117 people were befriended by volunteers, who gave over 8650 hours of their time, equating to £112,450 in social value. 79 of these relationships took place at home (Befriending Standard), 20 were community based relationships (Befriending Extra) and 18 through our Tele Befriending Service.

The introduction of both Befriending Plus Facebook and Twitter accounts has resulted in 52 Facebook friends in the 5 months since launch and 68 organisations or people following us on Twitter with 262 tweets being sent so far, sharing information about Volunteer Centre Sutton and Befriending Plus with our community.

Due to the increase in our service we have increased our annual number of training sessions from 3 to 5 this year, training 41 new volunteers. We have also adapted our training programme to include further training on mental health problems and a volunteer's role and more in-depth safeguarding training.

Dementia Friends – Championing Dementia

Volunteer Centre Sutton joined the newly formed Sutton Dementia Action Alliance steering group and all staff became 'Dementia Friends' after completing on-line training. The Befriending Plus Coordinator became a 'Dementia Champion' after undertaking Alzheimer's Society Train the Trainer training and is now providing information and training sessions to volunteers and the wider community.

Bridges

The Bridges Project was established in 2014 to provide support to young unemployed people (aged 16-24) in the London Borough of Sutton who are struggling to make decisions about their future. It is supported by the Local Authority through a grant from the City Bridge Trust as part of the "Get Young People Working!" initiative. Bridges delivers 3 key components:

Information hub: researches, collates and disseminates information on local jobs, apprenticeships, college courses and other training to young people. Makes use of web-based and social media technologies to achieve the broadest reach possible. A monthly newsletter provides information on local vacancies and hints & tips on looking for work.

Apprenticeships: encourages local employers, especially within the charity and voluntary sector, to consider employing apprentices; Volunteer Centre Sutton leading by example by employing our own apprentice. To date, 7 new apprenticeships have been created against a 2-year target of 10.

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Achievements and Performance 2014/15/continued ...

Support young unemployed: provides tailor-made support to young people (1-1 and in groups) to equip them with the skills needed to get a job. At the time of writing we have already worked with 63 young people against our target of 60 for the full 2-year term of the project.

With no complicated referral or assessment process, we will support any young person from the London Borough of Sutton who wants help to make decisions about their future e.g. accessing further education, apprenticeships, employment or starting a business.

A 3 stage approach is used to supporting young people depending on their specific needs:

Enthuse: for those lacking in confidence, self-esteem or with no clear view of career objectives or pathways.

Inform: targeted, practical help with job search and the transition to employment.

Inspire: support for "job ready" participants to adjust to working life; provision of "money can't buy" experiences to enhance confidence and preparation for work.

RESPECT

RESPECT is an intergenerational project, providing a fantastic opportunity to bring together older and younger people with the aim of improving perceptions and sharing ideas and skills. 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 which this year included projects where young people introduced the benefits of IT to older people. 'Knit and Natter', a weekly knitting group, continued to grow in numbers and diversity.

Funding ceased at the end of March 2015 but it is hoped that new funding will be identified; in the meantime Volunteer Centre Sutton is continuing to support Knit and Natter.

Sutton Shares

Sutton Shares, the timebank for local people, meets the needs of people who live or work in the London Borough of Sutton and was featured in the Mail on Sunday's Personal Finance section in November 2014. Members of Sutton Shares volunteer their time and skills to help others, building community in the process. For every hour they give, they receive one time credit that can be exchanged for something they need or would like.

Uniquely, our service users are also our volunteers. 240 Sutton Sharers had signed up to offer skills and time by the end of March 2015, accessing a variety of over 120 services. Aside from their needs being met, members of Sutton Shares also benefit by:

- Investing in their health and wellbeing e.g. by going on a bike ride, learning how to make more nutritious meals, or simply experiencing the thrill of learning something different.
- Increasing opportunities for personal growth and independence e.g. by getting help with practical tasks like ironing, being accompanied out on a trip, or gaining useful skills for employment.
- Improving their connection with their families and neighbours e.g. by getting advice on bringing up children, exchanging with members who live nearby, or making friends at monthly social events.

