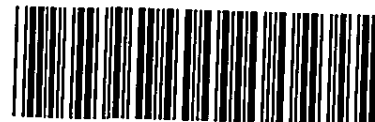


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SATURDAY



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A15	14/01/2012	#46
	COMPANIES HOUSE	
A28	10/01/2012	#173
	COMPANIES HOUSE	
	*ADZYDZXT*	--
A48	09/12/2011	233
	COMPANIES HOUSE	



**Community First**  
EAST HAMPSHIRE

# Annual Report And Accounts

1<sup>st</sup> April 2010 - 31<sup>st</sup> March 2011

Registered Office:  
The Tilmore Centre  
1 Tilmore Road  
Petersfield, GU32 2HG

Tel: 01730 710017  
Fax: 01730 710117  
Email: [admin@cfeh.org.uk](mailto:admin@cfeh.org.uk)  
Web: [www.cfeh.org.uk](http://www.cfeh.org.uk)

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## **Reference and Administrative Details**

**Community First East Hampshire, known as Community First**

**Registered Charity No 1054498**

**Company Registered in England No 3165839      Limited by Guarantee**

### **Trustees for the year 2010-2011**

Catherine Stagg-Macey	(Chairman)	
Adrian Judge	(Vice Chairman)	(Appointed April 2010)
Nicky Barham	(Treasurer)	(Appointed April 2010)
Vanessa Beech		(Appointed October 2010)
Beverley Jones		(Appointed October 2010)
Natasha Kerrigan		
Phil Ladds		(Retired October 2010)
Will Lanham-New		(Resigned May 2010)
Dr. Chris Leggett		
Ruvini Silva		(Resigned July 2010)
Gillian Stanton		(Resigned March 2011)
Kirsty Stratton		
Tony Struthers		(Retired October 2010)
Tim Tyler		(Resigned March 2011)
Sue Williams		(Resigned July 2010)

### **Advisers and representatives to the Board**

Councillor Julie Butler	East Hampshire District Council
Mike O'Mahony	East Hampshire District Council
Mark Surtees	Hampshire County Council

### **Staff Team**

Terry Bishop	Chief Executive
Anstey Brierley	Project Co-ordinator (from October 2010)
Jim Cleverly	Finance and Administration Officer
Janet Easton	Outreach Worker
Helen Freeston	Volunteer Coordinator (from October 2010)
Sue Greene	Project Co-ordinator (to September 2010)
Sue Hartwell	Information Co-ordinator (to January 2011)
Fiona Jeynes	Business Development Worker
Ann Johnson	Cleaner
Michael Lock	Administration Support Worker (to September 2010)
Liz Moore	Learning & Development Manager
Wendy Shone	Community Innovations Project Worker
Bernard Simmons	Volunteer Centre Manager
Ronnie Trenchard	Volunteer Centre Administrator (to August 2010)
Chris Turner	Learning & Development Co-ordinator
Carolyn Warne	Community Development Manager

**Community First receives valuable support from its volunteers.** Thanks this year to Amy, Dave, Emma, Jean, Judith, Julia, Julie, Justin, Liv, Mike, Pauline, Stella, Stuart, Tracey, Vanessa and all our helpers at the Kingsley Centre, Bordon

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**Bankers**  
CAF Bank Ltd  
West Malling

Co-operative Bank plc  
Portsmouth

**Reporting Accountants**  
PWP Accounting Services  
Bournemouth

## **DIRECTORS' AND TRUSTEES' REPORT FOR 2010 - 2011**

### **Structure, Management and Governance**

Community First East Hampshire is a Company Limited by Guarantee, and the governing instrument is its Memorandum and Articles of Association dated 6<sup>th</sup> February 1996 and revised on 6 October 2010. The Trustees are the Directors of the Company.

Community First is a member of the National Association for Voluntary and Community Action, National Council for Voluntary Organisations, and Volunteering England.

#### **Methods of recruiting trustees**

The following methods are used in recruiting new trustees

- An audit is carried out of the skills of Trustees
- Gaps in skills are identified by the Executive Committee
- Nominations to the Trustee Board are invited at the Annual General Meeting and through contact with member groups
- Securing Trustees with specific skills may require additional action by publicity through local networks, contacts and companies

### **Objectives, Activities and Achievements**

#### **Objects in the Constitution**

The Charity's objects are:

- a) to promote any charitable purposes for the benefit of the community in the local government district of East Hampshire and its neighbourhood and, in particular, the advancement of education, the protection of health and the relief of poverty, distress and sickness;
- b) to promote and organise co-operation in the achievement of the above purposes and to that end bring together representatives of the voluntary organisations and statutory authorities within the area of benefit.

#### **How our activities deliver public benefit**

The trustees have referred to the Charity Commission general guidance on public benefit when reviewing the company's objectives and planning future activities.

The charity carries out a wide range of activities in pursuance of its charitable aims. The trustees consider that these activities provide benefit to the wider community of East Hampshire and are summarised below in greater detail:

Volunteering - Working with individuals and voluntary groups

Support - Providing information, guidance and assistance to voluntary and community groups

Networks - Sharing information, representing locally communities and involvement in local strategic planning

Training - Development of staff, trustees and volunteers.

## **DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)**

### **The Overall Aim of Community First**

Community First aims to improve the effectiveness of the voluntary and community sector in East Hampshire

**The aims for the year 2010 - 2011 were:**

#### **Aim 1: Development**

- The Outreach project has continued to meet the needs of small and rural groups in the community.
- We have worked with partner organisations to promote the Equalities Bill
- We provide group support and have contributed to the development of 13 new projects/organisations.
- Taster basic IT sessions have been offered to elderly sheltered housing residents with help from volunteers.
- We have maintained the 3 C's network based on requests from service users ensuring that the LSP is a standing item on the agenda for all future meetings
- We delivered and evaluated the outcomes from the Culture in the Park Event hosted and supported by a range of local providers and statutory partners.
- We have provided research on the black and minority ethnic communities across East Hampshire as funded through the Community Partnership
- We have researched and run events to promote the Lesbian, Gay and Bisexual communities across East Hampshire and Havant in partnership with both authorities and the Hampshire Constabulary

#### **Aim 2: Support and Services**

- Information has been provided to the sector through a quarterly newsletter and monthly eNews circulated to over 450 contacts
- New and updated information sheets have been produced and displayed on our website.
- 139 groups were provided with individual support on 511 different issues.
- 88 training events reflecting the local communities' needs were provided reaching 739 participants.
- Our Community Innovations Officer worked with statutory partners to deliver older people's workshops and increased the development of the Services Directory across East Hampshire.

#### **Aim 3: Liaison**

- We continue to deliver our Interagency and Volunteer Manager's Forums on a range of topics including Collaborative Working, Interfaith and Equalities issues.
- We seek new opportunities to work in partnership exploring alternative ways of delivering services connecting with other CVS and voluntary sector partners such as CAB and Youth Umbrella Group
- We have built new relationships with the Primary Care Trust engaging during a time of change ensuring that we have a voice at the new GP consortium meetings.

## **DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)**

- We respond to policy discussions and seek to influence on behalf of the sector. For example, we have responded to a number of national surveys outlining the funding cut impact to voluntary groups.

### **Aim 4: Representation**

- We provide policy information through our 3 C's and Interagency Forum
- We share policy information through our newsletters and e-news mailings
- We regularly engage with statutory partners to support strategic planning
- We participate in a range of strategic meetings at both local and county level such as the Hampshire Learning Forum and EH Community Partnership

### **Aim 5: Strategic Work**

- We engage with statutory partners to help determine local priorities
- We build upon local knowledge and help support local planning
- We represent on the Local Strategic Partnership and encourage voluntary groups to become involved in key local strategic initiatives
- We provide a link to the wider communities across the District.
- We offer outreach to local areas, ensuring that Community First services are available to local groups
- We inform the sector on changing trends and needs
- We provide a voice for the voluntary and community sector
- We lever in funding where possible, to support this work