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Partnership working

Locally we have supported the development of Sutton Together Consortia. In partnership with Sutton Centre for the Voluntary Sector and the Local Authority, we have made significant progress to establish The Grove as a voluntary sector hub for our community.

Regionally we have been a key stakeholder in the development of the South London Volunteer Centre Network, taken on a new Governance role within Greater London Volunteering and played an administrative role in Team London's Volunteer Awards.

Nationally we have worked with the Local Authority to co-produce sessions on Social Value for Whitehall's Commissioning Academy, featuring in a number of national reports. We have also played an active role in working with Sutton's Compact to win a second National Awards in recognition for the partnership working of the Compact.

Public Benefit

The trustees have taken into account 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 have considered 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, 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 Local Authority. Funds are received from a range of departments with the main source of income in 2014/15 being the Strategic Partner Programme grant through the Chief Executive's Directorate.

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

- Children in Need for Mentoring Alternative Care (MAC).
- City Bridge Trust for Get Young People Working (Bridges)
- City Bridge Trust for Good Practice in Volunteer Management
- Games Aid for Mental Health and Emotional Wellbeing Mentoring (Esteem)
- Games Aid for Mentoring in Schools
- Henry Smith Foundation for Looked After Children and Leaving Care Mentoring Support
- Lloyds TSB Foundation for Mentoring Young Carers
- Safer Sutton Partnership for Respect
- Sutton Community Fund for Transformation Funding

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

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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. Budgeted expenditure for 2015 -16 is £199,000; therefore the target is £99,500. 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

Designated Funds

The Management Committee has designated the following unrestricted funds for the purposes described:

- The Management Committee has considered the cost of relocation to new offices anticipated in the next one to two years and has designated £100,000 for this purpose.
- With several funding streams possibly coming to an end in 2016 and uncertainty about future funding, the Management Committee considers it prudent to have sufficient funds as a contingency to cover redundancy payments and has designated £39,500 for this purpose.

Plans for future Periods

Over the past year Volunteer Centre Sutton has been developing a new Strategic Plan in order to address the changing demographics in who is volunteering and how they want to volunteer. With a new Vision 'To inspire community', and 4 strategic objectives around 'Digital Inclusion', 'Empowering Others', 'Leading by Example' and 'Sustainable Delivery', we believe that volunteering in the London Borough of Sutton has a bright and exciting future.

The Local Authority Infrastructure Support and Capacity Building Fund and other secured funding will enable the charity to deliver against the aspirations of its new strategic plan, improving outcomes for the community and transforming the local volunteering infrastructure.

Instrumental to the delivery of our new strategic plan are the development of a new digital platform/website to meet our aspirations of our 'Digital Inclusion' Strategic priority.

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Quality Standards

The charity holds and continually reviews the following quality standards:

- Investors in People
- Investing in Volunteers
- Positive About Disabled People
- Volunteer Centre Quality Accreditation

Other Awards

- C4EO – Centre For Excellence and Outcomes (MAPS is validated by C4EO as leading to improved outcomes for children, young people and their families).
- Experts in Volunteering – Volunteer Management Charter
- The Queen's Award for Voluntary Service

Responsibilities of the Management Committee

The members of the Management Committee (who are 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).

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.

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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 was 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 13th July 2015

A handwritten signature in black ink, appearing to read 'Deepali Ohry', written over a horizontal line.

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 2015 which comprise as the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Management Committee to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

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 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
SUTTON BOROUGH VOLUNTEER BUREAU
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Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Management Committee for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report or in preparing the Report of the Management Committee.