### **Aim 6: To promote and support volunteering activity locally**

- We received 376 enquiries from potential volunteers and 37 were placed
- An organisational health check is now provided to share good practice and support organisations with volunteering activities
- We have become the Hampshire wide Volunteering Brokerage Lead for the Department of Work and Pensions for people who are long term unemployed.
- We hosted 4 Volunteer Manager meetings
- We have delivered 4 Volunteer Centre training sessions and a Risk Assessment Workshop/Forum providing guidance on issues and legal responsibilities.
- We have participated in a Hampshire wide Photographic Competition
- A successful Community Volunteering Certificate Awards evening was held in the Council Chamber in Penns Place Petersfield in partnership with East Hampshire District Council. 134 volunteers were nominated from 33 different organisations.
- We planned and promoted volunteering through a number of events including Volunteers' week, Make a Difference Day, Culture in the Park, and the Petersfield Christmas Festival
- We provided Drop-In sessions at local Libraries, enabling a rural extension to the District.
- We have successfully secured an extension to our Volunteering England Accreditation to January 2012

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## **DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)**

### **Aim 7: To improve the sustainability and quality of Community First's services**

- We have been successful in achieving the prestigious NAVCA (the National Association of Voluntary and Community Action) quality award.
- A RARPA (Recording & Recognition of Progress and Achievement) system continues to operate, ensuring quality in the delivery of our training programmes.
- Big Lottery funding has allowed us to improve record keeping for our Group Support & Information service.
- Our biannual surveys have been carried out.
- We have invested in new database software and we are reviewing our membership.
- Induction and support for 3 new staff was provided.
- Induction and support for 3 new volunteers was provided.
- 15 organisations became members of Community First.
- Funding was obtained from Hampshire Learning to continue development work with our Training Project.



## DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)

### Financial Review

#### Reserves policy

The Trustee Board has determined that the Charity should maintain reserves as follows:

- Unrestricted reserves representing the prior 6 months expenditure,
- The loss on realisation of any fixed assets and any additional contractual liabilities.
- Designated reserves to accumulate funds for specific purposes as determined by the Board from time to time.
- Restricted reserves to the extent that funds for restricted purposes have not been fully expended. No additional reserves will be established for restricted projects.

This policy is principally to enable the Charity to continue operations whilst awaiting receipt of grants, to pay contractual liabilities in the event that grants were discontinued or significantly reduced whilst services were realigned and to recover the potential loss on fixed investments in the event that continued funding were withdrawn.

Application of this Policy as at 31<sup>st</sup> March 2011 produced the following figures -

Designated Reserves:	
Potential loss on fixed assets	£5,150
Required per Reserves Policy	
Six months' expenditure	<u>£112,700</u>
Total Reserves required	<u>£117,856</u>

The level of reserves will be reviewed annually against the policy. In addition and independent of Reserves as such, accruals will be established at the end of each year and reviewed quarterly thereafter, to cover any expenses that can reasonably be estimated, such as: sickness pay, insurance claim excesses, equipment and services received but not invoiced

#### Funding

Community First received core funding from East Hampshire District Council under a 3 year agreement to March 2010 and this has been extended for a further year. There is an annual agreement with Hampshire County Council.

Community First received a gift of £25,000 in June 2008 from the estate of Mr. R. Porter which it now holds as custodian. The terms of the gift are that it is to be used solely for the development of new youth facilities at the Alton Boys Club. If the club is not re-developed within 3 years from the date of varying the estate, then the principal beneficiary shall direct Community First to transfer the gift to any charity of his choosing.

The gift is held in the company's deposit account. The trustees will ensure the balance in this account does not fall below the unused value of the gift at any time during the 3 years in question. The trustees consider that the intentionally broad nature of the company's constitutional objectives allow it to be an intermediary for such a transaction, which will hopefully be of future benefit to the local community

## **DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)**

### **Future plans**

The Business Plan for 2009 - 2012 has been agreed and is available.