S.A. Jones (*Senior Statutory Auditor*)
For and on behalf of Myrus Smith, Statutory Auditor

Norman House
8 Burnell Road
Sutton, Surrey
SM1 4BW

13th July 2015

SUTTON BOROUGH VOLUNTEER BUREAU
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**STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2015**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES					
Incoming resources from					
Charitable activities:					
Donations received		-	126	126	269
Grants receivable		165,822	422,553	588,375	636,430
Activities for generating funds:					
Sundry income		16,460	3,772	20,232	43,417
Interest receivable		1,904	36	1,940	3,207
TOTAL INCOMING RESOURCES	2	<u>184,186</u>	<u>426,487</u>	<u>610,673</u>	<u>683,323</u>
RESOURCES EXPENDED					
Cost of generating funds:					
Fundraising	3	29,746	-	29,746	21,571
Charitable activities:					
Centre services	4	125,699	422,088	547,787	599,302
Governance costs	5	<u>6,082</u>	<u>-</u>	<u>6,082</u>	<u>6,430</u>
TOTAL RESOURCES EXPENDED	6	<u>161,527</u>	<u>422,088</u>	<u>583,615</u>	<u>627,303</u>
NET INCOMING RESOURCES	7	22,659	4,399	27,058	56,020
Transfer between funds	12	(267)	267	-	-
Net movement of funds in year		22,392	4,666	27,058	56,020
Fund balances brought forward					
At 1 April 2014		<u>213,446</u>	<u>222,684</u>	<u>436,130</u>	<u>380,110</u>
Fund balances carried forward					
At 31 March 2015	12/13	<u><u>£235,838</u></u>	<u><u>£227,350</u></u>	<u><u>£463,188</u></u>	<u><u>£436,130</u></u>

The notes on pages 18 to 24 form part of these financial statements.

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

BALANCE SHEET AS AT 31 MARCH 2015

	Notes	2015	2014
		£	£
FIXED ASSETS	9		
Tangible Assets		-	1,481
CURRENT ASSETS			
Debtors	10	84,066	46,157
Cash at bank and in hand		398,671	427,597
		<u>482,737</u>	<u>473,754</u>
CREDITORS: Amounts falling due within one year	11	<u>19,549</u>	<u>39,105</u>
NET CURRENT ASSETS		<u>463,188</u>	<u>434,649</u>
NET ASSETS		<u><u>£463,188</u></u>	<u><u>£436,130</u></u>
REPRESENTED BY:			
Unrestricted funds	12		
General funds		96,338	84,446
Designated funds		139,500	129,000
		<u>235,838</u>	<u>213,446</u>
Restricted funds	13	<u>227,350</u>	<u>222,684</u>
		<u><u>£463,188</u></u>	<u><u>£436,130</u></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 13th July 2015
and signed on their behalf by

Mr. D. Ohry - Chair of the Management Committee



The notes on pages 18 to 24 form part of these financial statements.

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 2015**

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 2015 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. Designated funds are unrestricted funds earmarked by the Trustees for particular 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 2015**

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £	
3. FUNDRAISING					
Wages, social security and other staff related costs	18,607	-	18,607	10,839	
Premises costs	3,780	-	3,780	4,103	
Printing and publicity	5,954	-	5,954	4,476	
Office costs	1,405	-	1,405	2,153	
	<u>£29,746</u>	<u>£Nil</u>	<u>£29,746</u>	<u>£21,571</u>	
4. CENTRE SERVICES					
Wages, social security and other staff related costs	106,789	344,749	451,538	458,389	
Premises costs	11,340	16,493	27,833	28,999	
Printing and publicity	8	3,407	3,415	12,427	
Office costs	4,216	13,626	17,842	22,891	
Project costs	-	8,942	8,942	19,889	
Fixed asset depreciation	1,481	-	1,481	9,562	
Return of unspent grants	-	-	-	11,290	
Volunteers' expenses	1,381	28,981	30,362	28,374	
Professional fees/Other costs	484	5,890	6,374	7,481	
	<u>£125,699</u>	<u>£422,088</u>	<u>£547,787</u>	<u>£599,302</u>	
5. GOVERNANCE					
Wages, social security and other staff related costs	2,562	-	2,562	2,562	
Printing and publicity	4	-	4	268	
Annual general meeting costs	156	-	156	210	
Audit fee	3,360	-	3,360	3,390	
	<u>£6,082</u>	<u>£Nil</u>	<u>£6,082</u>	<u>£6,430</u>	
6. TOTAL RESOURCES EXPENDED	Staff Costs £	Depreciation Costs £	Other Costs £	Total 2015 £	Total 2014 £
Fundraising	18,607	-	12,212	30,819	21,571
Centre services	451,538	1,481	93,695	546,714	599,302
Governance	2,562	-	3,520	6,082	6,430
	<u>£472,707</u>	<u>£1,481</u>	<u>£109,427</u>	<u>£583,615</u>	<u>£627,303</u>
In the above analysis, Staff Costs comprise:					
Wages				415,930	414,748
Employer's National Insurance				31,851	32,851
Pension costs				12,932	11,856
Staff expenses				11,994	12,335
				<u>472,707</u>	<u>471,790</u>
Volunteers' expenses				30,362	28,374
				<u>£503,069</u>	<u>£500,164</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 2015**