**During 2011 - 2012 there will be a focus on the following**

- We will continue to provide an accessible service to voluntary and community groups and encourage them to participate in the wider strategic networks of East Hampshire and Hampshire
- We will enhance and publicise our websites to ensure that they are accessible and continue to extend our use of electronic communication where appropriate, offering an online resource library to our members.
- We will update our own database information and work with the county-wide eVOLve project
- We will provide affordable and accessible training events, including support to groups in relation to personal safety and lone worker issues
- We will work with colleagues in Hampshire to ensure the effective use of our resources
- The Volunteer Centre will continue as the lead organisation for the Department of Works and Pensions Volunteer Brokerage Scheme across Hampshire, supporting long term unemployed people to access volunteering opportunities
- We will survey our customers, volunteers, staff and trustees to ensure that we maintain and if possible improve satisfaction amongst our stakeholders.
- We will work to ensure that our services are available to all the communities of East Hampshire, particularly through our work with East Hampshire Disability Forum and East Hampshire Diversity Forum
- We will monitor, evaluate and measure the impact of our services, mapping local service provision to enable us to work effectively in support of the local sector and to target areas of development.
- We will engage more effectively with the business community to encourage volunteering and voluntary action.
- We will encourage greater volunteering support within the organisation and develop our workforce.
- We will review our marketing strategy including the training brochure, newsletter and other circulations
- We will review our policies and procedures and ensure that staff and volunteers are aware of and working within these principles.
- We will grow the membership of Community First East Hampshire and will review our membership pack and services.
- We will seek a diverse range of funding to enable us to maximise on our efficiency and sustainability.

## DIRECTORS' AND TRUSTEES' REPORT FOR 2010-2011 (*continued*)

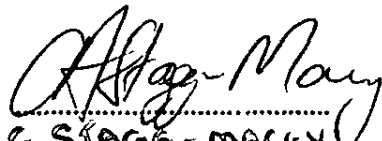
### Directors' and Trustees' Responsibilities

Company law requires the directors and trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that year. In preparing those financial statements, the Directors and Trustees are required to:-

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue in business

The Directors and Trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Directors and Trustees

  
.....  
E STAGG-MACEY  
Trustee

09/04/2011  
.....  
Date

**Chartered Accountants' Report to the Board of Trustees  
on the Unaudited Accounts of  
Community First East Hampshire**

We report on the accounts for the year ended 31 March 2011 set out on pages 13 to 22

**Respective responsibilities of directors and reporting accountants**

As described on page 11, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion

- (a) the accounts are in agreement with the accounting records kept by the company under section 386 of the Companies Act 2006,
- (b) Having regard to, and on the basis of the information contained in those accounting records
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 394 and 395 of the Act, and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 477 of the Act and did not, at any time within the year fall within any of the categories of companies not entitled to the exemption specified in section 478 of the Act



PWP Accounting Services  
Reporting Accountants

Unit 235  
2 Lansdowne Crescent  
Bournemouth  
Dorset  
BH1 1SA

Date 17th Sept. 2011

# STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2011

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
		£	£	2011	2010
				£	£
<b><u>INCOME AND EXPENDITURE</u></b>					
<b><u>INCOMING RESOURCES</u></b>					
Grants	2	125,445 48	137,213 55	262,659 03	269,242
Training Workshop Income		17,555 00	21,745.64	39,300 64	18,205
Donated Services - East Hampshire D C		-	8,279 06	8,279 06	8,313
DWP Volunteering brokerage		-	62,363 00	62,363.00	16,005
Service Income		-	583 00	583 00	704
Other Income		436 50	2,765 20	3,201.70	10,941
Investment Income		-	1,478 49	1,478 49	1,704
<b><u>TOTAL INCOMING RESOURCES</u></b>		<b><u>143,436 98</u></b>	<b><u>234,427 94</u></b>	<b><u>377,864 92</u></b>	<b><u>325,115</u></b>
<b><u>RESOURCES EXPENDED</u></b>					
Charitable Expenditure					
Costs of activities in furtherance of the Charity's objects	3	97,142 82	131,681 61	228,824 43	192,929
Support Costs	3	45,076 50	31,966 02	77,042 52	66,429
Management and Administration	3	-	24,759 33	24,759 33	23,098
<b><u>TOTAL RESOURCES EXPENDED</u></b>		<b><u>142,219 32</u></b>	<b><u>188,406.96</u></b>	<b><u>330,626 28</u></b>	<b><u>282,457</u></b>
<b><u>NET INCOMING RESOURCES FOR THE YEAR</u></b>		<b><u>1,217 66</u></b>	<b><u>46,020 98</u></b>	<b><u>47,238 64</u></b>	<b><u>42,658</u></b>
Funds brought forward at 1 April 2010		<u>118,463 01</u>	<u>114,298 16</u>	<u>232,761 17</u>	<u>190,103</u>
<b><u>FUNDS CARRIED FORWARD AT 31 MARCH 2011</u></b>		<b><u>119,680.67</u></b>	<b><u>160,319.14</u></b>	<b><u>279,999.81</u></b>	<b><u>232,761</u></b>

16.12.10

# BALANCE SHEET AS AT 31 MARCH 2011

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>Total</u>
		£	£	2011	2010
				£	£
<b><u>FIXED ASSETS</u></b>	6		6,154 00	6,154.00	5,726
<b><u>CURRENT ASSETS</u></b>					
Debtors	7	13,045 00	3,232 16	16,277 16	39,386
Cash at bank and in hand		<u>136,838 41</u>	<u>155,581 88</u>	<u>292,420 29</u>	<u>210,181</u>
		<u>149,883 41</u>	<u>158,814 04</u>	<u>308,697 45</u>	<u>249,566</u>
<b><u>CREDITORS: AMOUNTS FALLING</u></b>					
<b><u>DUE WITHIN ONE YEAR</u></b>	8	30,202 74	4,648 90	34,851 64	22,531
<b><u>NET CURRENT ASSETS</u></b>		<u>119,680.67</u>	<u>154,165.14</u>	<u>273,845.81</u>	<u>227,035</u>
<b><u>NET ASSETS</u></b>		<u>119,680.67</u>	<u>160,319.14</u>	<u>279,999.81</u>	<u>232,761</u>
<b><u>FUNDS</u></b>					
Unrestricted Funds	9	-	160,319 14	160,319 14	114,298
Restricted Funds	9	<u>119,680 67</u>	<u>      -      </u>	<u>119,680 67</u>	<u>118,463</u>
<b><u>TOTAL FUNDS</u></b>		<u>119,680.67</u>	<u>160,319.14</u>	<u>279,999.81</u>	<u>232,761</u>

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008). For the financial year ended 31 March 2011, the company was entitled to exemption from audit under Section 477 of the Companies Act 2006, and no notice has been deposited under Section 476. The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts were approved by the Trustees on ... 9/9/2010 ... 2011 and signed on their behalf by

Trustee



BEVERLEY JONES

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

### 1 ACCOUNTING POLICIES

- a) The financial statements have been prepared in accordance with applicable accounting standards, and follow the recommendations in Statement of Recommended Practice Accounting and Reporting by Charities (SORP) issued March 2005 and the Companies Act 2006
- b) Unrestricted grants are recognised in full in the Statement of Financial Activities in the period to which they relate. Restricted grants are recognised in the period during which they are unconditionally received
- c) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs
- d) Unrestricted funds are other income received or generated for the objects of the Charity without further specified purpose and are available as general funds
- e) Fixed assets are for use by the Charity in fulfilling its main charitable objects and are capitalised and depreciated. Assets costing under £100 are written off as expenditure in the year of purchase.  
Depreciation is provided on all fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, which in the case of computer equipment is set at four years, and in the case of fixtures and fittings at five years
- f) Comparative amounts are used