6. TOTAL RESOURCES EXPENDED/continued...

	2015 No.	2014 No.
The average number of employees was:	<u>21</u>	<u>21</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 employees. Contributions payable are charged to the SOFA in the year that they are incurred.

7. NET INCOMING RESOURCES

	Unrestricted Funds	Restricted Funds	Total 2015	Total 2014
Net incoming resources are stated after charging:				
Depreciation	£1,481	£Nil	£1,481	£9,562
Operating lease rentals	£22,000	£Nil	£22,000	£22,000
Provision for auditors' remuneration				
- Audit and accountancy services	<u>£3,360</u>	<u>£Nil</u>	<u>£3,360</u>	<u>£3,390</u>

8. TAXATION

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

9. FIXED ASSETS

	Computer Equipment £
Tangible Fixed Assets	
Cost	
At 1 April 2014	31,305
Disposals	<u>(7,180)</u>
As at 31 March 2015	<u>24,125</u>
Depreciation	
At 1 April 2014	29,824
Charge for the year	1,481
Disposals	<u>(7,180)</u>
As at 31 March 2015	<u>24,125</u>
Net Book Value	
At 31 March 2015	<u>£Nil</u>
At 31 March 2014	<u>£1,481</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 2015**

	2015	2014
	£	£
10. DEBTORS		
Other debtors	£84,066	£46,157
	<u> </u>	<u> </u>
11. CREDITORS: Amounts falling due within one year		
Other creditors and accruals	10,549	20,843
Deferred income	9,000	18,262
	<u> </u>	<u> </u>
	£19,549	£39,105
	<u> </u>	<u> </u>
12. UNRESTRICTED FUNDS		
General funds		
Balance brought forward at 1 April 2014	84,446	193,405
Net incoming resources	22,659	21,192
Transfer to restricted funds	(267)	(1,151)
Transfer to designated funds	(10,500)	(129,000)
	<u> </u>	<u> </u>
Balance carried forward at 31 March 2015	96,338	84,446
	<u> </u>	<u> </u>
Designated funds		
Re-organisation and Redundancy Costs		
Balance brought forward	37,000	-
Transfer from General Fund	2,500	37,000
	<u> </u>	<u> </u>
Balance carried forward at 31 March 2015	39,500	37,000
	<u> </u>	<u> </u>
Relocation costs/refurbishment		
Balance brought forward at 1 April 2014	92,000	-
Transfer from general funds	8,000	92,000
	<u> </u>	<u> </u>
Balance carried forward at 31 March 2015	100,000	92,000
	<u> </u>	<u> </u>
Total unrestricted funds carried forward at 31 March 2015	£235,838	£213,446
	<u> </u>	<u> </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 2015**

13. RESTRICTED FUNDS

	2015 £	2014 £
Balance brought forward at 1 April 2014	222,684	186,705
Net incoming resources	4,399	34,828
Transfer from unrestricted funds	267	1,151
Balance carried forward at 31 March 2015	<u>£227,350</u>	<u>£222,684</u>