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

<b><u>2 GRANTS</u></b>	<b><u>2011</u></b>	<b><u>2010</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
For the general purposes of the Charity		
East Hampshire District Council	80,100 00	84,681
Hampshire County Council	<u>57,113 55</u>	<u>57,189</u>
<b>TOTAL UNRESTRICTED GRANTS</b>	<b><u>137,213 55</u></b>	<b><u>141,870</u></b>
For Alton College Volunteering Project		
Alton College	1,740 00	-
For Big Lottery Fund Outreach Project (BASIS)		
Big Lottery Fund	28,284 00	28,144
For Building Account		
East Hampshire District Council	150.00	-
For Childrens Fund		
Hampshire County Council	-	2,000
For Community Engagement - Black & Minority Ethnic		
East Hampshire District Council	10,000 00	-
Community Action Hampshire	500.00	-
For Community Engagement - Lesbian, Gay & Bi-sexual		
Havant Borough Council	11,624 00	-
Hampshire Constabulary	2,500 00	-
For Community Learning Project		
Hampshire County Council	17,660 00	22,013
For Culture in the Park 2010		
Radian	7,000 00	-
Community Forums - East Hampshire District Council	3,861 48	-
Kingfisher HVHS Housing Association	1,500 00	-
Hampshire County Council	-	-
Councillor's Discretionary Grant - Cllr J West	1,000 00	-
Councillor's Discretionary Grant - Cllr V Clarke	500 00	-
Hampshire County Council - Recreation & Heritage Arts Activity	500 00	-
Community Action Hampshire	500 00	-
East Hampshire District Council	500 00	-
Horndean Parish Council	500 00	-
A2Dominion	250 00	-
Beech Parish Council	100 00	-
Affinity Sutton Housing Association	-	1,000
Bordon & Liphook Charities	-	100
For Diversity Project		
Community Action Hampshire	-	2,000
For East Hampshire Older People Forum		
South East Rural Community Council	-	1,650



**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

For Invest to Save Project - Community Innovations		
Hampshire County Council	-	40,000
For Learning Highways		
Hampshire County Council	19,586.00	20,000
For Lindford Ladies	110 00	-
East Hampshire District Council		
For Mental Health Awareness Project		
Capacitybuilders	-	2,500
Hampshire County Council - Councillors' Grants (Cllr Adam Carew)	-	500
For Rural Toolkit Project		
Hampshire County Council	-	7,465
For Silver Surfers Project		
Hampshire County Council	2,080	-
For Thorn Project		
East Hampshire District Council	15,000 00	-
TOTAL RESTRICTED GRANTS	<u>125,445 48</u>	<u>127,372</u>
TOTAL GRANTS	<u>262,659.03</u>	<u>269,242</u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

**3 TOTAL RESOURCES EXPENDED**

	Costs of activities in furtherance of the Charity's objects	Support	Management and Admin. (from Unrestricted Funds)	<u>2011</u>	<u>2010</u>
	£	£	£	<u>Total</u> £	<u>Total</u> £
Staff costs (paid from Unrestricted Fund)	96,991.01	40,814 82	-	137,805 83	143,384
Staff costs (paid from Restricted Funds)	<u>38,803.06</u>	<u>15,423 89</u>	-	<u>54,226 95</u>	<u>45,892</u>
	135,794 07	56,238 71	-	192,032.78	189,276
Recruitment costs	-	380 62	-	380 62	6,493
Redundancy & Goodwill payments	-	5,898 31	-	5,898 31	-
Payroll Bureau	-	-	811 27	811 27	686
Project costs (paid from Restricted Funds)	58,339 76	-	-	58,339 76	29,480
Printing, postage, stationery & publicity	5,471 78	-	-	5,471 78	5,496
Insurance	-	-	2,169 36	2,169 36	2,414
Publications and subscriptions	-	698 80	-	698 80	1,419
Events and Hospitality	-	788 51	-	788 51	906
Training & Conferences	-	2,404 75	-	2,404 75	2,746
Telephone	-	-	2,012 24	2,012 24	2,059
Utilities	-	-	2,675 43	2,675 43	2,427
Rent	-	-	7,668 00	7,668 00	7,705
Business rates	-	-	611 06	611 06	608
Repairs, maintenance & refurbishment	-	-	461 40	461 40	436
Miscellaneous	-	-	986 63	986.63	651
Volunteer support	-	1,225 27	-	1,225 27	746
Travel costs	-	4,784 25	-	4,784 25	2,993
Website	-	203 28	-	203 28	186
A G M	-	1,373 79	-	1,373 79	642
Accountancy	-	1,187.50	-	1,187 50	-
Trustee training & travel	-	336.10	-	336 10	1,173
Other governance costs	-	1,522 63	-	1,522.63	1,414
Training Workshop expenses	2,720.94	-	-	2,720.94	8,949
DWP volunteering brokerage	26,497 88	-	-	26,497 88	7,440
Equipment and maintenance	-	-	4,806 89	4,806 89	2,956
Costs recovered from Projects	-	-29,652 61	-	-29,652.61	-18,849
Costs charged to Projects (Restricted Funds)	-	29,652.61	-	29,652 61	18,849
Depreciation	-	-	2,557 05	2,557 05	3,156
	<u>228,824.43</u>	<u>77,042.52</u>	<u>24,759.33</u>	<u>330,626.28</u>	<u>282,457</u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