The balance carried forward on restricted funds comprised:	1 April 2014 £	Income £	Expenditure £	Project Transfers £	31 March 2015 £
Advocacy	797	17,917	18,187	-	527
Befriending Plus	35,816	65,194	55,104	-	45,906
Children In Need	-	27,300	23,766	-	3,534
City Bridge Trust - Bridges	4,492	49,981	45,538	-	8,935
City Bridge Trust – Good Practice	8,115	-	2,795	-	5,320
Corporate Parent Mentoring	-	5,000	3,343	-	1,657
Games Aid Esteem Mentoring	-	62,571	6,201	-	56,370
Games Aid - Schools Mentoring	45,340	-	22,382	-	22,958
Glenthorne School	3,717	6,000	5,847	-	3,870
Henry Smith Mentoring	6,991	18,000	20,416	-	4,575
IBM Innovation	1,304	-	-	-	1,304
LBS – Mentoring	2,283	100,000	94,555	(7,728)	-
LEAP	(267)	-	-	267	-
Lloyds TSB Foundation - Young Carers	20,398	-	21,075	677	-
MAPS	41,096	3,772	23,605	7,844	29,107
Navigate + Peer	793	-	-	(793)	-
NEET	8,480	-	138	-	8,342
RSVP	11,296	36	1,200	-	10,132
Safer Sutton Partnership Respect	3,030	10,000	11,210	-	1,820
Sutton Shares	17,558	20,000	30,436	-	7,122
Targeted Youth	2,005	27,930	24,079	-	5,856
Transformation Fund	-	12,786	9,699	-	3,087
Transforming Local Infrastructure	8,567	-	2,512	-	6,055
Trustee Support / Resource development	873	-	-	-	873
	<u>£222,684</u>	<u>£426,487</u>	<u>£422,088</u>	<u>£267</u>	<u>£227,350</u>

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

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015**

13. RESTRICTED FUNDS/contd...

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

Advocacy Project	MAPS provides an independent Advocacy service for all looked after children, care leavers and those on a child protection plan.
Befriending Plus	Befriending project for lonely and socially isolated people.
Children In Need	Mentoring children in alternative care
City Bridge Trust - Bridges	An employability project for young people aged 16-24
City Bridges Trust – Good Practice	Disseminating good practice of volunteer management
Corporate Parent Mentoring	LBS providing mentoring support for children in their care
Games Aid Esteem Mentoring	Supports children and young people aged 10-18 years who are experiencing emotional distress, such as feelings of low self-esteem, anxiety, depression, self-harm, social isolation or are engaging in risk-taking behaviour, etc.
Games Aid - Schools Mentoring	Mentoring in Schools
Glenthorne School	Provides 1-1 mentoring within the school environment, supporting young people to remain in school, enjoy and achieve
Henry Smith	Mentoring support for Looked after Children and Young Care Leavers
IBM Innovation	Innovation grant for IT and web development
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
Lloyds TSB Foundation - Young Carers	Provides 1-1 mentoring for young people who carry out carrying responsibilities within the home, supporting a parent, grandparent or sibling
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
RSVP	Rewarding & Supporting Volunteer Participation
Safer Sutton Partnership - Respect	Intergenerational project to reduce fear of crime
Sutton Shares	Is a Time-bank facility to allow registered users to exchange volunteering help
Targeted Youth	Provides both 1-1 mentoring and risky behaviour reduction courses in the Northern wards of the borough
Transformation Fund	VCS delivered transformation through the development of new delivery models and improved digital delivery.
Transforming Local Infrastructure	Infrastructure building and development ways to engage volunteers, both Individuals and businesses
Trustee Support / Resource development	Preparing organisations to recruit and induct trustees

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 2015**

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Designated Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
Fixed assets	-	-	-	-	1,481
Current assets	106,887	139,500	236,350	482,737	473,754
Current liabilities	(10,549)	-	(9,000)	(19,549)	(39,105)
	<u>£96,338</u>	<u>£139,500</u>	<u>£227,350</u>	<u>£463,188</u>	<u>£436,130</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.