**4 TRUSTEES**

No Trustee received any remuneration during the year

Five trustees received reimbursement of travelling expenses amounting to £232 (£409 2009/10 for five trustees)

**5 STAFF COSTS AND NUMBERS**

	<u>2011</u>	<u>2010</u>
	£	£
Staff costs during the year were as follows		
Salaries and wages	173,970 67	171,852
Social security costs	13,565 90	14,053
Pension	<u>4,496 21</u>	<u>3,372</u>
Total emoluments paid to staff were:	<u><b>192,032.78</b></u>	<u><b>189,276</b></u>
The average number of employees (part-time and full-time) during the year were	<u><b>12</b></u>	<u><b>12</b></u>

**6 FIXED ASSETS**

	<u>Computer Equipment</u>	<u>Fixtures and Fittings</u>	<u>Total</u>
	£	£	£
<b><u>COST</u></b>			
At 1 April 2010	15,304	6,913	22,218
Additions	<u>2,985</u>	<u>0</u>	<u>2,985</u>
At 31 March 2011	<u><b>18,289</b></u>	<u><b>6,913</b></u>	<u><b>25,203</b></u>
<b><u>DEPRECIATION</u></b>			
At 1 April 2010	13,814	2,677	16,492
Provided in the year	<u>1,498</u>	<u>1,059</u>	<u>2,557</u>
At 31 March 2011	<u><b>15,312</b></u>	<u><b>3,736</b></u>	<u><b>19,049</b></u>
<b><u>NET BOOK VALUE</u></b>			
At 31 March 2011	<u><b>2,977</b></u>	<u><b>3,177</b></u>	<u><b>6,154</b></u>
<b><u>NET BOOK VALUE</u></b>			
At 31 March 2010	<u><b>1,490</b></u>	<u><b>4,236</b></u>	<u><b>5,726</b></u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

<b><u>7</u></b>	<b><u>DEBTORS</u></b>	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>2011</u></b>	<b><u>2010</u></b>
				<b><u>£</u></b>	<b><u>£</u></b>
	Accrued income	9,500 00		9,500 00	557
	Prepaid expenses	-	1,827 97	1,827.97	1,807
	Debtors	<u>3,545 00</u>	<u>1,404 19</u>	<u>4,949 19</u>	<u>37,022</u>
		<u><b>13,045.00</b></u>	<u><b>3,232.16</b></u>	<u><b>16,277.16</b></u>	<u><b>39,386</b></u>
	<b><u>CREDITORS: AMOUNTS</u></b>				
<b><u>8</u></b>	<b><u>FALLING DUE</u></b>				
	<b><u>WITHIN ONE YEAR</u></b>	<b><u>Restricted</u></b>	<b><u>Unrestricted</u></b>	<b><u>2011</u></b>	<b><u>2010</u></b>
				<b><u>£</u></b>	<b><u>£</u></b>
	Accrued expense	2,269.74	4,648 90	6,918 64	4,871
	Deferred income	27,933 00	-	27,933 00	17,660
	Accounts payable	-	-	-	0
		<u><b>30,202.74</b></u>	<u><b>4,648.90</b></u>	<u><b>34,851.64</b></u>	<u><b>22,531</b></u>

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

<b>9 MOVEMENTS IN FUNDS</b>	<b>Opening Balance £</b>	<b>Incoming £</b>	<b>Outgoing £</b>	<b>Closing Balance £</b>
<b><u>Restricted Funds</u></b>				
Alton Boys Club	25,000 00			25,000 00
<i>To hold a legacy pending agreement on a building project for the Club</i>				
Alton College Volunteering Project		1,740 00	1,166 78	573 22
Big Lottery Fund Outreach Project (BASIS)	2,821.15	28,284.00	30,141 82	963.33
<i>To fund an Outreach Worker supporting local voluntary &amp; community groups</i>				
Building Account		150 00	150 00	0 00
<i>To process grant for security lighting received from East Hampshire District Council</i>				
Children's Fund	252 86			252 86
<i>To support the activities of the Local Partnership Group of the Children's Fund</i>				
Community Engagement Project - BME		10,500 00	3,949 82	6,550 18
<i>To facilitate a research project in East Hampshire in the Black &amp; Minority Ethnic community</i>				
Community Engagement Project - LBG		14,196.00	11,360 45	2,835 55
<i>To facilitate a research project in Havant/East Hampshire in the LBG community</i>				
Community Learning	17,336 85	17,660 00	13,300 60	21,696 25
<i>To increase local learning opportunities in and around Petersfield</i>				
Cultural Diversity Project	2,217 25		703 68	1,513 57
<i>To support the activities of the East Hampshire Diversity Forum</i>				
Culture in the Park	1,079 88	16,499 98	17,579 86	0 00
<i>To facilitate the multicultural festival 'Culture in the Park'</i>				
East Hampshire Compact	549 32			549 32
<i>To support the activities of the East Hampshire Compact</i>				
East Hampshire Disability Forum	241 11		241 11	0 00
<i>To support the activities of the East Hampshire Disability Forum</i>				
East Hampshire Network	154 40			154 40
<i>To support the activities of the network of East Hampshire Community Associations</i>				
East Hampshire Older People's Forum	164.65		164 65	0 00
<i>To encourage the over 60's to speak about matters affecting their life and well-being</i>				
Horndean Volunteering Directory	31 00			31 00
<i>To facilitate the production of a Horndean Volunteering Directory</i>				
Invest to Save - Innovations	51,121 69		15,967 08	35,154 61
<i>To provide support to community organisations in the provision of services to vulnerable older people</i>				
Learning Highways	10,708 74	37,141 00	43,220.71	4,629 03
<i>To promote a partnership approach to adult learning in neighbouring Districts</i>				

**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011 (Continued)**

	Opening Balance £	Incoming £	Outgoing £	Closing Balance £
Lindford Ladies		110 00		
<i>Temporarily to hold grant received from     East Hampshire District Council</i>				
Make a Difference Day	117 11		6 00	111 11
<i>To support volunteering activity for the     annual "Make a Difference Day"</i>				
Mental Health Awareness	500 30		200 00	300 30
<i>To improve co-ordination and understanding     of available mental health services</i>				
Rural Toolkit	5,589 69	76 00	3,535 21	2,130.48
<i>To ensure parish plan groups can access     necessary information for their action plans</i>				
Silver Surfers		2,080 00	243 35	1,836 65
<i>To enable access to IT facilities for     those aged over 50</i>				
Thorn Project	0 00	15,000 00	178 20	14,821 80
<i>To support the employment of a Youth Worker     for the Bordon Youth Umbrella Group</i>				
Voluntary Sector Conference	577 01			577 01
<i>To facilitate voluntary sector conferences</i>				
<b>Total Restricted Funds</b>	<b><u>118,463.01</u></b>	<b><u>143,436.98</u></b>	<b><u>142,219.32</u></b>	<b><u>119,680.67</u></b>
<b><u>Unrestricted Funds</u></b>				
General Fund	<u>114,298 16</u>	<u>234,427.94</u>	<u>188,406 96</u>	<u>160,319 14</u>
<b>Total Funds</b>	<b><u>232,761.17</u></b>	<b><u>377,864.92</u></b>	<b><u>330,626.28</u></b>	<b><u>279,999.81</u></b>